

Organizational Minutes 1/13/20

Minutes of the Re – Organizational Meeting of the Garrison Fire District Held on the 13th of January, 2020

1. Call to Order. The Organizational Meeting of the Commissioners of the Garrison Fire District was called to order by Temporary Chair, Commissioner Lomonaco, at 7:02 p.m.

2. Pledge of Allegiance. The pledge was led by Commissioner Lomonaco.

3. Roll Call and Affirmation of Quorum.

Present: Commissioner Bohl, Commissioner Brower, Commissioner Lomonaco, Commissioner Prentice, and Commissioner Freilich

A quorum was present.

Others Present: Chief, Treasurer, Company President, and Secretary

4. Administration of Oaths of Office to Fire Commissioners. Commissioner Bohl will take her oath within the month and file it with the Town Clerk.

5. Election of the Chairman and Vice Chairman of the Board of Fire Commissioners. Commissioner Lomonaco called for nominations for Chairman of the Board of Fire Commissioners.

Commissioner Lomonaco was nominated by Commissioner Brower, which was seconded by Commissioner Prentice to serve as the Chairman of the Board. The vote was, Yays: 4 – Commissioner Brower, Commissioner Freilich, Commissioner Prentice, Commissioner Bohl Nays: 0, Abstain: 1 – Commissioner Lomonaco. Motion Carried.

Commissioner Lomonaco then called for nominations for Vice Chairman of the Board of Fire Commissioners.

On a motion by Commissioner Brower, which was seconded by Commissioner Lomonaco, the Board nominated Commissioner Bohl to serve as Vice Chairman of the Board. The vote was, Yays: 4 – Commissioner Brower, Commissioner Freilich, Commissioner Prentice, Commissioner Lomonaco, Nays: 0, Abstain: 1 – Commissioner Bohl. Motion Carried.

6. Confirmation of Compliance with Open Meetings Law. Commissioner Lomonaco received confirmation from the secretary that the meeting was posted and the media advised pursuant to the Open Meetings Law. A copy of this notice is attached to these minutes.

7. Appointment of Secretary.

On a motion by Commissioner Lomonaco, which was seconded by Commissioner Bohl, the Board appointed Cristin Erickson as Fire District Secretary for the same salary as 2019. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor; Motion Carried.

The Secretary will take her oath within the month and file it with the Town Clerk.

8. Appointment Records Management Officer.

On a motion by Commissioner Freilich, which was seconded by Commissioner Lomonaco, the Board appointed Cristin Erickson as Records Management Officer. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor; Motion Carried.

9. Appointment of Treasurer and Bookkeeper.

On a motion by Commissioner Brower, which was seconded by Commissioner Bohl, the Board appointed Jim Passikoff as Fire District Treasurer for the same salary as 2019. The vote was, Yays: 5, Nays: 0, Abstain: 0. All Present in favor. Motion Carried.

On a motion by Commissioner Brower, which was seconded by Commissioner Bohl, the Board appointed Diana Hesse as Fire District Bookkeeper for the same salary as 2019. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor. Motion Carried.

A \$900,000 Surety Bond is in place.

A preliminary annual Report was presented.

10. Appointment of Fire District Attorney.

On a motion by Commissioner Brower, which was seconded by Commissioner Bohl, the Board appointed Mark Butler as Fire District Attorney for the proposed salary in the 2020 budget. The vote was, Yays: 5, Nays: 0, Abstain: 0. All Present in favor. Motion Carried.

11. Determine and Set Monthly Meeting Dates of Board.

On a motion by Commissioner Brower, which was seconded by Commissioner Freilich, the Board moved to hold its regular meetings on the second and fourth Monday's of the month with meetings taking place at 7:00 p.m. at Station 2. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor. Motion Carried.

12. Designation of Official Newspaper

On a motion by Commissioner Brower, which was seconded by Commissioner Freilich, the Board designated The PCNR as the Official Newspaper of the District. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor. Motion Carried.

13. Designation of One or More Public Places for Posting of Meetings or Hearings.

On a motion by Commissioner Brower, which was seconded by Commissioner Freilich, the Board designated the digital sign at Station 2, submitted to the Philipstown Town Clerk with the request to post on bulletin board and on town website, The PCNR as the public places for postings of Fire District meetings or hearings. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor, Motion Carried.

14. Designation of Fire District Bank(s).

On a motion by Commissioner Prentice, which was seconded by Commissioner Bohl, the Board designated M&T Bank as the official depository of the Fire District. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor, Motion Carried.

15. Designation of Authorized Signatories for Fire District Bank(s).

On a motion by Commissioner Brower, which was seconded by Commissioner Freilich, the Board resolved that the Treasurer and at least one other authorized signatory shall sign and execute all checks and drafts of the Fire District, only upon proper authorization by the Board of Fire Commissioners, and that Commissioner Bohl, Commissioner Brower and Commissioner Prentice are hereby designated as additional signatories on such checks and drafts, in addition to the treasurer. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor, Motion Carried.

16. Review, Re-Examine Leases & Contracts.

- a. The Board determined that all leases with the Garrison Volunteer Fire Company are in place. No action was taken.
- b. A contract with Northeast Generators for Station 1 and Station 2
- c. A contract with Dutchess Overhead Doors for Station 2
- d. A contract with Erickson Brother's for snow plowing
- e. A contract with Otis Elevator for Station 2
- f. A contract with W & M Sprinkler System for Station 1 and Station 2
- g. A contract with Liberty Security Services (off site fire monitoring) for Station 1 and Station 2
- h. A contract with Haight Fire Equipment Supply for fire extinguishers
- i. A contract with Hartford Steam Boiler to inspect boilers in Station 1 and Station 2
- j. A contract with Hudson Valley Fire Equipment for apparatus maintenance
- k. A contract with TEK for all Company physicals
- l. State bids obtained for fuel contract – Montello Global
- m. A contract with Brothers Lawn for landscaping for Station 2 to be reviewed in the Spring
- n. A contract with Gogo Daddy to annually renew website domain
- o. Other contracts shall be reviewed and discussed at appropriate times.

Renew membership in the Association of Fire Districts of the State of NY

17. Review of Fire District Policies.

On a motion by Commissioner Lomonaco, which was seconded by Commissioner Bohl, the Board reviewed and reapproved the Procurement & Procedures, Investment, LOSAP, FOIL, and Workplace Violence Policy's for the Garrison Fire District. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor, Motion Carried.

18. Appointment of Members and Officers of the Fire Company.

On a motion by Commissioner Brower, which was seconded by Commissioner Bohl, the Board accepted Jim Erickson as Chief, Lee Erickson as First Assistant Chief and Wendy Heintz as Second Assistant Chief. Sandy Bohl as Captain, Zack Parks as First Lieutenant, Adam Kerzner as Second Lieutenant. A list of members was submitted as well and are attached to these minutes. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor, Motion Carried.

The Chief's will take their oaths within the month and file it with the Town Clerk.

Chief's designation list to the Board of Commissioners are: Lee Erickson and Wendy Heintz.

- a. Iam R. Commissioner Lomonaco requested an updated list from the Company so it can be submitted to the County.

19. Determine, Set and Assign Board members to Committees. The Board then formed the following committees:

Apparatus – Commissioner Bohl

Building and Grounds – Commissioner Brower and Lomonaco

Finance and Insurance – Commissioner Freilich and Prentice

Community Relations – Commissioner Prentice

LOSAP – Commissioner Freilich

Strategic Planning – Commissioner Bohl and Prentice

Grant Committee – Commissioner Lomonaco and Brower

District Safety and Health – Commissioner Bohl

Web – Commissioner Freilich

Policies and Procedure – Commissioner Lomonaco

20. Adjournment. With no further business to conduct, on a motion by Commissioner Bohl, which was seconded by Commissioner Lomonaco, the meeting was adjourned at 7:33 p.m. All present in favor. The vote was, Yays: 5, Nays: 0, Abstain: 0. All present in favor, Motion Carried.

Respectfully submitted,
Cristin Erickson, Fire District Secretary