

Millwood Board of Fire Commissioners  
Meeting Minutes January 9, 2024

On January 9, 2024 the Millwood Board of Fire Commissioners held their organizational meeting at 7:00 PM in Millwood Station 1. Attending were Commissioners: Alan Schapiro, Anthony Olenik, Dan Puszka, Michael Wolfensohn and Jordan Schiffman; Treasurer Rose Cohen; Deputy Treasurer Vicki Gillespie; Secretary Joseph McConnell.

The Organizational Meeting was called to order by Commissioner Anthony Olenik.

Notary Public/Commissioner Michael Wolfensohn administered the Oath of Office to Commissioner Elect Alan Schapiro.

Commissioner Wolfensohn nominated Commissioner Olenik to be temporary Chairman, Seconded by Commissioner Schapiro, All in Favor.

Commissioner Olenik nominated Alan Schapiro as Chair of the Board of Fire Commissioners, Seconded by Commissioner Wolfensohn, All in Favor.

Chairman Schapiro nominates Dan Puszka as Vice Chair of the Board of Fire Commissioners, Seconded by Commissioner Wolfensohn, All in favor.

Secretary McConnell confirms that all regular media outlets were notified of the Annual Organizational Meeting via the Districts' web site, a push list email, and notices at both fire stations, notices at the Town of New Castle and the Millwood Post Office as well as a legal notice which was posted in the Journal News.

Commissioner Olenik made a motion to allow non-District residents to hold the post of Secretary/Records Management Officer and Treasurer, Seconded by Commissioner Wolfensohn, All in Favor.

Commissioner Olenik nominated Joseph P. McConnell for the position Secretary and Records Management Officer at an hourly rate to be determined to be paid monthly, Seconded by Commissioner Wolfensohn. All in Favor.

Notary Public/Commissioner Schiffman administered the Oath of Office to Secretary Joseph McConnell.

Chairman Schapiro nominated Rose Cohen for the position Treasurer at an hourly rate to be determined to be paid monthly, Seconded by Commissioner Puszka, All in Favor.

Notary Public/Commissioner Wolfensohn administered the Oath of Office to Treasurer Rose Cohen.

Chairman Puszka nominated Vicki Gillespie for the position Deputy Treasurer at an hourly rate to be determined to be paid monthly, Seconded by Commissioner Olenik, All in Favor.

Notary Public/Commissioner Wolfensohn administered the Oath of Office to Deputy Treasurer Vicki Gillespie.

Chairman Schapiro made a motion to retain the firm Pinsky Law Group, PLLC as the Districts Legal Counsel at a rate to be determined. Seconded by Commissioner Wolfensohn. All in Favor.

Commissioner Wolfensohn requests that the Treasurer submit the Annual Financial Update Document, for 2023 at the February monthly meeting, Seconded by Commissioner Olenik. All in Favor.

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Chairman Schapiro made a motion to designate the Journal News as the official District newspaper, Seconded by Commissioner Puszka. All in favor.

Commissioner Wolfensohn made a motion to designate JP Morgan Chase bank as the official bank for the fire district with the account value approximately \$ 3,069,209.38, Seconded by Commissioner Olenik. Commissioner Schiffman abstained. Commissioners Schapiro, Olenik, Puszka and Wolfensohn in favor.

Commissioner Schapiro nominates Dan Puszka as the designated back-up signee for the Chase.com account, Seconded by Commissioner Wolfensohn, All in favor.

Commissioner Olenik moves that the District join the following Organizations, Seconded by Commissioner Wolfensohn. All in Favor.

- Association of Fire Districts, State of NY (annual cost \$500)
- Association of Fire Districts, County of Westchester (annual cost \$400)
- Westchester County Association of Fire Chiefs (annual cost \$400)
- NY State Association of Fire Chiefs (annual cost \$175)
- National Fire Protection Association

Chairman Schapiro requests the Secretary confirm that the District domain of [www.millwoodfiredistrict.org](http://www.millwoodfiredistrict.org), and [www.millwoodfirecompany.com](http://www.millwoodfirecompany.com) registered and paid until February, 2027. Secretary McConnell confirms it is and that the domain names are paid through February, 2024.

Commissioner Wolfensohn moved that District Monthly Meeting would be held on following dates and to post in official newspaper and to file receipt and distribute by other approved notification channels, Seconded by Commissioner Olenik. All in Favor.

Millwood Fire District 2024 Meeting Schedule	
Tuesday, January 09, 2024	Organizational Meeting
Monday, January 22, 2024	Regular Meeting
Monday, February 26, 2024	Regular Meeting
Monday, March 25, 2024	Regular Meeting
Monday, April 29, 2024	Regular Meeting
Monday, May 20, 2024	Regular Meeting
Monday, June 24, 2024	Regular Meeting
Monday, July 22, 2024	Regular Meeting
Monday, August 26, 2024	Regular Meeting
Monday, September 23, 2024	Regular Meeting
Tuesday, October 15, 2024	Public Budget Hearing
Monday, October 28, 2024	Regular Meeting
Monday, November 25, 2024	Regular Meeting
Monday, December 16, 2024	Regular Meeting
Tuesday, January 07, 2025	Organizational Meeting
Note: Meetings Begin @ 7:30 PM - Station 1, 400 Millwood Road	

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Chairman Schapiro designates LOSAP funds manager as Glens Falls National Bank (Administered by Penflex) Seconded by Commissioner Wolfensohn. Commissioner Schiffman abstained. Commissioners Schapiro, Olenik, Puzska and Wolfensohn in favor.

Commissioner Wolfensohn made a motion to designate Interstate Diagnostics for physicals and labs; an alternate to be Clarity Testing should a firefighter not able to meet Interstate's posted schedule, Seconded by Commissioner Puzska. All in Favor.

Commissioner Wolfensohn made a motion to designate Scarsdale Security for security at Station 2 and Open Systems Metro for Station 1. Seconded by Commissioner Olenik, All in Favor.

Commissioner Wolfensohn made a motion for the Millwood Fire District to participate in the Westchester County and NYS Mutual Aid Plan. Seconded by Commissioner Puzska, All in Favor.

Commissioner Wolfensohn made a motion to approve the following District consultants, Seconded by Commissioner Schiffman, All in Favor.

- Insurance Agents: Hubbinette Cowell & Associates
- Workman's Compensation Insurance: Fire Districts of NY Mutual Insurance Company
- Auditors: RBT, LLC
- District Administrative Assistant: Greg Santone at a **to be determined** hourly rate.
- District Website Host: Homestead
- Plumbing Repair: CK Plumbing Repair
- Electric Repair: Nick's Electric
- Painting: Farez Development Corp.
- Roofing: Don Adams Contracting
- Apparatus Repair: Hopewell Fire Apparatus
- Vehicle Body Repair: Gowans Knight

Chairman Schapiro made a motion to authorize the following committees and committee Chairs, Seconded by Commissioner Wolfensohn, All in Favor.

- Buildings, Grounds, and Maintenance; Commissioner Olenik & Puzska, Co-Chairs
- Legal, Leases, & Contracts; Commissioner Schiffman, Chair
- Company Health & Welfare: Vitality, Annual Inspection, LOSAP, Uniforms; Commissioner Puzska, Chair
- Firematic Investment, Equipment Maintenance, Truck Replacement; Commissioners Olenik & Puzska, Co-Chairs
- Information Technology; Commissioner Schapiro, Chair
- Public Information; Commissioner Schapiro, Chair
- Administrative; Records Management, Audit, Elections; Commissioner Olenik, Chair
- Policy, Procedure, and By-laws; Inventory, Review and Recommend Improvements, Commissioner Wolfensohn, Chair
- OSHA & PESH Requirements; Commissioner Wolfensohn, Chair

Chairman Schapiro moved that all standing policies and procedures and by-laws applicable in 2023 apply in 2024, Seconded by Commissioner Olenik, All in Favor.

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**WORKING SESSION**

Commissioner Wolfensohn made a motion to adopt the December 7, 2023 Special Meeting Minutes, Seconded by Commissioner Olenik, All in Favor.

Chairman Schapiro made a motion to adopt the December 14, 2023 Special Meeting Minutes, Seconded by Commissioner Wolfensohn, All in Favor.

Commissioner Puzka made a motion to adopt the December 18, 2023 Regular Meeting Minutes, Seconded by Commissioner Olenik, All in Favor.

Commissioner Wolfensohn made a motion to adjourn the meeting at 7:22 PM. Seconded by Chairman Schapiro. All in Favor.

Joseph P McConnell  
Secretary