

January 10, 2019

On January 10, 2019, The Millwood Board of Fire Commissioners held the Annual Organizational Meeting at 7:00 pm at Station No. 1 located at 100 Millwood Road in the Town of New Castle. Present at the meeting were Commissioners: Jason Lichtenthal, Anthony Olenik, Dan Puszka, Michael Wolfensohn, Commissioner Elect Alan Schapiro, Treasurer Rose Cohen and Secretary Joseph P. McConnell

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

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

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

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

Chairman Schapiro nominates Dan Puszka as Vice Chair of the Board of Fire Commissioners, Seconded by Commissioner Olenik, 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.

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

Commissioner Wolfensohn nominated Joseph P. McConnell for the position Secretary and Records Management Officer at an hourly rate of \$30 per/hr. to be paid monthly, Seconded by Commissioner Olenik, All in Favor.

Chairman Schapiro nominated Rose Cohen for the position Treasurer at an hourly rate of \$50 per/hr. to be paid monthly, Seconded by Commissioner Wolfensohn, All in Favor.

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

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

Commissioner Wolfensohn nominates William N. Young Jr. of Young, Fenton, Kelsey & Brown as District Counsel with an annual retainer of \$1,500, Seconded by Chairman Schapiro, All in Favor.

Commissioner Olenik requests that the Treasurer submit the Annual Report for 2018 at the February monthly meeting.

Chairman Lichtenthal moves to designate the Journal News as the official District newspaper, Seconded by Commissioner Wolfensohn, All in Favor.

Chairman Schapiro made a motion to designate JP Morgan Chase bank as the official bank for the fire district, Seconded by Commissioner Lichtenthal, All in Favor. The maximum value of accounts is approximately \$1,667,620.00.

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

Commissioner Lichtenthal requests the Secretary confirm that the District domain of www.millwoodfiredistrict.org, is active. Secretary McConnell confirms it is and that the domain names are paid through February, 2020.

Commissioner Puszka designates LOSAP funds manager as Glens Falls National Bank (Administered by Penflex) Seconded by Commissioner Olenik, All in Favor.

Chairman Schapiro 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 Wolfensohn. All in Favor.

January 10th – Organizational Meeting

January 21st – Regular Meeting

February 25th – Regular Meeting

March 25th – Regular Meeting

April 29th – Regular Meeting

May 20th – Regular Meeting

June 24th – Regular Meeting

July 29th – Regular Meeting

August 26th – Regular Meeting

September 23rd - Regular Meeting
October 15 – 2020 Budget Public Hearing
October 28th – Regular Meeting
November 25th – Regular Meeting
December 16th – Regular Meeting
January 9th, 2020 – Organizational Meeting

Commissioner Puszka made a motion to designate Interstate Diagnostics for physicals and labs; Northern Westchester Internal Medicine as alternative if firefighters cannot meet Interstate's posted schedule, Seconded by Commissioner Olenik, All in Favor.

Commissioner Wolfensohn made a motion to designate the Arcuri Alarms for security at Station 2 and Open Systems Metro for Station 1. Seconded by Commissioner Puszka, All in Favor.

Commissioner Olenik moved that all standing policies and procedures and by-laws applicable in 2018 apply in 2019, Seconded by Commissioner Wolfensohn, All in Favor.

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

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

- New Firehouse & property attorney: Farrell & Fritz
- Insurance Agents: Hubbinette Cowell & Associates
- Workman's Compensation Insurance: Fire Districts of NY Mutual Insurance Company
- Auditors: RBT, LLC
- LOSAP Administrator: Penflex
- Chief's Aid: Greg Santone at a \$25.00 hourly rate
- District Administration: Paul Michael Marinello
- Vehicle Consultant: Emergency Vehicle Response
- District Website Host: Homestead

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

- Buildings and Grounds, and Maintenance; Commissioner Olenik, Chair
- Legal, Leases, & Contracts; Chairman Schapiro, Chair
- Company Health & Welfare: Vitality, Annual Inspection, LOSAP, Uniforms; Commissioner Puszka, Chair

- Firematic Investment, Equipment Maintenance, Truck Replacement; Commissioners Olenik & Puszka, Co-Chairs
- Information Technology; Commissioner Lichtenthal, Chair
- Public Information; Commissioner Lichtenthal, 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 Olenik & Puszka, Co-Chairs

After the conclusion of the Organizational Meeting, the Board had a brief work session.

Commissioner Wolfensohn made a motion to adopt the following minutes, Seconded by Chairman Schapiro, All in Favor:

- December 10, 2018

Chairman Schapiro made a motion to adjourn the meeting at 8:05 PM. Seconded by Commissioner Olenik. All in Favor.

Joseph P McConnell
Secretary