

January 12, 2021

On January 12, 2021 The Millwood Board of Fire Commissioners held the Annual Organizational Meeting at 7:00 pm via video conference at Station No. 1 located at 100 Millwood Road in the Town of New Castle. Present at the meeting were Commissioners: Alan Schapiro, Anthony Olenik, Michael Wolfensohn, Commissioner Elect Daniel Puszka and Jordan Schiffman, 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 Daniel Puszka and Jordan Schiffman.

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 of \$35 per/hr. to be paid monthly, Seconded by Commissioner Wolfensohn. All in Favor.

Chairman Schapiro nominated Rose Cohen for the position Treasurer at an hourly rate of \$59 per/hr. to be paid monthly, Seconded by Commissioner Schiffman, 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.

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Chairman Schapiro made a motion to retain the firm Kornfeld, Newman, Rew and Simeone as the Districts Legal Counsel at \$275.00 per hour with a minimum of two hours. Seconded by Commissioner Schiffman. All in Favor.

Commissioner Wolfensohn requests that the Treasurer submit the Annual Update Document, for 2020 at the February monthly meeting, Seconded by Commissioner Olenik. All in Favor.

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

Commissioner Wolfensohn made a motion to designate JP Morgan Chase bank as the official bank for the fire district, Seconded by Commissioner Schiffman, All in Favor. The maximum value of accounts is approximately \$ 2,100,000.

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, is active. Secretary McConnell confirms it is and that the domain names are paid through February, 2022.

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.

January 9th – Organizational Meeting

January 27th – Regular Meeting

February 24th – Regular Meeting

March 23rd – Regular Meeting

April 27th – Regular Meeting

May 18th – Regular Meeting

June 22nd – Regular Meeting

July 27th – Regular Meeting

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August 17th – Regular Meeting
September 21st - Regular Meeting
October 20th – 2020 Budget Public Hearing
October 26th – Regular Meeting
November 23rd – Regular Meeting
December 14th – Regular Meeting
January 12th, 2021 – Organizational Meeting

Chairman Schapiro designates LOSAP funds manager as Glens Falls National Bank (Administered by Penflex) Seconded by Commissioner Wolfensohn. All in Favor.

Commissioner Schiffman made a motion to designate Interstate Diagnostics for physicals and labs; Partner’s in Safety, Inc. as alternative if firefighters cannot meet Interstate’s posted schedule, Seconded by Commissioner Wolfensohn. All in Favor.

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

Commissioner Wolfensohn made a motion to approve the following District consultants, Seconded by Commissioner Schiffman, 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 Administrator: Paul Michael Marinello
- Vehicle Consultant: Emergency Vehicle Response
- District Website Host: Homestead
- Brad Pinsky, LLC.

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

- Buildings and Grounds, and Maintenance; Commissioner Olenik & Puszka, Co-Chair
- Legal, Leases, & Contracts; Commissioner Schiffman, 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 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 2020 apply in 2021, Seconded by Commissioner Olenik, All in Favor.

WORKING SESSION

Commissioner Wolfensohn made a motion to adopt the December 14, 2020 minutes, Seconded by Commissioner Olenik, All in Favor:

Commissioner Wolfensohn made a motion to have the Station 1 hot water heater cleaned and serviced by D.P. Wolf at a cost of \$2,940.00, Seconded by Commissioner Schiffman, All in Favor.

Commissioner Wolfensohn made a motion to pay the following reoccurring expenses via “Bill Pay”, Seconded by Commissioner Schiffman, All in Favor.

- Chase Credit Card
- WEX Fleet Credit Card
- Sprint Wireless
- Verizon
- MetTel

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Commissioner Wolfensohn made a motion to adjourn the meeting at 7:33 PM. Seconded by Commissioner Schiffman. All in Favor.

Joseph P McConnell
Secretary