

January 13, 2023

On January 13, 2023 the Millwood Board of Fire Commissioners held the Annual Organizational Meeting at 6:30 pm 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, Daniel Puszka and Michael Wolfensohn, Commissioner Elect Jordan Schiffman and Secretary Joseph P. 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 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 to be determined, Seconded by Commissioner Wolfensohn. All in Favor.

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

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 Schiffman. All in Favor.

Commissioner Wolfensohn requests that the Treasurer submit the Annual Financial Update Document, for 2022 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 a maximum value of accounts of approximately \$ 2,100,000, Seconded by Commissioner Schiffman, All 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.

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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, 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 2023 Meeting Schedule	
Tuesday, January 10, 2023	Organizational Meeting
Monday, January 23, 2023	Regular Meeting
Monday, February 20, 2023	Regular Meeting
Monday, March 27, 2023	Regular Meeting
Monday, April 24, 2023	Regular Meeting
Monday, May 22, 2023	Regular Meeting
Monday, June 26, 2023	Regular Meeting
Monday, July 24, 2023	Regular Meeting
Monday, August 21, 2023	Regular Meeting
Monday, September 18, 2023	Regular Meeting
Tuesday, October 17, 2023	Public Budget Hearing
Monday, October 23, 2023	Regular Meeting
Monday, November 27, 2023	Regular Meeting
Monday, December 18, 2023	Regular Meeting
Tuesday, January 09, 2024	Organizational Meeting

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

Commissioner Wolfensohn made a motion to designate Interstate Diagnostics for physicals and labs; an alternate to be determined at a later date should a firefighter not able to meet Interstate's posted schedule, Seconded by Commissioner Schiffman . 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.

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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 an hourly rate to be determined
- Vehicle Consultant: Emergency Vehicle Response
- District Website Host: Homestead
- Brad Pinsky Law Group, 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 2022 apply in 2023, Seconded by Commissioner Olenik, All in Favor.

WORKING SESSION

Commissioner Wolfensohn made a motion to adopt the December 19, 2022 minutes, Seconded by Commissioner Olenik, All in Favor.

Commissioner Wolfensohn made a motion, seconded by Commissioner Schiffman to enter into executive session to discuss personnel matters at 6:52 PM. All in favor.

Commissioner Schiffman made a motion, seconded by Commissioner Wolfensohn to exit executive at 7:05 PM. All in favor.

Commissioner Wolfensohn made a motion to adjourn the meeting at 7:05 PM. Seconded by Commissioner Schiffman. All in Favor.

Joseph P McConnell
Secretary