

January 7, 2009

On January 7<sup>th</sup>, 2009, the Annual Organizational Meeting of the Board of Fire Commissioners of the Millwood Fire District was held at 7:30pm at Fire Station No. 2, located at 366 Croton Dam Road in the Town of New Castle. Present were: Chairman Anthony Olenik, Commissioners: Angelo Indusi, Hala Makowska, Fred Scheier, Alan Schapiro, Temporary Treasurer Richard Lawson, Temporary Deputy Treasurer Rose Cohen, Temporary Secretary Paul Michael Marinello, several members of the Millwood Fire Company and various New Castle Taxpayers.

Assignment of one Commissioner to open Meeting: Commissioner Scheier made a motion to open the meeting.

Commissioner Makowska made a motion to nominate Commissioner Scheier TEMPORARY CHAIRMAN, Seconded by Commissioner Indusi, All in Favor.

Commissioner Scheier verified with Commissioner Schapiro that he has taken the oath of office as Fire Commissioner and filed paperwork with the Town of New Castle. Commissioner Schapiro verified this to be true.

Commissioner Scheier asked for nominations for CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS. Commissioner Indusi nominated Chairman Olenik.

Several firefighters spoke openly with regard to retaining Commissioner Olenik as Chairman of the Board of Fire Commissioners. They included: Mike Horan, Todd Kruger and Chief Jan Schwark.

Other members of the community supported a change in commissioner, including: Gene Nadel and Bill McGovern

Commissioner Scheier nominated Commissioner Makowska. Commissioner Olenik nominated Commissioner Indusi, who declined the nomination and asked the Board to vote with (2) candidates. A vote was held to declare Chairman Olenik CHAIRMAN:

VOTE: Chairman Olenik	Yes
Commissioner Indusi	Yes
Commissioner Makowska	No
Commissioner Scheier	No
Commissioner Schapiro	No

Motion denied 3 – 2.

A vote was held to declare Commissioner Makowska CHAIRMAN:

VOTE: Chairman Olenik	No
Commissioner Indusi	No
Commissioner Makowska	Yes
Commissioner Scheier	Yes
Commissioner Schapiro	Yes

Motion passed 3 – 2.

Commissioner Scheier appoints Commissioner Makowska CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS.

Chairman Makowska nominated Commissioner Scheier VICE CHAIRMAN, Seconded by Commissioner Schapiro. Commissioner Olenik nominated Commissioner Indusi, who declined the nomination. Vote was taken, All in Favor.

Chairman Makowska made a motion to nominate Paul Michael Marinello SECRETARY OF THE BOARD OF FIRE COMMISSIONERS for the year 2009 with a salary of \$12,000, Seconded by Commissioner Scheier. Commissioner Olenik nominated Rich Lawson. There was no second to this motion.

Richard Scanlan supported Rich Lawson's appointment to Secretary.

A vote was held:

VOTE: Commissioner Olenik	No
Commissioner Indusi	Yes
Commissioner Makowska	Yes
Commissioner Scheier	Yes
Commissioner Schapiro	Yes

Motion passed 4 – 1.

Chairman Makowska made a motion to nominate Bill Young of Wein, Young, Fenton & Kelsey to be District Counsel, Seconded by Commissioner Indusi, All in Favor.

Chairman Makowska made a motion to nominate Richard Lawson TREASURER for the year 2009, Salary of \$15,600, Seconded by Commissioner Scheier, All in Favor.

Chairman Makowska asked the Treasurer Lawson to submit an annual report with regard to the preceding year. Mr. Urban Santone requested a quick audit of the books as of 2009 to have the current consultant review with Chairman Makowska, Treasurer Lawson and Deputy Treasurer Cohen, All in Agreement.

Chairman Makowska made a motion to nominate Rose Cohen DEPUTY TREASURER for the year 2009, no salary, Seconded by Commissioner Schapiro, All in Favor.

Chairman Makowska said she'd like to renew the surety coverage bond for Treasurer, Chairman and Vice Chairman, currently with McNeil & Associates, All in Agreement.

Chairman Makowska made a motion to designate THE JOURNAL NEWS as the official newspaper, Seconded by Commissioner Scheier, All in Favor.

Chairman Makowska asked to add the following distribution channels to the department's information stream: NEW CASTLE NOW as an official point of distribution, The US Post Office in Millwood (bulletin board, which is already a designated channel) and an Interested Public Email Distribution List, Seconded by Commissioner Scheier, All in Favor.

Chairman Makowska made a motion to designate JP Morgan Chase the official bank, seconded by Commissioner Indusi, All in Favor.

Chairman Makowska made a motion to designate HOMETOWN FIREFIGHTERS SERVICES as the administrator for the fire district's Length Of Service Awards Program (LOSAP), seconded by Commissioner Scheier, All in Favor.

Commissioner Scheier made a motion to accept an offer of \$19,900 from Stewart County Fire Service for Engine 245, subject to payment by certified check or cash, seconded by Commissioner Makowska, All in Favor.

Commissioner Olenik stated that the district must receive a payment in the form of a certified check or cash.

Commissioner Scheier asked the Board to approve the publishing of their various contact information including phone numbers and email addresses and stated that the information would be available to members of the Millwood Fire Company. The Commissioners agreed.

Chairman Makowska made a motion to approve membership in the following organizations as well as the annual registration of the domain name, seconded by Commissioner Indusi, All in Favor.

- Association of Fire Districts, State of New York
- Association of Fire Districts, County of Westchester
- Westchester County Association of Fire Chiefs
- Association of Fire Chiefs, State of New York
- National Association of Fire Districts (check with other Comm.)
- Hudson Valley Volunteer Fireman's Association

Westchester County Volunteer Fireman's Association  
National Fire Protection Association  
International Society of Fire Service Instructors  
Northern Westchester Fireman's Association

Commissioner Makowska made a motion to approve the following dates for the meetings of the Board of Fire Commissioners for the year, 2009, seconded by Commissioner Scheier, All in Favor. All meetings will be held at Station 2.

January 26<sup>th</sup>  
February 23<sup>rd</sup>  
March 23<sup>rd</sup>  
April 27<sup>th</sup>  
May 18<sup>th</sup>  
June 22<sup>nd</sup>  
July 27<sup>th</sup>  
August 24<sup>th</sup>  
September 21<sup>st</sup>  
October 20<sup>th</sup> (Budget)  
October 26<sup>th</sup>  
November 23<sup>rd</sup>  
December 21<sup>st</sup>  
January 6<sup>th</sup>, 2010 (Organizational Meeting)

Commissioner Makowska made a motion to review and examine the following current leases and contracts for the year, 2009, All in Favor.

Interstate Diagnostics for physicals  
Dr. Richard Klein of Northern Westchester internal medicine  
Yorktown medical labs for laboratory testing  
District Security and Fire Protection Systems:  
    Arcuri Alarm Systems for Station 2  
    Startek for Station 1  
Mutual Aid Response Agreement with Westchester County (DES)  
Appointment of Attorney William Young Jr. as District appeals officer

Commissioner Makowska made a motion to approve all standing Policies & Procedures applicable in 2008 to be applicable in 2009, seconded by Commissioner Scheier, All in Favor.

Commissioner Makowska made a motion to approve the District Travel Policy and Reimbursement Rate for 2009, with one change suggested by Commissioner Indusi: that the mileage for reimbursement be set at a minimum of 25 miles, Seconded by Commissioner Olenik, All in Favor.

Commissioner Scheir discussed that a committee will be created to review all existing Policies & Procedures and that the committee will present the board the results of the review as well as recommendations on any changes.

Chairman Makowska made a motion to adopt the CODE of ETHICS which was supplied by Attorney Bill Young, Seconded by Commissioner Olenik, All in Favor. (Code of Ethics attached)

Chairman Makowska made a motion to approve the following district consultants, Seconded by Commissioner Scheier, All in Favor.

- Architect Bernie Lanza
- EIS Attorney John Kirkpatrick
- Contracts Attorney Anthony Guardino
- Real Estate Attorney Watkins
- Engineering Firm for St. 1 Repairs Griggs & Davis
- EIS Consulting AKRF
- Insurance Agent McNeil & Company
- Auditing Firm Waller & Fiorenza
- District Web Site host provider Homestead

Chairman Makowska proposed the following committees with Chair in parenthesis:

- Buildings & Grounds and Maintenance (Olenik)
- Station 1 Replacement (Makowska)
- Legal, Leases, Contract, Management Review and Recommendations (Scheier)
- Company Health & Welfare, Vitality, Annual Inspection, LOSAP, Uniforms, OSHA (Olenik)
- Firematic Investment, Equipment Maintenance and Truck Replacement (Indusi)
- Information Technology (Schapiro)
- Public Relations (Schapiro)
- Administrative; Records Management, Insurance Claims, Audit, Elections (Makowska)
- ISO Ratings Improvements (Indusi)
- Policy & Procedure, By-Laws, Review and Recommendations (Scheier)

Organizational Meeting concluded at 8:58pm and a regular session began.

Commissioner Olenik made a motion to approve the AKRF proposal dated 11/7/08, Seconded by Scheier, All in Favor.

Commissioner Scheier discussed the District policy with regards to work orders for the Architect. The policy is to have all work orders supplied to the Architect only after they were discussed and approved by the Board and then submitted to the Architect via the official District email account. All approved.

The Commissioners agreed to have a Special Meeting of the Board of Fire Commissioners on Monday January 12<sup>th</sup> at 7:30pm at Station 2 to discuss final proposed programs to be included in the DEIS for Station 1 replacement.

Mr. Urban Santone, Treasurer of the Millwood Fire District for the year, 2008, asked to address the board. He suggested to the Board that he be allowed to close out the books through December 31<sup>st</sup>, while working with incoming Treasurer Rich Lawson to start the calendar year 2009 with a fresh slate.

Chairman Makowska made a motion to pay Mr. Santone the sum of \$1,000, seconded by Commissioner Olenik, All in Favor.

Chairman Makowska made a motion to adjourn the meeting, Seconded by Commissioner Indusi, All in Favor.

Meeting concluded at 9:50pm.

Paul Michael Marinello  
Secretary