

## **MINUTES OF THE ORGANIZATIONAL MEETING**

## **BOARD OF FIRE COMMISSIONERS**

# NORTH CASTLE FIRE DISTRICT NO. 2, ARMONK, NY

January 11<sup>th</sup>, 2021

Constituting a quorum ready to transact business, the meeting was called to order by Commissioner Douglas Ross at 7:00 p.m. with the following Commissioners present:

Donald Dehmer Commissioner

William Fisher Commissioner

Douglas Ross Commissioner

Edwin Schultz Commissioner

Adam Ross Treasurer

Joseph McConnell Secretary

Commissioner Fisher administered the oath of office to Donald Dehmer as Commissioner of the North Castle Fire District 2.

Commissioner Schultz nominated Commissioner Fisher for the position of Chairman.

Commissioner Gallagher seconded the motion. The vote in favor was unanimous.

Commissioner Fisher nominated Commissioner Dehmer to the position of Deputy Chairman. Commissioner Schultz seconded the motion. The vote in favor was unanimous.

Commissioner Gallagher made a motion giving the Deputy Chairman the authority to sign the District checks. Commissioner Schultz seconded the motion. The vote in favor was unanimous.

Commissioner Schultz made a motion that the 2021 annual salaries be as follows:

Treasurer: \$26,095.00

Secretary: \$24,081.24

Data Entry: \$ 2,513.53

Commissioner Gallagher seconded the motion.

Commissioner Dehmer – Aye

Commissioner Fisher – Aye

Commissioner Gallagher - Aye

Commissioner Ross – Aye

Commissioner Schultz – Aye

Commissioner Dehmer mad a motion to appoint Adam Ross as Treasurer of the North Castle Fire District Number 2. Commissioner Schultz seconded the motion. The vote in favor was unanimous.

Chairman Fisher administered the oath of office to Adam Ross as Treasurer of the North Castle Fire District Number 2.

Commissioner Schultz mad a motion to appoint Joseph McConnell as Secretary of the North Castle Fire District Number 2. Commissioner Ross seconded the motion. The vote in favor was unanimous.

Chairman Fisher administered the oath of office to Joseph McConnell as Secretary of the North Castle Fire District Number 2.

Commissioner Ross made a motion to appoint Edwin Schultz as the Purchasing Officer for the Fire District. Commissioner Dehmer seconded the motion. The vote in favor was unanimous. Chairman Fisher administered the oath of office to Edwin Schultz as Purchasing Officer of the North Castle Fire District No. 2.

Commissioner Schultz 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.

Commissioner Gallagher seconded the motion. The vote in favor was unanimous.

Chairman Fisher made a motion to appoint Philippe Goulet as Chief of the Department. Commissioner Schultz seconded the motion. The vote in favor was unanimous.

Commissioner Schultz made a motion to appoint Carlos Cano as 1<sup>st</sup> Assistant Chief of the Department. Commissioner Gallagher seconded the motion. The vote in favor was unanimous.

Commissioner Gallagher made a motion to appoint Brian Fenster 2<sup>nd</sup> Assistant Chief of the Department. Commissioner Dehmer seconded the motion. The vote in favor was unanimous.

Chairman Fisher appointed Secretary McConnell as the District Records Access Officer.

The Board determined Chairman Fisher will act as the District Appeals Officer.

The Treasurers bond will be \$1.5 million dollars' coverage.

Commissioner Schultz made a motion to appoint Dr. Donald Cohen of Westchester Health Association and the as the District physician. Commissioner Ross seconded the motion. The vote in favor was unanimous.

Commissioner Ross made a motion to designate The Journal News as the Official Newspaper for the District. Commissioner Schultz seconded the motion. The vote in favor was unanimous.

Commissioner Schultz made a motion to use the Sterling National Bank for the General Fund checking and the Reserve Fund "B" accounts. Commissioner Dehmer seconded the motion. The vote in favor was unanimous.

Commissioner Gallagher made a motion to use the Putnam County Savings Bank the Reserve Fund "A" accounts. Commissioner Ross seconded the motion. The vote in favor was unanimous.

Pursuant to Town Law 177, at the Organizational Meeting, The Treasurer shall:

- Account with the Board of Fire Commissioners for all monies received and dispersed during fiscal year 2020, and
- File a detailed statement in writing of the receipts and disbursements of the preceding year, and
- Produce all books, records, receipts, orders, vouchers and cancelled checks (or check images) for examination anytime

Due to the December 2020 checking account statements not being available, the audit will be completed at the February 8<sup>th</sup>, 2021 meeting.

Commissioner Gallagher made a motion to have the following vendor invoices be considered recurring monthly payments and to be paid through Electronic Funds Transfers (EFT).

Commissioner Schultz seconded the motion.

- Consolidated Edison
- Sterling National Bank – Master Card
- Staples
- Konica Minolta
- Optimum
- Verizon
- Sprint
- Crystal Rock

The vote in favor was unanimous.

Commissioner Schultz made a motion to have the District join the Association of Fire Districts of New York, Commissioner Ross seconded the motion. The vote in favor was unanimous.

Commissioner Schultz made a motion to have the District join the Association of Fire Districts of Westchester County, Commissioner Dehmer seconded the motion. The vote in favor was unanimous.

Commissioner Gallagher made a motion to have the District join the National Fire Protection Association, Commissioner Schultz seconded the motion. The vote in favor was unanimous.

Chairman Fisher appointed Commissioner Ross and Commissioner Dehmer to the Truck Committee; Commissioner Schultz and Fisher to the Building and Grounds Committee and Commissioner Gallagher to the EMS Committee.

Commissioner Schultz made a motion to approve all existing maintenance contracts, mutual aid agreements and the contract to provide ambulance service to the Fire Protection District No. 3. Commissioner Ross seconded the motion. The vote in favor was unanimous.

The regular monthly meetings of the Board of Fire Commissioners of the North Castle Fire District No. 2 for 2021 will be held on the following Dates: January 11, 2021, February 08, 2021, March 08, 2021, April 12, 2021, May 10, 2021, June 14, 2021, July 12, 2021, August 09, 2021, September 13, 2021, October 11, 2021, November 08, 2021, December 13, 2021. The regular meetings will begin at 7:00 p.m. The special meeting for the purpose of the adoption of the 2022 budget will be held on October 19<sup>th</sup>, 2021 at 8 p.m. All meetings take place at the Armonk Fire Station, located at 400 Bedford Road, Armonk, NY. These meetings will be advertised in the Journal News, open to the public and posted on the Armonk Fire Department website.

Commissioner Ross made a motion to ratify the District investment policy (Policy #23). Commissioner Gallagher seconded the motion. The vote in favor was unanimous.

Commissioner Gallagher made a motion to ratify the District purchasing policy (Policy #5). Commissioner Schultz seconded the motion. The vote in favor was unanimous.

The Board approved the following Driver Training Examiners for 2021:

<b>Ambulances</b>	William Fisher, Bruce Wuebber, Edwin Schultz, Michael Giaccio and Ron Macellaro
<b>Engine 288</b>	Ron Macellaro, William Fisher, Dwight Eisenhower, Don Dehmer and Bruce Wuebber
<b>Engine 286</b>	Ron Macellaro, William Fisher, Dwight Eisenhower, Don Dehmer and Bruce Wuebber
<b>Engine 287</b>	Dwight Eisenhower, Gary Boyd and Don Dehmer
<b>Tanker 9</b>	Ron Macellaro, Dwight Eisenhower, Gary Boyd and Don Dehmer
<b>Rescue 85</b>	Ron Macellaro, Dwight Eisenhower, Gary Boyd and Bruce Wuebber
<b>Boat</b>	Bruce Wuebber, Michael Giaccio and Ron Macellaro
<b>ATV</b>	Carlos Cano, Bruce Wuebber, Michael Giaccio and Ron Macellaro

Commissioner Ross made a motion to make changes to the 2021 Driver Training Examiners. Commissioner Schultz seconded the motion. The vote in favor was unanimous

Commissioner Schultz made a motion to have all motions and seconded considered unanimously approved, unless stated otherwise. Commissioner Ross seconded the motion. The vote in favor was unanimous.

On a motion by Commissioner Gallagher, BE IT RESOLVED that the provisions of Section 176-D of Town Law and Section 18 of the Public Officers Law, providing for the defense and indemnification of the Fire District Employees, Fire District Officers and the Volunteer Firefighters be applicable to the North Castle District No. 2 and be it further resolved that this resolution shall remain in force and effect until rescinded. Commissioner Schultz seconded the motion. The vote in favor was unanimous.

There being no further business to transact, the Meeting stood adjourned on a motion by Commissioner Schultz, seconded by Commissioner Gallagher at 7:47 p.m.

Respectfully submitted

Joseph P. McConnell  
Secretary