

Montauk Fire District

January 11, 2022

Commissioners Organizational Meeting 18:30 hours

MINUTES

Commissioners Present: Richard Schoen
James Wright
William R. Pitts
John Mark
Charles “Chip” McLean

Also Present: Chief Scott Snow, 1st Asst. Chief Kenneth Glogg, 2nd Asst. Chief Peter Joyce, Jr. and Secretary/Treasurer Dawn E. Lucas, Ed Ecker, Lauren Chakraborty, Tom Dess, Tom Dess, Jr., Sue Farnham, Pat Flynn, Jessie James, Artie Lucas, John McDonald, Jeanine Miedzwiecki, Charlie Morici, Bob Sanchez.

Call Meeting to Order:

Ms. Lucas asked everyone to stand for the Pledge of Allegiance at 18:30 hours and then a moment of silence.

- Newly elected member of Board **Charles “Chip” McLean was sworn in January 1st, 2022.**
- Commissioner Wright nominated **Richard Schoen for Chairman**, seconded by Commissioner Pitts; motioned/passed/carried.
- Chairman Richard Shoen confirmed with Ms. Lucas that the media was notified of time and place of Organizational Meeting.
- Chairman entertains motion for office of Vice Chairperson and Commissioner Pitts nominated **James Wright as Vice Chairperson**, seconded by Chairman Schoen; motioned/passed/carried.
- Chairman Schoen entertained the motion for office of **District Secretary-Treasurer and nominated Dawn E. Lucas**, seconded by Commissioner Pitts; motioned/passed/carried. For the record her annual salary is \$66,518.40. **Chairman also nominated her as the District Custodian of Records, Records Access Officer and Records Retention Officer**, seconded by Commissioner McLean; motioned/passed/carried.
- Chairman Schoen motions to appoint **Sapienza and Frank, Joseph Frank as our attorney** for the District, at an annual retainer rate of \$500.00 per month, seconded by Commissioner Pitts; motioned/passed/carried.
- The Chairman entertains appointment of **District Consultant, Dorothy Jacoby**, Commissioner Pitts motioned to approve, seconded by Commissioner Wright; motioned/passed/carried.
- The Chairman confirmed the surety bond is still in effect for the District Treasurer.

- Chairman motioned to appoint **Brent Becker and Rex Martin** as custodians, seconded by Commissioner Wright; motioned/passed/carried.
- Chairman Schoen motioned to designate our official newspapers as the **East Hampton Star and Newsday**, seconded by Commissioner Pitts; motioned/passed/carried.
- The Chairman motioned to designate the banks of the District as **People's United Bank and DIME Bank**, seconded by Commissioner Pitts; motioned/passed/carried.
- The board reviews and sets policies for how and whom checks are signed by, the Treasurer **MUST** be one of the signatories, it's state law. Chairman Schoen motions that the signers on checks can be the Chairman, Vice Chairman and Treasurer, seconded by Commissioner Pitts; motioned/passed/carried.
- Chairman read that the board shall adopt a resolution empowering the Chairperson and Vice Chairperson to sign contracts on behalf of the District whenever such contracts are approved by three members of the board. It has always been that way we just have to reaffirm it. Chairman Schoen motioned to approve, Commissioner Pitts seconded; motioned/passed/carried.
- The board shall designate the time- **6:30pm**, place- **12 Flamingo Avenue, Montauk, NY 11954** and dates of it's monthly meetings- **2nd Tuesday and 4th Wednesday of every month** and direct the Secretary to inform the media and the public. Chairman Schoen motions to approve, seconded by Commissioner Pitts; motioned/passed/carried.
- The Board shall approve various memberships it will join, motioned by Commissioner Wright, seconded by Chairman Schoen; motioned/passed/carried. They are as follows;
 - AFDSNY (Association of Fire Districts State of New York)**
 - East Hampton Fire Districts Officers Association**
 - FASNY**
 - Fire Advisory Board**
 - Fire Chief's Council**
 - NFPA (National Fire Protection Association)**
 - NYS Association of Fire Chief's**
 - SC Volunteer Fireman's Association**
 - SCFDOA (Suffolk County Fire District Officers Association)**
 - South Fork Fire Police**
 - Suffolk County Fire Police**
 - TERC USA**
- The Board shall list Conventions, Meetings and Seminars it plans to attend in 2022. **Indianapolis and the EMS Conference**. Chairman Schoen motioned to approve, seconded by Commissioner McLean; motioned/passed/carried.
- The Board shall adopt all policies and procedures that were in place the previous year (2021) Chairman Schoen motioned to approve, seconded by Commissioner Pitts; motioned/passed/carried.
- The Board shall reaffirm it's Hydrant rental Agreements. Commissioner Pitts motioned to approve, seconded by Chairman Schoen; motioned/passed/carried.
- The Chairman will determine all Committee Assignments;
 - Apparatus and Equipment- Commissioner Pitts**
 - Buildings and Grounds- Commissioner Wright**
 - Budget and Capital Reserve- Commissioner Mark**
 - Insurance- Commissioner McLean**
 - Communications- Commissioner McLean**
 - Paid Personnel- Commissioner Wright**

**Department Personnel- Commissioner Mark
Law- Chairman Schoen**

Chairman Schoen motioned to adjourn from Organizational Meeting, seconded by Commissioner Wright; motioned/passed/carried.