

Montauk Fire District

January 13, 2023

Commissioners Organizational Meeting 18:30 hours

MINUTES

Commissioners Present: Richard Schoen
James Wright
John Mark
Charles “Chip” McLean
Thomas Dess

Also Present: Chief Kenneth Glogg, 2nd Asst. John McDonald and Secretary-Treasurer Dawn E. Lucas,

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. Chairman Schoen proposes designating a temporary Chairperson, usually it is the Treasurer in this case it is Dawn E Lucas, seconded by Commissioner Dess; motioned/passed/carried.

- Ms. Lucas called the Organizational meeting to order @ 18:31 hours on Friday January 13, 2023.
- Ms. Lucas noted that the swearing in of **James Wright and Thomas Dess was done January 1st, 2023**
- Ms. Lucas noted we will now elect a chairperson for 2023. Commissioner Wright nominated **Richard Schoen for Chairman**, seconded by Commissioner Mark; motioned/passed/carried. Now the chairperson will take charge of the meeting.
- Chairman Richard Schoen 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 Dess nominated **James Wright as Vice Chairperson**, seconded by Commissioner Mark; motioned/passed/carried.
- Chairman Schoen entertained the motion for office of **District Secretary-Treasurer** and Commissioner Dess **nominated Dawn E. Lucas**, seconded by Commissioner Wright; motioned/passed/carried. The Board sets her **annual salary for 2023 at \$71,268.60**. She was sworn in by Chairman Schoen prior to the meeting. **Chairman Schoen also named Ms. Lucas the District Custodian of Records, Records Access Officer and Records Retention Officer.**
- Chairman Schoen entertains motion to appoint district counsel, Commissioner Wright motioned for **Sapienza and Frank, Joseph Frank as our attorney for the District, at an annual retainer rate of \$500.00 per month**, seconded by Commissioner Dess; motioned/passed/carried.

- Chairman Schoen noted since we were unhappy with our previous consultant, he entertains appointment of **District Consultant, PIPS (Professional Innovative Programs & Services, LTD, Brian and Dennis**. Ms, Lucas was asked to speak about this, She stated this is the company that provides us the program she utilizes daily. They can handle the reconciliations/reports and get this information to us within a day or two. The cost would be \$100 per month up to \$125.00. Chairman Schoen motioned to approve, seconded by Commissioner Wright; motioned/passed/carried. Ms. Lucas also noted they can finish the 2022 year out for us. Chairman Schoen motioned to have PIPS finish out 2022, 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 at \$74,931.38 and Rex Martin at \$66,593.02** as custodians for the 2023 year, seconded by Commissioner McLean; motioned/passed/carried.
- Chairman Schoen motioned to designate our official newspapers as the **East Hampton Star and Newsday**, seconded by Commissioner Wright; motioned/passed/carried.
- Chairman Schoen motioned to designate **M&T Bank and DIME Bank** as the banks of the District, seconded by Commissioner McLean; 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. Chairman Schoen motions to keep the signers on the checks to the Chairman, Vice Chairman and Treasurer, seconded by Commissioner Wright; motioned/passed/carried.
- 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.
- 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 McLean; motioned/passed/carried.
- The Board shall approve various memberships it will join, Chairman Schoen read them aloud. Commissioner Dess motioned to approve, seconded by Commissioner Wright; 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 2023. **Indianapolis and the EMS Conference and Fire District Annual Meeting & Leadership Summit**. Chairman Schoen motioned to approve, seconded by Commissioner Wright; motioned/passed/carried.

- The Board shall adopt all policies and procedures that were in place the previous years. Chairman Schoen motioned to approve, seconded by Commissioner Wright; motioned/passed/carried.
- The Board shall reaffirm it's Hydrant rental Agreements. Chairman Schoen motioned to approve, seconded by Commissioner McLean; motioned/passed/carried.
- The Chairman will determine all Committee Assignments;

Buildings and Grounds- Commissioner Wright

Apparatus- Commissioner McLean

Equipment- Commissioner Dess

Budget and Capital Reserve- Commissioner Mark

Insurance- Commissioner McLean

Communications- Commissioner Dess

Paid Personnel- Commissioner Wright

Department Personnel- Commissioner Mark

Law- Chairman Schoen

Commissioner Wright motioned to adjourn from Organizational Meeting at 18:43 hours, seconded by Chairman Schoen ; motioned/passed/carried.