

*Montauk Fire District
January 9, 2024
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, 1st Asst. Chief Peter Joyce, Jr. and Secretary-Treasurer Dawn E. Lucas.

Call Meeting to Order:

Everyone stood for the Pledge of Allegiance at 18:30 hours and then a moment of silence for our departed.

- Commissioner Wright proposes designating Dawn E Lucas as temporary Chairperson, seconded by Chairman Schoen; motioned/passed/carried.
- Ms. Lucas called the Organizational meeting to order.
- Ms. Lucas noted that the swearing in of **Richard Schoen was done January 1st, 2024.**
- Ms. Lucas noted we will now elect a chairperson for 2024. Commissioner Dess nominated **Richard Schoen for Chairman**, seconded by Commissioner Wright; motioned/passed/carried. Now the chairperson will take charge of the meeting.
- Chairman 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. Commissioner Dess nominates **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 Dess; motioned/passed/carried. Ms. Lucas was then sworn in and her oath signed. Chairman Schoen **also designated Ms. Lucas as the District Custodian of Records, Records Access Officer and Records Retention Officer.**
- Chairman Schoen entertains motion to appoint district counsel, **Sapienza and Frank, Joseph Frank as our attorney for the District, at an annual retainer rate of \$500.00 per month**, Vice-Chairman Wright motioned to approve, seconded by Commissioner Dess; motioned/passed/carried.

- Chairman Schoen entertains appointment of District Consultant, **PIPS (Professional Innovative Programs & Services, LTD), Brian and Dennis.** Commissioner McLean motioned to approve, seconded by Commissioner Dess, motioned/passed/carried.
- The Chairman confirmed the surety bond is still in effect for the District Treasurer.
- Chairman Schoen entertains a motion to appoint custodians- **Brent Becker and Rex Martin.** Commissioner Dess motioned to approve, seconded by Vice-Chairman Wright; motioned/passed/carried.
- Chairman Schoen designated our official newspapers as the **East Hampton Star and Newsday.** Commissioner McLean motioned to approve, seconded by Commissioner Dess; motioned/passed/carried.
- The board will designate **M&T Bank and DIME Bank** as the banks of the District. Commissioner McLean motioned to approve; seconded by Commissioner Dess; motioned/passed/carried.
- The board reviews policies for who signs checks. The Treasurer **MUST** be one signer, the Chairman is the other signer and he asked if we have anyone else. Ms. Lucas stated YES, Vice-Chairman Wright. Commissioner McLean motioned to approve, seconded by Commissioner Mark; 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. Commissioner McLean motioned to approve, seconded by Commissioner Dess; motioned/passed/carried.
- The Board shall approve various memberships it will join, Chairman Schoen read them aloud. Commissioner McLean motioned to approve, seconded by Commissioner Dess; 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 2024. **Indianapolis, the EMS Conference, Fire District Annual Meeting & Leadership Summit, EMS Law and Management Conference.** Commissioner Dess motioned to approve, seconded by Vice-Chairman Wright; motioned/passed/carried.
- The Board shall adopt all policies and procedures that were in place the previous year and prior years. Vice-Chairman Wright motioned to approve, seconded by Commissioner Dess; motioned/passed/carried.
- The Board shall reaffirm it's Hydrant rental Agreements. Vice-Chairman Wright motioned to approve, seconded by Commissioner Dess; motioned/passed/carried.

- The Chairman will determine all Committee Assignments;
Buildings and Grounds- Vice-Chairman Wright
Apparatus- Commissioner McLean
Equipment- Commissioner Dess
Budget and Capital Reserve- Commissioner Mark
Insurance- Commissioner McLean
Communications- Commissioner Dess
Paid Personnel- Vice-Chairman Wright
Department Personnel- Commissioner Mark
Law- Chairman Schoen

Vice-Chairman Wright motioned to adjourn from Organizational Meeting at 18:39 hours, seconded by Commissioner McLean ; motioned/passed/carried.