

**PLEASANT VALLEY FIRE DISTRICT
ORGANIZATIONAL MEETING
JANUARY 3rd, 2021
10:00 AM**

Present:

Commissioner Albrecht	C/JA	Commissioner Luby	C/KL	Treasurer Murphy	T/JA	
Commissioner Johnson	C/EJ	Commissioner Lawlor	C/ML	Chief Hickman	DC/JH	
Commissioner Geerlings	C/WG	Secretary Broas	S/JB	Other:		

Call to order: by S/JB at 10:05 am.

Communications:
None

Nominations and Elections of Chairman/Deputy Chairman:

- Motion to Nominate C/JA Chairman of the Board for 2021 by C/WG, 2nd by C/ML
- Motion to Elect C/JA Chairman of the Board for 2021 by C/EJ, 2nd by C/ML
- Secretary Broas turned meeting over to the Chairman
- Motion to Nominate C/EJ Deputy Chairman of the Board for 2021 by C/WG, 2nd by C/ML
- Motion to Elect C/EJ Deputy Chairman of the Board for 2021 by C/KL 2nd by C/ML

Appointment of Employees and Set Salaries:

- Motion: appoint **Jennifer Broas** as Secretary and set yearly salary at \$12555, by C/WG, 2nd by C/KL.
- Motion: appoint **Jayne Murphy** as Treasurer and set yearly salary at \$13313, by C/KL, 2nd by C/EJ.
- Motion: appoint **Jennifer Broas** as Data Entry Clerk and set hourly pay rate at \$15.00 by C/WG, 2nd by C/KL.
- Motion: appoint **John Harmuth** as Director of Purchasing and set hourly salary at \$20.00 an hour by C/WG, 2nd by C/JA

Appoint Fire District Legal Counsel:

- Motion to appoint **Terence S. Hannigan and Timothy C. Hannigan (Hannigan Law Fire PLLC)** as legal counsel for the Pleasant Valley Fire District by C/KL, 2nd by C/WG
- Motion to appoint **Thomas, Drohan, Waxman, Petigrow & Mayle** as Civil Service counsel for the Pleasant Valley Fire District by C/ML, 2nd by C/WG

Appoint Medical Director:

- Motion to appoint **TEK Medical** as the Medical Director for the Pleasant Valley Fire District by C/ML, 2nd by C/WG

Designate the active members:

- Motion to designate the active members of the Pleasant Valley Fire District as the firefighting force for the district by C/EJ to table until the January meeting until we have more detail, 2nd by C/KL.

Designate Non-Employee Janitorial Cleaning Services for Fire Districts:

- Motion to designate Extreme Cleaning of Newburgh, NY as the non-employee cleaning service for the Pleasant Valley Fire District by C/WG, 2nd by C/KL and C/ML was present. There was a discussion held on the cleaning company.

Designate Official Financial Institutions:

- Motion to appoint following as official depositories for the Fire District by C/KL, 2nd by C/WG
 - Key Bank and New York Class

Authorize signatories for Fire District's Financial Accounts:

- Motion to authorize James Albrecht, Eileen Johnson, William Geerlings, Melissa Lawlor, Kenneth Luby and Jayne Murphy as authorized signatories for Fire District's financial accounts and adopt required resolution (#2021-001) indicating same by C/WG, 2nd by C/KL.

Designate Official Newspaper(s)/Media for Publications of Legal Notices:

- Motion to designate the Southern Dutchess News as the official newspaper (s) for the Fire District and the Fire District website (www.pvfdny.org) for publications of mandatory legal notices by C/EJ and 2nd by C/WG
- Motion to designate at least one "Public Location" to be used for the posting of Open Meetings Law Notices...Front door of the main foyer by C/JA and 2nd by C/KL

Designate Official Meeting Dates/Times for Board of Fire Commissioners Meetings:

- Motion to designate Board of Fire Commissioners regular meeting dates/times to be on the Second Tuesday of each month at 7:30 pm by C/JA, 2nd by C/EJ.
- Motion to designate the District's 2022 budget preparation meeting to be on the third Wednesday of September (9/22/21) at 7:00 pm by C/KL, 2nd by C/WG.
- Motion to designate the date/time of the 2022 Budget Public Hearing/Special Meeting to be on the third Tuesday in October (10/19/21), as required by law, at 7:00 pm by C/EJ, 2nd by C/WG.
- Motion to designate the 2021 Monthly workshops to be held on the last Thursday of each month with the exception of November when the monthly workshop will be held on the 3rd Wednesday of the month. Workshops will be held at 7:00 pm by C/EJ, 2nd by C/WG. The 3rd Wednesday of each month will be a workshop if it is needed.

Approve Membership in Fire Service Organizations:

- Motion to approve membership(s) in the following organizations and payment of dues to same by C/KL, 2nd by C/WG.
 - **Association of Fire Districts – State of NY (AFDSNY)**
 - **NYS Association of Fire Chiefs (NYSAFC)**
 - **Association of Fire Districts – Dutchess County**
 - **Volunteer Firemen’s Association – Dutchess County**
 - **NFPA**
 - **Fireman’s Association of the State of New York.**
 - **International Association of Fire Chiefs**
 - **Association of Fire Chiefs – Dutchess County**
 - **EMS Council – Dutchess County**

Annual Review of Policies:

- Review Fire District’s Organizational Statement table until January meeting.
- Motion to approve Fire District’s Organizational Statement (w/wo changes) C/ML made a motion to table until the January Meeting, it was 2nd by C/WG.
- Review Fire District’s Procurement Policy. (Note: Legislation requires that individuals authorized to expend District funds be specifically named in the policy).
- Motion to approve Fire District’s Procurement Policy (as amended) by C/JA, 2nd by C/ML

Authorize in advance the Use of Fire District Equipment and Apparatus for use at parades, wakes, fire prevention details, and other events upon approval of the Chief or his or her designee. Motion by C/WG and 2nd by C/KL.

Acknowledge that the District has Obtained Enhanced Cancer Disability Benefits Required under General Municipal Law §205-cc by Either the Procurement of an Approved Insurance Policy or by Showing Proof in writing that the District Agrees to Fund All Eligible Claims Through Revenues. C/KL made a motion to table until January meeting to discuss adding the 31 additional members to the policy it was 2nd by C/ML.

Approve Designated Fund-Raising Events of the Fire Companies as VFBL activities per General Municipal Law §. C/JA made a motion to table until a later date due to the global pandemic going on it was 2nd by C/WG.

Adopt 2021 Per Diem and Mileage Reimbursement Rates:

- Motion to adopt GSA per diem rates as per Federal guidelines and mileage reimbursement rate for 2021 as per IRS Guidelines by C/WG, 2nd by C/EJ. (2021 business mileage rate set by IRS is \$.56 (fifty-six cents) per mile.

Assignment of Commissioners' Responsibilities by Chairman:

- Insurance C/KL
- Apparatus C/KL
- Equipment C/JA
- LOSAP C/JA and C/KL
- Building and Grounds Station 1 C/WG and Station 2 C/JA
- Policies C/EJ and C/ML
- Law Committee C/JA, C/ML, S/JB, FF/TM
- Pleasant Valley Fire Co #1 C/WG
- Salt Point Fire Co C/JA and C/ML
- EMS Division C/ ML
- Auxiliaries C/EJ
- Career Staff C/WG
- Town of Pleasant Valley C/ML
- Chief Staff C/JA
- Fire Advisory C/KL, DC/JH, FF/Jeff Cady
- Election Inspectors Beth Rickett, Joyce Brower, Marilyn Kirchner, Bea Simoni, T/JM will be the chairman of the election inspectors.
- FOIL Request S/JB

Authorization for Payment of Recurring Bills:

- Motion to authorize treasurer to pay telephone, gas, electric, trash removal, dues, approved salaries, insurance bills, credit card bills and other monthly recurring obligations motion by C/KL 2nd by C/WG.

Declaration of Surplus Equipment:

- Motion to declare items as surplus equipment having no value as submitted on deleted inventory forms during 2021 by C/JA, 2nd by C/WG. C/EJ must be notified of all surplus equipment.

Adopt MU-1 (as modified) as the Records Retention Policy for the District by C/WG, 2nd by C/ML.

Adopt all of the following service contracts for the year 2021

- Taylor Oil (Salt Point)
- Extreme Cleaning
- American Fire & Water
- MES Scott SCBA Service & Hurst Tool Service
- Haight Fire Equipment Breathing Air Compressor Service
- ARCO Fire Protection
- Superior Telephone Systems
- TEK Medical Services
- BC Services (Computers)
- Domain Name (PVFDNY.org) District Web page Firehouse Solutions
- Royal Carting

- Thyssenkrupp Elevator
- Hudson Valley Overhead Doors
- Alternative Security
- Rover
- Water Ways – Hose testing
- Sutphen Aerial Service
- Minstras for Aerial Testing
- H.O. Penn
- Bell Copiers
- Firehouse Software/EOS
- G3 coding

Motion by C/JA, 2nd by C/WG

A motion was made by C/EJ to appoint Tim Albrecht in charge of light vehicle maintenance, Garrison Fire and Rescue to be in charge of Apparatus and Pump Service, H.O Penn for Generator Service and FleetPride to be in charge of Chassis Service, 2nd by C/ML; C/Albrecht abstained from voting.

A motion was made by C/JA that Jeff Hickman be appointed to the position of Chief of the Department for a one-year term to commence on January 3, 2021 and expire upon successful appointment of a successor. Seconded by C/WG

- Vote: Commissioner Albrecht yea
- Vote: Commissioner Johnson yea
- Vote: Commissioner Luby yea
- Vote: Commissioner Geerlings yea
- Vote: Commissioner Lawlor yea
- Result appointed

A motion was made by C/KL Mike Cosenza be appointed to the position of 1st Assistant Chief for a one-year term to commence on January 3, 2021 and expire upon successful appointment of a successor. Seconded by C/WG

- Vote: Commissioner Albrecht yea
- Vote: Commissioner Johnson yea
- Vote: Commissioner Luby yea
- Vote: Commissioner Geerlings yea
- Vote: Commissioner Lawlor yea
- Result appointed

A motion was made by C/ML that Mark Luby be appointed to the position of 2nd Assistant Chief for a one-year term to commence on January 3, 2021 and expire upon successful appointment of a successor. Seconded by C/WG. C/KL abstained from voting.

- Vote: Commissioner Albrecht yea

- Vote: Commissioner Johnson yea
- Vote: Commissioner Luby present.
- Vote: Commissioner Geerlings yea
- Vote: Commissioner Lawlor yea
- Result appointed

A motion was made by C/JA and 2nd by C/WG and C/ML vote was present; to accept the per diem list that was presented by FF Murphy with discussion.

DC/Hickman made the following appointments for the year 2021:

Safety Officers

Bill Geerlings
John Harmuth
Mike Schroeder I

Recruitment and Retention

AC/Luby

Fire Police Liaison

DC/Hickman

EMS Division Liaison

AC/Cosenza

PV Weekend Liaison

Karl Wenzel

PIO

Shawn Castano

Infection Control

This will be tabled

Choose date for District Elections: A motion was made by C/KL that December 2nd will be district chief elections with a snow date of December 9th. Department Grievances will be November 29th at 1830 hours and a snow date will be November 30th at 1830 hours and the Re-Organizational meeting for 2022 will be January 2nd at 10am this was 2nd by C/ML.

Adjournment: Motion to adjourn at 11:05 am by C/JA, 2nd by C/WG.