

**TENTATIVE AGENDA
ORGANIZATIONAL MEETING
JANUARY 2nd 2022
10:00 AM**

Present:

Commissioner Albrecht (JA)	X	Commissioner Luby (KL)	X	Treasurer	
Commissioner Johnson (EJ)	X	Commissioner Lawlor (ML)		Chief Cosenza	X
Commissioner Geerlings (WG)	X	Secretary Broas		Other:	

Call to order: by Commissioner JA at 10:10am.

Communications:

None

Nominations and Elections of Chairman/Deputy Chairman:

- Motion to Nominate JA Chairman of the Board for 2022 by WG, 2nd by EJ.
- Motion to Elect JA Chairman of the Board for 2022 by WG, 2nd by EJ
- Motion to Nominate EJ Deputy Chairman of the Board for 2022 by KL, 2nd by WG
- Motion to Elect EJ Deputy Chairman of the Board for 2022 by KL, 2nd by WG

Appointment of Employees and Set Salaries:

- Motion: appoint **Jennifer Broas** as Secretary and set yearly salary at \$14,114.96 by JA, 2nd WG.
- Motion: appoint Matt Hall as Deputy Treasurer by JA, 2nd WG.
- Motion: appoint **Jennifer Broas** as Data Entry Clerk and set hourly pay rate at \$15.00 by KL, 2nd by WG.
- Motion: appoint **John Harmuth** as Director of Purchasing and set yearly salary at \$22.00 an hour by EJ, 2nd WG

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 WG, 2nd KL
- Motion to appoint **ROMER, WALLENS, GOLD, MINEAUX LLC** as Civil Service counsel for the Pleasant Valley Fire District by WG, 2nd JA

Appoint Medical Director:

- Motion to appoint **TEK Medical** as the Medical Director for the Pleasant Valley Fire District by JA, 2nd WG
- Motion to designate the active members of the Pleasant Valley Fire District as the firefighting force for the district by WG, 2nd 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 WG, 2nd KL

Designate Official Financial Institutions:

- Motion to appoint following as official depositories for the Fire District by JA 2nd EJ
 - Key Bank and New York Class

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

- Motion by WG and 2nd by KL 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.
- Designate at least one “Public Location” to be used for the posting of Open Meetings Law Notices...Front door of the main foyer

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 JA, 2nd KL.
- Motion to designate the District’s 2022 budget preparation meeting to be on the third Wednesday of September (9/21/22) at 7:00 pm by WG, 2nd KL
- Motion to designate the date/time of the 2022 Budget Public Hearing/Special Meeting to be on the third Tuesday in October (10/18/22), as required by law, at 7:00 pm by EJ, 2nd KL.
- Motion to designate the 2022 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 WG, 2nd KL. 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 WG, 2nd JA.
 - **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
- Motion to approve Fire District’s Organizational Statement (w/wo changes) by WG, 2nd EJ
- 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 JA, 2nd KL

Authorize signatories for Fire District’s Financial Accounts:

- Motion to authorize James Albrecht, Eileen Johnson, William Geerlings, Melissa Lawlor, Kenneth Luby as authorized signatories for Fire District’s financial accounts and adopt required resolution (#2022-001) indicating same by JA, 2nd KL.

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.

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.

Designate Firefighting Force for Fire Districts: Pleasant Valley Fire District, Board of Fire Commissioners authorizes the Pleasant Valley Fire Co #1, Salt Point Fire Co. Inc. as the fire fighting and emergency services forces in the district.

Approve Designated Fund-Raising Events of the Fire Companies as VFBL activities per General Municipal Law §.

Adopt 2022 Per Diem and Mileage Reimbursement Rates:

- Motion to adopt GSA per diem rates as per Federal guidelines and mileage reimbursement rate for 2022 as per IRS Guidelines by WG, 2nd EJ. (2022 business mileage rate set by IRS is \$.58.5 (fifty-eight and a half cents) per mile.

Assignment of Commissioners’ Responsibilities by Chairman:

- Insurance KL
- Apparatus KL
- Equipment JA
- LOSAP JA and KL
- Building and Grounds Station 1 WG and Station 2 JA together
- Policies EJ and ML
- Law Committee JA, JB
- Pleasant Valley Fire Co #1 WG
- Salt Point Fire Co JA
- Pleasant Valley EMS Division ML
- Ladies Auxiliaries EJ
- Career Staff WG

- Town of Pleasant Valley ML
- Chief Staff JA
- Fire Advisory DC/MC, KL, Jeff Cady
- Election Inspectors Beth Rickett, Joyce Brower, Marilyn Kirchner, Bea Simoni,
(The chairman of the election inspectors will TBD)
- FOIL Request JB
- Civil Service ML, JB
- Website and computers WG

Authorization for Payment of Recurring Bills:

- Motion to authorize treasurer to pay telephone, gas, electric, trash removal, dues, approved salaries and other monthly recurring obligations by WG, 2nd KL

Declaration of Surplus Equipment:

- Motion to declare items as surplus equipment having no value as submitted on deleted inventory forms during 2022 by JA, 2nd WG

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

Adopt all of the following service contracts for the year 2022

- 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
- Craig Roberts, Roberts IT Consulting
- Domain Name (PVFDNY.org) District Web page through 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/ESO
- OSX
- G3 Coding

Motion by KL, 2nd by WG

A motion was made by 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 WG; C/Albrecht was present for voting.

A motion was made by JA that Michael Cosenza be appointed to the position of Chief of the Department for a one-year term to commence on January 2, 2022 and expire upon successful appointment of a successor. Seconded by WG

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

A motion was made by JA Mark Luby be appointed to the position of 1st Assistant Chief for a one-year term to commence on January 2, 2022 and expire upon successful appointment of a successor. Seconded by EJ

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

A motion was made by JA that John Cronk be appointed to the position of 2nd Assistant Chief for a one-year term to commence on January 2, 2022 and expire upon successful appointment of a successor. Seconded by KL

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

Career Firefighter per diem list presented by FF Murphy, Motion by WG to accept the list for 2022 it was 2nd by KL.

Choose date for District Elections: December 1st will be district chief elections with a snow date of December 8th District Grievances will be November 14th at 1830 hours and a snow date will be November 15th at 1830 hours.

Re-Organizational meeting for 2023 will be January 1, 2023

Adjournment: Motion to adjourn at 1113 am by JA, 2nd KL.