

**PLEASANT VALLEY FIRE DISTRICT
ORGANIZATIONAL MEETING
JANUARY 1st 2023
10:00 AM**

Present:

Commissioner Albrecht	X	Commissioner Luby		Treasurer Sauer	X	
Commissioner Johnson	X	Commissioner Lawlor		Chief Cosenza	X	
Commissioner Geerlings	X	Secretary Broas	X	Asst Chief Broas	X	
				Asst Chief Cronk	X	

Call to order: by Secretary Broas at 10:05 am with the pledge of allegiance.

Communications:

None

Nominations and Elections of Chairman/Deputy Chairman:

- Motion to Nominate C/JA Chairperson of the Board for 2023 by C/EJ, 2nd by C/WG
- Motion to Elect C/JA Chairperson of the Board for 2023 by C/EJ, 2nd by C/WG
- Secretary turns meeting over to the Chairperson
- Motion to Nominate C/EJ Deputy Chairperson of the Board for 2023 by C/JA, 2nd by C/WG
- Motion to Elect C/EJ Deputy Chairperson of the Board for 2023 by C/JA, 2nd by C/WG

Appointment of Employees and Set Salaries:

- Motion: appoint **Jennifer Broas** as Secretary and set yearly salary at \$16,200 by C/JA, 2nd C/EJ.
- Motion: appoint **Wayne Sauer** as Treasurer and set yearly salary at \$17,300 by C/WG, 2nd C/EJ.
- Motion: appoint **Jennifer Broas** as Data Entry Clerk and set hourly pay rate at \$15.00/hr by C/JA, 2nd by C/EJ.
- Motion: appoint **John Harmuth** as Director of Purchasing and set yearly salary at \$22.00/hr by C/WG, 2nd C/EJ

Appoint Fire District Legal Counsel:

- Motion to appoint **Hannigan Law Fire PLLC** as legal counsel for the Pleasant Valley Fire District by C/JA, 2nd C/WG
- Motion to appoint **Roemer Wallens Gold & Mineaux LLP** as Labor counsel the Pleasant Valley Fire District by C/WG, 2nd C/EJ.

Appoint Medical Director:

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

Designate Non-Employee Janitorial Cleaning Services for Fire Districts:

- Motion to designate All Valley Cleaners as the non-employee cleaning service for the Pleasant Valley Fire District by C/WG, 2nd C/JA.

Designate Official Financial Institutions:

- Motion to appoint following as official depositories for the Fire District by C/JA, 2nd C/EJ
 - M&T Bank, Key Bank and New York Class

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/JA, 2nd C/WG
- 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 with the exception of February which will be Monday the 13th by C/WG, 2nd C/JA.
- Motion to designate the District’s 2023 budget preparation meeting to be on the third Wednesday of September (9/20/23) at 7:00 pm by C/JA, 2nd C/WG
- Motion to designate the date/time of the 2023 Budget Public Hearing/Special Meeting to be on the third Wednesday in October (10/18/23), as required by law, at 7:00 pm by C/JA, 2nd C/EJ.
- Motion to designate the 2023 Monthly workshops to be held on the last Thursday of each month. Workshops will be held at 7:00 pm by C/WG, 2nd C/EJ. 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/WG, 2nd C/EJ.
 - **Association of Fire Districts – State of NY (AFDSNY)**
 - **NYS Association of Fire Chiefs (NYS AFC)**
 - **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 by C/JA, 2nd 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/WG, 2nd C/EJ

Authorize signatories for Fire District’s Financial Accounts:

- Motion to authorize James Albrecht, Eileen Johnson, William Geerlings, Melissa Lawlor, Kenneth Luby and Wayne Sauer as authorized signatories for Fire District’s financial accounts and adopt required resolution (#2023-001) indicating same by C/JA, 2nd C/WG.

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 by C/WG, 2nd C/JA.

Motion to adopt list of Per Diem Firefighters for 2023 by C/JA, 2nd C/WG.

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

Adopt 2023 Per Diem and Mileage Reimbursement Rates:

- Motion to adopt GSA per diem rates as per Federal guidelines and mileage reimbursement rate for 2023 as per IRS Guidelines by C/JA, 2nd C/WG. (2023 business mileage rate set by IRS is \$.62.5 (sixty-two and a half cents) per mile.

Assignment of Commissioners’ Responsibilities by Chairman:

- Insurance C/KL, C/WG and S/JB for health insurance
- 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 and S/JB
- Pleasant Valley Fire Co #1 C/WG
- Salt Point Fire Co C/KL
- Pleasant Valley EMS Division C/ML
- Auxiliaries C/EJ

- Career Staff C/WG
- Town of Pleasant Valley C/ML
- Chief Staff C/JA
- Fire Advisory DC/MC, C/KL, Jeff Cady
- Election Inspectors Beth Rickett, Joyce Brower, Marilyn Kirchner, Bea Simoni,
- FOIL Request S/JB
- Civil Service C/ML, S/JB

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 C/JA, 2nd C/EJ

Declaration of Surplus Equipment:

- Motion to declare items as surplus equipment having no value as submitted on deleted inventory forms during 2023 by C/EJ, 2nd C/WG.

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

Adopt all of the following service contracts for the year 2023

- Taylor Oil (Salt Point)
 - All Valley 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
 - Roberts Consulting IT
 - Domain Name (PVFDNY.org) District Web page
 - Royal Carting
 - Thyssenkrupp Elevator
 - Hudson Valley Overhead Doors
 - Alternative Security
 - Firehouse Solutions
 - Rover
 - Water Ways – Hose testing
 - Sutphen Aerial Service
 - Minstras for Aerial Testing
 - H.O. Penn
 - Bell Copiers
 - ESO
 - Fire Rescue Systems SCM
- Motion by C/JA, 2nd by C/WG**

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

A motion was made by C/EJ that Michael Cosenza be appointed to the position of Chief of the Department for a one-year term to commence on January 1, 2023 and expire upon successful appointment of a successor.

Seconded by C/WG

- Vote: Commissioner Albrecht - aye
- Vote: Commissioner Johnson - aye
- Vote: Commissioner Luby - absent
- Vote: Commissioner Geerlings - aye
- Vote: Commissioner Lawlor - absent
- Result appointed - appointed

A motion was made by C/WG Raymond Broas be appointed to the position of 1st Assistant Chief for a one-year term to commence on January 1, 2023 and expire upon successful appointment of a successor.

Seconded by C/EJ

- Vote: Commissioner Albrecht - aye
- Vote: Commissioner Johnson - aye
- Vote: Commissioner Luby - absent
- Vote: Commissioner Geerlings - aye
- Vote: Commissioner Lawlor - absent
- Result appointed – appointed

A motion was made by C/JA that Walter John Cronk be appointed to the position of 2nd Assistant Chief for a one-year term to commence on January 1, 2023 and expire upon successful appointment of a successor.

Seconded by C/WG

- Vote: Commissioner Albrecht - aye
- Vote: Commissioner Johnson - aye
- Vote: Commissioner Luby - absent
- Vote: Commissioner Geerlings - aye
- Vote: Commissioner Lawlor - absent
- Result appointed - appointed

Choose date for District Elections: December 7th will be district chief elections with a snow date of December 14th District Grievances will be November 27th at 1830 hours and a snow date will be November 28th at 1830 hours.

Re-Organizational meeting for 2024 will be January 1st at 10:00 am

Adjournment: Motion to adjourn at 11:00 am by C/JA, 2nd C/EJ