

**MINUTES OF THE 2021 ORGANIZATIONAL MEETING OF THE BOARD OF
FIRE COMMISSIONERS, PURCHASE FIRE DISTRICT, PURCHASE, N.Y. Held
on Saturday January 2, 2021**

Treasurer Linda Saenger called the 2021 Organizational Meeting of the Board of Fire Commissioners to order at 12:02 pm.

Attending were: Commissioners: R. Makowski, A. Mignone, J. Brefere, Mark Lobel and G. Scott Sala, Linda Saenger, Counsel W. Badura, John Varmon and Evan Sundquist.

Newly elected Commissioner Joseph Brefere was sworn in by Counsel.

On a motion by Commissioner Lobel seconded by Commissioner Makowski and carried unanimously, Commissioner Brefere was elected Chairman.

On a motion by Commissioner Brefere, seconded by Commissioner Makowski and carried unanimously, Commissioner Sala was elected Vice Chairman.

On a motion by Commissioner Lobel, seconded by Commissioner Sala and carried unanimously John Varmon was appointed Fire Chief.

Chief Varmon was sworn in by Counsel.

On a motion by Commissioner Makowski, seconded by Commissioner Lobel and carried unanimously, the Board and Counsel moved to executive session at 12:05 pm to discuss personnel salaries.

The Board returned to normal session at 12:07 pm.

On a motion by Commissioner Lobel, seconded by Commissioner Mignone, with Commissioner Sala voting aye and R. Makowski abstaining, Robert Makowski was appointed Secretary with an annual salary of \$ 85,000

On a motion by Commissioner Makowski, seconded by Commissioner Lobel and carried unanimously, Linda Saenger, was appointed Treasurer with an annual salary of \$10,000.

On a motion by Commissioner Makowski seconded by Commissioner Brefere and carried unanimously, Evan Sundquist was appointed Director of Purchasing with a \$10,000 annual stipend.

Secretary Makowski and Treasurer Saenger and Purchasing director Sundquist were sworn in by Counsel.

On a motion by Commissioner Mignone, seconded by Commissioner Sala and carried unanimously, the firm Kornfeld, Rew, Newman and Simeone was retained as Counsel for an annual fee of \$19,000.00 with an hourly fee of \$275.00 for special projects. The retainer agreement is on file.

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On a motion by Commissioner Lobel, seconded by Commissioner Sala and carried unanimously, the Journal News was appointed as Official Newspaper and TD Bank as the Official Depository with a maximum dollar limit of \$3,000,000.00. The Treasurer was authorized to pay bills without prior approval as defined by New York Town Law Section 176. The Board also noted the existing reserve accounts:

1. Firefighting Apparatus, Vehicles and Equipment
2. Major Repair
3. Land Acquisition and Building Improvement

On a motion by Commissioner Brefere, seconded by Commissioner Mignone and carried unanimously, the current investment policy was reviewed and adopted.

On a motion by Commissioner Lobel, seconded by Commissioner Brefere and carried unanimously, the current procurement policy was reviewed and adopted.

On a motion by Commissioner Mignone, seconded by Commissioner Sala and carried unanimously, the current Code of Ethics and Sexual Harassment policies were renewed.

On a motion by Commissioner Brefere seconded by Commissioner Lobel and carried unanimously, Secretary Makowski was appointed Deputy Treasurer.

On a motion by Commissioner Lobel, seconded by Commissioner Brefere and carried unanimously the five-year Capital Plan for apparatus replacement was revised and adopted.

On a motion by Commissioner Makowski, seconded by Commissioner Lobel and carried unanimously, 2021 regular monthly meetings will be held on the third Thursday of each month starting at 6:30 PM, with the exception of the October meeting which will be held on October 19, 2021 at 7:00 PM. All meetings will be held at the Purchase Fire House.

On a motion by Commissioner Brefere, seconded by Commissioner Lobel and carried unanimously, renewal of the fidelity bond for the Treasurer and Deputy Treasurer was authorized.

On a motion by Commissioner Lobel, seconded by Commissioner Makowski and carried unanimously, continued membership in the State and County Association of Fire Districts, the Westchester County Chief's, Sound Shore Chief's Associations and the New York State Association of Fire Chiefs and permission for officers to attend the Association Fire Districts New York State annual meeting was authorized.

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On a motion by Commissioner Mignone, seconded by Commissioner Lobel and carried unanimously, the Treasurer was authorized to submit the Annual Report with the Comptrollers Annual Update Document report by March 1, 2021.

On a motion by Commissioner Makowski, seconded by Commissioner Lobel and carried unanimously, the interval for active firefighter physicals was set at one year for firefighters using a respirator and three years for others, with Partners in Safety the District Physician. All firefighters are due in 2021.

Commissioner Makowski reported the town will be offering Covid vaccinations sometime in January 2021, limited to active firefighters. There is no date currently scheduled. It will be offered to all firefighters on the roster only and participation is optional though encouraged.

On a motion by Commissioner Brefere, seconded by Commissioner Sala and carried unanimously, Hudson Valley Fire Equipment was approved as District mechanics.

On a motion by Commissioner Mignone, seconded by Commissioner Brefere and carried unanimously, Robert Makowski was appointed Records Access Officer and William Badura as Appeals Officer.

Chief Varmon submitted the annual NFIRS report for 2020 showing 576 calls with an average attendance of 8 firefighters.

On a motion by Commissioner Makowski, seconded by Commissioner Sala and carried unanimously, the 2021 Organizational Meeting was adjourned at 12:37 pm.

Robert Makowski, Secretary

**PURCHASE FIRE DISTRICT
RECORDS RETENTION POLICY**

The following shall be the records retention policy of the fire district:

RESOLVED, by the Board of Fire Commissioners of the Purchase Fire District that the Records Retention and Disposition Schedule LGS-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers and employees in legally disposing of valueless records listed therein.

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IT IS FURTHER RESOLVED, that in accordance with Article 57-A of the Arts and Cultural Affairs Law:

- (a) only those records will be disposed of that are described in the Records Retention and Disposition Schedule LGS-1 after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

All district personnel will comply with this policy in determining when to retain or discard a record and the District Secretary as records officer shall be responsible to carry out this policy.

The resolution was thereupon declared duly adopted.

I, Robert Makowski, the duly appointed and qualified Secretary of the Purchase Fire District, do hereby certify that the following resolution was adopted at a meeting of the Purchase Fire District held on December 17, 2020 and is on file and of record and that said resolution has not been altered, amended or revoked and is in full force and effect.

Dated: December 17, 2020

Robert Makowski, Secretary
Purchase Fire District