

**MINUTES OF THE 2023 ORGANIZATIONAL MEETING OF THE BOARD OF
FIRE COMMISSIONERS, PURCHASE FIRE DISTRICT, PURCHASE, N.Y. Held
on Thursday January 5, 2023**

Treasurer Linda Saenger called the 2023 Organizational Meeting of the Board of Fire Commissioners to order at 7:00 PM.

Attending were: Commissioners: R. Makowski, A. Mignone, J. Brefere, M. Lobel and G. Scott Sala, Linda Saenger, Chief J. Varmon, Assistant Chief T. Hannigan and Counsel W. Badura.

Newly elected Commissioner G. Scott Sala was sworn in by Counsel.

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

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

On a motion by Commissioner Brefere, seconded by Commissioner Mignone and carried unanimously, John Varmon was approved as Fire Chief and Timothy Hannigan was approved as Assistant Fire Chief. Both were sworn in by Counsel.

On a motion by Commissioner Mignone, seconded by Commissioner Sala, with Commissioner Brefere 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 \$10,500.

On a motion by Commissioner Brefere, seconded by Commissioner Makowski and carried unanimously, the District Treasurer, District Secretary and Chairman are authorized to sign checks, with two signatures required on all checks. Wire transfers will require electronic approval of two of the above.

Secretary Makowski and Treasurer Saenger were sworn in by Counsel.

On a motion by Commissioner Brefere, seconded by Commissioner Lobel 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.

On a motion by Commissioner Mignone, seconded by Commissioner Brefere, and carried unanimously, BST & Co. CPAs, LLP were approved as the auditing firm for the year ending December 31, 2022 at a fee of \$10,400.

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On a motion by Commissioner Mignone, seconded by Commissioner Lobel and carried unanimously, the Journal News was appointed as Official Newspaper and TD Bank as the Official Depository with a maximum dollar limit of three million (\$3,000,000) dollars. 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 Lobel and carried unanimously, the current investment policy was reviewed and adopted.

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

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

On a motion by Commissioner Brefere, seconded by Commissioner Mignone and carried unanimously an amended five-year Capital Plan for apparatus replacement was approved.

On a motion by Commissioner Brefere, seconded by Commissioner Lobel, and carried unanimously, 2023 regular monthly meetings will be held on the third Thursday of each month starting at 6:30 PM, with the exception of the May and October meetings which will be held on the fourth Thursday. All meetings will be held at the Purchase Fire House.

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

On a motion by Commissioner Brefere, seconded by Commissioner Sala 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 district officers to attend the Association Fire Districts New York State annual meeting was approved.

On a motion by Commissioner Brefere seconded by Commissioner Mignone and carried unanimously, the Treasurer was authorized to submit the Annual Report with the Comptrollers Annual Update Document report by March 1, 2023.

On a motion by Commissioner Brefere, seconded by Commissioner Makowski and carried unanimously, the interval for all active firefighter physicals was set at one year from the date of their last physical, with Partners in Safety the District Physician.

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Firefighters must take their physicals no later than the one-year anniversary of their 2022 physical to remain active.

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

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

Chief Varmon reported the department responded to 789 calls with an average attendance of 8 firefighters. He also reported that all 789 calls were answered on the first dispatch from 60 control. He advised the Board that required annual bail-out training for interior firefighters has been completed.

On a motion by Commissioner Sala, seconded by Commissioner Lobel and carried unanimously, the expenditure of \$35 per firefighter to attend a NYSAFC training seminar was authorized.

On a motion by Commissioner Makowski, seconded by Commissioner Brefere and carried unanimously, the expenditure of \$150 per firefighter for in-house rescue training was approved. Due to the cost of this training, funding will be limited to those members who regularly respond to the scene. Members who sign up but do not attend will be assessed the cost.

R. Makowski requested the current District employee handbook be revised to make Christmas Eve, New Years Eve and the day after Thanksgiving regular work days with three days added to paid time off as personal days. On a motion by Commissioner Makowski, seconded by Commissioner Sala and carried unanimously, this change was approved.

On a motion by Commissioner Makowski, seconded by Commissioner Brefere and carried unanimously, the purchase of 4 office chairs for the radio room was approved.

On a motion by Commissioner Makowski, seconded by Commissioner Brefere, and carried unanimously, Nicholas Armogida and Mohammed Khalique, were accepted as non-resident probationary members. Both were sworn in by Counsel.

On a motion by Commissioner Lobel, seconded by Commissioner Brefere and carried unanimously, outstanding claims were ordered paid.

The meeting was adjourned at 7:50 PM on a motion by Commissioner Brefere, seconded by Commissioner Makowski and carried unanimously.

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Robert Makowski, Secretary