

**COLDENHAM FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REORGANIZATION MEETING
JANUARY 6, 2014 MINUTES**

The reorganization meeting of the Board of Fire Commissioners of the Coldenham Fire District was held January 6, 2014, at the Coldenham Fire House. Commissioners present were: Tim Besser, Joe Keenan, Anita Grecco, Warren Decker and Andy Garofalo. Also present were: Linda Miller, Fire District Treasurer and Mary Keenan, Fire District Secretary. Linda Miller opened the meeting and led the salute to our flag. She welcomed re-elected commissioner Warren Decker back to the Board.

Newly elected commissioner Warren Decker had the Oath of Office administered at the Montgomery Town Hall.

A motion to appoint Mary E. Keenan as Secretary at a salary as fixed in the 2014 Budget was made by Anita Grecco and seconded by Andy Garofalo. (4 ayes, 0 nays and 1 abstain) by those in attendance was received. Motion carried.

A motion to appoint Linda Miller as Treasurer at a salary as fixed in the 2014 Budget was made by Tim Besser and seconded by Joe Keenan. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion to appoint Glenn Keenan as custodian at a salary as fixed in the 2014 Budget was made by Andy Garofalo and seconded by Tim Besser. (3 ayes, 1 nay and 1 abstain) by those in attendance was received. Motion carried.

A motion to continue with the current policy of Andy Garofalo appointed as Inventory Clerk with no salary was made by Joe Keenan and seconded by Tim Besser. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

Linda Miller asked for nominations for Chairman of Board of Commissioners. Andy Garofalo nominated Tim Besser as Chairman of the Board of Fire Commissioners for 2014. No other nominations were brought to the floor. A motion was made by Andy Garofalo and seconded by Joe Keenan that Tim Besser be Chairman of the Board of Fire Commissioners for 2014. (4 ayes, 0 nays and 1 abstain) by those in attendance was received. Motion carried.

Linda Miller turned the meeting over to Chairman Tim Besser.

Tim Besser asked for nominations for Co-Chair of the Board of Commissioners. Warren Decker nominated Joe Keenan as Co-Chair of

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the Board of Fire Commissioners for 2014. No other nominations were brought to the floor. A motion was made by Warren Decker and seconded by Anita Grecco that Joe Keenan be Co-Chair of the Board of Fire Commissioners for 2014. (4 ayes, 0 nays, 1 abstain) by those in attendance was received. Motion carried.

A motion by Anita Grecco was made and seconded by Andy Garofalo that the monthly meetings of the Board of Fire Commissioners shall be held on the first Monday following the first Tuesday of each month at 7:30 PM. Each meeting will be preceded at 7:00 PM by a workshop. (Notice will be sent to the Walkkill Valley Times.) Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried. The meeting dates are as follows: February 10, March 10, April 7, May 12, June 9, July 7, August 11, September 8, October 13, November 10 and December 8, 2014.

A motion by Warren Decker was made and seconded by Andy Garofalo that the Walkkill Valley Times be designated as official newspaper for legal notices for the Coldenham Fire District. When bids are required, notice will be placed in the Times Herald Record. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Joe Keenan was made and seconded by Andy Garofalo to appoint Frank Simeone as our attorney to attend monthly meetings as decided upon by the Board of Fire Commissioners at a fee as previously set. (Attorney will also handle other business of the fire district on a fee basis.) Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Joe Keenan was made and seconded by Warren Decker that the Coldenham Fire District will provide coverage to any commissioner who is sued as a result of a decision made as a commissioner (Article XVII of State Law). Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Anita Grecco was made and seconded by Andy Garofalo that the Treasurer must produce all books, records, receipts, orders, vouchers and canceled checks for the year 2013 along with her Annual Report to be submitted to the Fire District Auditor by the regular monthly meeting for the month of March 2014. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Joe Keenan was made and seconded by Warren Decker to

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designate Orange County Trust and J.P. Morgan Chase as depositories for District funds, deposits in each bank not to exceed \$250,000.00 unless covered by bank security insurance. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Anita Grecco was made and seconded by Andy Garofalo that all checks for the District for payment of bills and obligations must be signed by the Treasurer. In addition, checks in excess of \$10,000 will require two signatures. Linda Miller, Tim Besser and Mary Keenan are authorized to sign checks. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Anita Grecco was made and seconded by Andy Garofalo to continue the Orange County Trust General Fund Checking Account, Orange County Trust General Fund Savings Account, J.P. Morgan Chase General Fund Savings Account, and Orange County Trust Trust & Agency Checking Account. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Joe Keenan was made and seconded by Anita Grecco that the Treasurer be authorized to continue Capital Reserve Fund accounts as they now exist and to open any necessary new accounts in accordance with the law. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion by Warren Decker was made and seconded by Andy Garofalo that the Coldenham Fire District continues their membership in the Association of Fire Districts of the State of New York and in the Association of Fire Districts of Orange County. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

Tim Besser will make the appointments for the following committees and report back at next week's meeting due to an oil spill:

- Auditing: _____
- Building: _____
- Truck Committee: _____
- EAP Coordinator: _____
- Medical Advisor: _____
- Budget Planning: _____
- Land/Outback: _____
- Service Awards: _____

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Hall Use: _____
Records Access Officer: _____

A motion was made by Joe Keenan and seconded by Warren Decker to continue the preparation of an agenda for each meeting in 2014. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Joe Keenan and seconded by Warren Decker to continue the Procurement Policy previously adopted. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Warren Decker and seconded by Joe Keenan to continue Rules and Regulations as previously adopted. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Andy Garofalo and seconded by Warren Decker to continue the Code of Ethics as previously adopted. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Joe Keenan and seconded by Andy Garofalo to have Key Bank credit cards issued to each Commissioner, the Fire Chief, and the two Assistant Chiefs, limits to continue at previously set amounts. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried. (Chairman Credit limit is \$5000, everyone else is \$1500)

A motion was made by Andy Garofalo and seconded by Warren Decker to keep Pen Flex as the Administrator and RBC Wealth Management as the Investor for the Service Awards Program. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

A motion was made by Joe Keenan and seconded by Warren Decker to provide VFBL coverage to our members involved on County Teams. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

At 7:33 P.M., as all business of the Reorganization Meeting of the Coldenham Fire District Board of Fire Commissioners had been addressed, a motion to adjourn this meeting and to hold our regular January meeting

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next Monday, January 13, 2014 due to the oil spill was made by Joe Keenan and seconded by Warren Decker. Unanimous approval (5 ayes, 0 nays) by those in attendance was received. Motion carried.

Respectfully submitted,

Mary E. Keenan
Secretary