**POUND RIDGE FIRE DISTRICT**

**MINUTES OF THE JANUARY 9, 2024 ORGANIZATIONAL MEETING**

**PRESENT:** Com missioners: Tavolacci, Roemer, Gallagher, Trail, and Ekholm

**ALSO PRESENT:** Secretary/Treasurer Friedland

**CALL TO ORDER;** Secretary/Treasurer Friedland called the organizational meeting of the Pound Ridge Fire District to order at 7:00 P.M .

**APPROVAL OF MINUTES:** Secretary/Treasurer Friedland asked for approval of the minutes of the January, 2023 meeting. Commissioner Ekholm made the motion to approve. All in favor.

**NOMINATION FOR CHAIRMAN:**

Secretary/Treasurer Friedland asked for a nomination for Chairman of the Fire District for the year 2024.

Vice Chairman Roemer nominated Commissioner Gallagher. Secretary/Treasurer Friedland asked for a Motion.

***Commissioner Roemer made a motion that Commissioner Gallagher be Fire District Chairman for the year 2024. Commissioner Tavolacci seconded the motion. All in favor. Motion carried. Chairman Gallagher assumed the chair for the rest of the meeting.***

**NOMINATION FOR VICE CHAIRMAN:**

Chairman Gallagher asked for a nomination for Vice Chairman for the year 2024. Commissioner Ekholm nominated Commissioner Ro emer. Chairman Gallagher asked for a Motion.

***Commissioner Ekholm made a motion to appoint Commissioner Roemer Vice Chairman for the year 2024. Commissioner Trail seconded the motion. All in favor. Motion carried.***

**FOLLOWING RESOLUTIONS MADE DURING MEETING**

1. **RESOLUTION 1.1 BE IT RESOLVED that the regular meetings of the Pound Ridge Fire District will be held on the Second Tuesday of the month, held at 7:00 p.m. at the Pound Ridge Firehouse, located at 80 Westchester Ave, Pound Ridge NY. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change.** *Motion by Commissioner Ekholm/Second by Comm. Trail.*
2. **RESOLUTION 1.2 BE IT RESOLVED that Justin Friedland is hereby appointed secretary of the Pound Ridge Fire District. Said secretary is also appointed the Public Information Officer of the Pound Ridge Fire District.** *Motion by Comm. Ekholm/Second by Comm. Tavolacci*
3. **RESOLUTION 1.3 BE IT RESOLVED that Justin Friedland is hereby appointed treasurer of the Pound Ridge Fire District**. *Motion by Comm. Ekholm/Second by Comm. Trail*
4. **RESOLUTION 1.4 BE IT RESOLVED that Jane Darold is hereby appointed vice treasurer of the Pound Ridge Fire District.** *Motion by Comm. Trail/Second by Comm. Roemer*
5. **RESOLUTION 1.5 BE IT RESOLVED that Brad Pinsky is hereby appointed attorney for the Pound Ridge Fire District for the year 2024.** *Motion by Comm. Roemer/Second by Comm. Tavolacci*
6. **RESOLUTION 1.6 BE IT RESOLVED that Record Review is designated as the Official Newspaper of the Pound Ridge Fire District.** *Motion by Comm. Trail/Second by Comm Ekholm*
7. **RESOLUTION 1.7 BE IT RESOLVED that Chase Bank is designated as the Official Bank of the Pound Ridge Fire District.** *Motion by Comm. Roemer/Second by Comm. Ekholm*
8. **RESOLUTION 1.8 BE IT RESOLVED that the Pound Ridge Fire District will maintain membership in the following organizations:**
	1. **Association of Fire District of the State of New York (A.F.D.S.N.Y.)**
	2. **Fireman’s Association of the State of New York (F.A.S.N.Y.)**
	3. **Westchester County Association of Fire Districts**

*Motion by Comm. Ekholm/Second by Comm. Trail*

1. **RESOLUTION 1.9 BE IT RESOLVED that the Pound Ridge Fire District will support membership by the Chief in the following Organizations:**
	1. **New York State Association of Fire Chiefs**

*Motion by Comm. Roemer/Second by Comm. Ekholm*

1. **RESOLUTION 1.10 BE IT RESOLVED that the Treasurer of the Pound Ridge Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the following claims. Such claims must be presented to the next meeting of the Board of Fire Commissioners of the (Fire District) for audit:**
	1. **Utility payment to NYSEG for light**
	2. **Telecommunications/Internet payment to Verizon and AT&T**
	3. **Payment to the U.S. Postmaster for postage expenses**
	4. **Payments for freight or delivery charges.**
	5. **Fixed salaries and benefits payments**

*Motion by Comm. Ekholm/Second by Comm. Trail*

1. **MOTION TO ADOPT THE FOLLOWING FIRE DISTRICT POLICIES**
	1. **Code of Ethics**
	2. **Code of Conduct**
	3. **District Purchasing Policy**
	4. **Sexual Harassment Policy**
	5. **Member Owned and PPE Policy**
	6. **Travel and Expense Policy (with identified mileage reimbursement rate)**
	7. **Social Media Policy**

*Motion by Comm. Ekholm/Second by Comm. Roemer*

**N.B. – All above actions carried unanimously.**

**12. COMMISSIONER ASSIGNMENTS**

* 1. **Water Source – Trail**
	2. **Insurance - Roemer**
	3. **Westchester County Liaison - Gallagher**
	4. **New York State Controller and Employee Benefits – Secretary Friedland**
	5. **Town/Planning Board Liaison – Gallagher**
	6. **Medical - Roemer**
	7. **Long term planning – Gallagher**
	8. **OEM representation delegated to Chief of the Department- Chief Zafonte**
	9. **Building and Addition – Tavolacci/Ekholm**

**NOMINATION FOR PURCHASING AGENT:**

Chairman Gallagher asked fo r a nomination for Purchasing Agent . Commissioner Trail nominated

Chairman Gallagher as purchasing agent for the year 2024.

***Commissioner Trail made a motion to appoint Commissioner Gallagher purchasing agent for the year 2024. Commissioner Ekholm seconded the motion. All in favor. Motion carried.***

**DESGINATION OF AUDITOR**:

 Chairman Gallagher asked for a nomination for Auditor for the Fi re District for the year 2024. Secretary Friedland reported that we have an existing agreement with Robert Allgier, CPA.

 ***Commissioner Ekholm made a motion to appoint Robert Allgier, CPA as the district Auditor, seconded by Commissioner Trail. All in favor. Motion carried.***

**SIGNATORIES TO CHECKS:**

Chairman Gallagher asked for a motion to designate those authorized to sign checks.

# Commissioner Ekholm made a motion to designate any Commissioner together with the Secretary/Treasurer as authorized to sign checks, and in the event that the Treasurer is incapacitated , then the Assistant Treasurer together with any Commissioner are authorized to sign checks. Commissioner Tavolacci seconded the motion. All in favor. Motion carried.

**MILEAGE REIMBURSEMENT:**

Chairman Gallagher asked for a mot ion to adopt the federal reimbursement rate of $.67 per mile as t he mileage reimbursement rate for district business and training.

# Commissioner Roemer made a motion to adopt the federal reimbursement rate of 67cents per mile as the mileage reimbursement rate for district business and training. Commissioner Ekholm seconded the motion. All in favor. Motion carried.

**ADJOURNMENT:**

There being no further business, Chairman Gallagher asked for a motion to adjourn the Organizational meeting.

***Commissioner Ekholm made the motion to adjourn the meeting. Commissioner Trail seconded the motion. All in favor. Motion carried. Organizational meeting adjourned at 7:10 P.M.***

Respectfully submitted,

Justin Friedland – Secretary/Treasurer