

Montauk Fire District

January 7, 2025

Commissioners Organizational Meeting 18:30 hours

MINUTES

Commissioners Present James Wright
Richard Schoen
Charles “Chip” McLean
Michael Mirras
Carmine Marino

Also Present: Chief Peter Joyce, Jr., Secretary-Deputy Treasurer Dawn E. Lucas and Treasurer Robert Hauser

Call Meeting to Order:

Everyone stood for the Pledge of Allegiance at 18:30 hours and then a moment of silence for our departed.

- Chairman Schoen proposes designating Robert Hauser as temporary Chairperson, seconded by Vice-Chairman Wright; motioned/passed/carried.
- Mr. Hauser called the Organizational meeting to order @ 18:31pm.
- Election of Chairperson for 2025- Chairman Schoen elects **James Wright for Chairman** for 2025, seconded by Commissioner Marino; motioned/passed/carried. Now the Chairperson will take charge of the meeting. Chairman Wright thanked Commissioner Schoen for a great job he has done for the last couple of years.
- Chairman Wright confirmed with Ms. Lucas that the media was notified of time and place of Organizational Meeting.
- Chairman entertains motion for office of Vice Chairperson. Chairman Wright nominates **Richard Schoen as Vice Chairman**, seconded by Commissioner Mirras; motioned/passed/carried.
- Chairman Wright entertained the motion for office of **District Secretary- Treasurer** and nominates **Dawn E. Lucas** and after selection , Board sets salary for the year- **\$76,669.00**. Ms. Lucas is then sworn in, oath will be signed in front of a Notary Public. Chairman Wright also designated Ms. Lucas **as the District Custodian of Records, Records Access officer, Records Retention Officer and Purchasing Officer**. Commissioner Mirras motioned to make **Ms. Lucas Secretary- Deputy Treasurer** seconded by Vice-Chairman Schoen; motioned/passed/carried. Chairperson entertains motion for office of **District Treasurer- Robert Hauser** and after selection, board sets salary for the year- **\$40,000.00**, Vice-Chairman Schoen motioned, seconded by Commissioner Marino; motioned/passed/carried.

- Chairman Wright motioned to appoint district counsel, **Sapienza and Frank, Joseph Frank as our attorney for the District, at an annual retainer rate of \$500.00 per month**, seconded by Commissioner Mirras; motioned/passed/carried.
- Chairman Schoen entertains appointment of District Consultant, **PIPS (Professional Innovative Programs & Services, LTD), Dennis**. Chairman Wright motioned to approve, seconded by Commissioner Mirras, motioned/passed/carried.
- The Chairman confirmed the surety bond is still in effect for the District Treasurer. Ms. Lucas stated it indemnifies the person/persons in the position.
- The Board appoints custodians- **Brent Becker (\$80,544.24) and Rex Martin (\$72,755.90)**. Chairman Wright motioned to approve, seconded by Commissioner Marino; motioned/passed/carried.
- The Board designated our official newspapers as the **East Hampton Star and Newsday**. Chairman Wright motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.
- The board designates **M&T Bank, DIME Bank and NYCLASS** as the banks of the District. Chairman Wright motioned to approve; seconded by Commissioner Mirras; motioned/passed/carried.
- The board reviews and sets policies for who signs checks. The Treasurer and/or Deputy Treasurer **MUST** be one signer and either the Chairman or Vice-Chairman is the other signer. Also since the policy states Treasurer must sign, Vice-Chairman Schoen noted that Robert must have authorization to sign checks. Chairman Wright motioned to approve Treasurer or Deputy Treasurer as signers of checks, seconded by Commissioner Mirras; motioned/passed/carried.
- The Board should adopt a Resolution empowering the Chairperson and/or Vice-Chairperson to sign contracts on behalf of the District whenever such contracts are approved by three members of the board. Commissioner McLean motioned to approve, seconded by Chairman Wright; motioned/passed/carried.
- The board shall designate the time- **6:30pm**, place- **12 Flamingo Avenue, Montauk, NY 11954** and dates of it's monthly meetings for 2025- **1st Tuesday and 3rd Wednesday of every month** and direct the Secretary to inform the media and the public. Commissioner McLean motioned to approve, seconded by Chairman Wright; motioned/passed/carried.
- The Board shall approve various memberships it will join, Chairman Wright read them aloud. Commissioner McLean motioned to approve, seconded by Commissioner Marino; motioned/passed/carried. They are as follows;
 - AFDSNY (Association of Fire Districts State of New York)**
 - East Hampton Fire Districts Officers Association**
 - FASNY**
 - Fire Advisory Board**
 - Fire Chief's Council**
 - NFPA (National Fire Protection Association)**
 - NYS Association of Fire Chief's**
 - SC Volunteer Fireman's Association**
 - SCFDOA (Suffolk County Fire District Officers Association)**
 - South Fork Fire Police**
 - Suffolk County Fire Police**
 - TERC USA**

- The Board shall list Conventions, Meetings and Seminars it plans to attend in 2025. **Indianapolis, the EMS Conference, Fire District Annual Meeting & Leadership Summit, EMS Law and Management Conference and any other appropriate events that may arise.** Commissioner McLean motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.
- The Board shall adopt all policies and procedures that were in place the previous year (2024) and prior years. Vice-Chairman Schoen motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried.
- The Board shall reaffirm it's Hydrant rental Agreements.
- The Board appoints Cullen & Danowski as the District outside auditors along with Appraisal Affiliates as our Appraisal Company , Vice-Chairman Schoen motioned to approve, seconded by Commissioner Mirras; motioned/passed/carried..
- Michael Mirras and Carmine Marino are sworn in as Commissioner's.
- The Chairman will determine all Committee Assignments;
 - Buildings and Grounds- Chairman Wright and Commissioner Marino**
 - Apparatus- Commissioner McLean**
 - Equipment- Commissioner Marino**
 - Budget and Capital Reserve- Commissioner Mirras**
 - Insurance- Commissioner McLean**
 - Communications- Commissioner Mirras**
 - Paid Personnel- Chairman Wright**
 - Department Personnel- Commissioner Mirras**
 - Law- Vice- Chairman Schoen and Chairman Wright**

Commissioner McLean motioned to adjourn from Organizational Meeting at 18:51 hours, seconded by Vice-Chairman Schoen ; motioned/passed/carried.