BOARD OF FIRE COMMISSIONERS
NEW CASTLE FIRE DISTRICT NO. 1
P.O. Box 64
Chappaqua, New York 10514 www.ncfd1.org
Draft

The Annual Organizational Meeting of the Board of Fire Commissioners of New Castle Fire District No. 1 was held at 491 King Street, Chappaqua, New York on the 5th of January, 2022 commencing at 7:00pm. The Meeting was videotaped by the New Castle Community Media Center ("NCCMC") and is available for viewing on the NCCMC website (NCCMC.com) or on NCFD1.org.

Present
Terence Hoey, Chairman
Edwin Frank, Commissioner
Brian Murphy, Commissioner
Dwight Smith, Commissioner
Chris Weddle, Commissioner

Also Present
Robin Rizzo, Treasurer
Christine Dennett, Secretary

Call Meeting to Order: Commissioner Weddle called meeting to order

Pledge of Allegiance: Commissioner Hoey led in the Pledge of Allegiance

Appointment of Chairman:

Upon motion by Commissioner Murphy, seconded by Commissioner Smith, the Board appointed Commissioner Hoey as Chair of the Board of Fire Commissioners of New Castle Fire District No. 1 for a one-year term. Motion was approved with a 4-0 vote and 1 abstention: Commissioner Hoey.

Statement Regarding Public Comments:

Chairman Hoey stated that public comments would take place at the end of the meeting.

Appointment of Attorney

Upon motion by Commissioner Weddle, seconded by Commissioner Murphy, the Board hereby appoints Michael Liguori of Hogan and Rossi, Esqs., as Attorney for the Board of Fire Commissioners of the New Castle Fire District No. 1. Motion was approved with a 5-0 vote.

Reporting of Ongoing Relationships with Consultants

The Board reported the following ongoing relationships for 2022:

- Bond Counsel – Hawkins, Delafield & Wood, LLP
- Fiscal Advisor – Fiscal Advisors & Marketing, LLP
- Architect – Mitchell Associates Architect
- Engineer/Site Planner – JMC Planning Engineering Landscape Architecture & Land Surveying, PLLC
- Project Attorney – Lynn E. Weinig, Windels Marx

Appointment of Treasurer

Upon motion by Commissioner Murphy, seconded by Commissioner Smith, the Board appointed Robin Rizzo as Treasurer for the Board of Fire Commissioners of the New Castle Fire District No. 1 for a one-year term. Motion was approved with a 5-0 vote.

Appointment of Secretary

Upon motion by Commissioner Smith, seconded by Commissioner Weddle, the Board appointed Christine Dennett as Secretary for the Board of Fire Commissioners of the New Castle Fire District No. 1 for a one-year term. Motion was approved with a 5-0 vote.

Resolution Setting the Salaries for the Secretary and Treasurer

The Secretary and Treasurer were asked to leave the room.

The Board had general discussion regarding salaries.

Upon motion by Commissioner Smith, seconded by Commissioner Frank, the Board hereby sets the yearly salaries for the Secretary at $20,000 and the Treasurer at $20,000. Motion was approved with a 5-0 vote.

Resolution Setting the Treasurer's and Commissioner's Bond

Upon motion by Commissioner Smith, seconded by Commissioner Murphy, the Board hereby sets the Treasurer's and Commissioner's Bond at $3,000,000.00 each. Motion was approved with a 5-0 vote.

Resolution Authorizing Bank for Depository of District Funds

Upon motion by Commissioner Weddle, seconded by Commissioner Smith, the Board hereby authorizes the following banks for depository of District Funds:

- Westchester Bank
- Valley Bank
- Chase Bank
- Bank of America
- Citibank

Motion was approved with a 5-0 vote.

Resolution Authorizing Signatories for Checking Account:

Upon motion by Commissioner Weddle, seconded by Commissioner Smith, the Board hereby authorizes as amended the Treasurer and any two Commissioners to sign checks. Further resolved that the Treasurer is also authorized to have electronic checks sent for utilities Verizon, Con Edison, and Amalgamated Life Insurance. Motion was approved with a 5-0 vote.

Resolution Authorizing Official Newspaper

Upon motion by Commissioner Frank, seconded by Commissioner Murphy, the Board hereby designated the Journal News as the Official Newspaper for the New Castle Fire District No. 1. Motion was approved with a 5-0 vote.

Resolution Setting Meeting Times and Dates

The Board had general discussion regarding meeting dates and requested a Chief or Senior Officer attend each meeting.

Upon motion by Commissioner Weddle, seconded by Commissioner Smith, the Board set the meetings of the Board of Fire Commissioners of the New Castle Fire District No. 1 to be held on the third Thursday of each month at 7:00pm at 491 King Street; special meetings will be held as needed and publicized as required. Motion was approved with a 5-0 vote.

Resolution Designating Auditor for the District

The Board had general discussion regarding the renewal and terms of the contract.

Upon motion by Commissioner Murphy, seconded by Commissioner Weddle, the Board hereby designates BST Accounting/Tax/Advisory as the official Auditors for the New Castle Fire District No. 1 with a contract of _____. Motion was approved with a 5-0 vote.

Resolution Approving Affiliations and Memberships for 2022

Upon motion by Commissioner Weddle, seconded by Commissioner Murphy, the Board hereby approves the following Affiliations and Memberships for 2022 as amended and stipulated that all memberships be submitted to the Treasurer for payment:

- Association of Fire Districts of the State of New York
- Westchester County Association of Fire Districts
- Mt. Pleasant Fire Chief's Association
- NFPA (National Fire Protection Association)
- FASNY (Firemen's Association of the State of New York)
- Hudson Valley Firemen's Association
- Westchester County Association of Fire Chiefs
- New York State Association of Fire Chiefs
- Westchester County Volunteer Fireman's Association
- International Association of Fire Chiefs

Motion was approved with a 5-0 vote.

Resolution Appointing Commissioners to Committees

On motion by Commissioner Brian Murphy and seconded by Commissioner Ed Frank, the Board hereby approves the following appointments to the below Committees:

- Finance – Commissioners Smith and Weddle
- Insurance – Commissioner Weddle
- Trucks – Commissioners Smith and Murphy
- House – Commissioners Murphy and Smith
- Communications – Commissioner Smith
- Purchasing – Chairman Hoey
- Uniforms – Chairman Hoey
- Turnout Gear – Chairman Hoey
- Technology – Commissioner Frank
- Medical/Physicals – Chairman Hoey
- Projects – Commissioner Frank
- Town Board Liaison – Chairman Hoey and Commissioner Weddle
- Compliance Policy Review – Board of Commissioners, Treasurer and Secretary
- Legal and Contract Review – Chairman Hoey, Commissioner Weddle and Treasurer

Motion was approved with a 5-0 vote.

Policy and Procedure Review:

The Board discussed the policies and procedures and requested the purchasing and procurement policies be placed on the next regular meeting agenda.

Approval of quote for new website development and host – Firehouse Solutions:

Upon motion by Commissioner Weddle, seconded by Commissioner Murphy, the Board approved the quote for a new website to be developed and hosted by Firehouse Solutions. Motion was approved with a 5-0 vote.

Approval of Check Register:

Upon motion by Commissioner Weddle, seconded by Commissioner Murphy, the Board the check register as presented. Motion was approved with a 5-0 vote.

Public Comment:

There were no public comments.

Adjournment:

Upon motion by Commissioner Smith, seconded by Commissioner Murphy, the Board voted unanimously to adjourn the organizational meeting at 7:55pm. Motion was approved with a 5-0 vote.

Upon motion by Commissioner Murphy, seconded by Commissioner Frank, the Board voted to go into Executive Session to discuss a personnel matter of a particular person. Motion was approved 4-1 with one no vote from Commissioner Weddle.

No action was taken during the Executive Session.

Upon motion by Commissioner Weddle, seconded by Commissioner Murphy, the Board voted adjourn the Executive Session at 8:53pm. Motion was approved 3-0. Chairman Hoey was not present and Commissioner Frank left the meeting at 8:45pm.

Respectfully submitted,
Christine Dennett
Fire District Secretary
NCFD No. 1