BOARD OF FIRE COMMISSIONERS
NEW CASTLE FIRE DISTRICT NO. 1

ORGANIZATIONAL MEETING

January 7, 2021 - 7:00pm via Zoom

APPROVED

Commissioners Present:
ED FRANK
TERENCE HOEY
BRIAN MURPHY
ANTHONY OLIVERI
CHRIS WEDDLE

1. **Call Meeting to Order: Commissioner Anthony Oliveri called meeting to order**
2. **Pledge of Allegiance: Commissioner Ed Frank led in the Pledge of Allegiance**

RESOLUTIONS:

Resolution Appointing Chairman

On motion by Commissioner Ed Frank and seconded by Commissioner Brian Murphy, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby appoints Commissioner Terence 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 Terence Hoey.

Resolution Appointing Attorney

On motion by Commissioner Anthony Oliveri and seconded by Commissioner Brian Murphy, the Board of Fire Commissioners of the New Castle Fire District No. 1 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.

Resolution Appointing Treasurer

On motion by Commissioner Brian Murphy and seconded by Commissioner Ed Frank, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby appoints 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.

Resolution Appointing Secretary

On motion by Commissioner Chris Weddle and seconded by Commissioner Anthony Oliveri, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby appoints Sandra Stein 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

On motion by Commissioner Chris Weddle and seconded by Commissioner Ed Frank, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby sets the yearly salaries for the Secretary at $15,000 with a June 2021 review and the Treasurer at $19,000. Motion was approved with a 5-0 vote.

Resolution Setting the Treasurer's and Commissioner's Bond

On motion by Commissioner Anthony Oliveri and seconded by Commissioner Ed Frank, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby increases and sets the Treasurer's and Commissioner's Bond at $3,000,000.00 each. Motion was approved with a 5-0 vote. Because the insurance company, The Guion Agency, has the amount set at $2,000,000, the Treasurer will follow up with the insurance company and request the increases.

Resolution Authorizing Bank for Depository of District Funds

On motion by Commissioner Anthony Oliveri and seconded by Commissioner Brian Murphy, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby authorizes the following bank for depository of District Funds: The Westchester Bank. Motion was approved with a 5-0 vote.

Resolution Authorizing Signatories for Checking Account:

On motion by Commissioner Chris Weddle and seconded by Commissioner Anthony Oliveri, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby resolves to authorize the Treasurer and one Commissioner or any two Commissioners to sign checks. 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

On motion by Commissioner Brian Murphy and seconded by Commissioner Anthony Oliveri, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby authorizes 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

On motion by Commissioner Brian Murphy and seconded by Commissioner Ed Frank, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby sets the meetings of the Board of Fire Commissioners of the New Castle Fire District No. 1 to take place via Zoom (administered by New Castle Community Media Center) during the pendency of the current COVID 19 pandemic until further notice and then after such time at the Bedford Road Firehouse at 7:00pm (6:30pm to review bills), unless otherwise publicized; the meetings shall be held on the second Thursday of each month; 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

On motion by Commissioner Anthony Oliveri and seconded by Commissioner Brian Murphy, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby designates BST Accounting/Tax/Advisory as the official **Auditors** for the New Castle Fire District No. 1 with a contract of $10,000.00. Motion was approved with a 5-0 vote.

Resolution to Adopt Procurement Policy

On motion by Commissioner Brian Murphy and seconded by Commissioner Anthony Oliveri, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby adopts the last Procurement Policy in effect. Motion was approved with a 4-0 vote and 1 abstention: Commissioner Chris Weddle.

Resolution to Adopt COVID Accounts Payable Policy

On motion by Commissioner Ed Frank and seconded by Commissioner Anthony Oliveri, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby adopts the COVID Policy dated January 1, 2021. Commissioner Terence Hoey added that the Board will be able to review the reconciliations every month. Motion was approved 4-0 vote and 1 abstention: Commissioner Chris Weddle.

Resolution Approving Affiliations and Memberships for 2021

On motion by Commissioner Brian Murphy and seconded by Commissioner Ed Frank, the Board of Fire Commissioners of the New Castle Fire District No. 1 hereby approves the following Affiliations and Memberships for 2021:

Association of Fire Districts of the State of New York
Westchester County Association of Fire Districts
Mt. Pleasant Fire Chief's Association
National Volunteer Fireman's Council
NFPA
International Association of Fire Chiefs
FASNY
Hudson Valley Firemen's Association
Westchester County Association of Fire Chiefs
New York State Association of Fire Chiefs
Westchester County Volunteer Fireman's Association
Chappaqua-Millwood Chamber of Commerce

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 of Fire Commissioners of the New Castle Fire District No. 1 hereby approves the following appointments to the below Committees:

Commissioner Oliveri:
Finance - with the Treasurer Rizzo
Trucks
Communications

Commissioner Murphy:
House

Commissioner Frank:
Technology
Engineering/Buildings

Commissioner Hoey:
Purchasing - with the Treasurer Rizzo
Uniforms
Turnout Gear
Medical/Physicals

Commissioner Weddle:
Insurance

Commissioners Hoey and Weddle:
Town Board Liaisons
Compliance
Policy Review

Motion was approved with a 5-0 vote.

On motion by Commissioner Brian Murphy and seconded by Commissioner Ed Frank, the Board of Fire Commissioners of the New Castle Fire District No. 1 closed the meeting. Motion was approved with a 5-0 vote.

Respectfully submitted,
Sandra Stein
Fire District Secretary
NCFD No. 1