

ORGANIZATIONAL MEETING

SOUTHAMPTON FIRE DISTRICT

JANUARY 8, 2009

The Organizational Meeting of the Board of Commissioners of the Southampton Fire District was called to order by Treasurer Hadix, who was appointed Temporary Chairman, at 7:33 PM, on Thursday, January 8, 2009, in the Library of the Tuckahoe School, 468 Magee Street, Southampton, New York, in accordance with notice provided to the news media, copy of which is attached hereto. The meeting opened with the salute to the flag.

PRESENT: Commissioners Fred Andrews, Robert Grisnik, David Price, Harald Steudte, Tom White, Treasurer Mike Hadix and Secretary Kristin White

ABSENT: N/A

GUESTS: Teri Westerhoff

Mr. Hadix stated that the purpose of the meeting was the organization of the Southampton Fire District Board of Commissioners for the year 2009.

As the first order of business, nominations for Chairperson of the Board for 2009 were received. Commissioner Steudte nominated Commissioner Grisnik for this position and the nomination was seconded by Commissioner White. The unanimous vote of the Board to elect Commissioner Grisnik as Chairperson of the Board of Commissioners for 2008 was received as follows:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-1</u>

Mr. Grisnik was declared the elected Chairperson of the Board of Commissioners for 2009 and Chairperson Grisnik assumed charge of the meeting.

A motion was made by Commissioner Steudte seconded by Commissioner White to elect Commissioner Price as Vice Chairperson of the Board of Commissioners. The motion was passed by the following vote.

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-2</u>

Chairman Grisnik congratulated Mr. Tom White on his re-election as a Board member. Commissioner White needs to be sworn in at the Town Clerk's office.

Resolution was presented for adoption by Commissioner Grisnik, seconded by Commissioner Price, that Kristin White be appointed Board Secretary for 2009 at an hourly rate of \$25.00. The resolution was duly adopted by the Board on the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-3</u>

Resolution was presented for adoption by Commissioner White, seconded by Commissioner Price, that Michael Hadix be appointed Board Treasurer for 2009 at an hourly rate of \$25.00. The resolution was duly adopted by the Board on the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-4</u>

Commissioner Steudte moved that the Board designate the official meeting place of the Southampton Fire District to be at the Tuckahoe School Library, 468 Magee Street, Southampton, New York. The motion was seconded by Mr. White and approved on a vote of the Board as follows:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-5</u>

A motion was made by Commissioner Price to designate the second Thursday of the month as the official meeting night of the Southampton Fire District at 7:30 PM (prevailing time), commencing on January 8, 2009; seconded by Commissioner Steudte and approved by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-6</u>

Commissioner White made a motion seconded by Commissioner Price that the meetings be held at 7:30 PM on the dates to be advertised as follows:

- Thursday – January 8, 2009
- Thursday – February 12, 2009
- Thursday – March 12, 2009
- Thursday – April 9, 2009
- Thursday – May 7, 2009
- Thursday – June 11, 2009
- Thursday – July 9, 2009
- Thursday – August 13, 2009
- Thursday – September 10, 2009
- Thursday – October 8, 2009
- Thursday – November 12, 2009
- Thursday – December 10, 2009

The motion was approved by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-7</u>

Motion by Commissioner Andrews to designate “The Southampton Press” as the official newspaper for 2009, with “The Southampton Independent” as secondary publication and “Newsday” in the event a meeting notification must be made within two days. The motion was seconded by Commissioner Price, and duly carried on the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-8</u>

Resolution was duly adopted on motion by Commissioner Price, seconded by Commissioner Price, to designate the following banks as official depositories, as needed:  
Hamptons State Bank and Bridgehampton National Bank

The vote to approve the designation of the above named official depositories was as follows:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-9</u>

Chairman Grisnik noted that Treasurer Mike Hadix is a Hamptons State Bank employee.

Motion by Commissioner Price to authorize the Treasurer to make authorized investments through MBIA/CLASS (a mutual joint depository of political subdivisions of the State of New York); seconded by Commissioner White and carried by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-10</u>

Motion by Commissioner Andrews that all checks in excess of \$1,000 must be co-signed by the Board Chairperson or, in the event Mr. Grisnik is not available, Mr. Price. The motion was seconded by Commissioner White and approved by the following vote of the Board:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-11</u>

Motion by Commissioner White to appoint the District Secretary as the Records Management Officer of the Fire District and to provide that copies of District records shall be available under the Freedom of Information Law at \$.25 per page for letter size and the actual cost of reproduction for any other size or type of record; seconded by Commissioner Price, and duly carried on the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-12</u>

Motion by Commissioner Andrews to approve district membership in the following associations:

- a) Association of the Fire Districts of the State of New York
- b) New York State Association of Fire Chiefs
- c) Southampton Town Fire District Officer's Association
- d) Suffolk County Fire District Officer's Association
- e) National Fire Protection Association

The motion was seconded by Commissioner Steudte and approved by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-13</u>

Motion by Commissioner Steudte, seconded by Commissioner Price, it was resolved that the Board members would renew lease of office space at 33 Flying Point Road, Southampton, New York annually. Motion carried by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-14</u>

Motion by Commissioner Andrews, seconded by Commissioner Price to review and renew the District Policies annually. The Procurement Policy and Investment Policy will remain unchanged for 2008. Motion carried by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-15</u>

Motion by Commissioner Price, seconded by Commissioner White to review and renew the Code of Ethics annually. The Code of Ethics will remain unchanged for 2009. Motion carried by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-16</u>

Motion by Commissioner White to appoint Dayton Ritz & Osborne as insurance agents for the Fire District; seconded by Commissioner Steudte and carried by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-17</u>

Motion by Commissioner Price that the Treasurer is hereby directed to maintain general Capital Reserve Funds pursuant to the provisions of Section 6-g of the General Municipal Law of the State of New York for the general purposes of capital improvements and the purchase of apparatus and equipment, all as further set forth below:

- a) Capital Reserve Fund – Buildings and Grounds: This fund is to be used for capital improvements concerning the purchase of real property, the design and construction of new buildings, renovations and/or additions to existing buildings and real property and other lawful purposes as may from time to time arise. This fund shall have no maximum cap amount at this time.

b) Capital Reserve Fund – Apparatus and Equipment: This fund is to be used for the purchase of items which are capable of being classified as capitalized expenditures under the law, which items include, but are not limited to fire trucks, chief’s vehicles, ambulances, fire police and/or any general utility vehicles, SCBA’s, hose, turnout gear, mechanical and communications equipment, computers and other lawful purposes as may from time to time arise. This fund shall have no maximum cap amount at this time.

This motion was seconded by Commissioner Steudte and carried by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-18</u>

Motion by Commissioner Andrews that mileage for the official use of personal vehicles outside the Fire District, on authorized District business, shall be reimbursed to District officials at the then current approved IRS reimbursement rate (currently \$50.5 cents for 2008); seconded by Commissioner Price and carried by the following vote:

Mr. Andrews	Aye	Mr. Price	Aye	Mr. White	Aye
Mr. Grisnik	Aye	Mr. Steudte	Aye		<u>VW6-19</u>

Chairman Grisnik appointed the following committees to the Board of Commissioners for 2009:

Fire District Budget:	Entire Board
Fire Protection Contract:	Commissioners Grisnik, Price and White
Long Range Planning:	Entire Board
Wells, Hydrants & Water Mains:	Commissioners Price and Steudte

At this time the regular meeting of the Southampton Fire District will continue as per the January 8, 2009 agenda.

Mr. Grisnik approved the minutes for motion. A motion was made by Mr. White and seconded by Mr. Steudte to accept the minutes of the Regular Meeting of December 11, 2008. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Andrews	Aye	Mr. Steudte	Aye
Mr. Price	Aye	Mr. White	Aye		<u>VW6-20</u>

Chief’s Report: N/A

A motion was made by Mr. Price and seconded by Mr. Steudte to approve the thirteen vouchers as presented. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Andrews	Aye	Mr. Steudte	Aye
Mr. Price	Aye	Mr. White	Aye		<u>VW6-21</u>

The Treasurer reported that the revenue received does include tax revenue. Budget and appropriations for 2009 were shared with the board. Deposits are received every Friday until mid February. Then taper off until Spring. Mr. Andrews asked if our accounts were venerable to the economy, Treasurer responded all investment are placed in Liquid CDs

as required by law. Future taxes could be affected by people defaulting on taxes, that is a concern every year and a cushion is built in.

The Treasurer's Report was reviewed, end of year account balances reviewed. A motion was made by Mr. White and seconded by Mr. Steudte to approve the Treasurer's Report as presented. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Andrews	Aye	Mr. Steudte
Mr. Price	Aye	Mr. White	Aye	

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Mr. Grisnik asked about our Operating Account, we are carrying \$300,000.00. Average daily balance carried is approximately \$100,000.00.

The Secretary reviewed the correspondence sent and received over the last month. A list is attached herein.

#### Committee Reports-

Fire District Budget – A draft copy was received by Mr. Grisnik at 3:19 p.m. of the contractual budget.

Fire Protection Contract –

Long Range Planning – Received a draft contract from Chaleff and Rogers Architects.

Wells, Hydrants & Water Mains – Mr. Price spoke to the Village's Past Chief. Asked if he would be interested in plowing our hydrants and for how much. He is interested but with plow not shovel. There are other options, we will wait and see if a substantial snow flow happens, Mr. Grisnik said we should have a plan in act. Mr. Price said he would plow in an emergency situation. It was also brought up that a statement could be made encouraging homeowners to go out and uncover their hydrants. It was decided to have a pre-recorded message to play on WLNG.

Old Business – N/A

New Business – Credit Card policy for adoption. It was recommended during our last audit. Our attorney was supposed to provide in June, he did not. The Treasurer contacted the State Fire District Officers Association council, he supplied a document which the Treasurer transposed.

Mr. White contacted Wayne Bryun on Tues, we have approval of commercial application, application is to separate three properties, all work has been done and accepted. They are only waiting on a review of covenant and restriction by Eileen Cantory, the meets and bounds did not meet up with the title map. This had to be changed; we are now awaiting the attorney who reviews this. He only works every other Friday.

Meanwhile we have a filed pre-application. Mr. White contacted Wayne Bryun, hopefully we will not have to pay an additional fee. We are waiting for the input from Chaleff and Rogers Architect in reference to set backs etc. Mr. White hopes to have a closing in the next 6-8 weeks. Mr. Steudte remarked on the length of time this has taken and we should possible ask for our money back.

There will be a public notice published in regards to RFP for Audit Company.

A motion was made by Mr. Steudte and seconded by Mr. White at 8:25 PM to go into Executive Session for discussion of contractual matters. The motion was passed by the following vote.

Mr. Grisnik	Aye	Mr. Andrews	Aye	Mr. Steudte	Aye	
Mr. Price	Aye	Mr. White	Aye			<u>VW6-23</u>

A motion was made by Mr. Price and seconded by Mr. White to engage Chaleff and Rogers in a preliminary site plan. The motion was passed by the following vote.

Mr. Grisnik	Aye	Mr. Andrews	Aye	Mr. Steudte	Aye	
Mr. Price	Aye	Mr. White	Aye			<u>VW6-24</u>

A motion was made by Mr. Price and seconded by Mr. White to schedule an Executive Work Session for Thursday January 22, 2009 at 7:30 P.M. in the conference room at 33 Flying Point Rd. The motion was passed by the following vote.

Mr. Grisnik	Aye	Mr. Andrews	Aye	Mr. Steudte	Aye	
Mr. Price	Aye	Mr. White	Aye			<u>VW6-25</u>

Chairman Grisnik hopes they will meet with the Mayor and the Village Board prior to the next meeting.

Chairman Grisnik declared the meeting adjourned at 9:10 P.M.

Respectfully submitted,  
Kristin White, Secretary