

ORGANIZATIONAL MEETING

SOUTHAMPTON FIRE DISTRICT

JANUARY 8, 2015

The Organizational Meeting of the Board of Commissioners of the Southampton Fire District was called to order by Treasurer MaryAnn Milton, who was appointed Temporary Chairman, at 7:30 PM, on Thursday, January 8, 2015, in the Library of the Tuckahoe School, 468 Magee Street, Southampton, New York. The meeting opened with the salute to the flag.

PRESENT: Commissioners David Price, Tom White, Roy Wines, Brian Cooke, Treasurer MaryAnn Milton and Secretary Kristin White

ABSENT: Commissioner Bill Pell

GUESTS: 2nd Assistant Chief Anthony Stevens

Ms. Milton stated that the purpose of the meeting was the organization of the Southampton Fire District Board of Commissioners for the year 2015.

As the first order of business, nominations for Chairperson of the Board for 2015 were received. Commissioner White nominated Commissioner Price for this position and the nomination was seconded by Commissioner Cooke. The unanimous vote of the Board to elect Commissioner Price as Chairperson of the Board of Commissioners for 2015 was received as follows:

Mr. Price	Aye	Mr. Wines	Aye	
Mr. White	Aye	Mr. Cooke	Aye	<u>VW12-1</u>

Mr. Price was declared the elected Chairperson of the Board of Commissioners for 2015 and Chairperson Price assumed charge of the meeting.

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

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-2</u>

Vice-Chairman White congratulated Mr. David Price on his re-election to the Board of Fire Commissioners.

Commissioner Price needs to be sworn in at the Town Clerk's office.

Resolution was presented for adoption by Commissioner Price, seconded by Commissioner Cooke, that Kristin White be appointed Secretary for 2015 at an hourly rate of \$28.50. The resolution was duly adopted by the Board on the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-3</u>

Resolution was presented for adoption by Commissioner Price, seconded by Commissioner White, that MaryAnn Milton be appointed Treasurer for 2015 at an hourly rate of \$28.50. The resolution was duly adopted by the Board on the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-4</u>

Commissioner Cooke 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. Price and approved on a vote of the Board as follows:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-5</u>

A motion was made by Commissioner White 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 February 12, 2015; seconded by Commissioner Cooke and approved by the following vote:

Mr. Wines	Aye	Mr. Price	Aye	
Mr. White	Aye	Mr. Cooke	Aye	<u>VW12-6</u>

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

- Thursday – February 12, 2015
- Thursday – March 12, 2015
- Thursday – April 9, 2015
- Thursday – May 14, 2015
- Thursday – June 11, 2015
- Thursday – July 9, 2015
- Thursday – August 13, 2015
- Thursday – September 10, 2015
- Thursday – October 8, 2015
- Thursday – November 12, 2015
- Thursday – December 10, 2015

- Budget Hearing – October 20, 2015
- District Elections – December 8, 2015

The motion was approved by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-7</u>

Motion by Commissioner Price to designate “The Southampton Press” as the official newspaper for 2014, 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 Cooke, and duly carried on the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-8</u>

Resolution was duly adopted on motion by Commissioner White, seconded by Commissioner Price to designate the following banks as official depositories, as needed:
Bridgely National Bank and Suffolk County National Bank

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

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-9</u>

Motion by Commissioner Cooke to authorize the Treasurer to make authorized investments through Wilmington Trust (a mutual joint depository of political subdivisions of the State of New York); seconded by Commissioner Wines and carried by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-10</u>

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

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-11</u>

Motion by Commissioner Wines 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 White and duly carried on the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-12</u>

Motion by Commissioner Price 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 Wines and approved by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-13</u>

Motion by Commissioner White, seconded by Commissioner Price to renew the lease of office space at 33 Flying Point Rd, Southampton, NY for 2015. Motion carried by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-14</u>

Motion by Commissioner Cooke, seconded by Commissioner White to review and renew the District Policies annually. The Procurement Policy and Investment Policy will remain unchanged for 2015. Motion carried by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-15</u>

Motion by Commissioner White, seconded by Commissioner Price to review and renew the Code of Ethics annually. The Code of Ethics will remain unchanged for 2015. Motion carried by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-16</u>

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

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-17</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 Wines and carried by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-18</u>

Motion by Commissioner Cooke 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 \$57.5 cents for 2015); seconded by Commissioner White and carried by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-19</u>

Motion by Commissioner White that the Southampton Fire District Board of Fire Commissioners adopt the financial reporting requirements of GASB Statement 54, seconded by Commissioner Wines and carried by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-20</u>

Motion by Commissioner Wines that the Southampton Fire District Board approve the legal proposal submitted by William F. Glass Jr. for legal services for 2015, seconded by Commissioner White and carried by the following vote:

Mr. Price	Aye	Mr. White	Aye	
Mr. Wines	Aye	Mr. Cooke	Aye	<u>VW12-21</u>

Chairman Price appointed the following committees to the Board of Commissioners for 2015:

Fire District Budget: **Cooke, Pell**
Fire Protection Contract: **White, Price with Wines as an alternate**
Long Range Planning: **Entire Board**
Wells, Hydrants & Water Mains: **Cooke, Wines**

At this time the regular meeting of the Southampton Fire District will continue as per the January 8, 2015 agenda.

Mr. Price submitted the minutes from the December 11, 2014 meeting for motion. A motion was made by Mr. White and seconded by Mr. Cooke to accept the minutes of the Regular Meeting of December 11, 2014 with corrections. The motion was approved by the following vote:

Mr. Price	Aye	Mr. Wines	Aye	
Mr. White	Aye	Mr. Cooke	Aye	<u>VW12-22</u>

Chief's Report: The board congratulated Mr. Anthony Stevens as the New 2nd Assistant Chief of the Southampton Village Fire Department.

A Chief's report was submitted by Chief Stevens including but not limited to an Electric Deep Well report and monthly incident report.

A motion was made by Mr. Cooke and seconded by Mr. Wines to approve the eleven (11) vouchers as presented. The motion was approved by the following vote:

Mr. Price	Aye	Mr. Wines	Aye	
Mr. White	Aye	Mr. Cooke	Aye	<u>VW12-23</u>

The Treasurer’s Report was reviewed including but not limited to, end of 2014 year account balances, income/expenses for the year to date, 2014 tax levy receipts, all reports are attached herein. A motion was made by Mr. Wines and seconded by Mr. White to approve the Treasurer’s Report as presented. The motion was approved by the following vote:

Mr. Price	Aye	Mr. Wines	Aye	
Mr. White	Aye	Mr. Cooke	Aye	<u>VW11-24</u>

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

Committee Reports-

Fire District Budget - In effect

Fire Protection Contract – The board will begin planning for the expiration of the current contract to occur at the end of this year.

Long Range Planning – The district board is waiting on input from the Southampton Fire Department. It is the interest of the district board to discuss the future of the District/Department relations.

Wells, Hydrants & Water Mains – The board discussed the need for a well on the Cheviot Loop off of Hill Station Rd. A well or two may be able to be pulled off Blank Lane in Water Mill and transferred to the area. The board will look into the necessity of acquiring a permit from the DEC.

Old Business –

A motion was made by Mr. Price and seconded by Mr. White to authorize a budget line modification to transfer \$200.00 from Newsletter/Community Relations to Dues and Subscriptions to cover actual expenses for 2014. The motion was approved by the following vote:

Mr. Price	Aye	Mr. Wines	Aye	
Mr. White	Aye	Mr. Cooke	Aye	<u>VW12-25</u>

New Business – A resolution was reviewed for “Tuckahoe Center” located in the hamlet of Tuckahoe. The board would like the location of fire hydrants confirmed as they are not indicated on the maps provided. It is recommended that hydrants be located within 100ft of each entrance off County Rd 39. All NYS codes must be met. It is also recommended that fire suppression sprinklers be installed throughout buildings and knox

boxes be installed to access individual business locations. It is the recommendation of the Board to sign the resolution.

Recognition: Public Participation – N/A

Without further business a motion was made by Mr. White and seconded by Mr. Price to adjourn tonight's meeting at 8:39 p.m. The motion was passed by the following vote.

Mr. Price	Aye	Mr. Wines	Aye		
	Mr. White	Aye	Mr. Cooke	Aye	<u>VW11-26</u>

Chairman Price declared the meeting adjourned at 8:39 P.M.

Respectfully submitted,
Kristin White, Secretary