

REORGANIZATIONAL MEETING MINUTES
FAIRVIEW FIRE DISTRICT
JANUARY 4, 2011
FINAL COPY

The meeting was called to order at 7:00 pm by Commissioner Line with the Pledge of Allegiance.

ATTENDEES:

Commissioners: Jack Burghardt, Jill Line, Bob Gephart, Joe Petito
Chief: Tory G. Gallante
Treasurer: Jim Passikoff
Secretary: Cathy Gallinger
Attorney: Brad Pinsky
Absent: Dave Hazzard

Appointment of Commissioner to 5-year term: Joseph Petito
(Oath administered on January 4, 2011).

Nomination of Chairman: Jill Line

Motion: Commissioner Burghardt **2nd:** Commissioner Petito

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Abstain
Gephart: Yes

Nomination of Vice Chairman: Dave Hazzard

Motion: Commissioner Line **2nd:** Commissioner Burghardt

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephart: Yes

Appointment of District Secretary, Cathy Gallinger at salary per 2011 budget:

Motion: Commissioner Line **2nd:** Commissioner Burghardt

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephart: Yes

Appointment of Treasurer/Alternate Secretary at salary per 2011 budget:

Jim Passikoff

Motion: Commissioner Gephard **2nd:** Commissioner Burghardt

Poll of Commissioners:

Burghardt: Yes

Hazzard: Absent

Petito Yes

Line: Yes

Gephard: Yes

Appointment of Attorney: Brad Pinsky

Motion: Commissioner Petito **2nd:** Commissioner Burghardt

Poll of Commissioners:

Burghardt: Yes

Hazzard: Absent

Petito Yes

Line: Yes

Gephard: Yes

Designation of official newspapers: Poughkeepsie Journal

Motion: Commissioner Gephard **2nd:** Commissioner Petito

Poll of Commissioners:

Burghardt: Yes

Hazzard: Absent

Petito Yes

Line: Yes

Gephard: Yes

Designate Official Banks:

HSBC, Chase, M&T, Key Bank, Bank of America, Wachovia Bank

Motion: Commissioner Gephard **2nd:** Commissioner Line

Poll of Commissioners:

Burghardt: Yes

Hazzard: Absent

Petito Yes

Line: Yes

Gephard: Yes

Authorize Commissioner Hazzard, Line, Petito as well as Treasurer Passikoff as check signers. There should be one signature on checks up to five thousand dollars and two signatures for all checks over five thousand dollars.

Motion: Commissioner Burghardt 2nd: Commissioner Gephard

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Abstain
Line: Yes
Gephard: Yes

Designate Board Meeting Date and Time:

The 1st Tuesday of each month at 6PM the Board will open the meeting and go into executive session. The meeting will then be opened up to the public at 7PM and not before then.

Motion: Commissioner Petito 2nd: Commissioner Line

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Approve Memberships and Dues to the following:

- NYS Association of Fire Chiefs
- Career Chiefs of NYS
- Westchester Career Chiefs
- Dutchess County Association of Fire Chiefs
- International Association of Fire Chiefs
- NYS Association of Fire Districts
- Dutchess County Association of Fire Districts
- NYALGRO
- G.F.O.A.

Motion: Commissioner Line 2nd: Commissioner Gephard

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Approve sending Chief to NYS Association of Fire Chief's Convention Spring 2011:

Motion: Commissioner Line 2nd: Commissioner Gephard

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Approve Association of Fire Districts Workshop Fall 2011 for Commissioners, Secretary, Treasurer, and Chief for attendance at annual meeting in spring 2011:

Motion: Commissioner Line 2nd: Commissioner Gephard

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Approve registration for Secretary and records retention representative to attend NYALGRO convention Spring 2011:

Motion: Commissioner Petito 2nd: Commissioner Burghardt

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Approve for Secretary, Chief to attend PERMA convention Spring 2011:

Motion: Commissioner Petito 2nd: Commissioner Burghardt

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Approve authorization of Treasurer to submit Annual Treasurer's report to Comptroller's office by 2/28/11:

Motion: Commissioner Line 2nd: Commissioner Gephard

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Approve renewal of Secretary and Treasurer's bonds with District Insurance Company:

Motion: Commissioner Petito 2nd: Commissioner Burghardt

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Appoint Committees as follows:

Property Committee: Burghardt/Petito/Chief
Check Audit Committee: Burghardt/Gephard
Records Retention: Hazzard/Gallinger/Chief/Burghardt
Personnel Committee: Line/Hazzard/Chief /Alt. Petito
Computer Committee: Hazzard/Chief/Gephard
Safety Committee: Line/Burghardt/Chief
Apparatus Committee: Chief/Union Rep/Fire Company Member/Burghardt
Budget Committee: Gephard/Hazzard/Chief / Alt. Petito
FFD Hyde Park Representation: Line/Petito
FFD Poughkeepsie Representation: Hazzard/Gephard
Not for Profit Ambulance Committee: Line/ Gephard/Chief/ Alt. Hazzard
Long range Planning Committee: Hazzard/ Gephard/Chief

Motion to accept all Committee Members as listed:

Motion: Commissioner Line 2nd: Commissioner Gephard

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Motion to continue all policies of the fire district through 2011:

Motion: Commissioner Burghardt 2nd: Commissioner Petito

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Motion to establish a petty cash fund up to \$250.00:

Motion: Commissioner Line 2nd: Commissioner Gephard

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

**Motion to permit the treasurer to pay in advance of audit, the following:
lights & utilities postage & freight, bond payments, re-occurring salaries, phone charges, health
insurance and any other bills that will incur finance charges.**

Motion: Commissioner Burghardt 2nd: Commissioner Line

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

Open meeting to Board Members for Comments:

Meeting adjourned at: 7:15 p.m.

Motion: Commissioner Burghardt **Second:** Commissioner Line

Poll of Commissioners:

Burghardt: Yes
Hazzard: Absent
Petito Yes
Line: Yes
Gephard: Yes

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Fairview Fire District

258 Violet Avenue
Poughkeepsie, NY 12601

Office: (845) 452-7453
Station: (845) 452-8770
Fax: (845) 452-0552

Fire or Ambulance
DIAL 911

**FAIRVIEW FIRE DISTRICT
MINUTES OF BOARD MEETING
January 4, 2011
Final**

The meeting was called to order at 6:08 pm by Chair Jill Line

ATTENDEES:

Commissioners: Jill Line
Jack Burghardt
Bob Gephard
Joe Petito

Tory Gallante, Chief
Cathy Gallinger, Secretary
James Passikoff, Treasurer

Absent: Dave Hazzard,

Motion was made by Commissioner Gephard and seconded by Commissioner Petito to go into Executive Session at 6:08 pm for the purpose of Legal and Personnel issues.

No action was taken as a result of executive session

Upon Motion made by Commissioner Burghardt and seconded by Commissioner Gephard and discussion held the following resolution was approved. Be it resolved the minutes from the previous month December 7 have been approved.

Poll of the Commissioners

Burghardt: Yes
Hazzard: Absent
Line: Yes
Petito: Yes
Gephard: Yes

Resolution passed: 2011-1-R

CORRESPONDENCE:

TREASURER'S REPORT:

After motion made by Commissioner Burghardt and seconded by Commissioner Petito and after discussion held, the following resolution was approved. Be it resolved pay all bills as approved by the commissioners on each specific bill presented at this meeting, as displayed in the attached abstract for the month of December. All purchases complied with the procurement policy of the fire district and all necessary bids/quotes were obtained prior to recommendation for approval.

All of the commissioners in attendance were presented with bills and attached vouchers. Each commissioner approved the bills indicated on such vouchers. Audits of the bills were completed except as discussed in these minutes, no discrepancies or issues were noted.

Poll of the Commissioners

Burghardt: Yes
Hazzard: Absent
Line: Yes
Petito Yes
Gephard: Yes

Resolution passed: 2011-1-F

A motion was made by Commissioner Burghardt and seconded by Commissioner Petito to accept the Treasures report for the month of November, 2010.

Poll of Commissioners: A.I.F.

Resolution passed: 2011- 2 -F

OLD BUSINESS:

Nothing to report.

PROPERTY:

Nothing to report.

AUDIT COMMITTEE:

Commissioner Burghardt and Commissioner Gephard reviewed the November checks - everything was ok

RECORD RETENTION COMMITTEE:

The committee and I will be meeting to clean out the old files and decide what needs to be placed on microfilm..

PERSONNEL COMMITTEE:

Nothing to report

COMPUTER COMMITTEE:

Nothing to report.

SAFETY COMMITTEE:

Nothing to report.

APPARATUS COMMITTEE:

Nothing to report.

BUDGET COMMITTEE:

Nothing to report.

ELECTION COMMITTEE:

Nothing to report

CHIEF'S REPORT:

1. A special thank to everyone for the hard work at the fires on East Dorsey Lane and Creek road
2. A special thanks to the volunteers and career staff that volunteered their time for the annual Santa run.
3. Sent the Board pictures of cracks I the masonry on the wall between the old section and north big bay walls of the firehouse causing leaks inside the building. Repairs were made by PJ Exteriors and pictures sent to the Board.
4. Local Government Efficiency Grant – Received revised contracts back from PACE University today and reviewing with Attorney Pinsky.

CHAIRMAN'S REPORT:

Thank you for coming to Board Meeting. Thank you Commissioners for electing me to serve as Chair for the year 2011.

ATTORNEY REPORT:

Would like to review policies of the District, including but not limited to the procurement policy.

NOT FOR PROFIT AMBULANCE:

Attempting to work through issues presented by law. The present plan does not include a contract for ambulance services, so the new Comptroller's opinion is not applicable to our proposed arrangement.

NEW BUSINESS:

Nothing to report

WORKSHOP OR SPECIAL MEETING:

None at this time

Motion was made by Commissioner Gephard and seconded by Commissioner Petito to go into Executive Session at 8:40 pm for the purpose of Personnel issues.

No action was taken as a result of executive session

There being no further action brought before the Board, motion to adjourn made by Commissioner Gephard with a second by Commissioner Petito at 8:55 pm.

Respectfully submitted,
Cathy Gallinger, District Secretary

cc: Chief Tory G. Gallante
Fairview Fire Company

Local 2623 I.A.F.F.
District File