

**Annual Re-Organization Meeting**  
**January 10, 2023**  
**7:10 pm**

Motion to open the annual reorganization meeting made by Chairman Cahill, for the Fort Montgomery Fire District at 7:10 pm

**Opening Ceremonies:** Led by Assistant Chief Rich Salva

**Present:** Commissioners, Michael Cahill, Anthony Camp, Andrew Lynch and Eric Jimenez; Treasurer, Deborah Jersey; Secretary, Jennifer Hurst

**Absent:** Commissioner Seth Armstrong

**Fire Department Attendees:** Chief Ryan Falk; Assistant Fire Chief Rich Salva

**Attorney:** None

**Guests:** None

1. Elected Officers sworn in as follows:
  1. Elected Commissioner Seth Armstrong was sworn in as the elected Commissioner for his 5-year term at Town Hall
    - Chairman – Michael Cahill, nominated by A. Lynch, seconded by E. Jimenez, all in favor, motion carried
    - Deputy Chairman – A. Lynch, nominated by M. Cahill, seconded by A. Camp, all in favor, motion carried
    - Ryan Falk was sworn in as Chief of the FMFD
    - Rich Salva was sworn in as Assistant Chief of the FMFD
2. Secretary: Jennifer Hurst was appointed as Secretary for the Fire District by nomination by M. Cahill, seconded by A. Lynch, all in favor, motion carried and she was sworn in by Treasurer Jersey as the Secretary for the Fire District.
3. Treasurer: Deborah Jersey was appointed as the Treasurer for the Fire District by nomination by M. Cahill, seconded by A. Lynch, all in favor, motion carried and she was sworn in by Secretary Hurst as the Treasurer for the Fire District.
4. Deputy Treasurer: Jennifer Hurst was appointed as the Deputy Treasurer for the Fire District. Motion to nominate made by A. Camp, seconded by E. Jimenez, all in favor, motion carried.

5. Secretary to file Oaths of Office with the Town Clerk within 30 days.
6. Media Notification: Scott A. Dow of Kornfeld, Rew, Newman and Simeone has handled the notification to the media of the organizational meeting through the News of The Highlands and the Times Herald Record on **December 23, 2021**.
7. Law Firm: Kornfeld, Rew, Newman and Simeone were appointed the Law Firm of record for the Fire District for 2023. Nominated by A. Lynch, seconded by A. Camp, all in favor, motion carried.
8. Annual Salaries (paid quarterly) as set forth below and in the budget. Motion made by A. Camp, seconded by E. Jimenez, all in favor, motion carried.
  - Treasurer: \$4,913.00
  - Secretary: \$2,808.00
  - LOSAP: \$2,312.00
  - Attorney: \$12,500.00
9. Official Newspapers will be The Times Herald Record. Although not an official fire district newspaper, notifications will also be sent to The News of The Highlands for publications. Motion made by M. Cahill, seconded by A. Lynch, all in favor, motion carried.
10. Official Depositories will be Sun Trust Company and Key Bank with maximum limits up to the current FDIC limits except to the extent that the deposits have been adequately collateralized. Motion made by M. Cahill, seconded by A. Lynch, all in favor, motion carried.
11. Investment Policy reviewed and ratified. The previously adopted policy will stay in place at this time. Motion made by E. Jimenez, seconded by A. Lynch, all in favor, motion carried.
12. Surety Bond renewed. Maintain the current policy. Motion made by E. Jimenez, seconded by A. Lynch, all in favor, motion carried.
13. Regular Monthly meetings for the Fort Montgomery Fire District will be the third Tuesday of every month beginning February 21, 2023 at 7:00 pm. January's monthly meeting will directly follow this re-organizational meeting. The first Tuesday of the month will be the workshop meeting. Motion made by A. Camp, seconded by E. Jimenez, all in favor, motion carried. The Attorney will notify the media and prepare a notice for posting.
14. Procurement Policy reviewed and ratified. Motion to approve current policy was made by M. Cahill, seconded by E. Jimenez, all in favor, motion carried.

15. Approval of membership with the Association of Fire Districts of the State of New York, NYS Chief's Association, Orange County Association of Fire Districts, NYS Association of Fire Chief's and any other associations the Board deems appropriate to carry out its business. Motion made by A. Camp, seconded by M. Cahill, all in favor, motion carried.
16. Approval of lease of the apparatus room with the Fort Montgomery Fire Department. At this time, negotiations are on-going. Motion made by M. Cahill, seconded by A. Camp, all in favor, motion carried.
17. Mutual Aid Agreements are currently in place with:
  - a. Stony Point Fire District
  - b. Orange County
  - c. Memorandum of Understanding with United States Military AcademyThese agreements will remain the same, unless circumstances change and there is a need to modify. Motion by E. Jimenez, seconded by A. Lynch, all in favor, motion carried.
18. Physical Examination Program (OSHA required) will be annually for all members and utilize Partners in Safety and TEK Occupational Services with potential to change as need be. Motion to approve was made by A. Camp, seconded by M. Cahill, all in favor, motion carried.
19. **2023 Committees**
  - LOSAP – A. Lynch, S. Armstrong
  - Insurance – S. Armstrong, M. Cahill
  - Equipment & Maintenance Officers – A. Lynch, A. Camp
  - Medical – A. Camp, M. Cahill

Motion to approve the 2023 committees made by A. Lynch, seconded by E. Jimenez, all in favor, motion carried.

20. **Code of Ethics** Motion to keep current policy was made by M. Cahill, seconded by A. Camp, all in favor, motion carried.
21. **Treasurer's Report:** Motion to review and approve Treasurer's annual report – Board of Commissioners authorize Annual Comptroller's Report to be official Treasurer's Report and be submitted by March 1, 2023 as required by the State of New York. Motion was made by E. Jimenez, seconded by M. Cahill, all in favor, motion carried.

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22. **FOIL/Records**: Jennifer Hurst was appointed as the FOIL Requests/Records Access Officer. Kornfeld, Rew, et al. was appointed as the Appeals Officer. Motion made by M. Cahill, seconded by E. Jimenez, all in favor, motion carried.

Motion to close the re-organizational meeting with no public comment at 7:34 pm was made by M. Cahill, seconded by E. Jimenez, all in favor, motion carried.