

MINUTES OF THE ORGANIZATIONAL MEETING
OF THE BOARD OF FIRE COMMISSIONERS
OF THE FAIRVIEW FIRE DISTRICT
WESTCHESTER COUNTY, NEW YORK
4 JANUARY 2024

Present: Commissioner Emma Walthall-Moon
Commissioner Vikki Simmons
Commissioner John Malone
Commissioner James Robinson

Also Present: Chief Howard Reiss
Treasurer Matilde Abate
Secretary Sarah Senior

Absent: Commissioner Daymon S. Yizar

The organizational meeting of the Board of Fire Commissioners of the Fairview Fire District, Westchester County, New York, of Thursday, 4 January 2024, convened at 18:39 hours at Fire Headquarters.

Commissioner Malone served as Chair Pro tem pending the appointment of a Board Chair for 2024. Commissioner Malone called the meeting to order.

Commissioner Malone administered the Oath of Office of Fire Commissioner to Daymon Yizar, at 11:00 hours on 4 January 2024.

R24-01-01

Upon the motion offered by Commissioner Simmons and seconded by Commissioner Robinson that Commissioner Simmons shall serve as Secretary Pro tem pending the appointment of a Secretary for the year 2024:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

R24-01-02

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Robinson that Commissioner Walthall-Moon shall be elected Board Chair for the year 2024:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

Chair Walthall-Moon is presiding.

R24-01-03

Upon the motion offered by Commissioner Malone and seconded by Commissioner Robinson that Sarah Senior shall be appointed Fire District Secretary for 2024 at a salary of \$118,449.00 plus full benefits:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

R24-01-04

Upon the motion offered by Commissioner Simmons and seconded by Commissioner Robinson that Matilde Abate shall be appointed Fire District Treasurer for 2024 at a salary of \$77,184.00 plus full benefits:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

R24-01-05

Upon the motion offered by Commissioner Malone and seconded by Commissioner Simmons that



Sarah Senior shall be appointed Deputy Fire District Treasurer for 2024 at no salary or compensation:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

Commissioner Simmons administered the Oath of Office of Secretary and Deputy Treasurer to Sarah Senior, and the Oath of Office of Treasurer to Matilde Abate.

R24-01-06

Upon the motion offered by Commissioner Malone and seconded by Commissioner Robinson, the correspondence notifying the Journal News of the 2024 Organizational Meeting shall be attached to the minutes.
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

Chair Walthall-Moon reported that the Treasurer would present the Annual Financial Report for the Fairview Fire District for the year 2024 on or before 1 March 2024

R24-01-07

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Malone that a Surety Bond in the amount of \$1,500,000.00 shall be approved for the Treasurer:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

R24-01-08

Upon the motion offered by Commissioner Simmons and seconded by Commissioner Malone Kornfeld, Rew, Newman & Simeone, Esqs. shall be appointed general counsel and secondary labor counsel to the Board for 2024 at an hourly rate of \$300.00, plus expenses:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

R24-01-09

Upon the motion offered by Commissioner Robinson and seconded by Commissioner Malone that Keane, & Beane, PC shall be appointed Primary Labor Counsel and Counsel for GML §207-a matters for 2024 at an hourly rate of \$325 for partner's or counsel's time and \$250 for an associate's time, plus expenses:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

R24-01-10

Upon the motion offered by Commissioner Malone and seconded by Commissioner Simmons that Partners in Safety of White Plains, New York shall be appointed the Department Physician for 2024 for annual and routine medical examination at a fee of \$250.00 per basic examination plus laboratory fees:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.

R24-01-11

Upon the motion offered by Commissioner Malone and seconded by Commissioners Simmons that Chase Bank shall be designated as the primary depository for Fire District funds for 2024 and that Citibank and TD Bank shall be designated as secondary depositories for Fire District funds for 2024:
Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.
The motion was carried.



R24-01-12

Upon the motion offered by Commissioner Malone and seconded by Commissioner Robinson that the Journal News shall be designated the official newspaper of the Fairview Fire District for 2024:

Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.

The motion was carried

R24-01-13

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Robinson that the regular monthly meeting of the Board of Fire Commissioners in 2024 shall be held on the second Thursday of the month, with the exceptions of January, October, and July:

Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.

The motion was carried

The January regular meeting is scheduled to take place on 4 January 2024 at 18:30 hours. There will be no regular meeting in July 2024. The regular meeting in October will take place on the 3rd Tuesday.

Chair Walthall-Moon presented the Committees for the year 2024. The Chief of Department will provide support to all committees. The Chair will be a standing member of all committees.

Apparatus Committee	Commissioners Yizar & Malone
Finance Committee	Commissioners Simmons & Walthall-Moon
Health & Safety	Committee Commissioners Yizar & Robinson
House & Grounds	Commissioners Malone & Walthall-Moon
Insurance Committee	Commissioners Yizar and Walthall-Moon
Newsletter/Website	Committee Commissioners Walthall-Moon & Robinson
Personnel Committee	Commissioners Simmons & Robinson
Public Relations	Committee Commissioners Simmons & Malone
Training Committee	Commissioners Yizar & Malone

R24-01-14

Upon the motion offered by Commissioner Malone and seconded by Commissioner Simmons that the Fairview Fire District shall retain its membership in the following associations in 2024:

- International Society of Fire Service Instructors
- International Association of Arson Investigators
- International Association of Fire Chiefs
- National Fire Protection Association
- American Arbitration Association
- FASNY
- New York State Association of Fire Instructors
- New York State Association of Fire Districts
- New York State Association of Arson Investigators
- New York State Fire Marshals & Inspectors Association
- New York Conference of Mayors
- Career Chiefs of the State of New York
- New York State Association of Fire Chiefs
- New York Association of Local Government Records Officers
- New York State Volunteer Ambulance & Rescue Association, Inc.
- Westchester County Association of Fire Districts
- Career Chiefs of Westchester County
- Westchester County Association of Fire Chiefs (Fire Chief Emergency Plan)
- Battalion 14

Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.

The motion was carried



R24-01-15

Upon the motion offered by Commissioner Malone and seconded by Commissioner Simmons that Sarah Senior shall be appointed Record Access Officer for the Fire District records for 2024, Howard Reiss shall be appointed Records Access Officer for Fire Department records for 2024, and Kornfeld, Rew, Newman & Simeone, Esqs. shall be appointed Appeals Officers for 2024 for denial of access to records under the Freedom of Information Law: Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.

The motion was carried

R24-01-16

Upon the motion offered by Commissioner Simmons and seconded by Commissioner Robinson that the Fire District Treasurer shall be authorized to pay claims from the following companies and individuals in 2024 in advance of audit by the Board of Fire Commissioners, providing that such claims are presented for audit at the next regular meeting of the Board of Fire Commissioners:

- Utility payments to Con Edison and the New York Power Authority;
- Telephone payments to Optimum, Verizon Wireless, & Verizon Telephone Company;
- Payment to the U.S. Postmaster for postage expenses;
- Health Insurance payments to MetLife Dental Company, the New York State Employees Health Insurance Plan, and the Vision Service Plan;
- American Express Credit Card Company;
- Sam's Club Account;
- Lease payment to copier company;
- Payment to Fairview Fire District election personnel

Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.

The motion was carried.

R24-01-17

Upon the motion offered by Commissioner Malone and seconded by Commissioner Robinson that the Board shall affirm its review and continued approval of the Cellular Telephone Policy, Code of Ethics, Credit Card Policy, Fund Balance Policy, Travel Policy, Policy Against Workplace Sexual Harassment, the Workplace Violence Prevention Program, and the Records Retention Policy:

Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.


The motion was carried

R24-01-18

There being no further business to come before the Board, upon the motion offered by Commissioner Robinson and seconded by Commissioner Malone that the meeting shall be adjourned at 18:53 hours:

Roll call: Commissioners Simmons, Robinson, Malone, and Walthall-Moon voting aye, nays none. Commissioner Yizar absent.

The motion was carried.



Sarah Senior
Fire District Secretary

BOARD OF FIRE COMMISSIONERS

FAIRVIEW FIRE DISTRICT

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P. O. BOX 1680
WHITE PLAINS, NY 10602-1680
TELEPHONE (914) 949-2828
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DAYMON S. YIZAR
CHAIR
VIKKI SIMMONS
JOHN MALONE
EMMA WALTHALL-MOON
JAMES ROBINSON

MATILDE ABATE
TREASURER
SARAH SENIOR
SECRETARY

20 December 2023

Via First Class & Certified Mail

The Journal News
1133 Westchester Ave, N-110
West Harrison, New York 10604

Attention: News Editor

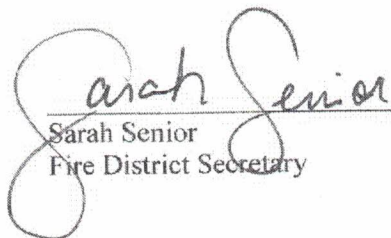
Dear Sir/Madam:

Please take notice that the organizational meeting for the year 2024 of the Fairview Fire District, Westchester County, New York, will be held on the 4th day of January 2023, at 6:30 p.m. at Fairview Fire Headquarters, 19 Rosemont Boulevard, Town of Greenburgh.

All meetings of the Board of Fire Commissioners of the Fairview Fire District are open to the public.

This notification is being given to the news media pursuant to the provisions of Section 94 of the Public Officers Law of the State of New York.

By order of the Board of Fire Commissioners of the Fairview Fire District,


Sarah Senior
Fire District Secretary

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West Harrison, NY 10604

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