



MINUTES
BOARD OF FIRE COMMISSIONERS
Organizational and Regular Meeting - January 12, 2021 - 6:00pm

ATTENDEES: Commissioner George Burns Commissioner Stephen Piehler
Commissioner Marc Komorsky Commissioner Anthony Pignataro
Commissioner Richard Sassi Chief Timothy O'Connor
EMS Administrator Michael Benenati Treasurer Mark Pozniak
District Secretary Bria Le

At 6:04 pm Secretary Le, as acting Chairman, called the 2021 Organizational meeting of the LaGrange Fire District to order and led the Pledge of Allegiance.

Le administered the Oath of Office to newly elected Commissioner Stephen Piehler.

Chairman of the Board for 2021

Le asked for nominations for the Chairman of the Board of Fire Commissioners for 2021.

Commissioner Stephen Piehler NOMINATED Commissioner Marc Komorsky for Chairman of the Board and Commissioner Anthony Pignataro SECONDED the nomination. With the following votes, the Board RESOLVED to appoint Marc Komorsky as Chairman for 2021: Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky – Aye. **Motion Carried.**

Le turned the meeting over to newly appointed Chairman Komorsky.

Komorsky welcomed everyone to the meeting.

Appointments/Designations as read by Chairman Komorsky

- 1.1 BE IT RESOLVED that Mark Pozniak is hereby appointed Treasurer of the LaGrange Fire District with a weekly pay rate of \$475.06 for 2021.
- 1.2 BE IT RESOLVED that Bria Le is hereby appointed Secretary of the LaGrange Fire District with an hourly pay rate of \$24.51 for 2021. Said is also appointed Records Management Officer for the LaGrange Fire District. (Oath of Office administered at Town Hall – copy attached).
- 1.3 BE IT RESOLVED that Mike Hekle of Jackson Lewis, P.C. be designated as the attorney for the LaGrange Fire District for 2021.
- 1.4 BE IT RESOLVED that Rose & Kiernan be designated as the insurance agent for the LaGrange Fire District for 2021.
- 1.5 BE IT RESOLVED that the Poughkeepsie Journal be designated as the Official Newspaper of the LaGrange Fire District for placing legal advertisements, when necessary, for 2021.
- 1.6 BE IT RESOLVED that Mahopac National Bank be designated as the official depository for LaGrange Fire District for 2021.
- 1.7 BE IT RESOLVED that Mark Pozniak, George Burns, and Stephen Piehler be designated as the authorized signers on the financial accounts.
- 1.8 BE IT RESOLVED that all five commissioners – George Burns, Marc Komorsky, Anthony Pignataro, Stephen Piehler, & Richard Sassi – be designated as the authorized signers on all of the Prudential, Mass Mutual, and Security Mutual life insurance policies owned by LaGrange Fire District.

BoFC Organizational and Regular Meeting 1/12/21

Please note that this meeting was conducted remotely and open for public viewing and/or listening using the video conferencing platform Zoom, as per recent NYS Executive Order #202.1 (Continuing Temporary Suspension and Modification of Laws Related to the Disaster Emergency).



- 1.9 BE IT RESOLVED that the District Treasurer prepares monthly financial reports and furnishes a copy to each commissioner at the first regular monthly meeting.
- 1.10 BE IT RESOLVED that the District Treasurer is authorized to submit the annual treasurer's report to the State Comptroller's office.
- 1.11 BE IT RESOLVED that the District Treasurer be authorized by this board of fire commissioners to pay, in advance of an audit by this Board of Fire Commissioners, the telephone, electric, fuel oil, recurring salaries, and contracted health and life insurance bills as they are received provided they appear to be in order.
- 1.12 BE IT RESOLVED that mileage will be reimbursed, when appropriate, at the current rate as determined by the Internal Revenue Service. Jan. 1, 2021, the standard mileage rate for the use of a car (also vans, pickups, or panel trucks) is: 56 cents per mile for business miles driven.
- 1.13 BE IT RESOLVED that the three Commissioners who are not signers on the checks will be the internal audit committee.
- 1.14 BE IT RESOLVED that the Fire District will maintain memberships in the following organizations: Association of Fire Districts of the State of New York (AFDSNY), Association of Fire Districts of Dutchess County, Dutchess County EMS Council, Fire Chief's Council of Dutchess County, International Association of Fire Chiefs (IAFC), National Fire Protection Association (NFPA), New York Association of Local Government Records Officers (NYALGRO) and New York State Association of Fire Chiefs (NYSAFC).
- 1.15 BE IT RESOLVED that the Fire District Policies in place in 2020 be adopted for 2021, including the Purchasing Policy, the Fixed Asset Capitalization Policy, the Investment Policy, the Credit Card Policy, the Fund Balance Policy, and the Indemnification Policy. *(full copies of each policy attached)*
- 1.16 BE IT RESOLVED that the Fire District Treasurer is hereby authorized within sixty days after the end of the fiscal year to submit to this Board of Fire Commissioners a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing his receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this Board of Fire Commissioners.

Board of Fire Commissioners Monthly Meeting Schedule 2021 – Discussion held regarding the meeting dates for 2021 (schedule attached).

Commissioner Committee Assignments 2021– Komorsky read through the Committee Assignments (full list attached).

Upon a MOTION made by Pignataro and SECONDED by Commissioner Burns, the Board RESOLVED to approve all of the Organizational Resolutions and the Meeting Schedule and the Commissioner Committee Assignments. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky – Aye. **Motion Carried.**

Le administered the Treasurer's Oath of Office to Mark Pozniak.

Komorsky read through the policies approved as part of Organizational Resolution 1.15 and the Meeting Schedule as approved.

At 6: 57 pm, Komorsky noted that the Organizational portion of the meeting was complete and that regular business would start.

BoFC Organizational and Regular Meeting 1/12/21

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REGULAR MEETING

MINUTES: 12/15/20 & 12/23/20

Upon a MOTION made by Pignataro and SECONDED by Commissioner Piehler, the Board RESOLVED to approve the minutes from 12/15/20. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro - Aye, Komorsky - Aye. **Motion Carried.**

Upon a MOTION made by Pignataro and SECONDED by Burns, the Board RESOLVED to approve the minutes from 12/23/20. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky - Aye, **Motion Carried.**

CORRESPONDENCE:

- Check – Utica National Insurance Group refund for insurance credits – \$326.00.
- Checks – The State Insurance Fund for salary reimbursement - \$32,195.02 & \$19,578.49.
- Check – LaGrange Professional Firefighters for cable reimbursements - \$371.93.
- Donation and Thank you from Flynn - \$25.00

Upon a MOTION made by Burns and SECONDED by Pignataro, the Board RESOLVED to put the checks into the general fund. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky - Aye. **Motion Carried.**

ROOM REQUESTS:

- Station 2 Red Cross Blood Drive on Thursday, 3/25, from 9 am – 2 pm and Thursday, 5/27, from 2:30 pm - 6:30 pm. Short discussion followed regarding the use of the firehouse.

Upon a MOTION made by Pignataro and SECONDED by Sassi, the Board RESOLVED to give conditional approval for the use of the room. Piehler – Aye, Burns – Aye, Sassi – Aye, Pignataro – Aye, Komorsky – Aye. **Motion Carried.**

Komorsky said that he wanted to let everyone know that the District was formed in 1941 so this year is its 80th Anniversary.

REPORTS:

- **Treasurer –**

CASH POSITION: Treasurer Mark Pozniak noted that the financial reports the Board has received are not final for the year 2020 - some invoices are still being received for expenses that were incurred last year plus some yearend adjustment are still pending. He noted that all bank accounts have been reconciled except the General Fund Checking which has a couple of deposited items still that still need to be posted but said that all of the debits have been reconciled against the authorized payments. Short discussion followed regarding the reserve account transfers and fund balance.

- **Chief -**

TRAINING: Chief Tim O'Connor brought up his request for SCBA technician training. Lengthy discussion followed regarding what a level 1 SCBA technician will be able to do and how many staff members are interested in the training.

Upon a MOTION made by Piehler and SECONDED by Pignataro, the Board RESOLVED to approve the SCBA certification training for level one technician with MES for \$6000 labor cost, \$2000 class cost, and \$500 nominal cost for equipment for a total of \$8500.00. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky – Aye. **Motion Carried.**

BoFC Organizational and Regular Meeting 1/12/21

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VEHICLES: Chief O'Connor said that he has prices for a 47-97 replacement. He said it is a Chevy 3500 and the vehicle itself is on state bid. Lengthy discussion followed regarding the time constraints for purchasing the truck, the additional items that will be added, and the need for a permissive referendum.

Upon a MOTION made by Pignataro and SECONDED by Piehler, the Board RESOLVED to approve a letter of intent for the purchase of a 2021 Chevy 3500 for a total of \$54,000 to include the NYCOMCO lights, sirens, radio, diesel tanks, pumps, and lettering. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky – Aye. **Motion Carried.**

O'Connor next reported that 47-32 has a rather substantial antifreeze leak and that Premier has looked at it and it needs a new radiator. He noted that it is currently out of service and once he gets an estimate and a time frame he will let the Board know. Short discussion followed about the repair and how to get it to Premier.

PERSONNEL: The Chief said that he brought it up before but that the Board needs to consider hiring two people to replace the people that are out on injury. He also said that there are a couple of staff members who could potentially retire in the next year. Discussion followed regarding getting people into the fire training academy and potential transfers versus new hires.

Upon a MOTION made by Piehler and SECONDED by Sassi, the Board RESOLVED to send a letter of intent to Montour to reserve two spaces for the academy. Burns – Aye, Sassi – Aye, Piehler – Aye, Pignataro – (screen froze, unable to vote), Komorsky – Aye. Motion Carried.

GRANTS: Chief O'Connor said that an AFG Grant came out for training but that he doesn't have any time to work on the grant. Discussion followed regarding resources for grant writing and the issues that have arisen in the past. O'Connor said he would reach out to a contact to find out how to get prepared for the next grant.

COVID: The Chief noted that he is holding a districtwide meeting the following evening at 18:00 to go through the COVID SOGs. He said that he sent the Commissioners the hours so far for COVID staffing in January and a short discussion followed regarding COVID calls.

EXECUTIVE SESSION: O'Connor said he had one union item and five personnel items.

- **EMS Administrator -**

UPDATES: EMS Administrator Michael Benenati said the District NYS Bureau of EMS Operating Certificate has been renewed and is valid through 2/28/23 and NYS Bureau of Narcotic Enforcement Controlled Substance License has also been renewed and is also valid through 2/28/23.

AMBULANCE: Benenati showed the Board recent photos showing the status of the ambulance remount that is in progress.

SERVICE ISSUE: Benenati reviewed a recent situation in the county when call volume surged and ambulances were being delayed at the hospital. He said LaGrange decided to staff a third ambulance because mutual aid wasn't available and noted that Arlington also made a decision to staff an ambulance and bring in an additional paramedic and Fairview also staffed a second ambulance. He said that looking back there was about a 50 – 60% surge in volume during that evening. He said that several conversations have taken place and that channels of communications have been put in place to handle similar surges in the future. Further discussion followed about the new Vassar ER.

VACCINATIONS: Benenati noted that all of the District EMS providers and eligible personnel that were interested in getting the vaccinations have been scheduled. He said that the state is moving into phase 1B and he is getting that information out to the members. He noted this phase will be a 12 to 14 week process.

- **Department - (no report)**

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- **Union –**

Union President Kyle Rancourt said he one quick personnel item to discuss with the Board in Executive Session.

OLD BUSINESS

- **Building Repairs & Repair Requests** – Komorsky reported that the roof at Firehouse #2 has been leaking again and that the roof is way past its useful life so it needs to be addressed in the spring. Discussion followed regarding how to move forward on the roof. Komorsky then said there is a mold issue at Station 3 and he would like to take care of the issue before it becomes a bigger problem. He said the third issue is the floor at Firehouse #1 that has been put off for some time. Further discussion followed regarding the work that needs to be done to the floor and the oil/water separator. The Board then continued their discussion about the work needed to resolve the mold issue at Station 3.

O'Connor mentioned that he hasn't had a chance to work on the diesel tank but will get back to the Board. He then brought up the need for a residential washer/dryer to clean clothing after calls. He noted that he has Redemption Mechanical working on a proposal for the installation. Short discussion followed regarding the washing machine.

Chief O'Connor said that he has been talking about working on the Ready Room and the bunk rooms upstairs and that he now has some prices to get started. He said it would be about \$5000 to finish the Ready Room with the staff doing the painting but contracting out for the floor. He then described the work upstairs to move the bunkrooms and said it would cost upwards of \$7700 because it is a bigger area. The chief said his plans also involve making the area with the murphy beds into office area. He said the cost would be just under \$18,000 to do the three areas. Discussion followed in regards to getting the information together to do a permissive referendum for the described work, then the need to do the Station 2 kitchen and the Station 1 asbestos.

- **Physicals** – Sassi gave a quick update on the status of the Request for Proposals (RFP) for Physicals and said he would come back to the next meeting with the information.

NEW BUSINESS

- **Staff Hiring** – Le requested authorization to begin the process to replace the bookkeeper by getting an eligible list from Civil Service.
- **NYS Volunteer FF Cancer Coverage 2021** – Komorsky read the proposal for coverage for the NYS Volunteer Firefighter Cancer Coverage (proposal attached). The Board held a short discussion about last year's coverage.

Upon a MOTION made by Burns and SECONDED by Sassi, the Board RESOLVED to approve option 2 – the Enhanced Supplement Plan – for the NYS Volunteer Firefighter Cancer Benefit Program for \$1990.30 for firefighters. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky – Aye. Motion **Carried**.

- **LOSAP Actuarial Assumptions** – Komorsky reviewed an email from the District's LOSAP provider regarding updates to their actuarial assumptions and said the provider needs to know whether the Board intends to purchase annuities for members reaching entitlement age or to pay them from the LOSAP fund. Short discussion followed. Tabled pending more information.
- **Standard Workday & Reporting Resolution** – Komorsky read the Standard Workday & Reporting Resolution.

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Upon a MOTION made by Burns and SECONDED by Piehler, the Board RESOLVED to approve the resolution (full resolution attached). Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky – Aye. **Motion Carried.**

ABSTRACT - \$121,317.48

Upon a MOTION made by Pignataro and SECONDED by Burns, the Board RESOLVED to accept the abstract and pay the bills in the amount of \$121,317.48. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky - Aye. **Motion Carried.**

PUBLIC COMMENTS: (none)

EXECUTIVE SESSION

At 9:10 pm, upon a MOTION made by Sassi, and SECONDED by Burns, the Board RESOLVED to go into Executive Session to discuss one personnel item from Komorsky, one union item and five personnel items from O'Connor, and one personnel item from the Union. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky - Aye. **Motion Carried.**

REGULAR SESSION AND FINAL ITEMS:

Regular session was resumed at 10:37 pm.

Upon a MOTION made by Burns and SECONDED by Piehler, the Board RESOLVED to approve 207-A for Rob Wells for an injury. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky – Aye. **Motion Carried.**

Upon a MOTION made by McCord and SECONDED by Burns, the Board RESOLVED to approve a \$15.60 per hour for Jack (John Burghardt) and Charlie (Charles Van Zutphen) and \$17.31 per hour for Maureen Byrum for 2021. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky - Aye. **Motion Carried.**

ADJOURNMENT:

At 10:39 pm, upon a MOTION made by Burns and SECONDED by Burns, the Board RESOLVED to adjourn the meeting. Burns – Aye, Piehler – Aye, Sassi – Aye, Pignataro – Aye, Komorsky. **Motion Carried**

Respectfully submitted,
Bria Le - District Secretary

Approved by the Board of Fire Commissioners on 1/26/21

LaGrange Fire District
Board of Fire Commissioners
2021 Monthly Meeting Schedule

January	12 (Organizational Meeting) 26
February	09 23
March	09 23
April	13 27
May	11 25
June	08 TBD
July	13 27
August	10 24
September	14 28
October	12 19 - Budget Hearing 26
November	09 23
December	TBD 14 – Commissioner Election 28

The first official monthly meeting of the LaGrange Fire District is normally held on the second Tuesday of each month, and the second meeting on the fourth Tuesday of each month. All meetings will begin at 6:00 PM and be held at Firehouse #2, located at 504 Freedom Plains Road, unless a remote meeting is deemed necessary to prevent the spread of COVID-19 and permitted under NYS Executive Order.

The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the public, pursuant to New York State Law, of such change.

COMMISSIONER COMMITTEE ASSIGNMENTS - 2021

ANNUAL BUDGET PREPARATION	<i>All Commissioners</i>
CONTRACTOR LIST UPDATE	<i>Burns & Pignataro</i>
EQUIPMENT and APPARATUS	<i>All Commissioners</i>
INTERFACE WITH: Attorneys Annual Auditors	<i>Komorsky & Piehler</i>
INSURANCE	<i>Komorsky</i>
TELECOMMUNICATIONS	<i>Burns</i>
LIASON TO: Company #1 Company #2 Company #3 Mechanic's Facility Department President Department Training Local IAFF Company Officers LaGrange Town Hall	<i>Piehler</i> <i>Burns</i> <i>Pignataro</i> <i>All Commissioners</i> <i>All Commissioners</i> <i>All Commissioners</i> <i>All Commissioners</i> <i>All Commissioners</i> <i>Komorsky, Piehler, & Burns</i>
LONG RANGE PLANNING	<i>All Commissioners</i>
MONTHLY BANK RECONCILIATION	<i>Komorsky, Pignataro, & Sassi</i>
MONTHLY BUDGET REVIEW	<i>All Commissioners</i>
RULES/ POLICIES / REGULATIONS	<i>All Commissioners</i>
SUNSHINE	<i>Pignataro</i>

Purchasing Policy

Policy Statement

The District has adopted these internal policies and procedures governing all procurements of goods and services. All such purchases using the funds or credit of the District shall be pursuant to this policy.

Goals of Purchasing Policy

The goals of the District in its purchasing policy are to:

- (1) Assure the prudent and economical use of public moneys in the best interest of the taxpayers of the District
- (2) To facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- (3) To guard against favoritism, improvidence, extravagance, fraud, and corruption.

Purchasing Bid / Quote requirements

When bidding is not required by statute, and whenever feasible, the District shall obtain alternative proposals or quotations for goods and services by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of this policy.

Should a sufficient number of qualified vendors or suppliers be available, the following shall serve as a minimum number of quotations necessary for any purchase or public works contract.

<u>Estimated amount of Purchase Contract</u>	<u>Pre-Purchase Requirement</u>	<u>Authorized Purchaser</u>
\$0 - \$500 (Vehicle and Building Repair related)	None	Lieutenants*
\$0 - \$4,999.99	None	Chief, EMS Admin
\$5,000.00 - \$9,999.99	2 written quotations	BOFC
\$10,000.00 - \$19,999.99	3 written/faxed quotations	BOFC
\$20,000 and Greater	Competitive Bid	BOFC

<u>Estimated amount of Public Works Contract</u>	<u>Pre-Purchase Requirement</u>	<u>Authorized Purchaser</u>
\$0 - \$4,999.99	None	Chief, EMS Admin
\$5,000.00 - \$9,999.99	2 written quotations	BOFC
\$10,000.00 - \$34,999.99	3 written/faxed quotations	BOFC
\$35,000 and Greater	Competitive Bid	BOFC

Note; In the absence of an authorized purchaser contact the BOFC Chairman

Initially adopted by the BoFC on 3/22/16

*Lieutenant purchasing authorization approved by the BoFC on 11/24/20.

The District may determine, on a case by case basis or for certain types of procurements generally, that the solicitation of alternative proposals or quotation will not be in the best interest of the District.

Authorized Purchase Order Signer

Authorized Purchase Order Signers can sign PO's based on authorization from an Authorized Purchaser. Authorized signers on Purchase Orders shall be the District Secretary, District Book Keeper, District Fire Chief, Deputy Fire Chief, EMS administrator, Fire Lieutenant assigned Training and Fire Fighter Mechanic.

Bidding

General Municipal Law 104-a(2)(a) requires that the District prescribe a procedure for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determinations that competitive bidding is not required by law. In accordance with that requirement, the District has implemented the following policy as guidance.

Instances when Bidding is Required

Bidding shall be required for all contracts for public work involving an expenditure of more than thirty-five thousand dollars (\$35,000) and all purchase contracts involving an expenditure of more than twenty thousand dollars (\$20,000). The contract shall be awarded to the lowest responsible bidder, who meets the bid specifications. The District shall determine what defines "responsible" for purposes of this requirement.

Awarding Bids to other than the lowest Bidder

A contract for public works is defined as including an agreement for the erection, construction, reconstruction or alteration of building or lands.

In those cases where bids have been awarded to other than the lowest bidder (as opposed to lowest responsible bidder), even in those cases where informal bids have been accepted, the District shall document the justification and documentation for such choice, setting forth the reasons such an award furthers the goals of this policy.

In certain limited instances, the District may, in its sole discretion, determine that alternative proposals or quotations will not be in the best interest of the District. The commissioners will make such determinations in the rare instances that such need arises.

The unintentional failure to fully comply with the provisions of this section shall not be grounds to void action taken or give rise to a cause of action against the Fire District or any commissioner, officer, volunteer or employee thereof.

Aggregate Purchases/Items of Similar Nature

Separate purchases of the same or similar item purchased in a reasonable short time or in a single fiscal year that would exceed \$20,000 shall be considered a single purchase for determining whether bidding is required.

[Initially adopted by the BoFC on 3/22/16](#)

*Lieutenant purchasing authorization approved by the BoFC on 11/24/20.

Items of a similar nature should be grouped together for purposes of determining whether bidding is required.

Yearly Service Contracts

A service contract that will likely exceed thirty-five thousand (\$35,000) dollars must be bid.

Service Contracts vs. Purchase Contracts and Professional Service Agreements

The District recognizes the importance of determining whether a contract qualifies as one for the purchase of services or goods, as the purchase of services has a higher monetary threshold to mandate bidding. Additionally, certain professional services might not require bidding at all.

A contract involving both a purchase and professional services may qualify under the professional services exception if two criteria are met: (1) the professional services component of the contract is the primary or predominant part of the acquisition; and (2) there is an inextricable integration of the professional services and the physical components. This means that a contract will only be deemed to constitute professional services when the biddable component of the contract cannot be separated from the professional services. The “total character” of the agreement must be examined to ascertain its essential character or focus.

In the event that a purchase involves both a service and the purchase of goods, the District will determine whether the contract is one for public works or for the purchase of goods and use the appropriate limit to determine whether bidding is required.

A contract is mainly one for public works when the services provided constitute a predominant portion of the contract as to render the equipment purchase merely incidental to the provision of the technical services.

When Bidding is Not Required

- (1) If there is only one “sole” source for the item;
 - Purchases made on State Contract / NYS Office of General services do not require bidding.
 - In this instance, the District shall document the unique benefit of the item as compared to others and its advantage to any similar item in the market.
 - Whether a particular contract involves a true sole source situation is a question of fact and municipal officials should be prepared to factually verify that the goods or services sought may only be obtained from a single source.
- (2) If the item is a “true lease”.
 - A true lease has no nominal fee buyout provision. A true residual value may be permitted for a buyout.
 - The title must always be with the leasing company, not the District.
- (3) Insurance is not subject to bidding under New York State law. However, the District shall make all reasonable attempts to obtain bids for general insurance coverage once every three years.
- (4) Surplus and second-hand supplies, material or equipment may be purchased without competitive bidding from the federal government, the state of New York or from any other political subdivision, District or public benefit corporation. Not that a fire company is not considered a municipality.

Initially adopted by the BoFC on 3/22/16

*Lieutenant purchasing authorization approved by the BoFC on 11/24/20.

- (5) Emergency purchases. In case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of the District, require immediate action which cannot await competitive bidding, contracts for public work or the purchase of supplies, material or equipment may be dispensed with for such purchase.

Examples of Services Not Required To Be Bid

Professional services which involve the application of specialized expertise, the use of professional judgment, or a high degree of creativity in the performance of the contract are not required to be bid. Professional service contracts often involve a relationship of personal trust and confidence.

Therefore, the following are professional services:

- Attorneys
- Accountants for other than an audit
- Physicals performed by physicians
- Computer programmers
- Information Technology Services
- Architects
- Printing:

Contracts which only incidentally involve printing, such as the purchase of forms, envelopes or letterheads containing the municipality's name, address and other related matter, are considered purchase contracts for goods. Where the printing is not incidental, however, but represents the major portion of the work and costs, such as in printing of briefs and records on appeal, such services fall into the category of public work.

Alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of this section.

Advertising for Bids

Advertisement for bids shall be published in the official newspaper or newspapers for the District chosen for notice of meetings and elections at the organizational meeting in January.

The advertisement shall contain a statement of the time when and place where all bids shall be received.

All bid solicitations shall state that it will not permit electronic bid submission.

The District will designate an officer to open the bids at the time and place specified in the notice. Such officer shall make a record of such bids including the name of the bidder, the date received and any other information deemed necessary for each bid.

All bids received shall be publicly opened and read at the time and place specified in the notice.

At least five days shall elapse between the first publication of such advertisement and the date so specified for the opening and reading of bids.

[Initially adopted by the BoFC on 3/22/16](#)

*Lieutenant purchasing authorization approved by the BoFC on 11/24/20.

Bidding Process

All bidders shall provide an appropriate bid bond.

All bids shall be sealed until the time when all bids shall be opened together.

In any case where a responsible bidder's gross price is reducible by an allowance for the value of used machinery, equipment, apparatus or tools to be traded in by a political subdivision, the gross price shall be reduced by the amount of such allowance, for the purpose of determining the low bid.

In cases where two or more responsible bidders furnishing the required security submit identical bids as to price, the District may award the bid to any of such bidders.

The District may reject all bids and re-advertise for new bids if necessary.

Electronic Bid Submission

Although permitted by law, the District shall not permit electronic bid submission.

Developing Specifications

Whenever possible, practical, and feasible and consistent with open competitive bidding, the District may use the stock item specifications of manufacturers, producers and/or assemblers located in New York State in developing specifications for items to be let for bid in its purchasing contracts and may use the data and information contained in stock item specifications forms to assist in his determination of what constitutes a stock item of a manufacturer, producer and/or assembler located in New York State for the purpose of helping to retain jobs, business, and industry presently in the state of New York and attracting expanded and new business and industry to the state of New York so as to best promote the public interest.

Prohibition on Certain Bidders and Vendors

No vendor or seller of goods or services, and no person, firm, partnership or corporation of which such vendor is a member, director or officer, who has refused to:

- (1) Testify in front of a grand jury, head of a state department, temporary state commission or other state agency, the organized crime task force in the department of law, head of a city department, or other city agency, which is empowered to compel the attendance of witnesses and examine them under oath, to testify in an investigation concerning any transaction or contract had with the state, any political subdivision thereof, a public authority or with any public department, agency or official of the state or of any political subdivision thereof or of a public authority.
- (2) To sign a waiver of immunity against subsequent criminal prosecution or
- (3) To answer any relevant question concerning such transaction or contract,

Shall be qualified to sell or submit bids to or receive an award from or enter into any contract with the District, for goods, work or services, for a period of five years after such refusal or until a disqualification shall be removed.

Any and all contracts made with the District or official thereof, by such person, and by any firm, partnership, or corporation of which he is a member, partner, director, or officer may be cancelled or

[Initially adopted by the BoFC on 3/22/16](#)

*Lieutenant purchasing authorization approved by the BoFC on 11/24/20.

terminated by the District without incurring any penalty or damages on account of such cancellation or termination. Any monies owing by the District for goods delivered or work done prior to the cancellation or termination shall be paid.

Statement of Non-Collusion Required

All contracts for work and services shall contain a statement of non-collusion in bids and proposals to the District

Security Bonds

Whenever a security bond is posted by a successful bidder for the faithful performance of a District project, for which state aid is approved, the name and address of the bonding company or person issuing the security bond, the number of such bond, and such other information as may be required by the state department or agency responsible for supervising the aid program regarding the project, shall be transmitted to such department or agency, where it shall be reviewed to determine its authenticity prior to award of such contract. The original of such bond shall remain in the office of the District. Upon request of such department or agency, the superintendent of insurance shall render such assistance as is necessary to determine the authenticity of the security bond.

Bid Mistakes

Where a unilateral error or mistake is discovered in a bid, such bid may be withdrawn after a showing of the following:

- (1) The mistake is known or made known to the District prior to the awarding of the contract or within three (3) days after the opening of the bid, whichever period is shorter; and
- (2) The price of the bid was based on an error of such magnitude that enforcement would be unconscionable; and
- (3) The bid was submitted in good faith and the bidder submits credible evidence that the mistake was a clerical error as opposed to a judgment error; and
- (4) The error in the bid is actually due to an unintentional and substantial arithmetic error or an unintentional omission of a substantial quantity of work, labor, material, goods or services made directly in the compilation of the bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of the original work paper, document, or materials used in the preparation of the bid sought to be withdrawn; and
- (5) It is possible to place the District in status quo ante.

The sole remedy for a bid mistake in accordance with this section shall be withdrawal of that bid and the return of the bid bond or other security, if any, to the bidder. Thereafter, the District may, in its discretion, award the contract to the next lowest responsible bidder or re-bid the contract. Any amendment to or reformation of a bid or a contract to rectify such an error or mistake therein is strictly prohibited.

Recycled Goods

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When purchasing products, the District may, wherever recycled products meet contract specifications and the price of such products is reasonable competitive, purchase such products.

“Recycled product” shall mean any product which is manufactured from secondary materials, as defined in subdivision one of section two hundred sixty-one of the economic development law, and which meets the requirements of subdivision two of section 27-0717 of the environmental conservation law and regulations promulgated pursuant thereto.

“Reasonably competitive” shall mean that the cost of the recycled product does not exceed a cost premium of ten percent above the cost of a comparable product that is not recycled product or, if at least fifty percent of the secondary materials utilized in the manufacture of that product are generated from the waste stream in New York State, the cost of the recycled product does not exceed a cost premium of fifteen percent above the cost of a comparable product that is not a recycled product.

Whenever such officer, board or agency shall purchase or cause the purchase of printing on recycled paper pursuant to this section, he or she shall require the printed material to contain the official state recycling emblem if such paper has been approved by the department of environmental conservation as satisfying the requirements of such statute and regulations, or, if such paper has not been so approved, require the printed material to include a printed statement which indicates the percentages of pre-consumer and post-consumer recycled material content of such paper.

Initially adopted by the BoFC on 3/22/16

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LA GRANGE FIRE DISTRICT

504 Freedom Plains Road • Poughkeepsie, NY 12603
Tel (845) 471-4693 • Fax (845) 452-3349



FIXED ASSET CAPITALIZATION POLICY

The LaGrange Fire District will regard its assets (including buildings, land or rights to land, and certain equipment, vehicles and furnishings) as fixed assets and shall regard those assets as capitalized, when all of the following criteria are met:

- (1) The Asset, when purchased, built or leased, shall have a useful life of one year or more.
- (2) The cost of the Asset (including installation) is \$20,000 or more. Multiple identical Assets whose individual cost is less than \$20,000 but the aggregate total of all identical Assets is \$20,000 or more are capitalized, as if they are a single Asset.
- (3) The cost of repairing or renovating the Asset is \$20,000 or more and prolongs the life of the Asset.

The Fire District shall establish an inventory of its Fixed Capitalized Assets. The inventory will include a brief description of the Asset (or group of Assets), the location of the Asset, its original estimated useful life, its remaining estimated useful life, its current condition, and its estimated replacement value.

The Fire District will regard software programs as fixed Assets, subject to the required criteria in this capitalization policy, and will amortize the cost of the Asset over an estimated useful life of three (3) years. Costs associated with software maintenance and customer support are considered expenditures which will not be capitalized.

Other Considerations:

- (1) **IMPROVEMENTS** are expenditures for additions, alterations and renovations that appreciably prolong the life of the Asset, materially increase its value or adapt it to a different use. The cost of Improvements made to an Asset shall be capitalized.
- (2) **REPAIR** is an expenditure that keeps the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the Asset. All repair expenditures are charged to the appropriate department and fund and shall not be capitalized.



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Investment Policy

BE IT RESOLVED that the LaGrange Board of Fire Commissioners of the LaGrange Fire District designates the Tompkins Mahopac Bank as the official depository of all Fire District funds and funds to be invested, pursuant to New York State Law, at any other local commercial bank offering the best interest rates.

District Funds shall be invested in certificates of deposits, treasury bills, money markets, and/or repurchase agreements when necessary and prudent, as to provide the appropriate liquidity of funds to meet operating requirements and these funds shall be FDIC insured and collateralized in compliance with Section 10 of the General Municipal Law.

The depository bank shall provide written custodial agreements and written security agreements, which will comply with General Municipal Law. This investment policy shall be reviewed annually at the re-organizational meeting of the LaGrange Board of Fire Commissioners and at any other time deemed necessary by the Board.

The designees assigned for investment management are the Board of Fire Commissioners and the District Treasurer.



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Credit Card Policy:

The LaGrange Fire District shall maintain the following Credit Card(s):

Visa –Tompkins Trust (Mahopac National Bank)

Wright Express (WEX) Fuel Cards

Staples

District credit cards are issued to and may only be used by the following district officials and employees:

Commissioner George Burns as the Authorized Officer, Fire District Secretary, Fire District Officers: Chief, Deputy Chief, Lieutenant (Training), EMS Administrator

1. The Fire District may issue District credit cards to the Chief, Deputy Chief, Lieutenant (Training), and EMS Administrator in their individual name and may revoke same at will. In addition, the District Secretary may be in possession of a District credit card to be used as needed for travel, postage or any other Commissioner approved expense.
2. District issued credit cards are to be used ONLY for official Fire District business.
3. All receipts for credit card purchases must be attached to a Fire District Purchasing form and submitted to the Board of Fire Commissioners for payment approval. Receipts must detail all charges including the name of the individual who incurred the charge, the reason for the charge and the amount of the charge.
4. District issued credit cards are not to be used for the purchase alcoholic beverages.
5. Personal Responsibility-the individual incurring the costs who fails to comply with District procedures will be personally responsible for all sums charged. Any charges made on District credit cards that do not have proper supporting documentation and the individual, not the district, will pay detail.
6. If a charge is determined to be an inappropriate or unauthorized Fire District charge, or if adequate documentation of the charge is not submitted to show it to be an authorized District charge, the individual responsible for the charge shall pay said charge within thirty days of the receipt of invoice from the credit card company.
7. All credit card users have the responsibility to notify both the Credit Card Company and the District Treasurer immediately, in the event the that the card is lost or stolen.
8. The Tompkins Trust Bank service number is 1-866-552-8855.
9. Any expenditure on the District credit card must be pre-approved by a Fire Commissioner, with the exception of the event of an emergency, when the Chief or the officer on the scene would be authorized to make emergency purchases as long as the Board is notified within 24 hours after the event.



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Fund Balance Policy Developed for GASB 54

Purpose

The LaGrange Fire District Board of Fire Commissioners recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the District and is fiscally advantageous for both the District and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the District to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Definitions

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) **Nonspendable fund balance** – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) **Restricted fund balance** – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
- 3) **Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the Board of Fire Commissioners. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the board's commitment in connection with future construction projects).
- 4) **Assigned fund balance** – amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the Board of Fire Commissioners or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.



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Policy

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Board of Fire Commissioners is the District’s highest level of decision-making authority, and the formal actions that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board.

Assigned Fund Balance – The Board of Fire Commissioners has authorized the Treasurer as the official authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Unassigned Fund Balance Target

It is the goal of the District to achieve and maintain an unassigned fund balance in the general fund at fiscal year-end of not less than 20% and not more than 35 % of annual expenditures. If the unassigned fund balance at fiscal year-end fall outside of the target range, the District shall develop a restoration plan to achieve and maintain the minimum fund balance.



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INDEMNIFICATION

APPLICABILITY: This policy applies to all personnel.

It is the policy of the Fire District to indemnify every Commissioner, Officer, employee and active member of the District for acts and omissions occurring within the scope of their duty in such capacity. This includes but is not limited to indemnification in accordance with Public Officers Law Section 18, Town Law 178-d, General Municipal Law 205-g, and as otherwise permitted or obligated by common law.

Any person, including an active member, who is served with a summons, petition, hearing notice or other action shall immediately deliver the same to the Chair of the Fire District, along with a written request for defense and indemnification. Pursuant to law, such written request and a copy of the pleadings must be delivered to the District Secretary and/or the Chair of the Board of Fire Commissioners within TEN DAYS of service upon the individual.

Indemnification shall not extend to expenses for punitive damages, fines, or penalties incurred as a result of intentionally harmful conduct.



New York State Volunteer Firefighter Cancer Benefit Program Proposal for Coverage

Effective Date: January 1, 2021

Anniversary Date: January 1

Fire Entity Name: LaGrange Fire District

Insurer: Hartford Life and Accident Insurance Company

The NYS Volunteer Cancer Benefit Program offers two plans. One plan offers coverage for specific severe and less severe cancers listed in GML 205-CC. The second plan offers coverage for **all types** of severe and less severe forms of cancer.

There are two coverage components for both plans required by GML 205 - CC effective :

- 1) Lump Sum Cancer Benefit and Death Benefit
- 2) Long-Term Disability

Estimated annual premiums are based on the Eligible Firefighter roster data provided by the fire entity or municipality.

Option 1: Basic Plan

Component 1: Lump Sum Cancer Benefit and Death Benefit	
Monthly Rate per firefighter:	\$9.875
Maximum Benefit per diagnosis:	\$6,250 (less severe forms of cancer) \$25,000 (severe forms of cancer)
Death Benefit per firefighter:	\$50,000
Component 2: Long-Term Disability	
Monthly Rate per firefighter:	\$3.122
Monthly Benefit per firefighter:	\$1,500

Option 1 Estimated Annual Premium for Firefighters:	\$1,559.60
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Option 2: Enhanced (Supplemental) Plan

Component 1: Lump Sum Cancer Benefit and Death Benefit	
Monthly Rate per firefighter:	\$12.951
Maximum Benefit per diagnosis:	\$6,250 (less severe forms of cancer) \$25,000 (severe forms of cancer)
Death Benefit per firefighter:	\$50,000
Component 2: Long-Term Disability	
Monthly Rate per firefighter:	\$3.635
Monthly Benefit per firefighter:	\$1,500

Option 2 Estimated Annual Premium for Firefighters:	\$1,990.30
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This proposal is valid for 30 days after proposal is issued or until the effective date, whichever is later.
This overview is not a part of the policy(ies) and does not provide or explain all provisions of the policy(ies).

12/23/2020

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

5 1 1 3 7

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

(Rev.11/19)

BE IT RESOLVED, that the LaGrange Fire District / 51137 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
Mark Pozniak	8		Treasurer	1/1/21 - 12/31/21	8 hrs	2.5 days	<input type="checkbox"/>	weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

VENDOR	Amount Due	PO #	Due Date	ADP Fees
DP	\$ 1,004.09	10202		Gloves LG
ound Tree Medical LLC ✓	\$ 137.99	10205		Microsoft Office 365
DW Government, Inc ✓	\$ 466.00	10177		Cylinder Refill
ryo Weld ✓	\$ 91.01	10209		Cylinder Refill
ryo Weld ✓	\$ 57.32	10215		Water Delivery
reihofe Ice & Springwater ✓	\$ 157.50			Local & Long Distance Sta2
rontier Communications ✓	\$ 107.39	10204		Annual inspection for Generators
HO Penn Machinery Co ✓	\$ 1,296.42	10219		Professional Fees November
Jackson Lewis P.C. ✓	\$ 12,591.00	10212		Fuel Oil Sta 3
KoscoHeritage/HOP Energy ✓	\$ 583.91	10211		Fuel Oil Sta 3
KoscoHeritage/HOP Energy ✓	\$ 562.42	10221		Office Work
Manpower ✓	\$ 634.51	10216		Property Tax
Margaret Schmitz, Rec. of Tax ✓	\$ 2,500.00	10210		EMS Supplies
Medical Warehouse ✓	\$ 228.68			EMS Supplies
Medical Warehouse ✓	\$ 104.88			EMS Supplies
Medical Warehouse ✓	\$ 203.98			Uniforms Shirts & Pants
Municipal Emergency Services ✓	\$ 3,700.00	10009		Uniform for Hildenbrand
Municipal Emergency Services ✓	\$ 1,126.56	10034		3M Particulate Respirator
Municipal Emergency Services ✓	\$ 1,758.00	10176		Uniforms Professional Shirts
Municipal Emergency Services ✓	\$ 725.71	10006		Uniforms Professional Shirts
Municipal Emergency Services ✓	\$ 637.25	10007		Uniforms Professional Shirts
Municipal Emergency Services ✓	\$ 1,498.68	10008		Employee Health Insurance
NYS Employee Health Benefits ✓	\$ 78,266.44	10213		Cable & Internet
Optimum ✓	\$ 371.83	10217		Repair 47-55 leaking air
Premier Fire Apparatus ✓	\$ 1,661.19	10157		47-13 Chrome Fuel Cap
Premier Fire Apparatus ✓	\$ 134.01	10121		CPR/BLS Card certificates
Pyramid Films Corp ✓	\$ 175.50	10220		Waste Removal service
Royal Carting Corp ✓	\$ 488.95			47-72 Diesel oil & filter change
Ruge's Ford ✓	\$ 101.32	10227		Building Cleaning All Stations
Servpro of NE & SE Dutchess ✓	\$ 2,475.84 973.98	10214		Vision Insurance
ShelterPoint Life Ins Co ✓	\$ 338.72	10222		Xmas lights for Holiday Festival
SW LaGrange Fire Co ✓	\$ 1,955.00			Members Physicals
The Workplace ✓	\$ 2,260.13	10218		Credit Card
Tompkins Credit Card ✓	\$ 956.00	10228		Plaques
Valley Custon Sign Shop ✓	\$ 747.83	10223		Apparatus & Smarphone
Verizon Wireless ✓	\$ 237.44	10208		Unleaded Gasoline
WEX Bank ✓				

TOTAL SUBMITTED	\$ 121,317.48	Date:	Commissioner Signatures:
changes listed:		01/12/2021	<i>[Signature]</i>
		01/14/21	<i>[Signature]</i>
TOTAL APPROVED			
KEY:			
pre-paid			
Paid			