

MINUTES OF THE ORGANIZATIONAL MEETING  
OF THE BOARD OF FIRE COMMISSIONERS  
OF THE FAIRVIEW FIRE DISTRICT  
WESTCHESTER COUNTY, NEW YORK  
5 JANUARY 2023

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Present: Commissioner Daymon S. Yizar  
Commissioner Vikki Simmons  
Commissioner John Malone  
Commissioner Emma Walthall-Moon  
Commissioner James Robinson

Also Present: Chief Howard Reiss  
Secretary Sarah Senior

Absent: Treasurer Matilde Abate

The organizational meeting of the Board of Fire Commissioners of the Fairview Fire District, Westchester County, New York, of Thursday 5 January 2023, convened at 18:00 hours at Fire Headquarters.

Commissioner Malone served as Chair Pro tem pending the appointment of a Board Chair for 2023. Commissioner Malone called the meeting to order.

Commissioner Robinson administered the Oath of Office of Fire Commissioner to Vikki Simmons.

**R23-01-01**

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Yizar that Commissioner Simmons shall serve as Secretary Pro tem pending the appointment of a Secretary for the year 2023:  
Roll call: Commissioners Simmons, Yizar, Walthall-Moon, Robinson, and Malone voting aye, nays none, none absent.  
The motion was carried.

**R23-01-02**

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Robinson that Commissioner Yizar shall be elected Board Chair for the year 2023:  
Roll call: Commissioners Simmons, Yizar, Walthall-Moon, Robinson, and Malone voting aye, nays none, none absent.  
The motion was carried.

Chair Yizar presiding

**R23-01-03**

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Robinson that Sarah Senior shall be appointed Fire District Secretary for 2023 at a salary of \$112,742, plus the same raise as the firefighters plus full benefits:  
Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent.  
The motion was carried.

**R23-01-04**

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Robinson that Matilde Abate shall be appointed Fire District Treasurer for 2023 at a salary of \$73,465, plus the same raise as the firefighters plus full benefits:  
Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent.  
The motion was carried.

**R23-01-05**

Upon the motion offered by Commissioner Malone and seconded by Commissioner Walthall-Moon that Sarah Senior shall be appointed Deputy Fire District Treasurer for 2023 at no salary or compensation:  
Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent.  
The motion was carried.



Commissioner Walthall-Moon administered the Oath of Office of Secretary and Deputy Treasurer to Sarah Senior.

**R23-01-06**

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Robinson that correspondence notifying the Journal News and the Westchester County Press of the 2023 Organizational Meeting shall be attached to the minutes.

Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

Chair Simmons reported that the Treasurer would present the Annual Financial Report for the Fairview Fire District for the year 2023 on or before 1 March 2023

**R23-01-07**

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, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

**R23-01-08**

Upon the motion offered by Commissioner Simmons and seconded by Commissioner Malone that Kornfeld, Rew, Newman & Simeone, Esqs. shall be appointed general counsel and secondary labor counsel to the Board for 2023 at an hourly rate of \$275.00, plus expenses:

Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

**R23-01-09**

Upon the motion offered by Commissioner Robinson and seconded by Commissioner Walthall-Moon that Lamb & Barnosky, LLP shall be appointed Primary Labor Counsel and Counsel for GML §207-a matters for 2023 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, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

**R23-01-10**

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Simmons that Partners in Safety of White Plains, New York shall be appointed the Department Physician for 2023 for annual and routine medical examination at a fee of \$250.00 per basic examination plus laboratory fees:

Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

**R23-01-11**

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 2023 and that Citibank and TD Bank shall be designated as secondary depositories for Fire District funds for 2023:

Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

**R23-01-12**

Upon the motion offered by Commissioner Walthall-Moon and seconded by Commissioner Robinson that the Journal News shall be designated the official newspaper of the Fairview Fire District for 2023:

Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

**R23-01-13**

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 2023 shall be held on the second Thursday of the month, with the exceptions of January and July:

Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

The January regular meeting is scheduled to take place 5 January 2023, at 18:30 hours. There will be no regular meeting in July 2023.

Chair Yizar presented the Committees for the year 2023. 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

**R23-01-14**

Upon the motion offered by Commissioner Malone and seconded by Commissioner Walthall-Moon that the Fairview Fire District shall retain its membership in the following associations in 2023:

- 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, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

**R23-01-15**

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 2023, Howard Reiss shall be appointed Records Access Officer for Fire Department records for 2023, and Kornfeld, Rew, Newman & Simeone, Esqs. shall be appointed Appeals Officers for 2023 for denial of access to records under the Freedom of Information Law: Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent. The motion was carried.

**R23-01-16**

Upon the motion offered by Commissioner Simmons and seconded by Commissioner Walthall-Moon that the Fire District Treasurer shall be authorized to pay claims from the following companies and individuals in 2023 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, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent.  
The motion was carried.

**R23-01-17**

Upon the motion offered by Commissioner Walthall-Moon 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, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent.  
The motion was carried.

**R23-01-18**

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 18:23 hours:

Roll call: Commissioners Simmons, Malone, Walthall-Moon, Robinson, and Yizar voting aye, nays none, none absent.  
The motion was carried.

  
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Sarah Senior  
Fire District Secretary

