

Public Meeting of the Board of Fire Commissioners
GORDON HEIGHTS FIRE DISTRICT
ORGANIZATIONAL MEETING MINUTES DRAFT
January 8, 2025

ATTENDANCE: Commissioners Carter Brown, Erton Rudder, Carmetta Freeman, Carlyle Preudhomme, Chief Moonee' Rivers, Chief Eric Lee, District Manager Diana Brown, District Secretary, Megan Hotelling and District Treasurer Colleen Pearsall

CALL TO ORDER: Commissioner Brown called the meeting to order at 6:59pm

OATH OF OFFICE TO COMMISSIONER(S):

1. District Manager Diana Brown gave the Oath of Office to Commissioner Erton Rudder

ELECT CHAIRPERSON and VICE CHAIRPERSON:

Comm. Rudder motioned, Comm. Freeman seconded to elect Commissioner Carter Brown as Chairperson for the year 2025; all in favor, motion carried

Comm. Brown motioned, Comm. Freeman seconded to elect Commissioner Erton Rudder as Vice-Chairman for the year 2025; all in favor, motion carried

APPOINT DISTRICT SECRETARY

Comm. Preudhomme motioned, Comm. Rudder seconded to appoint Megan Hotelling as the Fire District Secretary for the year 2025; all in favor, motion carried. Commissioner Brown gave the Oath of Office

APPOINT DISTRICT TREASURER

Comm. Rudder motioned, Comm. Preudhomme seconded to appoint Colleen Pearsall as the Fire District Treasurer for the year 2025; all in favor, motion carried. Commissioner Brown gave the Oath of Office

APPOINT DISTRICT DEPUTY TREASURER:

Comm. Freeman motioned, Comm. Rudder seconded to appoint Diana Brown as the Fire District Deputy Treasurer for the year 2025; all in favor, motion carried. Commissioner Brown gave the Oath of Office

ELECT CHAIRPERSON &
VICE CHAIRPERSON

APPOINT DISTRICT
SECRETARY

APPOINT DISTRICT
TREASURER

APPOINT DISTRICT
DEPUTY TREASURER

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APPOINT CHIEF(S) OF THE DEPARTMENT:

Comm. Preudhomme motioned, Comm. Rudder seconded to appoint Moonée Rivers as 5-9-30, Chief of the Gordon Heights Fire Department for the year 2025; all in favor, motion carried. Commissioner Brown gave the Oath of Office

Comm. Rudder motioned, Comm. Freeman seconded to appoint Eric Lee as 5-9-31, 1st Assistant Chief of the Gordon Heights Fire Department for the year 2025; all in favor, motion carried. Commissioner Brown gave the Oath of Office

RETAIN LEGAL COUNSEL:

Comm. Freeman motioned, Comm. Rudder seconded to retain William Glass as the District's legal counsel for the year 2025; all in favor, motion carried.

SELECT OFFICIAL NEWSPAPER:

Comm. Preudhomme motioned, Comm. Freeman seconded to select Newsday as the District's official newspaper for the year 2025; all in favor, motion carried.

SELECT BANK OF DEPOSIT:

Comm. Rudder motioned, Comm. Freeman seconded to select TD Bank as the District's Bank of deposit / account for the year 2025; all in favor, motion carried.

APPOINT SIGNATORIES:

Comm. Freeman motioned, Comm. Preudhomme seconded to appoint (A) Commissioner Carter Brown and (A) Commissioner Erton Rudder and (B) District Treasurer Collen Pearsall and (B) Deputy Treasurer Diana Brown as the signatories on the District's bank accounts for the year 2025; an A signatory must sign with a B signatory; all in favor, motion carried

RETAIN OUTSIDE AUDITORS:

Comm. Preudhomme motioned, Comm. Rudder seconded to retain Cullen & Danowski LLP as the District's outside auditor for the year 2025; all in favor, motion carried.

APPOINT CHIEF OF THE
GORDON HEIGHTS FIRE
DEPARTMENT

APPOINT 1 ST
ASSISTANT CHIEF OF
THE GORDON HEIGHTS
FIRE DEPARTMENT

APPROVE LEGAL
COUNSEL

APPROVE OFFICIAL
NEWSPAPER

APPROVE BANK OF
DEPOSIT

APPOINT SIGNATORIES

APPROVE
OUTSIDE AUDITORS

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APPOINT TO REVIEW BANK RECONCILIATION:

Comm. Rudder motioned, Comm. Preudhomme seconded to appoint Commissioner Freeman to review the General Fund Account and the Reserve Fund Accounts; all in favor, motion carried

APPOINT PERSONS TO
REVIEW BANK
ACCOUNTS

RETAIN MEDICAL FACILITY:

Comm. Freeman motioned, Comm. Preudhomme seconded to retain Nassau NDI Diagnostics as the District's medical facility for the year 2025; all in favor, motion carried.

APPROVE MEDICAL
FACILITY

APPROVE ASSOCIATION MEMBERSHIPS:

Comm. Preudhomme motioned, Comm. Freeman seconded to approve the association memberships listed below; all in favor, motion carried.

APPROVE ASSOCIATION
MEMBERSHIPS

- 1st Responder News
- Association of Fire District State of New York
- Brookhaven Town Fire Chiefs Council
- Brookhaven Town Fire District Officers' Association
- Brookhaven Town Firefighters Museum
- Brookhaven Town Volunteer Fire Police Association
- Brookhaven Town Volunteer Fireman's Association
- Fire Engineering
- Fire News Inc.
- Fireman's Association of the State of New York (FASNY)
- New York State Association of Fire Chiefs
- NFPA
- NYS Association of Fire Chaplains
- Sam's Club
- Suffolk County Fire Chiefs
- Suffolk County Fire Chiefs Council
- Suffolk County Fire District Officers Association
- Suffolk County Fire District Manager's Association
- Volunteer Fire Police Association of the State of New York
- Suffolk County Association of Fire District Secretaries and Treasurers

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RE-ADOPT ALL EXISTING POLICIES:

Comm. Rudder motioned, Comm. Freeman seconded to re-adopt all District policies as written, section "E" of the Procurement Policy was amended to state the list of individuals responsible for purchasing in 2025; all in favor, motion carried

SELECT COMMISSIONER'S AREAS:

- Business Administration: Comm. Boyd
- Vehicles: Comm. Freeman
- Communications: Comm. Preudhomme
- Buildings & Grounds: Comm. Brown
- Fire & EMS: Comm. Rudder

Comm. Preudhomme motioned, Comm. Freeman seconded to keep all commissioners in same areas for 2025; all in favor, motion carried

MOTION TO ADJOURN:

Comm. Brown motioned, Comm. Rudder seconded to adjourn the Organization Meeting at 6:48pm; all in favor, motion carried

Respectfully submitted,

Megan Hotelling

District secretary

APPROVE TO RE-ADOPT
ALL EXISTING POLICIES

SELECT AREAS

APPROVE TO ADJOURN