

**Fire Island Pines Fire District
Board of Commissioners Meeting Minutes
January 9, 2016**

The meeting was held at the West Sayville Fire House, attended by Commissioners Rich Barry, Rosemary Coluccio, Doug Teague, Mark Basta and Frank Corradino (via Skype); District Treasurer Peter Weigel; District Secretary Sabrina Shulman; and Chief Michael Greenberg.

Commissioner Barry called the meeting to order at 9:39am.

Organizational Meeting

- The Oath of Office was administered by Commissioner Barry to Commissioner Coluccio.
- Commissioner Basta made a motion to nominate Commissioner Barry as Chair of the Board for calendar year 2016. Commissioner Teague seconded, all approved.
- Commissioner Coluccio made a motion to nominate Commissioner Corradino as Vice Chair of the Board for calendar year 2016. Commissioner Basta seconded, all approved.
- Commissioner Coluccio will look into whether the Treasurer's Bond is up for renewal.
- Commissioner Teague made a motion to appoint William F. Glass Jr. attorney for the District for 2016. Commissioner Coluccio seconded, all approved.
- Commissioner Teague made a motion to appoint Christopher Furchert Custodian/District Mechanic and Ryan Massa Assistant Mechanic for 2016. Commissioner Basta seconded, all approved.
- Commissioner Teague made a motion to approve payment of standard monthly bills. Commissioner Basta seconded, all approved.
- Commissioner Corradino made a motion to continue District membership in State/County and Town Fire District Associations and the Fireman's Association of the State of New York. Commissioner Teague seconded, all approved.
- Commissioner Teague made a motion to designate the Long Island Advance as the official newspaper for 2016 District notices. Commissioner Basta seconded, all approved.
- 2016 committee assignments:
 - Apparatus/Equipment/Radios – Commissioner Teague
 - Budget/Records – Commissioner Coluccio
 - Insurance – Commissioner Barry
 - Grounds – Commissioner Corradino
 - PR/LOSAP/Alarms/ISO – Commissioner Basta
 - Property Purchase (ad hoc) – Commissioners Barry, Corradino, Teague
- Commissioner Coluccio made a motion to approve Suffolk County National Bank and TD Bank as the official District banks for 2016. Commissioner Basta seconded, all approved.
- The District will continue to use the existing procurement policy for 2016 and will provide a letter to the Chief saying as much.
- Commissioner Teague will provide a Conflict of Interest letter to the District for 2016.
- Sabrina Shulman was appointed Secretary to the District for 2016. The Oath of Office was administered by Commissioner Barry to Secretary Shulman.
- Peter Weigel was appointed Treasurer to the District for 2016. The Oath of Office was administered by Commissioner Barry to Treasurer Weigel.
- 2016 regular meeting schedule:

<u>Date</u>	<u>Time</u>	<u>Location</u>
February 21	9:30 AM	W. Sayville Fire House
April 2	10:00 AM	Pines Fire House
May 7	2:00 PM	Pines Fire House
June 4	1:00 PM	Pines Fire House
July 12*	6:00 PM	Pines Fire House
August 6	1:00 PM	Pines Fire House
September 10	2:30 PM	Pines Fire House
October 1	1:00 PM	Pines Fire House
October 22	10:00 AM	Pines Fire House
December 10	9:30 AM	W. Sayville Fire House

*Election

Approval of Minutes

Commissioner Coluccio asked that the December 5, 2015 minutes be amended to reflect the Board's approval of up to \$5,000 in FY15 for an audit of LOSAP points by Craig, Fitzsimmons and Michaels. Commissioner Corradino made a motion to approve the minutes from the December 5, 2015 meeting of the Board of Commissioners with Commissioner Coluccio's amendment. Commissioner Teague seconded, all approved.

Correspondence Review

- Town of Brookhaven Assessor's Office – Report of enrolled members for property tax discount (will be given to Chief Greenberg)
- State Comptroller's Office – Letter regarding annual report on revenues and expenditures of foreign fire insurance premiums (will be given to Chief Greenberg)
- State Comptroller's Office – Regarding username and password for state account
- Bills from Nassau Diagnostic for member physicals – Jay Demeusy on January 4, 2016; Rich Barry on December 12, 2015
- Appraisal Affiliates – Notice of final fixed asset appraisal
- Holiday cards from vendors

Treasurer's Report

Treasurer Weigel presented the Fire Island Pines Fire District Treasurer's Report and Invoice Review for December 2015. The budget to actual report was discussed and the authorized expenditure list was reviewed.

Commissioner Corradino made a motion to accept the Treasurer's Report and Invoice Review. Commissioner Basta seconded, all approved.

Commissioner Basta reviewed the general and reserve account statements for December 2015.

Commissioner Barry will send letters to Matt Cashman, Walter Boss and Karen Boss as notification that VFIS will be sending a 1099 for LOSAP benefits and encouraging them to complete paperwork.

Commissioner Coluccio made a motion to transfer the fund from the CD that matures on January 19 into a money market account. Commissioner Basta seconded, all approved.

Apparatus/Equipment/Radios

Commissioner Teague reported that the snow blowers are ready for use. He went over access and operation with Larry Nicosia, snow removal vendor. District Mechanic Christopher Furchert picked up the new snow blower and will bring it to the beach. Commissioner Teague recommended moving the extra radios and pagers out of the mechanic's work area and into the Chief's room. He will look into purchasing tools for the Department's use.

Budget/Records/Insurance

After getting rough estimates to renovate the old firehouse during the summer of 2015, it came to the attention of the Board that a property adjacent to the firehouse was available for sale. The property on Lone Hill Walk would be able to accommodate firefighters and Fire Corps members, with office and recreational space for the groups. It also works strategically for long-term considerations for housing if it becomes necessary in the future to hire paid staff. It was agreed that the Board would pursue negotiations with the seller for the purchase of the property.

A motion was made by Commissioner Barry to pursue negotiations with the owner for the purchase of the Lone Hill Property. Commissioner Teague seconded, all approved.

Commissioner Barry filed the paperwork for A&S insurance. Commissioner Coluccio will follow up with Don Hester about the Treasurer's Bond. She will also familiarize the other commissioners with the District's new cloud storage system.

Chief Greenberg gave the Board a draft 2015 LOSAP report and will send the final once complete. He would like to allocate two points for participation in Yaphank drills moving forward. The Board will verify that it is consistent with state law.

Review of Alarms/Chief's Report

Chief Greenberg read off an alarm from the prior month from his cell phone. The Board reminded the Chief of their expectation of a written list of alarms, meetings and other department activities to be submitted to the Board at each District meeting. The Chief informed the Board that he will not be going to the firehouse to retrieve and review the reports and sign-in sheets for alarms until his summer share begins in late Spring. Until that time, the Chief will not be submitting written reports on alarms and other department activities.

Commissioner Teague offered to bring the sheets from the firehouse to the District meetings for the Chief. The Chief respectfully declined. The Board reiterated their expectations of the Chief to provide a written summary and reviewed sign-in sheets at each District meeting.

Chief Greenberg reviewed the proposed 2016 Department schedule. He plans to review the LOSAP requirements with Department members and ensure each member knows their current status. The Chief is exploring getting a FRES instructor to the Pines for pumper training. There is a new applicant to the Department named Erin Visslailli. Jay Demeusy will attend the upcoming Chief's Council meeting on behalf of the Department.

There is an Officer's Organizational Meeting on January 29. The officers for 2016 are: Holly Teague – Safety; Mark Gazdik – Communications; and Michael Greenberg – Training.

The Chief requested six new helmet badges. He also requested that the District move forward with replacing the Kawasaki (No. 5-28-3). Kyle Merker will send bids to Commissioner Teague. The Chief asked for an update on getting a static IP address for the

communications room. Commissioner Coluccio recommended he speak with ex-Chief Fridsberg, who has been working on the issue. The Chief recommended decommissioning the computer in the communications room. The Chief asked about the District policy on access to the Commissioners' room. The Board will discuss and get back to him. The lock on the Chief's room needs repair. Commissioner Teague will assess and repair as appropriate.

There was discussion about the Uniform Policy. The Board clarified that it is the District's responsibility to set the Uniform Policy and purchases as appropriate. It is the Chief's responsibility to enforce the policy with make Department members. Commissioners Coluccio and Basta are on the District Uniform Committee. The Board will be reviewing the current policy and assessing possible revisions. The Chief said that he feels the Uniform Policy should be set by the Department and he would not enforce the District Uniform Policy if he disagrees with it. The Department has requested uniforms back from members who recently became inactive. A copy of the uniform list from the audit will be provided to the Chief. The Chief will inform the District of which Department member will serve on the Uniform Committee.

The Chief provided the Board with a draft budget and three catering bids for the June 25, 2016 installation dinner. The budget estimate is \$22-24K. The Chief asked if the District's \$15K budgeted expense for the dinner could be increased. Commissioner Coluccio explained that in 2015 the Board committed to reducing future budgets under the Tax Relief Act. The District has few discretionary budget lines from which reductions could be obtained. A three-year analysis of the installation dinner expenses showed average annual costs of \$15K. Thus, the Board felt comfortable approving a \$15K budget line for the dinner in 2016. The Board agreed that they can only commit the approved \$15K, but could reassess for future budgets.

The Chief asked that any LOSAP plan changes be communicated to Department members as soon as they are finalized and can be shared.

To engage the Fire Corps, the Chief has arranged driver training for interested members. He will also be creating new procedures for fire police work, involvement of Fire Corps members at incident scenes, and additional clarity on the role of Fire Corps members in the communications room. He will work with Fire Corps leadership to organize the group into a more cohesive unit. Commissioner Teague suggested that the Board clarify coverage for Fire Corps members at a scene under current insurance policies.

The Board updated the Chief on their ongoing discussions regarding the Department's request for a lounge space. They will keep the Chief updated as discussions move forward.

The Chief recommended moving vehicle No. 5-28-5 from where it currently sits because it is not used for alarms. The Board will discuss options for what could be done with it.

Commissioner Barry reiterated the District Procurement Policy that the District must make all purchases directly.

Commissioner Coluccio reminded the Chief that Commissioner Basta is the District representative for the installation dinner committee, he must be included in all discussions and decisions made for the dinner and recorded minutes from installation dinner committee meetings must be provided to the Board

Commissioner Barry adjourned the meeting at 12:45pm.