

**Fire Island Pines Fire District
Board of Commissioners Meeting Minutes
August 6, 2016**

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

Commissioner Barry called the meeting to order at 1:10pm.

Minutes

Commissioner Coluccio made a motion to approve the minutes from the July 12, 2016 meeting of the Board of Commissioners. Commissioner Corradino seconded, all approved.

Correspondence Review

- Town Clerk – Certificate of Town Clerk for July 12, 2016 Annual Election
- Suffolk County – 2016 Fire-Rescue Services Directory Updates Request
- Letter from Department member Mark Ski

Review of Alarms/Chief's Report

Alarms:

7/15/16	Coops	3490
7/15/16	Oak/FIB	3491
7/16/16	140 Harbor	3492
7/18/16	Water Island	3493
7/27/16	765 Fisherman	3494

Officer Meetings:

8/6/16		1038
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Department Meetings:

7/16/16		0863
7/28/16	FILSEC	0864
7/30/16		0865
8/6/16		1039

Drills:

7/16/16	Hose handling	1035
7/17/16	Yaphank	1036
7/30/16	Hose handling	1037
8/6/16	Driving	0867

Work Detail/Training:

7/31/16	Water Rescue	0866
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The Chief reported that three Department members still need to get medical exams, as well as two probationary members – five total.

The Chief requested purchase of three new sets of turnout gear. Commissioner Corradino made a motion to make the purchase, the expense for which was included in the FY16 budget. Commissioner Coluccio seconded, all approved.

The Department submits alarm reports to the state. The Chief was informed that there was an issue with submissions for Aug-Dec 2015 alarms. They will resubmit.

One handheld radio has a broken mic wire and there's a need for backup batteries. Commissioner Teague made a motion to purchase a new mic and two batteries at an estimated cost of \$200. Commissioner Corradino seconded, all approved.

The Suffolk County Aviation Unit has requested that brush trucks have Department insignia on the roof indicating their unit. The Chief will forward the email to the District to review.

The Chief requested that half of the current LED lights be moved to the area where Fire Corps prepares for alarms. Commissioner Teague will ask Chris Furchert to move them.

The Chief recommended disposing of the computer in the communications room, the old low-band Fire Corps radios, surplus turnout gear and excess boots in the old fire house. He will inventory items for the next meeting so the Board can vote to decommission them.

Grounds

Commissioner Corradino made a motion to pay the bill from John Morgan Builders for the new fire house lettering at a cost of \$400. Commissioner Teague seconded, all approved.

The District has received one estimate for building a platform for 1st Assistant Chief's cart at the co-ops. Commissioner Barry also received an indemnification agreement from the co-ops for storing the cart at co-ops. Commissioner Barry has been informed in writing that our insurance covers the vehicle off-site when parked at co-ops.

Beachscapes has given a quote of \$175 per visit for grounds maintenance at the fire house. Commissioner Basta made a motion to approve an expenditure of up to \$900 for Beachscapes to provide maintenance every two weeks for up to five visits. Commissioner Corradino seconded, all approved.

A community member is considering donating benches for the corner between the fire house bays where the rotted planter was removed. Commissioner Corradino will pursue.

Treasurer's Report

Treasurer Weigel and Commissioner Coluccio reported that there have been issues with Suffolk County National Bank and accessing online records. Commissioner Coluccio will call to try and resolve the issue.

Treasurer Weigel presented the Fire Island Pines Fire District Treasurer's Report and Invoice Review for July 2016. The budget to actual report was discussed and the authorized expenditure list was reviewed. All tax warrants have been received.

Commissioner Teague 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 June and July 2016.

Apparatus/Equipment/Radios

Commissioner Teague reported that AFFF foam is now considered a hazardous material by NYS. The Department has multiple containers of it, which may be used in a fire if needed,

but will need to be disposed of once NYS issues guidance. The Chief will look into whether replacement foam should be purchased.

Suffolk County is gradually switching to UHF radios. The Department will need to transition within 3-5 years. The District needs to start budgeting for new UHF pagers in FY17.

1st Assistant Chief Geiman has requested a lower profile light for his cart. 2nd Assistant Chief Merker needs a new combo lock on his cart. Commissioner Teague will make the purchases. He also reported that No. 9A is currently out of service.

Public Relations/LOSAP/Alarms/ISO

Commissioner Barry will reach out to Bo Fridsberg about his interest in managing the ISO process moving forward.

Insurance

Commissioner Barry has completed surveys for current insurance policies.

Budget/Records

Commissioner Luuccio reminded the Board that the FY17 draft budget will need to be created soon. She asked the Chief to submit his requests for FY17 as soon as possible. Commissioner Barry will develop a list of FY17 expenses related to the new property.

New Business

Workplace Violence Policy – Commissioner Barry will ask Craig Williams for a draft to work from. The Board will develop a draft policy, then have Bill Glass review before adopting.

A Department member has sent a letter to the Board commenting on the actions of a fellow fire fighter. The Board will forward the letter to Bill Glass for guidance on how to address the issues presented.

Restoration of old No. 1 – Commissioner Barry will ask Bill Glass whether there would be any liability concerns related to allowing the person restoring the old No. 1 to replace the FIPFD insignia on the truck. Board agreed that he should be allowed to put the insignia back on if counsel advises that there's no liability to the District.

Bond for house purchase – Munistat provided projections and bond options. The Board discussed 5-, 8-, and 10-year bond options. The Board agreed to go with a 5-year bond. The closing is currently scheduled for September 28, 2016. Commissioner Barry will price out having a survey done on the house.

Old Business

Uniform Policy – Commissioner Teague made a motion to approve the updated Uniform Policy. Commissioner Barry seconded. Commissioner Coluccio voted in opposition. All others voted to approve.

LOSAP Audit – There is a call on August 22, 11am-12pm with the LOSAP auditors to discuss the report.

Over-height buildings – The Chief will develop a specific policy on how to handle over-height buildings in an incident.

Commissioner Barry adjourned the meeting at 3:05pm.

Fire Island Pines Fire District Uniform Policy

The Fire Island Pines Fire Department established a design standard for the uniforms they desired. The Fire Island Pines Fire District adopted their design and established a Uniform Policy to supply the desired uniforms.

It is the District Policy to supply the following:

The Class A & Class B Uniform:

The Uniforms of the Fire Island Pines Fire Department shall consist of Class A and Class B turnouts. All uniforms are the property of the Fire Island Pines Fire District and are required to be returned, upon request, as described below.

Uniform Description:

Class A: Regulation blue double-breasted coat, trousers without cuffs with red pinstripe on the outer leg seam (if female members desire a skirt, a blue regulation skirt can be substituted for the trousers), blue serge regulation cap, black hat band, black regulation tie, tie bar, name plate, badge, black regulation belt, black socks, black shoes, blue regulation shirt, and white gloves. All buttons and insignia shall be silver.

Class B: Shall be the same as Class A except the coat, hat, and gloves will not be worn. The shirt will be short sleeved. The firefighter badge shall be worn on the shirt. No name plate on the shirt.

Exception:

Chief: White regulation shirt, white hat, gold hatband, gold coat button, gold Chief's insignia, and gold tie bar.

First and Second Assistant Chiefs: As per Chief with relevant Officer insignia.

Secretary and Treasurer: White regulation shirt, blue serge hat, gold hatband, gold coat buttons and gold key/quill pen insignia, gold tie bar, gold badge.

Company Officers: Blue shirt, silver hatband and relevant silver Officer insignia and badge.

Sitting Commissioners: White regulation shirt, blue serge hat, black velvet hatband with gold braid, gold coat buttons, gold insignia with New York State Seal in full color and badge.

Eligibility: All sitting Commissioners, non-probationary Active and Life members, as defined by the Fire Island Pines Fire Department Constitution and By-Laws, are eligible for a Class A uniform. All probationary members must complete the basic firefighting course with certificate issued to be eligible for a uniform. All Active members will be eligible for a Class B uniform.

All eligible persons may apply for a uniform from the Uniform Committee Chair. All members requesting uniforms should familiarize themselves with this policy and the Department protocol on Class A/B uniforms, so that they understand and adhere to these requirements.

Wearing the Uniform:

General Functions: If uniforms are specified for an event, the member must wear said uniform to that event in order to participate as a FIPFD representative. Such events include but are not limited to: Funeral or Memorial Service of a Department member; Parades; Inspections; formal firematic functions or a special private occasion approved by the Chief.

Mandatory Functions: Wearing the Class A uniform to the installation dinner is compulsory. It may be waived only if a written excuse is submitted 24 hours prior to the event and is approved by the Chief.

Uniform Maintenance: The initial complete uniform, initial tailoring, and tailoring due to change in rank are provided at District cost. All items are inventoried and assigned to the individual wearer. It is the individual's responsibility to properly store, clean, and have ready for use their uniform. Worn items must be returned to the Uniform Committee before replacements are issued. Replacement items will be provided and paid for by the District. Lost or misplaced items must be reported to the Chief and the Uniform Committee. In such cases, the individual wearer is responsible for all replacement costs.

Inspections and Enforcement:

Annual Inspection: There will be an annual inspection of the Class A uniform prior to the Installation Dinner. The date and time will be announced by the Chief. Members passing this inspection will receive one (1) LOSAP point.

Other Inspections: There may be other pre-event inspections with the time and place to be determined by the Chief.

Violations: Members not passing either the annual inspection or other inspections will be considered "in violation" and will need to correct said violation. If it is not possible to correct a violation, then that person may not attend the event, as directed by Chief or his/her designee.

Returning One's Uniform to the Uniform Committee – Required.

A person "in violation" (not passing inspections) twice in one year will be notified in writing by the Chief, to immediately return his/her uniform. There will be a waiting period of two years before another uniform will be issued.

Members who leave the Department will be required to return their uniform. Life members are entitled to retain their uniform or may return it voluntarily, if so desired. Members who change their rank, or return to non-officer status will be required to change their uniform to the appropriate rank or back to standard Class A format, if eligible, within 30 days of change of status. Non-sitting or retired Commissioners will be required to return their uniforms to the Uniform Committee within 30 days of their change of status.

Members or Commissioners who do not return their uniforms in the required time frame will not be considered members in good standing until the uniform is returned.

Voluntarily returning One's Uniform to the Uniform Committee:

A member may voluntarily return his/her uniform at any time. There will be a two year waiting period before another uniform will be issued.

Uniform Committee:

Composition: The Committee shall be comprised of one Department representative and two District representatives. One of the District representatives will act as Committee Chair.

Appointment: The Department representative shall be appointed by the Chief. The District representatives shall be appointed at the Board's January organizational meeting.

Responsibilities: The Uniform Committee will be responsible for maintaining the inventory and assignment schedule of all items purchased by the District and in Members' possession. The Chief will be responsible for the return of uniforms whether required or voluntary as specified and will turn over items to Uniform Committee. The Uniform Committee will safeguard uniform inventory in a suitable cabinet/venue. The Chief will bring requests to the Uniform Committee who will then bring the request to the District for purchase. A printout of the inventory and assignment will be submitted to the District on an annual basis, at its January organizational meeting.