

FIRE ISLAND PINES FIRE DISTRICT

P.O. Box 193
Sayville, New York 11782
631-597-6860

Fire District Commissioners' Meeting

Fire Island Pines Fire House
34 Fire Island Boulevard
Fire Island Pines, NY 11782
June 20, 2020

Present

Commissioner Richard Barry, Chairman of the Board
Commissioner Douglas Teague, Vice-Chairman of the Board
Commissioner Walter Boss
Commissioner Rosemary Coluccio
Commissioner Francis Corradino
Secretary/Treasurer Patrick Forrett
Fire Island Pines Fire Department Chief Joseph Geiman

Special note: due to the pandemic spread of the Novel SARS-2 Coronavirus, and pursuant to New York State's PAUSE initiative, this meeting was held virtually via Zoom.

Comms. Corradino, Coluccio, Boss and Teague attended in the Fire Island Pines Firehouse, separated by more than six feet between them; Chief Geiman attended from his office in the Firehouse; Commissioner Barry and Secretary/Treasurer Forrett attended from their residences.

Public notice was posted in three places, the Firehouse door, Department notice box, and the landing page of the Fire Commissioners' website. A copy of the notice and a screenshot of the website are attached to these minutes. The notice indicated the meeting would take place via Zoom and how members of the public could attend.

Order

Meeting called to order by Comm. Barry at 12:36.

Audit

Discussion of 2019 audit and letter to Management with Robert Craig of CFM:

- The District received a clean opinion on a regulatory basis – the highest possible degree of assurance;
- The OSC has mandated following GASB No. 84, requiring LOSAP assets to be reported in government funds, with assets in the balance sheet and activities in the results of operations; this change will apply to FY 2020;
- The OSC requires cancer coverage to be listed in the disability account line, not the general insurance account line; this change will be reflected in the 2020 budget and financial statements;
- Mr. Craig reminded the Board that it must post public notice indicating it had received the results of the financial statement audit, that those results are available for public view, and that audit recommendations are being addressed by corrective action.

MOTION: After a brief discussion, Comm. Corradino moved to accept the results of the audit. Comm. Teague seconded the motion; all were in favor, and the motion passed.

Minutes

Because of an e-mail error, the members of the Board did not receive the May draft minutes. Forrett re-sent them for review after this meeting and discussion in the July meeting.

FIRE ISLAND PINES FIRE DISTRICT

Correspondence Review

Utilities: PSEG, Verizon

Bills: Bank of America, Brinkmann's, South Shore Safety, Morgan Auto Supply, Domain Registry, Firematic, CFM, Stay Clean Long Island

Others: insurance updates, AFDNY convention in Niagara in October

Secretary / Treasurer's reports

- Monthly banking reconciliations, invoice review, expenditure list – budget to actual
- Payments update – vouchers (abstracted) from April and May to be signed, along with current June vouchers
- Updated budget-to-actual report, including columns for revisions
- Motions and expenses log
- Notice update re: elections and rescheduled meetings (May meeting)
- Capturing motions approved by e-mail
 - Stay-Clean Long Island bill, June 9
 - Duct cleaning – All Island Duct Cleaning, Inc., June 18

MOTION: Comm. Corradino moved to allocate up to \$1,235 to Stay-Clean Long Island to deep-clean the Firehouse and the Annex. Comm. Teague seconded the motion; all were in favor, and the motion passed.

MOTION: Comm. Boss moved to allocate up to \$1,700 to All Island Duct Cleaning, Inc. for inspection and cleaning of the Firehouse HVAC ducts. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

MOTION: Comm. Corradino moved to accept the Treasurer's reports, and Comm. Boss seconded the motion; all were in favor, and the motion passed.

MOTION: Comm. Coluccio moved to accept the voucher abstract and to approve payment of the bills it summarized; Comm. Corradino seconded the motion; all were in favor, and the motion passed.

Chief's report

Review of alarms, drills and meetings; Chief's comments and requests

Alarms:

#3744 – 6/12/2020 – 117 Ocean Walk – service call – water leak

#3745 – 6/13/2020 – 465 Fisherman Path – automatic alarm

#3746 – 6/13/2020 – 531 Sail Walk – gas leak

Meetings:

#1139 – 5/30/2020 – Department meeting

#1140 – 6/06/2020 – Department meeting

#1141 – 6/07/2020 – Annual PESH/Sexual Harassment Training

#1142 – 6/20/2020 – Department meeting

Drills:

#1176 – 5/17/2020 – Drill #1 – 25 Question On-Line Quiz

#1177 – 5/30/2020 – Drill #2 – SCBA and Aux. – Rehab/Pelican Lights

#1178 – 6/06/2020 – Drill #3 – Hose Handling w/SCBA

#1179 – 6/17/2020 – 2nd Alt. Drill – Pump Operations and Hose Handling

#1180 – 6/20/2020 – Drill #4 – LDH Hook-up, Hydrant Review and Storz Functionality

Work detail:

#1152 – 5/17/2020 – water rescue bag placement

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Membership Status:

Application for Aux. Member Stephen Moss to switch over to Firefighter.

Pending Application for Firefighter from Ryan Maddox – no movement currently.

MOTION: Comm. Teague moved to accept Stephen Moss as a FIP Fire Department Firefighter. Comm. Boss seconded the motion, and all were in favor. The motion passed.

Requests / comments:

1. LOSAP report for May 2020
2. Pending equipment repairs from Integrated Wireless Technologies – 3 Motorola PR860 handheld portables. In addition, one new Motorola Minitor VI Pager needs repair, and the east and west sirens need repair. Also, removal of Radio Console and installation of single siren activation button.
3. Almost all the Motorola PR860 handheld portable radios have been reprogrammed with new Channel 8 (work off the repeater to boost the signal) to reach Water Island better
4. Firehouse and Annex re-opened with Phase 2 on June 10, with restrictions, including social distancing and masks
5. Filed for a NYS DEC Grant for Firefighting Gear for \$900-plus dollars
6. Ford Expedition XLT (5-28-9A) is back on the beach
7. Would like to relocate 5-28-2 and 5-28-10 to Old Firehouse and replace with New Ford F250 5-28-5. All vehicles would be housed indoors except for 5-28-9A which leaves the beach for the winter.
8. Some modifications to adapt the Old Firehouse to accommodate the two trucks: move concrete bunker, move an electric plug to the Old Firehouse; extend outside decking for more turning radius; garden hose onto the south wall of the building; before November: install wall heater to maintain inside temperature to 50 degrees during the winter, insulate the truck room ceiling (small area – the rest of the building is already insulated). Comm. Corradino will detail the requirements and put together a pricing estimate.
9. Turnout has been excellent at alarms and drills.

COMMITTEE REPORTS:

Apparatus/Equipment/Radios – Commissioner Teague

Comm. Teague reiterated what Chief Geiman outlined as necessary changes to accommodate parking two trucks in the Old Firehouse, pending research on the expense.

The light box on truck 9 has been intermittent. Assistant District Mechanic Ryan Massa has inspected it and suggests it be sent to the manufacturer for repair. It has been removed from its bracket and sent off the Island. We will wait to see the outcome.

We cannot supply van or truck transport this year unless during an alarm because the beach is closed to accommodate piping plover nesting.

Comm. Teague echoed the Chief in remarking at the excellent turnout at drills and alarms, and because of the good training, the skills being brought to alarms are remarkable.

Budgets – Commissioner Coluccio

Comm. Coluccio acknowledged the updated budget schedule and indicated she had started thinking about the 2021 budget. In addition, she has begun reviewing Comm. Barry's draft of the employee manual.

Comm. Coluccio reiterated that we are reinstating the motions log and expense report, and we are modifying the budget-to-actual report to comply with Bob Craig's recommendation.

Records – Commissioners Coluccio, Corradino

- No update

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Insurance – Commissioner Barry

Comm. Barry noted that the new truck is almost complete; he will need a check from the Treasurer to pay for it – details to be provided shortly.

Comm. Coluccio reminded the board that since the truck is being paid for from the District's Reserve funds, we must transfer funds from the Reserve account to the Operating account before issuing the check.

Commissioner Barry advised that he has forwarded Andrew Jung's LOSAP paperwork to VIFIS.

Public Relations/LOSAP/Alarms/ ISO – Commissioner Boss

- No update

Grounds– Commissioner Corradino

Comm. Corradino noted that the Firehouse HVAC duct cleaning was done. The contractors found that the rubber gasket sealing the AC units have deteriorated and need to be replaced. Within the ducts, the contractors found two fly egg nests. He also noted that the contractors recommended installing a UV filter. He has requested a quote for installation of the filter and noted we will also need an estimate from an electrician to provide electrical service to the UV filters.

Comm. Corradino also noted that Long Island Construction Plus has almost finished all its work.

The District Mechanics are scheduled to start painting the Annex on June 27, and, once the south side is done, the landscapers can plant the trees we purchased.

Comm. Corradino noted that grounds maintenance of the Firehouse has begun, but that we do not yet have a price estimate for maintenance at the Annex. In addition, we still do not have an estimate from Arthur Nelson Licensed Electrician for the cost of reinstalling the ceiling light in the Firehouse.

OLD BUSINESS:

- None

NEW BUSINESS:

- None

Order

Meeting adjourned by Comm. Barry at 2:10 PM.

FIRE ISLAND PINES FIRE DISTRICT

P.O. Box 193
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TO: Members of the Public

FROM: Commissioners of the Fire District

DATE: June 17, 2020

SUBJECT: Board Meeting of Saturday, June 20, 2020 at 12:30 PM

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1. Please write to the Commissioners via e-mail at commissioners@fipfd.org to receive an e-mailed invitation to participate.

– or –

2. Please phone Commission Corradino at (631) 459-7761 and provide your e-mail address, and he will add you to our list of attendees for a meeting invitation.

Fire Island Pines Fire District – Treasurer’s Report

June 19, 2020 Report for Budget Year 2020

	Bank Balance	Book Balance
GENERAL FUND	As of: 19-Jun-2020	19-Jun-2020
PUB Checking Account	\$ 406,839	\$ 396,364
PUB Savings Account	\$ 97,707	\$ 97,707
PUB Money Market Account	\$ 2,574	\$ 2,574
GENERAL ACCOUNT TOTAL	\$ 507,119	\$ 496,644

RESERVE FUND	As of: 30-May-2020	19-Jun-2020
TD Bank Money Market Funds	\$ 530,327	\$ 530,327
PUB CD #1133 - Matured 2/22/2020 (0.2500%)	\$ -	\$ -
CAPITAL RESERVE FUND TOTAL	\$ 530,327	\$ 530,327

DEPOSITS & TRANSFERS		
Interest earned on PUB accounts 2020		\$ 72
Interest earned on Reserve Accounts 2020		957
Tax Warrants		406,339
Proceeds transfered from PUB CD #1133 to TD MM Reserve		84,032
Water Island Fire Protection District		-
Insurance proceeds		-
		\$ 491,401

EMPLOYEE PAYROLL	This period	YTD
Christopher J Furchert maintenance	\$ 1,592	\$ 7,961
Christopher J Furchert hose testing		
Maud, Dennis maintenance		1,275
Scottaline, Eric maintenance		1,505
Reilly, Thomas maintenance	-	-
Alker, Kim cleaning	-	-
Forrett, Patrick A Secretary and Treasurer	400	2,000
Scofield, Jedidiah maintenance	-	-
Massa, Ryan maintenance		255
	\$ 1,992	\$ 12,996

PAYMENTS MADE – general fund		
2020-06-02 ACH Withdrawal -Pay F103	May 2020 payroll taxes	733.51
2020-06-17 Morgan Auto Supply	Oil filter, brake fluid, clevis pin, tune up, toggle s	164.18
2020-06-17 Brinkmann's	Truck equipment, house repair supplies	120.50
2020-06-17 Firematic Supply Co Inc.	Vernier cable throttle, cylinder refile, drill	537.20
2020-06-17 The Long Island Advance, Inc.	Notice: change of July 2020 meeting and 2020 €	83.50
2020-06-17 Craig, Fitzsimmons & Michaels	Preparation of tax forms for FY 2019	200.00
2020-06-17 Stay Clean Long Island	Cleaning and windows at 32 LHW and Firehous	1,235.00
2020-06-17 Verizon	Bill 2020-05-27	135.42
2020-06-17 PSEGLI 32 Lone Hill	A/C 0765-2006-59-9	36.13
2020-06-17 PSEGLI 5 - 34 FIB	Cust. ID 0765-2000-48-5	274.55
2020-06-17 PSEGLI 9 - Fire House	Cust ID 0096-6004-31-9	36.88
2020-06-17 PSEGLI 0 - NS	Cust ID 0096-6000-58-0	27.65
2020-06-17 Bank of America - 5579	Statement 2020.06-10	1,360.99
2020-06-17 South Shore Fire & Safety Equi	Boots, helmets, coats and pants	4,958.58
2020-06-18 Domain Registry	Renewal of fipfd.org domain name	50.00
		9,954.09

Budget to actual as of June 20, 2020	Budgeted	Revised	Committed	Paid to date	Remaining
REVENUE					
BROOKHAVEN PROPERTY TAXES	\$ 406,739			\$ 406,739	\$ -
WATER ISLAND PROTECTION DISTRICT	-			-	-
DRAWDOWN FROM SAVINGS	-			-	-
Insurance proceeds				-	-
OTHER INCOME	-			-	-
INTEREST INCOME	100			976	(876)
TOTAL REVENUE	\$ 406,839			\$ 407,715	\$ (876)
EXPENSES					
Personnel Expenses	40,000			12,996	27,004
Equipment Purchase	14,000			4,959	9,041
Annual Truck Loan Pmt (#4)	-			-	-
Annual Bond Repayment	131,650			2,231	129,419
Office Supplies	1,300			453	847
Commissioner Training	125				125
Postage	100			170	(70)
Legal	3,000			1,500	1,500
Audit/ Accounting	5,500			200	5,300
Association dues	800			1,185	(385)
Payroll Processing	1,100			545	555
Printing and supplies	500			217	283
Publications of Notice	500			258	242
Fuel and Electricity	11,000			4,374	6,626
Water	1,000			19	981
Hydrant rentals	7,700				7,700
Telephone	1,700			679	1,021
Internet/website	800			285	515
Other Travel	500				500
Uniform Expenses	3,000			141	2,859
Annual Dinner	18,000				18,000
Training	1,500				1,500
Firehouse & 32LHW Repairs	22,000			2,877	19,123
Building maintenance supplies	1,000			161	839
Landscaping Maintenance	2,000				2,000
Fire Equipment repairs & maint.	15,000			9,620	5,380
Fire Equipment GAS	3,000			768	2,232
Fire Alarm Maintenance	500				500
Insurance: Uab, Prop, flood, fire	10,000				10,000

Budget to actual as of June 20, 2020	Budgeted	Revised	Committed	Paid to date	Remaining
Insurance: Auto & Cancer Policies	7,500			4,742	2,758
Medical Exam/Physicals	7,500				7,500
Snow removal	10,000				10,000
Charity	-				-
LOSAP +Life Insurance	49,000			21,501	27,499
Social Security & Medicare	3,000			994	2,006
VFBL and Workers Compensation	15,000			9,580	5,420
State Unemployment	500			78	422
Hospital, Medical & Accident Ins	4,000			548	3,452
WIFPD 27.5%	11,687				11,687
Transfer to Reserve	42,500				42,500
Consultants (Fixed Assets, Losap, ISO)	1,000				1,000
	\$ 448,962			\$ 81,078	\$ 367,884

FIRE ISLAND PINES FIRE DISTRICT

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Contact Us

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Fire Island Pines Fire District
P.O. Box 193
Sayville, NY 11782

FI Pines Volunteer Fire Dept.
34 Fire Island Boulevard
Fire Island Pines, NY 11782

Welcome to the Fire Island Pines Fire District

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