

FIRE ISLAND PINES FIRE DISTRICT

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

Fire District Commissioners' meeting minutes

PO Box 193
Fire Island Pines, NY 11782
December 12, 2020

Present

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

Zoom videoconference

Because of concerns about the ongoing Covid-19 pandemic, and in accordance with the New York State Governor's PAUSE policy, this meeting took place via Zoom videoconference. Notice of the Zoom meeting, along with instructions on how members of the public could attend, were posted on the home page of the District's web site. A screen capture of that notice is appended to these minutes. In addition, Comm. Corradino attended the meeting from the Fire Island Pines Firehouse in case any members of the public appeared there, wishing to attend the meeting.

Order

Meeting called to order by Comm. Barry at 10:00 AM.

Minutes

- Review of October 24 meeting minutes

MOTION: Comm. Boss moved to accept the draft minutes from the October 24, 2020 meeting. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

Correspondence Review

Utilities: Verizon, PSEG

Bills: Sayville Ferries, Westin's Marine, Coastline Freight, Walter Boss Inc., Teague Services Inc., Brinkmann's, Morgan Auto Supply, South Shore Fire & Safety, Suffolk County Fire Academy, Firematic Supply Co., East End Hose Testing, Integrated Wireless Technologies, Forrett, FASNY (2021), Bank of America Business Card

Others: –none–

Secretary / Treasurer's reports

- Monthly banking reconciliations
 - PUB accounts to November 19
 - TD accounts to November 30
- Invoice review, expenditure list
- Budget to actual (with ongoing modifications)
- Motions list
- Payments update – November, December vouchers: presented as a voucher abstract

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- Capturing motions done by e-mail
 - Emergency electrical panel repair
 - Purchase of tires for 9A
 - No other

MOTION: Comm. Teague moved to allocate up to \$1,500 for the emergency repair of the rusted meter panel in the Old Firehouse. Comm. Boss seconded the motion; all were in favor, and the motion passed.

MOTION: Comm. Teague moved to allocate up to \$1,240 for the purchase of new tires for 5-28-9A. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

MOTION: Comm. Boss moved to approve the Treasurer's voucher abstract. Comm. Coluccio seconded the motion; all were in favor and the motion passed.

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

As a final note, Forrett informed the Board that Ryan Massa and Tom Reilly watched the video of the Sexual Harassment class originally presented in early June. As of today, all District employees have completed their training requirement for the year.

Chief's report

Alarms:

#3770 – 10/25/2020 – 189 Fire Island Blvd. – alarm ringing

#3771 – 10/25/2020 – 122/124 Atlantic Walk (Co-ops) – automatic alarm

#3772 – 10/28/2020 – Mutual Aid to Cherry Grove F.D. – 179A Ocean Walk – automatic alarm

#3773 – 11/21/2020 – 487 Tarpon Walk – Structure Fire – hot water heater

#3774 – 11/23/2020 – 67 Bay Walk – gas leak

Meetings:

None

Drills:

None

Work detail:

None

Membership status:

Firefighter Stephen Moss has completed FF1 – passed.

Requests / Comments:

1. LOSAP report for November 2020. Discuss final decision on pandemic LOSAP points for 2020. Recommending 25 points for this year.
2. We are unable to fix the light bar on 5-28-9. Replacement quote from Ryan Massa for a new 54" Whelen Liberty Light Bar is \$2,500, plus installation.
3. Received Pyle PCMM05 hand-held carbon monoxide meter from Amazon.
4. Purchased hose from Firematic Supply to replace the hose that failed during hose testing – two 100'-length, 3" yellow hose; one 25'-length, 3" yellow hose; and one 15'-length, 3" yellow hose.
5. All SCBA flow testing is completed.
6. Reminder, we are two weeks away from our sirens being shut down.

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7. Recommend we follow NFPA 1962, 2013 Edition and start replacement program for hose as per recommendation from East End Hose Testing, Inc. 500' of various sizes and lengths in 2021 and 550' of various sizes and lengths in 2022. I have a list of what hose (length and size) is 20 years or older and in need of replacement. The approved budget has allowed for the purchase of hose in 2021.

MOTION: In the context of the Covid-19 pandemic, Comm. Corradino moved to allocate the full NYS-approved 25 LOSAP points to all members in good standing. Comm. Boss seconded the motion; all were in favor, and the motion passed. The complete resolution to this effect is appended to these minutes.

MOTION: After discussion, Comm. Teague moved to allocate up to \$2,650 in parts and labor (salaried employee, Ryan Massa) to install a new light bar on 5-28-9, as per the Chief's request, number 2, above. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

As a final note, Chief Geiman suggested engaging a fire-district-specific grant-writing firm to take advantage of current FEMA grants. He estimated a cost of about \$1,500 with the potential of providing funding to replace two chiefs' vehicles, including the ATV (a.k.a., the Quad), which needs replacement (c.f., Comm. Teague's comments earlier this year about needing to replace the Quad), and the Chief's own cart, which is more than 25 years old and is constantly breaking down. The Board agreed to research the idea and come to a decision at or before the January 2021 meeting.

COMMITTEE REPORTS:

Apparatus/Equipment/Radios – Commissioner Teague

Comm. Boss shared progress on getting a preliminary quote from Integrated Wireless Technologies (IWT) for upgrading the siren decoders for UHF activation; shipping, installing and programming a new UHF decoder radio and a new UHF antenna; removing the old console and installing a new siren button; and removing the old equipment.

Discussion then moved to the possibility of moving the Firehouse siren onto a metal pole on top of the New Firehouse, which would make it much more accessible while leaving it at approximately its current height. And there was also discussion of the work involved to repair the east- and west-end sirens.

Comms. Teague and Boss, and Chief Geiman noted that the enumerated and priced work in the IWT proposal would keep our sirens functioning when Suffolk County moves all sirens to UHF on January 1, 2021.

MOTION: After discussion, Comm. Boss moved to allocate up to \$21,350 for Integrated Wireless Technologies to do the work outlined in its proposal provided to Comm. Boss and dated December 10. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

Budgets – Commissioner Coluccio

Secretary/Treasurer Forrett proposed to the Board this final budget adjustment to ensure that no appropriation is overspent for calendar 2020.

Part 1:

From Equipment Purchases, take	\$4,865	
Add to Personnel expenses	4,353	
Add to Social Security & Medicare	361	
Add to Payroll Processing	142	
Add to Postage	8	
Net total:	\$ 1	(rounding error from penny-level balances)

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Part 2:

From Annual Dinner, take	\$13,644
Add to LOSAP	12,000
Add to Consultants	1,000
Add to Cancer Policy	277
Add to Medical	325
Add to WIFPD 27.5%	42
Net total:	\$ 0

Part 3:

From Annual Dinner, take further	\$ 587
From Snow Removal, take	8,121
From VFBL and Workers Comp, take	5,420
From Hospital Medial & Accid. Insur, take	3,452
From Firehouse & 32 LHW repairs, take	4,692
From Fuel and Electricity, take	2,198
From Annual Bond Repayment, take	2,187
From Legal, take	921
Add to Fire Alarm Maintenance	20,823
Add to Fire Equipment Maintenance	6,756
Net total:	\$ -1 (rounding error from penny-level balances)

MOTION: After discussion, Comm. Coluccio moved to accept these budget line adjustments. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

Forrett will update the final 2020 Budget to Actual report to reflect these changes.

Records – Commissioners Coluccio, Corradino

Legal Counsel, William Glass, noted that the New York State Archives (a division of the New York State Department of Education) has adopted a new schedule for records retention by local governments, including fire districts. The new schedule, LGS-1, replaces the old Schedule MU-1 which we have used for years.

Schedule LGS-1 went into effect as of August 1, 2020. Under the terms of the new law local governments must affirmatively adopt the new Schedule prior to January 1, 2021.

Resolved, by the Board of Fire Commissioners of the Fire Island Pines Fire District that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

Further Resolved, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; and
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

The adoption of the foregoing resolution was duly put to a vote, and upon roll call the vote was as follows:

Chairman Richard Barry)
Commissioner Walter Boss)
Commissioner Rosemary Coluccio) AYES
Commissioner Francis Corradino)
Commissioner Douglas Teague)

The resolution was thereupon duly adopted.

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Insurance/LOSAP – Commissioner Barry

Comm. Barry updated the Board on an update to the cancer care plan. Any new members added to the plan need a history of five annual mask-fit tests to be added to the policy.

The Board was advised that the paperwork for Michael Paley has been submitted to VFIS.

Comm. Barry noted that, following the receipt of a revised bill from VFIS, the remaining allocated budget for our 2020 LOSAP contribution amounted to \$38,707. Comm. Coluccio confirmed the calculation.

MOTION: After a brief discussion, Comm. Boss moved to amend the motion from the October 24th meeting to pay VFIS the amount of \$38,707 for the remainder of our 2020 LOSAP contribution. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

Grounds – Commissioner Corradino

Comm. Corradino noted that Flower Girls has trimmed the birch tree in front of the Firehouse, so access should be fine for the spring. They will continue work in the winter, and we should expect 2020-approved bills for our January meeting.

Public Relations – Comm Boss

- Nothing to report.

OLD BUSINESS:

- None

NEW BUSINESS:

The Board selected as its date for the organizational meeting January 10, 2021 at 10 AM. Comm. Barry and Secretary Forrett will verify with legal counsel whether this organizational meeting can be held virtually. Forrett will ensure that notice is posted appropriately.

Order

Meeting adjourned by Comm. Barry at 11:30 AM.

Fire Island Pines Fire District – Treasurer’s Report

December 12, 2020 Report for Budget Year 2020

	<u>Bank Balance</u>	<u>Book Balance</u>
GENERAL FUND	As of: 19-Nov-2020	11-Dec-2020
PUB Checking Account	\$ 21,597,853	\$ 215,994
PUB Savings Account	\$ 97,727	\$ 97,727
PUB Money Market Account	\$ 2,574	\$ 2,574
GENERAL ACCOUNT TOTAL	\$ 21,698,154	\$ 316,295

RESERVE FUND	As of: 30-Nov-2020	30-Nov-2020
TD Bank Money Market Funds	\$ 475,812	\$ 475,812
PUB CD #1133 - Matured 2/22/2020 (0.2500%)	\$ -	\$ -
CAPITAL RESERVE FUND TOTAL	\$ 475,812	\$ 475,812

DEPOSITS & TRANSFERS		
Interest earned on PUB accounts 2020	\$	160
Interest earned on Reserve Accounts 2020		1,442
Interest from Town of Brookhaven		20
Tax Warrants		406,339
Proceeds transferred from PUB CD #1133 to TD MM Reserve		84,032
Transfer from Reserve to Operating		55,000
Water Island Fire Protection District		42,650
Insurance proceeds		
Other proceeds		1,000
	\$	590,644

EMPLOYEE PAYROLL			This period	YTD
Christopher J Furchert	maintenance	\$ 3,184	\$ 17,514	
Christopher J Furchert	hose testing	2,499	2,499	
Maud, Dennis	maintenance	2,040	5,916	
Scottaline, Eric	maintenance	2,142	6,095	
Reilly, Thomas	maintenance		-	
Alker, Kim	cleaning	320	2,400	
Forrett, Patrick A	Secretary and Treasurer	800	4,400	
Scofield, Jedidiah	maintenance	1,428	1,683	
Massa, Ryan	maintenance	153	581	
		\$ 12,566	\$ 41,088	

PAYMENTS MADE				
24-Oct-2020	Fire Island Pines Fire Dept	A2262.0 · Water Island FPD	11,728.75	19.1%
24-Oct-2020	Pines Pantry, Inc.	453 · Cleaning	47.48	0.1%
26-Oct-2020	The Long Island Advance	416 · Publication of Notice	59.50	0.1%
26-Oct-2020	Suffolk County Board Of Electic	411 · Postage	1.40	0.0%
26-Oct-2020	Kage Solutions LLC	426 · Internet and Website	470.00	0.8%
26-Oct-2020	PSEGLI 0 - NS	420 · Fuel and Electricity	43.97	0.1%
26-Oct-2020	PSEGLI 32 Lone Hill	420 · Fuel and Electricity	40.03	0.1%
26-Oct-2020	PSEGLI 5 - 34 FIB	420 · Fuel and Electricity	297.32	0.5%
26-Oct-2020	PSEGLI 9 - Fire House	420 · Fuel and Electricity	16.02	0.0%
26-Oct-2020	Suffolk County Water Authority	421 · Water And Hydrant	24.61	0.0%
26-Oct-2020	Suffolk County Water Authority	421 · Water And Hydrant	5.66	0.0%
26-Oct-2020	Westin's Marine Center LLC	461 · Gas	63.00	0.1%
2-Nov-2020	ACH Withdrawal -Pay F103	Payroll	2,093.95	3.4%
2-Nov-2020	Verizon	424 · Telephone	142.57	0.2%
2-Nov-2020	Bank of America - 5579	5603 · Bank of America Card Service	1,107.02	1.8%
2-Nov-2020	PSEGLI 9 - Fire House	420 · Fuel and Electricity	19.07	0.0%
30-Nov-2020	PSEGLI 6 - Siren	420 · Fuel and Electricity	28.09	0.0%
30-Nov-2020	PSEGLI 5 - 34 FIB	420 · Fuel and Electricity	224.48	0.4%
30-Nov-2020	PSEGLI 32 Lone Hill	420 · Fuel and Electricity	47.97	0.1%
30-Nov-2020	Bank of America - 5579	5603 · Bank of America Card Service	1,075.63	1.8%
30-Nov-2020	ACH Withdrawal -Pay F103	01 · Operating Checking	1,124.56	1.8%
2-Dec-2020	Verizon	424 · Telephone	141.15	0.2%
2-Dec-2020	Fire Island Pines Fire District	R200 · TD Bank MM - Reserve	42,500.00	69.3%
			\$ 61,302.23	

Budget to actual as of December 11, 20	Budgeted	Revision	Updated	Paid to date	Remaining
REVENUE					
BROOKHAVEN PROPERTY TAXES	\$ 406,739			\$ 406,739	\$ -
WATER ISLAND PROTECTION DISTRICT	42,650			42,650	-
DRAWDOWN FROM SAVINGS	-			-	-
Insurance proceeds				-	-
OTHER INCOME	-			1,000	(1,000)
INTEREST INCOME	100			1,623	(1,523)
TOTAL REVENUE	\$ 449,489			\$ 452,011	\$ (2,523)
EXPENSES					
Personnel Expenses	40,000			41,088	(1,088)
Equipment Purchase	14,000			8,095	5,905
Truck purchase	55,000			54,267	733
Annual Bond Repayment	131,650			129,463	2,188
Office Supplies	1,300			698	602
Commissioner Training	125				125
Postage	100	276	376	376	-
Legal	3,000			1,500	1,500
Audit/ Accounting	5,500	704	6,204	200	5,300
Association dues	800	385	1,185	1,185	-
Payroll Processing	1,100			1,131	(31)
Printing and supplies	500			217	283
Publications of Notice	500			450	50
Fuel and Electricity	11,000			7,227	3,773
Water	1,000			690	310
Hydrant rentals	7,700			3,765	3,935
Telephone	1,700			1,521	179
Internet/website	800			755	45
Other Travel	500			18	482
Uniform Expenses	3,000			1,551	1,449
Annual Dinner	18,000	(1,447)	16,553	1,108	15,445
Training	1,500			487	1,013
Firehouse & 32LHW Repairs	22,000			10,082	11,918
Building maintenance supplies	1,000			1,408	(408)
Landscaping Maintenance	2,000	786	2,786	1,986	800
Fire Equipment repairs & maint.	15,000			11,234	3,766
Fire Equipment GAS	3,000			2,579	421
Fire Alarm Maintenance	500				500
Insurance: umb, prop, flood, fire, auto	17,500			11,759	5,741
Insurance: Cancer Policy					
Medical Exam/Physicals	7,500			7,455	45
Snow removal	10,000				10,000
Charity	-				-
LOSAP	49,000			8,160	40,840
Life insurance				2,133	(2,133)
Social Security & Medicare	3,000			2,161	839
VFBL and Workers Compensation	15,000			14,279	721
State Unemployment	500			145	355
Hospital, Medical & Accident Ins	4,000			548	3,452
WIFPD 27.5%	11,687			11,729	(42)
Transfer to Reserve	42,500			42,500	-
Consultants (Fixed Assets, Losap, ISO)	1,000				1,000
	\$ 511,462			\$ 383,947	\$ 127,515

Budget to actual as of December 31, 20	Budgeted	Revision	Updated	Paid to date	Remaining
REVENUE					
BROOKHAVEN PROPERTY TAXES	\$ 406,739			\$ 406,739	\$ -
WATER ISLAND PROTECTION DISTRICT	42,650			42,650	-
DRAWDOWN FROM SAVINGS	-				-
Insurance proceeds					-
OTHER INCOME	-	1,000		1,000	-
INTEREST INCOME	100			1,665	(1,565)
TOTAL REVENUE	\$ 449,489			\$ 452,054	\$ (1,565)
EXPENSES					
Personnel Expenses	40,000	4,353.00	44,353	44,352.26	0.74
Equipment Purchase	14,000	(4,865.00)	9,135	8,650.02	484.98
Annual Bond Repayment	131,650	(2,187.00)	129,463	129,462.50	0.50
Office Supplies	1,300		1,300	813.22	486.78
Commissioner Training	125		125	-	125.00
Postage	100	284.00	384	383.19	0.81
Legal	3,000	(921.00)	2,079	1,500.00	579.00
Audit/ Accounting	5,500	704.00	6,204	5,950.00	254.00
Association dues	800	385.00	1,185	1,185.00	-
Payroll Processing	1,100	142.00	1,242	1,241.73	0.27
Printing and supplies	500		500	216.51	283.49
Publications of Notice	500		500	449.58	50.42
Fuel and Electricity	11,000	(2,198.00)	8,802	8,801.03	0.97
Water	1,000		1,000	702.18	297.82
Hydrant rentals	7,700		7,700	7,529.40	170.60
Telephone	1,700		1,700	1,662.05	37.95
Internet/website	800		800	755.00	45.00
Other Travel	500		500	303.00	197.00
Uniform Expenses	3,000		3,000	1,536.27	1,463.73
Annual Dinner	18,000	(16,392.00)	1,608	1,107.90	500.10
Training	1,500		1,500	657.00	843.00
Firehouse & 32LHW Repairs	22,000	(4,692.00)	17,308	17,307.67	0.33
Building maintenance supplies	1,000		1,000	269.09	730.91
Landscaping Maintenance	2,000	796.00	2,796	2,796.00	-
Fire Equipment repairs & maint.	15,000	6,756.00	21,756	21,755.47	0.53
Fire Equipment GAS	3,000		3,000	2,803.49	196.51
Fire Alarm Maintenance	500	20,823.00	21,323	21,322.50	0.50
Treasurer's Bond premium	-		-		-
Insurance: umb, prop, flood, fire, auto	13,000		13,000	11,758.86	1,241.14
Insurance: Cancer Policy	4,500	277.00	4,777	4,776.72	0.28
Medical Exam/Physicals	7,500	325.00	7,825	7,825.00	-
Snow removal	10,000	(8,121.00)	1,879	1,878.75	0.25
Charity	-		-		-
LOSAP	49,000	12,000.00	61,000	61,000.00	-
Life insurance			-		-
Social Security & Medicare	3,000	361.00	3,361	3,360.42	0.58
VFBL and Workers Compensation	15,000	(5,420.00)	9,580	9,580.00	-
State Unemployment	500		500	332.74	167.26
Hospital, Medical & Accident Ins	4,000	(3,452.00)	548	548.00	-
WIFPD 27.5%	11,687	42.00	11,729	11,728.75	0.25
Transfer to Reserve	42,500		42,500	42,500.00	-
Consultants (Fixed Assets, Losap, ISO)	1,000	1,000.00	2,000	2,000.00	-
	\$ 448,962	\$ -	\$ 448,962	440,801.30	\$ 8,160.70

FIRE ISLAND PINES FIRE DISTRICT

SERVING OUR COMMUNITY SINCE 1959



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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

The Fire Island Pines Fire District encompasses the geographic boundaries of the community of Fire Island Pines and the Fire Protection District of Water Island, which has contracted for fire protection services.

In 1959 the Fire District established the Fire Island Pines Volunteer Fire Department to provide fire protection services to the community. Since that time the loyal volunteers have worked to preserve and protect life and property by means of public education and prevention.

Each year, after public consultation, the Board of Fire Commissioners approves a budget for the next fiscal year. The newly approved 2021 budget can be seen [here](#).

TO: Members of the Public

FROM: Commissioners of the Fire District

DATE: December 10, 2020

SUBJECT: Board Meeting of Saturday, December 12, 2020 at 10 AM

Because of the continued dangers caused by the Covid-19 pandemic, the next meeting of the Fire Island Pines Board of Commissioners will take place via a Zoom videoconference.

All members of the public are welcome and encouraged to attend the meeting. In order to receive an invitation, there are two options:

1. Write to the District Secretary via e-mail at DistrictSecretary@fipfd.org to receive an e-mailed invitation and link to participate;
2. Phone District Secretary Forrett at 917-755-5908 and provide your e-mail address, and he will add you to our list of attendees for a meeting invitation and link.