

FIRE ISLAND PINES FIRE DISTRICT

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

Fire District Commissioners' Meeting – minutes

PO Box 193
Sayville, NY 11782
March 13, 2021

Present

Commissioner Richard Barry, Chairman
Commissioner Douglas Teague, Vice-chairman
Commissioner Walter Boss
Commissioner Rosemary Coluccio
Commissioner 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 10:05 AM.

Minutes

- Review of prior meeting's minutes

MOTION: Comm. Corradino moved to accept the draft minutes from the January 10, 2021 meeting. Comm. Boss seconded the motion; all were in favor, and the motion passed.

Correspondence Review

Standard monthly bills and utilities: BofA, PSEG, Verizon, payroll

Bills: see the payment abstract, attached to these minutes.

Secretary / Treasurer's report

- Monthly banking reconciliations
 - PUB accounts to February 19
 - TD accounts to February 28
- Invoice review, expenditure list for 2021 to date
- Budget to actual report for 2021 to date
- Motions list
- Capturing motions done by e-mail
 - –none this period–

Forrett noted that the dues for the Brookhaven Town Fire District Officers Association increased by \$25 from \$125 to \$150, which puts the District over its appropriation for Association Dues.

MOTION: Comm. Boss moved to reallocate \$25 from the LOSAP appropriation to Association Dues. Comm. Coluccio seconded the motion. All were in favor, and the motion passed.

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

MOTION: Comm. Boss moved to approve for payment the items listed in the voucher abstract. Comm. Teague seconded the motion; all were in favor and the motion passed.

CHIEF'S REPORT

Alarms:

#3780 – 01/20/2021 – mutual aid to Cherry Grove F.D. – automatic alarm – Ice Palace

#3781 – 01/26/2021 – mutual aid to Cherry Grove F.D. – automatic alarm – CGFD Firehouse

#3782 – 02/09/2021 – mutual aid to Cherry Grove F.D. – automatic alarm – Ice Palace

Meetings:

None

Drills:

None

Work details:

#1154 – 02/02/2021 – snow removal at Firehouse

Membership status:

None

Requests / comments:

1. LOSAP Report for January through March 2021 will be available for April Board meeting.
2. Request the Annex be opened by Monday, March 22.
3. More than 25 Firefighters and Auxiliary Members have been Covid-19 vaccinated.
4. Request approval for purchase of 2021 budget items – two full sets of turn-out gear and two full sets of Class A and Class B uniforms for Joseph Micheels and Stephen Moss.
5. \$1,500 NYSDEC grant money was received and went to the Department Treasurer in error. The Department will transfer the money back to the District.

MOTION: After a brief discussion, Comm. Coluccio moved to spend up to \$2,675 each for turn-out gear and up to \$750 each for uniforms for Micheels and Moss, as requested in item 4, above, and as requested by the Chief in his 2021 budget request, presented in August 2020. Comm. Corradino seconded the motion. All were in favor, and the motion passed.

Chief Geiman also noted that he has requested *voluntary* disclosure when Department and Auxiliary members are vaccinated against Covid-19 so that when the active season begins, he will have a better idea of who was or was not vaccinated.

Comm. Coluccio noted that automatic alarms take a lot of Department resources for what is usually not a problem, and she asked what could be done about that. Chief Geiman answered that the Pines Co-ops are installing a new alarm system which should mitigate a lot of this problem. He also noted that for the downtown commercial properties, automatic alarms are often the result of staff setting them off inadvertently. Comm. Coluccio asked if we could coordinate with the commercial property management to train staff. The Chief believes that downtown automatic alarms are much reduced compared to past years.

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COMMITTEE REPORTS:

Apparatus, equipment, radios – Commissioner Teague

Comm. Barry informed the Board that, through coordination with FF Rob Krall, Verizon will, indeed, install a new pole close to the old Firehouse to replace the current pole, which is rotting. This means that the Firehouse siren can be mounted on that new pole, as opposed to on the new Firehouse, as was proposed by Integrated Wireless Technologies and agreed to in the December meeting. This will likely result in costs savings to the District.

Comm. Barry informed the Board that when Verizon got to the site to install the pole, the holly tree, which was meant to be trimmed by Flower Girls last year, was still in the way and impeded the pole installation.

In addition, Comm. Barry told the Board that when Verizon installs the new pole, the technicians will take advantage of the fact the bucket truck is there to try to move the siren from the old pole to the new one, and they will look at the east-end siren to see if there is any quick or easy fix they can make.

Comm. Teague noted that Brendan, of Arthur Nelson Electricians, is essentially on call, so he can assist with the siren move if need be. Comm. Corradino added that it may be easier, and esthetically more appealing, to simply remove the holly tree rather than trim it.

Budgets – Commissioner Coluccio

Comm. Coluccio reminded the Board as a matter of policy that it needs to maintain a current inventory – as things are purchased or disposed of – and that inventory needs to be communicated to Appraisal Associates. When we purchase things, the invoices and serial numbers need to be sent to Appraisal Associates.

She also reminded the Board that budget modifications need to be done in real time as invoices come in.

Comm. Coluccio led a discussion about personnel expenses, the benefits of having the mechanics do maintenance work, and the additional costs the District is bearing for things such as snow removal when the District mechanics spend time and budget repairing snow blowers. She suggested we should review the workload, particularly in preparation for the 2022 budgeting exercise. She also asked whether there is a schedule for the Assistant Mechanics.

Records – Commissioners Coluccio, Corradino

- None this period

Insurance, LOSAP – Commissioner Barry

Comm. Barry informed the Board that when FF Basta had his accident, the Board filed all the reports with its insurance carriers. As the Worker's Compensation claim was put in, Comm. Barry kept asking the insurance broker whether there was another policy that covered this accident, they assured him there was not – both verbally and in writing. As it happens, there was. The Board just applied for benefits based on that policy, and we expect them to come shortly.

In January, the Department Chief and the Department Secretary sent a memo to the Department members with their year-to-date LOSAP totals, and they had until January 31 to respond with any questions or challenging the totals. So far, no one has responded.

Comm. Barry received the LOSAP census from VFIS, and verified and returned it, so all members who reached last year's LOSAP point threshold will soon start receiving the increase related to 2020 service.

Comm. Barry also continued his conversation with the head of G&G Municipal Consulting about applying for current FEMA grant money. He learned that the window for current FEMA grants is closed, but the next round will begin in the fall. He confirmed that the District does not have a DUNS number, and that, for the \$450 agreed to in January, G&G will obtain a DUNS and a SAM number for the District for future grant applications.

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Public Relations, alarms, ISO – Commissioner Boss

- None this period

Grounds– Commissioner Corradino

Comm. Corradino asked the Board to decide whether to use Flower Girls for its landscaping needs this season, as brought up in the January meeting. To reiterate, Flower Girls' estimate for the spring clean-up for 32 Lone Hill Walk (\$180) and the monthly maintenance (\$90 per visit) a total of \$450 for the season; and for the spring clean-up for the Firehouse (\$300), and monthly maintenance (\$120 per visit) a total of \$660.

MOTION: Comm. Boss moved to accept the estimates from Flower Girls and to use them as our landscaping provider for the summer season. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

Comm. Corradino brought up the subject of the holly tree by the old Firehouse. Comm. Barry suggested for the sake of expediency that the Board authorize Comm. Corradino to make the decision whether the tree needs to be removed. The Board agreed.

MOTION: Comm. Coluccio moved to allocate up to \$500 from the Landscaping appropriation for Flower Girls to remove the holly tree if Comm. Corradino deems it necessary; otherwise, last year's allocation for the tree trimming would remain in effect (\$400 for the birch tree – done – and the holly tree – not done). Comm. Boss seconded the motion; all were in favor, and the motion passed.

Comm. Corradino confirmed that the hammer drill requested in the January meeting has been purchased and brought to the Firehouse. Also, following the January conversation about labelling District tools, the District Mechanic will begin tagging and inventorying the tools that belong to the District.

As final notes, the screen door in the Annex has been repaired, and the lower fencing has been repaired to keep the deer out of the yard.

OLD BUSINESS:

- None this period

NEW BUSINESS:

This winter season has been particularly difficult in that it was snowy, and – because of Covid-19 – there were many more wintertime residents in the Pines than in years past. The Board has received complaints about snow removal on the boardwalks.

Joining the Board for a discussion on the matter were Mr. Larry Tallamy, of 483 Tarpon Walk, and Ms. Karen Boss, of 93 Black Duck Walk.

To start the conversation, Comm. Barry noted he had invited Karen McCutcheon, FIPPOA Community Manager, to join this meeting. She did not participate. He also noted he has been in discussion on this matter with her, as the representative of FIPPOA; the Brookhaven Assessor's Office; the Brookhaven Highway Department; and he acknowledged the correspondence from Mr. Tallamy and Ms. Boss.

There was a lengthy conversation by the Board and members of the public. Many different points of view were shared. It was determined that this is a community issue, and that FIPPOA needs to be involved with the Highway Department and Town Officials. Comm Coluccio volunteered to meet with FIPPOA to coordinate a strategy for dealing with the Town.

At this point, Mr. Tallamy and Ms. Boss left the meeting.

Order

Meeting adjourned by Comm. Barry at 11:50 AM.

Budget to actual as of March 12, 2021	Budgeted	Revision	Updated	Paid to date	Remaining
REVENUE					
BROOKHAVEN PROPERTY TAXES	\$ 398,712			\$ 237,273	\$ 161,439
WATER ISLAND PROTECTION DISTRICT	42,650				42,650
DRAWDOWN FROM SAVINGS	-				-
Insurance proceeds					-
OTHER INCOME	-				-
INTEREST INCOME	100			103	(3)
TOTAL REVENUE	\$ 441,462			\$ 237,377	\$ 204,085
EXPENSES					
Personnel Expenses	40,000		40,000	6,024	33,976
Equipment Purchase	14,000		14,000		14,000
Annual Bond Repayment	132,275		132,275	1,138	131,138
Office Supplies	1,075		1,075		1,075
Commissioner Training	125		125		125
Postage	200		200		200
Legal	3,000	(385)	2,615	1,750	865
Audit/ Accounting	5,800		5,800		5,800
Association dues	1,000	185	1,185	320	865
Payroll Processing	1,100		1,100	409	691
Printing and supplies	500		500		500
Publications of Notice	500		500		500
Fuel and Electricity	11,000		11,000	658	10,342
Water	1,000		1,000		1,000
Hydrant rentals	7,700		7,700		7,700
Telephone	1,800		1,800	287	1,513
Internet/website	600		600		600
Other Travel	500		500		500
Uniform Expenses	3,000		3,000		3,000
Annual Dinner	18,000		18,000		18,000
Training	1,500		1,500		1,500
Firehouse & 32LHW Repairs	16,000		16,000		16,000
Building maintenance supplies	1,000		1,000		1,000
Landscaping Maintenance	2,000		2,000		2,000
Fire Equipment repairs & maint.	15,000		15,000		15,000
Fire Equipment GAS	3,000		3,000		3,000
Fire Alarm Maintenance	500		500		500
Insurance: umb, prop, flood, fire, auto	13,000		13,000		13,000
Insurance: Cancer Policy	4,750		4,750	4,578	172
Medical Exam/Physicals	8,500		8,500		8,500
Snow removal	10,000		10,000		10,000
Charity	-		-		-
LOSAP	49,000		49,000		49,000
Social Security & Medicare	3,000		3,000	461	2,539
VFBL and Workers Compensation	15,000		15,000	10,194	4,806
State Unemployment	500		500	36	464
Hospital, Medical & Accident Ins	600		600		600
WIFPD 27.5%	11,687		11,687		11,687
Transfer to Reserve	42,500		42,500		42,500
Consultants (Fixed Assets, Losap, ISO)	750	200	950		950
	\$ 448,962	\$ -	\$ 448,962	\$ 25,855	\$ 423,107

Fire Island Pines Fire District – Treasurer’s Report

		<u>Bank Balance</u>	<u>Book Balance</u>
General fund	As of:	19-Feb-2021	12-Mar-2021
PUB Checking Account		\$ 313,291	\$ 312,423
PUB Savings Account		\$ 97,739	\$ 97,739
PUB Money Market Account		\$ 2,574	\$ 2,474
General fund accounts total		\$ 413,605	\$ 412,637
Reserve fund	As of:	28-Feb-2021	12-Mar-2021
TD Bank Money Market Funds		\$ 518,438	\$ 518,438
Reserve fund account total		\$ 518,438	\$ 518,438
Total liquidities and reserves		\$ 932,043	\$ 931,074
Deposits and transfers			
Interest earned on PUB accounts 2020			\$ 19
Interest earned on Reserve Accounts 2020			84
Interest from Town of Brookhaven			
Tax Warrants			237,273
Year-end transfer from Operating to Reserve			
Water Island Fire Protection District			
Insurance proceeds			
Other proceeds			
			\$ 237,377
Employee payroll		This period	YTD
Christopher J Furchert	maintenance	\$ 3,184	\$ 3,184
Christopher J Furchert	hose testing		
Maud, Dennis	maintenance	1,020	1,020
Scottaline, Eric	maintenance	1,020	1,020
Reilly, Thomas	maintenance		
Alker, Kim	cleaning		
Forrett, Patrick A	Secretary and Treasurer	800	800
Scofield, Jedidiah	maintenance		
Massa, Ryan	maintenance		
		\$ 6,024	\$ 6,024
Payments Made			
11-Jan-2021	Teague Services Inc.	420 · Fuel and Electricity	\$ 1,298.00
11-Jan-2021	Flower Girls Garden Maintenance	454 · Landscape Maintenance	610.00
11-Jan-2021	Morgan Auto Supply	460 · Equipment Maint & Repairs	157.32
11-Jan-2021	Firematic Supply Co Inc.	Replacement for failed hose	1,100.70
11-Jan-2021	Suffolk County Water Authority -	421 · Water And Hydrant	3,764.70
19-Jan-2021	Bank of America - 5579	5603 · Bank of America Card Service	836.40
25-Jan-2021	Firematic Supply Co Inc.	Refill of three 30-minute cylinders	55.50
25-Jan-2021	Nassau NDI Diagnostics	Two medical exams	370.00
25-Jan-2021	Sayville Ferry Service Inc	A3410.2 · Equipment Purchase	5.00
29-Jan-2021	ACH Withdrawal – Pay	Payroll services, withholdings, employer contributic	1,067.84
31-Jan-2021	Verizon	424 · Telephone	143.34
31-Jan-2021	PSEGLI 9 - Fire House	420 · Fuel and Electricity	91.41
31-Jan-2021	PSEGLI 6 - Siren	420 · Fuel and Electricity	29.83
31-Jan-2021	PSEGLI 5 - 34 FIB	420 · Fuel and Electricity	214.57
31-Jan-2021	PSEGLI 32 Lone Hill	420 · Fuel and Electricity	28.24
10-Feb-2021	Willis Towers Watson Southeast,	Cancer policy	4,577.69
25-Feb-2021	William F. Glass, Jr.	Legal services 2021	1,750.00
25-Feb-2021	FASNY	413 · Association Dues	320.00
25-Feb-2021	PSEGLI 32 Lone Hill	420 · Fuel and Electricity	23.82
25-Feb-2021	PSEGLI 5 - 34 FIB	420 · Fuel and Electricity	176.72
25-Feb-2021	PSEGLI 9 - Fire House	420 · Fuel and Electricity	93.05
29-Jan-2021	ACH Withdrawal – Pay	Payroll services, withholdings, employer contributic	894.88
27-Feb-2021	Bank of America - 5579	5603 · Bank of America Card Service	1,505.80
6-Mar-2021	Verizon	424 · Telephone	143.90
12-Mar-2021	The Depository Trust Company	A97107 · Serial Bond, Interest Payments	1,137.50
			\$ 20,396.21

Voucher and payments abstract

Board meeting date:

13-Mar-2021

No.	Date	Claimant	Claim number	Appropriation	Memo	Amount
1	13-Jan-2021	PSEG LI	Bill 2021-01-13	Utilities – fuel and electricity	32 Lone Hill Walk	\$ 28.24
2	13-Jan-2021	PSEG LI	Bill 2021-01-13	Utilities – fuel and electricity	34 Fire Island Blvd	214.57
3	13-Jan-2021	PSEG LI	Bill 2021-01-13	Utilities – fuel and electricity	East-end siren	28.93
4	13-Jan-2021	PSEG LI	Bill 2021-01-13	Utilities – fuel and electricity	34 FIB Fire House	91.41
5	27-Jan-2021	Verizon	Bill 2021-01-27	Utilities – telephone		143.34
6	31-Jan-2021	Christopher Furchert	Payroll January 2021	Christopher Furchert		1,592.22
7	31-Jan-2021	Dennis Maud	Payroll January 2021	Dennis Maud		510.00
8	31-Jan-2021	Eric Scottaline	Payroll January 2021	Eric Scottaline		510.00
9	31-Jan-2021	Patrick Forrett	Payroll January 2021	Patrick Forrett		400.00
10	8-Feb-2021	Willis Towers Watson Southeast	Inv. 2895628	Disability insurance	NYSVFB policy	4,577.69
11	10-Feb-2021	PSEG LI	Bill 2021-02-10	Utilities – fuel and electricity	32 Lone Hill Walk	23.82
12	10-Feb-2021	PSEG LI	Bill 2021-02-10	Utilities – fuel and electricity	34 Fire Island Blvd	176.72
13	10-Feb-2021	PSEG LI	Bill 2021-02-10	Utilities – fuel and electricity	34 FIB Fire House	93.05
14	11-Feb-2021	Bank of America Business Card		multiple		1,505.80
15	27-Feb-2021	Verizon	Bill 2021-02-27	Utilities – telephone		143.90
16	28-Feb-2021	Christopher Furchert	Payroll February 2021	Christopher Furchert		1,592.22
17	28-Feb-2021	Dennis Maud	Payroll February 2021	Dennis Maud		510.00
18	28-Feb-2021	Eric Scottaline	Payroll February 2021	Eric Scottaline		510.00
19	28-Feb-2021	Patrick Forrett	Payroll February 2021	Patrick Forrett		400.00
20	3-Dec-2020	Arthur Nelson Licensed Electrician	Inv. 5265	Building repairs	External fixture at 32 LHW – accrued 2020 expense	450.00
21	3-Dec-2020	Arthur Nelson Licensed Electrician	Inv. 5264	Building repairs	New meter and overhead service in old Firehosue – accrued 2020 expense	1,500.00
22	1-Jan-2021	Assoc. of Fire Districts of the State of New York	Inv. 6389	Association dues		450.00
23	1-Jan-2021	Brookhaven Town Fire District Officers Association	2021 dues	Association dues	Note: \$25 increase from 2020	150.00
24	1-Jan-2021	Brookhaven Town Volunteer Firefighters Museum	2021 dues	Association dues		65.00
25	1-Feb-2021	Fire News	2021 subscription	Association dues	Group subscription	225.00
26	19-Nov-2020	Appraisal affiliates	2019 inventory invoice	Consultants	Outstanding 2019 payable	500.00
27	5-Jan-2021	Firematic	Inv. 385495	Fire equip. maintenance and repairs	2 x 30-min 4.5 cyl refills	45.92
28	4-Jan-2021	South Shore Fire & Safety	Inv. 0138073	Equipment purchase	Bourkes black helmet + shipping	346.00
29	4-Feb-2021	Percy Hoek, Inc.	Inv. 1482	Insurance: umb, prop, flood, fire, auto	Accident and sickness	548.00
30	31-Jan-2021	All American Awards and Uniforms, Inc.	Inv. 58647	Uniforms	2 x name bar and service bar	66.50
31	5-Feb-2021	Sayville Ferries	Inv. 22677	Postage	Chris shipped vouchers for Commissioners	5.00
32	9-Feb-2021	LTN Inc.	Multiple invoices	Snow removal	4 – 6 February 2021	9,775.50
33	11-Mar-2021	Richard Barry	Reimbursement	Postage	FedEx for vouchers, delivery to CFM	106.02
34	25-Feb-2021	Morgan Auto Supply	Multiple invoices	Fire equip. maintenance and repairs		347.14
35	7-Mar-2021	Brinkmann's	Multiple invoices	Building repairs		257.04
36	27-Jan-2021	Teague Services, Inc.	Multiple invoices	Utilities – fuel and electricity	Propane deliveries to 34 FIB	3,245.00

Voucher and payments abstract

Board meeting date:

13-Mar-2021

No.	Date	Claimant	Claim number	Appropriation	Memo	Amount
37	2-Mar-2021	Arthur Nelson Licensed Electrician	Inv. 5301	Building repairs	Outlet for gas heater in old Firehouse	100.00
38	11-Mar-2021	Bank of America Business Card		multiple		884.20
39	25-Feb-2021	Long Island Advance	Inv. 4664	Notice	Publication of meeting dates	97.00
40	1-Mar-2021	Long Island Advance	Subscription renewal	Notice		36.00
41	22-Dec-2020	Pursuit Emergency Vehicles	Inv. 50878	Equipment purchase	Light bar for new 5-28-9	2,135.82
42	12-Mar-2021	PSEG LI	Bill 2021-03-12	Utilities – fuel and electricity	34 FIB Fire House	88.81
43	12-Mar-2021	PSEG LI	Bill 2021-03-12	Utilities – fuel and electricity	East-end siren	26.74
44	12-Mar-2021	PSEG LI	Bill 2021-03-12	Utilities – fuel and electricity	32 Lone Hill Walk	24.71
45	12-Mar-2021	PSEG LI	Bill 2021-03-12	Utilities – fuel and electricity	34 Fire Island Blvd	182.26
						\$ 34,709.57