

FIRE ISLAND PINES FIRE DISTRICT

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

Fire District Commissioners' Meeting – minutes

80 Main Street
West Sayville, NY 11796
December 11, 2021

Present

Commissioner Richard Barry, Chairman
Commissioner Douglas Teague, Vice-chairman
Commissioner Walter Boss
Commissioner Rosemary Coluccio
Commissioner Francis Corradino (via Zoom)
Secretary/Treasurer Patrick Forrett
Fire Island Pines Fire Department Chief Joseph Geiman (via Zoom)

Newly elected Commissioner, Eugene Cook, also attended the meeting.

The Board was joined mid-meeting by Frank Gusmano of Lincoln Financial.

Order

The meeting was called to order by Comm. Barry at 10 AM.

Minutes

- Review of prior meeting's minutes

MOTION: Comm. Corradino moved to accept the draft minutes from the October 23, 2021, meeting. Comm. Boss seconded the motion; all were in favor, and the motion passed.

Correspondence Review

Typical monthly bills and utilities: Bank of America credit card, PSEG Long Island, Verizon, payroll, All-American Awards and Uniforms, Morgan Auto Supply, Brinkmann's, South Shore Fire & Safety. These bills were presented as vouchers to the Board for approval and payment.

Other: –none–

Secretary / Treasurer's reports

- Monthly banking reconciliations
 - PUB accounts to November 19
 - TD accounts to November 30
- Invoice review, expenditure list for 2021 to date
- Budget to actual report for 2021 to date
- Motions list – expenditure and non-expenditure motions
- Capturing motions done by e-mail
 - None this period

MOTION: After discussion, Comm. Boss moved to accept the Treasurer's Reports. Comm. Teague seconded the motion. All were in favor, and the motion passed.

FIRE ISLAND PINES FIRE DISTRICT

CHIEF'S REPORT

Alarms:

- #3830 – 10/24/2021 – 375 Nautilus Walk – structure fire
- #3831 – 10/25/2021 – 312 Fire Island Blvd. – smoke investigation
- #3832 – 11/08/2021 – Mutual aid to Cherry Grove – automatic alarm (Ice Palace)
- #3833 – 12/06/2021 – Mutual aid to Cherry Grove – automatic alarm (Ice Palace)

Meetings:

None

Drills:

- #1240 – 11/03/2021 – Supplemental Drill #1 – boardwalk pumping and hose handling.
- #1241 – 11/11/2021 – Supplemental Drill #2 – Class A pumping and hose handling.

Work detail:

None

Membership status:

New member – James R. Flanagan – arson check completed. Still awaiting physical. Have reached out to see if he is still interested in joining the Department; no reply as yet.

Auxiliary: resignation of Aux. Member Ellen Feldman

Requests / comments:

1. LOSAP Report for November 2021
2. Hose Testing completed on 5-28-4
3. Pump test completed on 5-28-4 and back on the beach
4. Requesting permission to order 2022 Budget item – QTAC 85HP Skid Pump with accessories for delivery after the first of the year.
5. Would like to congratulate and thank outgoing Commissioner Richard Barry for all his efforts on behalf of the Fire Island Pines Fire Department, and wish him good luck and good health for the future.

COMMITTEE REPORTS

Apparatus, equipment, radios – Commissioners Teague and Barry

Comm. Teague informed the Board that 5-28-9 was off the Beach for a couple of weeks because of a recall by Ford. In addition, he reiterated that 5-28-4 had successfully completed its hose and pump testing and was back in the Firehouse.

Comm. Barry asked Comm. Teague to finish writing the blurb on the old Chief's cart for description for Auctions International.

Beyond that, Comm. Teague had no further updates.

Budgets – Commissioner Coluccio / Treasurer Forrett

Comm. Coluccio informed the Board that the 2022 budget was submitted to the Town of Brookhaven. Now, we are focusing on closing out the fiscal year and preparing for the audit.

In discussion of the final, end-of-year budget, the board made the following resolution:

Upon motion made by Comm. Coluccio, seconded by Comm. Teague, and after discussion held, the following resolution was approved. Be it resolved that:

FIRE ISLAND PINES FIRE DISTRICT

The Board will move the following funds previously encumbered from 2020 into the corresponding 2021 budget appropriations:

Fire alarm maintenance	\$21,000
Equipment purchase (beach gear for 5-28-5)	650
Equipment purchase (light bar for 5-28-9)	3,500

The Board will move funds among certain 2021 budget appropriations as follows:

Take from:

Equipment purchase	\$3,653
Legal	865
Water	43
Hydrant rentals	171
Other travel	215
Uniform expenses	548
Annual dinner	700
Training	522
Building maintenance supplies	696
Medical exams	705
Snow removal	225
VFBL and workers' comp	2,670
State unemployment	294
Consultants	450
Total	\$11,757

Add to:

Personnel expenses	\$5,236
Office supplies	551
Payroll processing	301
Fuel and electricity	900
Building repair	203
Landscape maintenance	50
Fire equipment gas/diesel	1,799
Fire alarm maintenance	2,065
LOSAP	185
<u>Social Security and Medicare</u>	<u>467</u>
Total	\$11,757

And the Board will encumber from its 2021 budget the following amounts:

Fire alarm maintenance	\$3,200
Building maintenance and repairs	10,000

And the vote recorded as follows:

Commissioner	Yea	Nay	Abstain
Comm. Barry	X		
Comm. Boss	X		
Comm. Coluccio	X		
Comm. Corradino	X		
Comm. Teague	X		

FIRE ISLAND PINES FIRE DISTRICT

Records – Commissioners Coluccio, Corradino

- None this period

Insurance, LOSAP, membership – Commissioner Barry

Frank Gusmano, an advisor at Lincoln Financial who handles equity and bond market investments for VFIS, presented the HeroPlus program to the Board. This program is a series of five multi-asset, target-risk portfolios that can be combined in any proportion with the current VFIS annuity with the goal of increasing long-term investment returns with a degree of risk acceptable to the Board.

Mr. Gusmano discussed the fees involved and the services provided for those fees, as well as the Board's flexibility with investment allocations and the choice of investment portfolios over time. He also discussed the process for documenting any investment decision, as well as the process for initiating the investment process with Lincoln Financial and VFIS.

After Mr. Gusmano left, Comm. Barry suggested sending the risk-return questionnaire to the Board to fill out so he could collect and collate the answers. The Board agreed.

On a different subject, Comm. Barry gave the Board the feedback from District Counsel Bill Glass regarding the draft Employee Handbook, most of which the Board agreed with. With those changes, Comm. Barry presented the draft to the Board for approval.

He also returned to the conversation about the District self-insuring for life insurance. The District has a fair amount of savings, the term life policies via VFIS are expensive, and the District has self-insured this in the past. He wanted the Board to simply consider the question as a potential way to save money.

MOTION: After discussion, Comm. Coluccio moved to accept the draft Employee Handbook as the official Employee Handbook of the Fire Island Pines Fire District. Comm. Boss seconded the motion; all were in favor, and the motion passed.

Comm. Barry informed the Board he had completed the cancer care census for 2022. He noted that the District will have to inquire with the State of New York to get an identification number to add to the census for any new firefighter.

Finally, Comm. Barry told Treasurer Forrett to expect a bill from Larry Nicosia for beach access permits for the 2021 – 2022 winter season.

Public Relations, alarms, ISO – Commissioner Boss

None this month

Grounds– Commissioner Corradino

Comm. Corradino informed the Board that no vermin were discovered at the Firehouse, and the trap will be returned to Advanced Pest Control.

Comm. Corradino also informed the board that Don Kolhepp will not start on the north wall Annex repairs until after the New Year. He noted that the lumber for the repair has been purchased and is currently at the Firehouse.

OLD BUSINESS:

None this period.

NEW BUSINESS:

Secretary Forrett informed the Board that he has taken an interim role with FIPPOA as Finance Manager, replacing the current incumbent while FIPPOA looks for a replacement. The Board discussed the matter and decided there was no conflict of interest in this situation.

FIRE ISLAND PINES FIRE DISTRICT

Order

After rapturous applause for and thanks to Commissioner Barry for his years of time and service to both the District and the Department, Comm. Barry adjourned the meeting at 11:30 PM.

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2021-12-11

	<u>Bank Balance</u>	<u>Book Balance</u>
General fund	As of: 19-Nov-2021	11-Dec-2021
PUB Checking Account	\$ 173,937	\$ 152,527
PUB Savings Account	\$ 97,776	\$ 97,776
PUB Money Market Account	\$ 2,575	\$ 2,575
General fund accounts total	\$ 274,288	\$ 252,878
Reserve fund	As of: 30-Sep-2021	22-Oct-2021
TD Bank Money Market Funds	\$ 561,616	\$ 561,616
Reserve fund account total	\$ 561,616	\$ 561,616
Total liquidities and reserves	\$ 835,904	\$ 814,494
Deposits and transfers		
Interest earned on PUB accounts 2021		\$ 99
Interest earned on Reserve Accounts 2021		389
Interest from Town of Brookhaven		6
Tax Warrants		398,721
Year-end transfer from Operating to Reserve		
Water Island Fire Protection District		42,650
Insurance proceeds		
Other proceeds		11,500
		\$ 453,365
Employee payroll	This period	YTD
Christopher J Furchert maintenance		\$ 17,514
Christopher J Furchert hose testing		2,142
Maud, Dennis maintenance		5,355
Scottaline, Eric maintenance		5,738
Reilly, Thomas maintenance		
Alker, Kim cleaning		4,960
Forrett, Patrick A Secretary and Treasurer		4,400
Scofield, Jediah maintenance		842
Massa, Ryan maintenance		255
	\$ -	\$ 41,205
Payments Made		
2021-10-24 Morgan Auto Supply 460 · Equipment Maint & Repairs		\$ 268.29
2021-10-24 Kage Solutions LLC 426 · Internet and Website		470.00
2021-10-24 Coastline Freight A3410.2 · Equipment Purchase		136.25
2021-10-24 Bank of America - 5579 5603 · Bank of America Card Service		1,125.05
2021-10-24 Kevin's American Towing Service 434 · Training		100.00
2021-10-24 Patrick Forrett 410 · Office		37.98
2021-11-16 Bank of America - 5579 5603 · Bank of America Card Service		1,816.27
2021-11-16 Verizon 424 · Telephone		154.36
2021-11-16 PSEGLI 9 - Fire House 420 · Fuel and Electricity		16.48
2021-11-16 PSEGLI 6 - east-end siren 420 · Fuel and Electricity		30.51
2021-11-16 PSEGLI 0 - west-end Siren 420 · Fuel and Electricity		15.74
2021-11-16 PSEGLI 5 - 34 FIB 420 · Fuel and Electricity		237.69
2021-11-16 PSEGLI 32 Lone Hill 420 · Fuel and Electricity		34.79
2021-12-07 Brinkmann's 450 · Repairs to Building		69.52
2021-12-07 Teague Services Inc. 450 · Repairs to Building		606.00
2021-12-07 Coastline Freight A3410.2 · Equipment Purchase		74.75
2021-12-07 Arthur Nelsen Licensed Electricia 464 · Alarm Maint & Repair		3,210.00
2021-12-07 Firematic Supply Co Inc. 460 · Equipment Maint & Repairs		680.41
2021-12-07 South Shore Fire & Safety Equip 460 · Equipment Maint & Repairs		1,648.50
2021-12-07 All American Awards & Uniforms 432 · Uniform Expense		795.81
2021-12-07 The Long Island Advance 416 · Publication of Notice		61.80
2021-12-10 Morgan Auto Supply 460 · Equipment Maint & Repairs		2,050.14
2021-12-10 Bank of America - 5579 5603 · Bank of America Card Service		1,816.27
2021-12-10 Flower Girls Garden Maintenance 454 · Landscape Maintenance		300.00
2021-12-10 Waterway Long Island 460 · Equipment Maint & Repairs		1,825.50
2021-12-10 Sayville Ferry Service Inc 434 · Training		260.00
2021-12-10 Coastline Freight 450 · Repairs to Building		42.00
2021-12-10 Verizon 424 · Telephone		169.42
2021-12-10 Walter Boss, Inc. 450 · Repairs to Building		300.00
		\$ 18,353.53

**Budget to actual as of Dec. 31, 2021
before resolution**

	Budgeted	Revision	Encumbered	Total revised	Paid to date	Remaining
REVENUE						
Brookhaven property taxes	\$ 398,712				\$ 398,721	\$ (9)
Water Island Fire Protection District	42,650				42,650	-
Interest income	-				626	(626)
Other income	100				11,860	(11,760)
TOTAL REVENUE	\$ 441,462				\$ 453,857	\$ (12,395)
EXPENSES						
Personnel expenses	40,000			40,000	45,236	(5,236)
Equipment purchase	14,000			14,000	12,361	1,639
Annual bond repayment	132,275			132,275	132,275	-
Office supplies	1,075	600		1,675	2,226	(551)
Commissioner training	125			125		125
Postage	200			200	189	11
Audit / accounting	5,800	1,826		7,626	7,626	-
Legal	3,000	(385)		2,615	1,750	865
Association dues	1,000	210		1,210	1,210	-
Payroll processing	1,100			1,100	1,401	(301)
Printing and supplies	500	28		528	528	-
Publications of notice	500			500	478	22
Fuel and electricity	11,000			11,000	11,900	(900)
Water	1,000			1,000	957	43
Hydrant rentals	7,700			7,700	7,529	171
Telephone	1,800			1,800	1,777	23
Internet/website	600			600	520	80
Other travel	500			500	285	215
Uniform expenses	3,000			3,000	1,923	1,077
Annual dinner	18,000	(1,826)		16,174	15,429	745
Training	1,500			1,500	979	522
Firehouse & 32LHW repairs	16,000	(628)		15,372	5,574	9,798
Building maintenance supplies	1,000			1,000	304	696
Landscaping maintenance	2,000			2,000	2,050	(50)
Fire equipment repairs & maint.	15,000			15,000	14,379	621
Fire Equipment – gasoline/diesel	3,000			3,000	4,799	(1,799)
Fire alarm maintenance	500			500	20,365	(19,865)
Insurance: umb, prop, flood, fire, auto, life	13,000			13,000	10,180	2,820
Insurance: Cancer Policy	4,750			4,750	4,578	172
Medical Exam/Physicals	8,500	(700)		7,800	7,095	705
Snow removal	10,000			10,000	9,776	225
LOSAP	49,000	(25)		48,975	49,160	(185)
Social Security & Medicare	3,000			3,000	3,467	(467)
VFBL and Workers Compensation	15,000			15,000	10,194	4,806
State Unemployment	500	700		1,200	906	294
Hospital, Medical & Accident Ins	600			600	548	52
WIFPD 27.5%	11,687			11,687	11,646	41
Transfer to Reserve	42,500			42,500	42,500	-
Consultants (Fixed Assets, Losap, ISO)	750	200		950	500	450
	\$ 448,962	\$ -	\$ -	\$ 448,962	\$ 444,601	\$ 4,361
Encumbrances and other						
	Due from (to) Reserve		Encumbered		Paid to date	Remaining
Fire alarm maintenance			\$ 21,000			\$ 21,000
Beach gear for 5-28-5			650			\$ 650
Audit 2020						\$ -
Light bar for 5-28-9			3,500		2,136	\$ 1,364
Permissive referendum Nov 2019	\$ (326.38)				326	\$ -
Permissive referendum – Jun 2021	\$ 8,020.00				\$ 8,020.00	\$ -
Prepaid expenses (2022 annual dinner)					\$ 1,000.00	

**Budget to actual as of Dec. 31, 2021
after resolution**

	Budgeted	Revision	Encumbered	Total revised	Paid to date	Remaining
REVENUE						
Brookhaven property taxes	\$ 398,712				\$ 398,721	\$ (9)
Water Island Fire Protection District	42,650				42,650	-
Interest income	-				626	(626)
Other income	100				11,860	(11,760)
TOTAL REVENUE	\$ 441,462				\$ 453,857	\$ (12,395)
EXPENSES						
Personnel expenses	40,000			40,000	45,236	-
Equipment purchase	14,000		4,150	18,150	14,497	-
Annual bond repayment	132,275			132,275	132,275	0
Office supplies	1,075	600		1,675	2,226	-
Commissioner training	125			125		125
Postage	200			200	189	11.06
Audit / accounting	5,800	1,826		7,626	7,626	0
Legal	3,000	(385)		2,615	1,750	-
Association dues	1,000	210		1,210	1,210	0
Payroll processing	1,100			1,100	1,401	-
Printing and supplies	500	28		528	528	0
Publications of notice	500			500	478	22
Fuel and electricity	11,000			11,000	11,900	-
Water	1,000			1,000	957	-
Hydrant rentals	7,700			7,700	7,529	-
Telephone	1,800			1,800	1,777	22.67
Internet/website	600			600	520	80
Other travel	500			500	285	-
Uniform expenses	3,000			3,000	1,923	528.74
Annual dinner	18,000	(1,826)		16,174	15,429	45
Training	1,500			1,500	979	-
Firehouse & 32LHW repairs	16,000	(628)		15,372	5,574	10,000
Building maintenance supplies	1,000			1,000	304	-
Landscaping maintenance	2,000			2,000	2,050	-
Fire equipment repairs & maint.	15,000			15,000	14,379	621
Fire Equipment – gasoline/diesel	3,000			3,000	4,799	-
Fire alarm maintenance	500		21,000	21,500	20,365	3,200
Insurance: umb, prop, flood, fire, auto, life	13,000			13,000	10,180	2,820
Insurance: Cancer Policy	4,750			4,750	4,578	172.31
Medical Exam/Physicals	8,500	(700)		7,800	7,095	-
Snow removal	10,000			10,000	9,776	-
LOSAP	49,000	(25)		48,975	49,160	-
Social Security & Medicare	3,000			3,000	3,467	-
VFBL and Workers Compensation	15,000			15,000	10,194	2,136
State Unemployment	500	700		1,200	906	-
Hospital, Medical & Accident Ins	600			600	548	52
WIFPD 27.5%	11,687			11,687	11,646	41.25
Transfer to Reserve	42,500			42,500	42,500	0
Consultants (Fixed Assets, Losap, ISO)	750	200		950	500	-
	\$ 448,962	\$ -	\$ 25,150	\$ 474,112	\$ 446,737	\$ 27,376

	Due from (to) Reserve	Encumbered	Paid to date	Remaining
Fire alarm maintenance				\$ -
Beach gear for 5-28-5				\$ -
Audit 2020				\$ -
Light bar for 5-28-9				\$ -
Permissive referendum Nov 2019	\$ (326.38)		326	\$ -
Permissive referendum – Jun 2021	\$ 8,020.00		\$ 8,020.00	\$ -
Prepaid expenses (2022 annual dinner)			\$ 1,000.00	