

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
January 8, 2022

Present

Commissioner Walter Boss
Commissioner Rosemary Coluccio
Commissioner Eugene Cook
Commissioner Francis Corradino (via Zoom)
Commissioner Douglas Teague
Secretary/Treasurer Patrick Forrett
Fire Island Pines Fire Department Chief Joseph Geiman

Order

The meeting was called to order by Comm. Teague at 10:13 AM.

Organizational meeting agenda

- Oath of Office – Comm. Cook
Patrick Forrett administered the oath of office to Comm. Cook. Forrett will scan the notarized affidavit to our files and then send it to the Town of Brookhaven.
- Election of Chairperson
MOTION: Comm. Coluccio moved to nominate Comm. Corradino as Chairman of the Board of Commissioners. Comm. Teague seconded the motion; all were in favor, and the motion passed.
- Election of Vice-Chairperson
MOTION: Comm. Coluccio moved to nominate Comm. Teague as Vice-Chairman of the Board. Comm. Cook seconded the motion; all were in favor, and the motion passed.
- Appointment of District Treasurer/Secretary
MOTION: Comm. Teague moved to nominate Patrick Forrett as Secretary and Treasurer for the District for the period from January 1 to December 31, 2022. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

Comm. Coluccio administered the oath of office to Secretary/Treasurer Forrett. Forrett will scan the notarized affidavit to our files and then send it to the Town of Brookhaven. She also reminded the Board that the Treasurer/Secretary's salary for 2022 was raised to \$500 a month.

- Appointment of District Attorney
MOTION: Comm. Coluccio moved to continue with William (Bill) Glass as attorney and legal counsel for the district. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

As a note, Bill Glass raised his fees by 2% to \$1,785.

MOTION: After a very brief discussion, Comm. Boss moved to accept Bill Glass' new annual retainer rate of \$1,785. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

- Appointment of District Custodian/Mechanic
MOTION: Comm. Coluccio moved to appoint Christopher Furchert as District Custodian/Mechanic. Comm. Boss seconded the motion; all were in favor, and the motion passed.

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Comm. Coluccio asked the Board to note that the District Mechanic received a five percent increase in his annual salary. In addition, the Assistant Mechanics also received a five percent raise in their hourly rate.

- Designation and approval of standard, monthly bills and payroll
MOTION: Comm. Coluccio moved that we use the same policy as was in effect in 2021 with respect to approval and payment of utility bills (PSEG, Verizon, SCWA), District payroll, and using Ace Workforce Solutions as our payroll provider. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.
- Designation of the Procurement Policy
MOTION: Comm. Teague moved that we continue to use the same procurement policy as refined in 2020 and used in 2021. Comm. Boss seconded the motion; all were in favor, and the motion passed.
- Designation of District newspaper of record for notices
MOTION: Comm. Boss moved that we retain the Long Island Advance as the District's newspaper of record for the publication of notices. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.
- Appointment of District auditors
MOTION: After a brief discussion, Comm. Coluccio moved to continue to retain Craig, Fitzsimons and Meyer as our auditors. Comm. Boss seconded the motion; all were in favor, and the motion passed.
- Selection of District bank[s]

Forrett informed the Board that Peoples' United Bank will be purchased by M&T Bank, and that the Sayville branch will be closed. He suggested the Board consider another banking relationship.

Comm. Coluccio noted that she had been informed that it is preferable to have two banking relationships. Comm. Coluccio suggested the Board speak with representatives of JPMorgan Chase Bank in Sayville to determine whether our primary banking relationship should be moved there.

MOTION: Comm. Coluccio moved that we continue with Peoples' United Bank and TD Bank as the District banks, pending the Peoples'/M&T merger. Comm. Cook seconded the motion; all were in favor, and the motion passed.

MOTION: Comm. Coluccio moved that the Board explore Chase as a new primary bank. Comm. Cook seconded the motion; all were in favor, and the motion passed.

Comm. Corradino said he would book an appointment with a Sayville Chase banker for the Board's March 2022 meeting.

- Selection of 2022 committee and assignments:
 - Apparatus, equipment, radios – Comm. Teague
 - Budget – Comm. Coluccio
 - Records – Comms. Corradino and Coluccio
 - Insurance – Comm. Cook
 - LOSAP – Comm. Cook
 - Grounds – Comm. Boss
 - Public relations – Comm. Coluccio
 - Alarms – Comm. Boss
 - ISO – Comm. Corradino
 - Bank reconciliation – Comm. Corradino (as long as he is not a bank account signatory)

MOTION: Comm. Coluccio moved that the above be the commissioner committee assignments for 2022. Comm. Boss seconded the motion; all were in favor, and the motion passed.

- Association membership/subscriptions
 - Association of Fire Districts of the State of New York (AFDSNY)
 - Brookhaven Town Fire Districts Officers Association

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- Firemen’s Association of the State of New York
- Brookhaven Town Volunteer Firefighters Museum
- Fire News

MOTION: Comm. Coluccio moved that we continue with the same association memberships and subscriptions as in 2021 (listed above). Comm. Boss seconded the motion; all were in favor, and the motion passed.

- Conflict of Interest letter[s]

Comm. Corradino reminded Comms. Teague and Boss that they need to submit conflict of interest letters to the Board as soon as possible. Forrett will forward them copies of what they submitted in 2021 to use as a starting point for the 2022 letters.

- Confirmation of 2022 regular meeting schedule (at the Fire Island Pines Firehouse, unless otherwise noted)

Date	Venue
Saturday, March 12 at 10 AM	West Sayville-Oakdale Firehouse
Saturday, April 16 at 12:30 PM	Pines Fire House
Saturday, May 21 at 12:30 PM	Pines Fire House
Saturday, June 18 at 12:30 PM	Pines Fire House
Tuesday, July 12 at 6 PM*	Pines Fire House
Saturday, August 13 at 12:30 PM	Pines Fire House
Saturday, September 10 at 3 PM	Pines Fire House
Saturday, October 1 at 12:30 PM†	Pines Fire House
Saturday, October 22 at 10 AM‡	Pines Fire House
Saturday, December 10 at 10 AM.	West Sayville-Oakdale Firehouse

* 2021 elections

†Presentation of preliminary 2022 budget

‡2022 budget finalized and adopted

Forrett will have this schedule published in the Long Island Advance and on the Commissioners’ web site, along with a note indicating that if meetings are held by Zoom, notice will be posted on the web site with instructions for the public to join the meeting.

Minutes

- Review of prior meeting’s minutes

MOTION: Comm. Cook moved to accept the draft minutes from the December 11, 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, SCWA hydrant rental and water bills. 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 December 19
 - TD accounts to December 31
- Invoice review, expenditure list for 2021 to date
- Budget to actual report for calendar 2021 (still expect a straggling 2021 bill or two)
- Motions list – expenditure and non-expenditure motions for 2021
- Budget to actual report for 2022 to date

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- Treasurer's report for January 2022
- Capturing motions done by e-mail
 - None this period

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

As a final note, Forrett informed the Board he needed some office supplies: No. 9 windowed envelopes, printer ink and a new accordion file for 2022 records.

MOTION: Comm. Coluccio moved to allocate up to \$160 from the Office appropriation for Forrett to buy the office supplies he requested. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

CHIEF'S REPORT

Alarms:

#3834 – 12/30/2021 – Mutual Aid to Cherry Grove – automatic alarm (Island Breeze)

#3835 – 12/30/2021 – Mutual Aid to Cherry Grove – automatic alarm (Island Breeze)

#3836 – 12/30/2021 – Mutual Aid to Cherry Grove – automatic alarm (Grove Market)

#3837 – 12/30/2021 – Mutual Aid to Cherry Grove – automatic alarm (Belvedere Hotel)

Meetings:

None

Drills:

None

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 Department – still no reply yet.

Firefighter Kim McGlone has been dropped from the rolls as per the FIPFD Constitution and by-laws, Article 6, Section 1 for failure to meet minimum requirements.

Requests / comments:

1. LOSAP report for December 2021
2. LOSAP totals for 2021
3. Approved 2022 FIP Fire Department calendar
4. Congratulations and welcome to Commissioner Gene Cook
5. Requesting permission to order budget item – QTAC 85HP Skid Pump with accessories

MOTION: Comm. Coluccio moved to allocate up to \$7,500 from the Equipment appropriation to purchase and have shipped the QTAC skid pump requested by Chief Geiman as part of his 2022 budget request. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

Chief Geiman asked who would take over the LENS requests – on-line checking of licenses, etc. with the New York State Department of Motor Vehicles. Comm. Coluccio said it was the Chairman's job.

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COMMITTEE REPORTS

Apparatus, equipment, radios – Commissioners Teague and Boss

Comms. Teague and Boss informed the Board that nothing has changed with the sirens. The timer for the noon siren has not yet been installed, and the spare siren repair is still ongoing.

Returning to the conversation about a new vehicle for Asst. Chief Merker, District Mechanic Furchert recommended John Deere vehicles because they are durable, and repair parts are readily available. Comm. Teague had a quote for the model recommended by Furchert for \$13,557.60.

The Board discussed the cost and benefit of the vehicle, with some Board members objecting to this high price. There was also the question of using District equipment for personal use (transporting Asst. Chief Merker's partner), and Chief Geiman noted that that was standard practice. The Board wondered whether this question should be referred to District Counsel.

Comm. Teague noted that maintaining the current quad is taking an increasing amount of Furchert's time.

The Chief proposed getting a used fire department vehicle that could be driven on the beach. The question is where to park the vehicle to not fall afoul of FINS.

The Board decided to research more ATV options before deciding.

Beyond that, Comm. Teague had no further updates.

Budgets – Commissioner Coluccio / Treasurer Forrett

Comm. Coluccio informed the Board that we were nearly done with the 2021 books, and that she and Forrett would do a final review to send the financial materials to the auditors the last week of January.

Records – Commissioners Coluccio, Corradino

Comm. Coluccio noted that historically the Board had benefitted from the fact that former Comm. Barry was a notary. She suggested that Forrett take the necessary training to become a notary and an additional resource for the District.

MOTION: Comms. Coluccio moved the Board allocate up to \$400 from the training appropriation for Forrett to take classes and write the exam to become a New York State notary. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

Comm. Coluccio also recommended that Forrett research the cost and details of an enterprise version of OneDrive so that each Board member has his/her own log-in.

Insurance, LOSAP, membership – Commissioner Cook

MOTION: After a brief discussion, Comm. Coluccio moved that the Board engage Frank Gusmano and Lincoln Financial to implement an equity allocation to the Districts' LOSAP assets. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

Comm. Cook said he would invite Frank Gusmano to the Board's March meeting.

Public Relations, alarms, ISO – Commissioner Boss

None this month

Grounds – Commissioner Corradino

Comm. Corradino informed the Board in his last report as the Grounds Commissioner that we are still waiting for work to begin on the north face of the Annex.

OLD BUSINESS:

Discussion resumed regarding snow removal. One question was the District's policy of not starting snow removal unless the snow has stopped falling. One commissioner noted there are times when that is not practical, for instance during very heavy snowfalls when snow volume would overwhelm the blowers, or when the end of a snowfall coincides with high tides (often all the higher because of Nor'easter winds). Another was around having

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the contractors come to the Pines in advance of a heavy snowfall to get ahead of the storm. Another question surrounded the expectations of Pines residents regarding snow removal. And finally, conversation returned to the role of the Town of Brookhaven, which collects taxes for snow removal and yet has never performed the task.

NEW BUSINESS:

None this period.

Order

The meeting was adjourned by Comm. Corradino at 1:10 PM.

Budget to actual as of Jan. 8, 2022	Budgeted	Revision	Updated	Paid to date	Remaining
REVENUE					
Brookhaven property taxes	\$ 301,232				\$ 301,232
Water Island Fire Protection District	42,650				42,650
Drawdown from savings					-
Insurance proceeds					-
Interest income	400				400
Other income					-
TOTAL REVENUE	\$ 344,282			\$ -	\$ 344,282
EXPENSES					
Personnel expenses	42,660				42,660
Equipment purchase	26,000				26,000
Office supplies	2,000				2,000
Commissioner training	125				125
Postage	200				200
Audit / accounting	8,000				8,000
Legal	3,000			1,785	1,215
Association dues	1,210			900	310
Payroll processing	1,200				1,200
Printing and supplies	500				500
Publications of notice	500				500
Fuel and electricity	11,000				11,000
Water	1,000				1,000
Hydrant rentals	7,600				7,600
Telephone	1,800				1,800
Internet/website	1,200				1,200
Other travel	500				500
Uniform expenses	3,000				3,000
Annual dinner	18,000				18,000
Training	1,500				1,500
Firehouse & 32LHW repairs	16,000				16,000
Building maintenance supplies	1,000				1,000
Landscaping maintenance	2,500				2,500
Fire equipment repairs & maint.	20,000				20,000
Fire Equipment – gasoline/diesel	3,000				3,000
Fire alarm maintenance	500				500
Insurance: umb, prop, flood, fire, auto, life	16,000				16,000
Disability – cancer policy	5,000			3,668	1,332
Medical Exam/Physicals	8,000				8,000
Snow removal	10,000				10,000
LOSAP	55,000				55,000
Social Security & Medicare	3,000				3,000
VFBL and Workers Compensation	15,000			11,586	3,414
State Unemployment	2,000				2,000
Hospital, Medical & Accident Ins	600				600
WIFPD 27.5%	11,687				11,687
Transfer to Reserve	42,500				42,500
Consultants (fixed assets, LOSAP, ISO)	1,500				1,500
	\$ 344,282			\$ 17,939	\$ 326,343

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2022-01-07

	<u>Bank Balance</u>	<u>Book Balance</u>
General fund	As of: 20-Dec-2021	7-Jan-2022
PUB Checking Account	\$ 157,250	\$ 85,915
PUB Savings Account	\$ 97,780	\$ 97,780
PUB Money Market Account	\$ 2,525	\$ 2,525
General fund accounts total	\$ 257,555	\$ 186,220
Reserve fund	As of: 31-Dec-2021	7-Jan-2022
TD Bank Money Market Funds	\$ 561,708	\$ 561,708
Reserve fund account total	\$ 561,708	\$ 561,708
Total liquidities and reserves	\$ 819,264	\$ 747,928
Deposits and transfers		
Interest earned on PUB accounts 2021		\$ 99
Interest earned on Reserve Accounts 2021		528
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
		\$ 453,503
Employee payroll	This period	YTD
Christopher J Furchert maintenance	\$ 1,592	\$ 19,107
Christopher J Furchert hose testing	428	2,570
Maud, Dennis maintenance	510	5,865
Scottaline, Eric maintenance	510	6,248
Reilly, Thomas maintenance		
Alker, Kim cleaning		4,960
Forrett, Patrick A Secretary and Treasurer	400	4,800
Scofield, Jedidiah maintenance		842
Massa, Ryan maintenance		255
	\$ 3,441	\$ 44,646
Payments Made		
2021-12-15 VFIS LOSAP		\$ 41,000.00
2021-12-16 PSEGLI 32 Lone Hill Fuel and electricity		25.33
2021-12-16 PSEGLI 0 - west-end Siren Fuel and electricity		16.54
2021-12-16 PSEGLI 9 - Fire House Fuel and electricity		40.65
2021-12-16 PSEGLI 5 - 34 FIB Fuel and electricity		201.87
2021-12-28 Teague Services Inc. Fuel and electricity		649.00
2021-12-30 Verizon Phone service		142.32
2021-12-31 Teague Services Inc. Fuel and electricity		649.00
2021-12-31 Suffolk County Water Authority - Hydrant rentals		3,764.70
2021-12-31 ACH Withdrawal -Pay F103 Payroll processing		1,119.26
2022-01-07 Suffolk County Water Authority - Water service – 32 LHW		107.06
2022-01-07 Suffolk County Water Authority - Water service – 34 FIB		88.34
		\$ 47,804.07

Respectfully submitted by Patrick Forrett, Treasurer/Secretary

**Walter Boss Inc.
Pine Propane Corp,
P. O. Box 186
Sayville, NY 11782
Phone 631-597-6262
Fax 631-597-6868**

January 20, 2022

Board of Fire Commissioners
Fire Island Pines Fire District
P.O. Box 193
Sayville, New York 11782

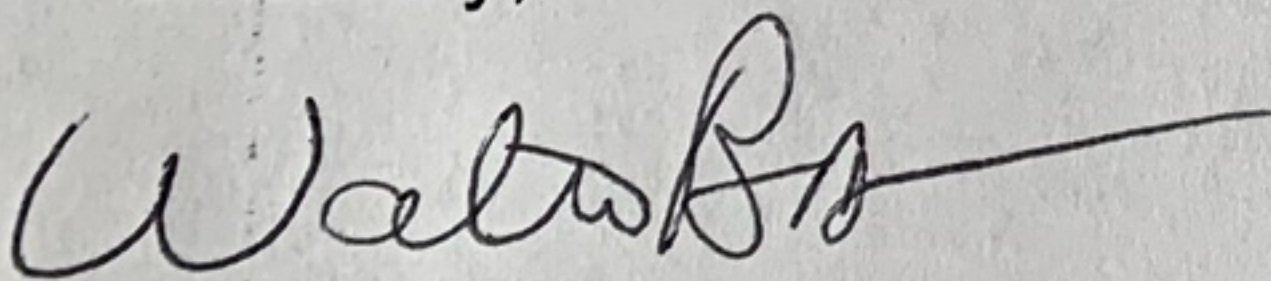
Re: Conflict of Interest

Pursuant to General Municipal Law Section 800 and the Code of Ethics of the Fire Island Pines Fire District, I disclose the following:

I, Walter Boss, am president and owner of Walter Boss Inc., and Pines Propane Corp. The company is licensed and insured for the delivery and sale of liquid propane and all plumbing services. There is only one other Plumber who is able to provide this service to the District and that individual is also a member of the Board of Fire Commissioners.

Copies of this disclosure are being furnished to the Secretary of the Fire Island Pines Fire District to become part of the official minutes of the Board of Fire Commissioners.

Sincerely,



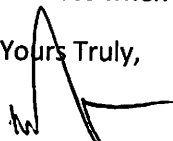
Walter Boss, President

02-01-2021

To whom it may concern,

I Douglas Teague am the owner of Teague Services, Inc. located in Fire Island Pines, NY. which is on an island and not always accessible. I am an elected Commissioner of the Fire Island Pines Fire District. On occasion the Fire District engages in doing business with Teague Services, Inc. I am the only Master Plumber in Fire Island Pines and Teague Services has all the required insurances to perform the required services when needed.

Yours Truly,

A handwritten signature in black ink, appearing to read 'Douglas Teague', with a horizontal line extending to the right from the end of the signature.

Douglas Teague

License Information

Results	Last Name	First Name	Business Name	Phone	Status	ID	Issued Date	Expiration Date
1	TEAGUE	DOUGLAS	TEAGUE SERVICES INC DBA	(631) 597-6622	Active	AR-727	03/01/1991	03/01/2022
2	TEAGUE	DOUGLAS	CF LA FOUNTAINE	(631) 597-6622	Active	MP-2815	03/01/1991	03/01/2022
3	LAFONTAINE	CLERN	LAFONTAINE CLERN F (SHELVED)	(631) 597-6622	Expired	MP-209	07/19/1972	12/01/2004
4	TEAGUE	DOUGLAS	CF LA FOUNTAINE	(631) 597-6622	Expired	LW-47165	03/05/2010	03/01/2020
5	TEAGUE	DOUGLAS	TEAGUE SERVICES INC DBA	(631) 472-0762	Expired	LW-47165	03/05/2010	03/01/2020
6	TEAGUE	DOUGLAS	TEAGUE SERVICES INC DBA	(631) 472-0762	Active	MP-2815	03/01/1991	03/01/2022
7	TEAGUE	DOUGLAS	CF LAFONTAINE	(631) 597-6622	Active	AR-727	03/01/1991	03/01/2022

AR - APPLIANCE REPAIR
 MP - MASTER PLUMBER
 LW - LIQUID WASTE.

ID Card Information

Results	Last Name	First Name	Business Name	Phone	Status	ID	Issued Date	Expiration Date
1	NICOTRA	MARK	PROPANE CONT INC DBA BENNETT U	(631) 597-6622	Expired	AJ-1250	07/15/1998	03/01/2002
2	EBERT	JEFFREY	PROPANE CONT INC DBA BENNETT U	(631) 597-6622	Expired	AJ-1251	07/15/1998	03/01/2000
3	KEENA	ROBERT	PROPANE CONT INC DBA BENNETT U	(631) 597-6622	Expired	AJ-1253	07/15/1998	03/01/2000
4	YOUNG	RICK	PROPANE CONT INC DBA BENNETT U	(631) 597-6622	Expired	AJ-1252	07/15/1998	03/01/2000