

FIRE ISLAND PINES FIRE DISTRICT

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

Fire District Commissioners' meeting – minutes

34 Fire Island Boulevard
Fire Island Pines, NY 11782
June 18, 2022

Present

Commissioner Francis Corradino, Chairman of the Board
Commissioner Walter Boss
Commissioner Rosemary Coluccio
Commissioner Eugene Cook
Secretary/Treasurer Patrick Forrett
Fire Island Pines Fire Department Chief Joseph Geiman

Commissioner Douglas Teague, Vice-Chairman, was not present.

The Board was joined by Robert Craig, CPA, of Craig, Fitzsimmons and Meyer, the District accountants.

Order

The meeting was called to order by Comm. Corradino at 12:35 PM.

Audit and financial statements

Discussion of 2021 audit and Letter to Management with Robert Craig:

- The District received a clean opinion on a Regulatory Accounting Basis, the accounting regime encouraged by the New York Office of the State Controller for fire district financial reporting. This finding is the highest possible degree of assurance.
- The auditors commented on the District's strong financial position, including its reserve balance, its savings balance, and the funding condition of the service award program.
- The auditors noted that the District addressed the matters outlined in the 2020 Letter to Management. There were no findings or deficiencies in the 2021 audit and review.

MOTION: After discussion, Comm. Coluccio moved to accept the results of the audit and the audited financial statements for 2021. Comm. Cook seconded the motion; all were in favor, and the motion passed.

Minutes

- Review of prior meeting's minutes

Because the minutes were sent to the Board late the evening before the meeting, the Board hadn't had time to review them. The minutes will be reviewed before and approved at the July 2022 meeting.

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 – Treasurer Forrett described to the Board the error in payroll that had vexed the previous month's reconciliations (noted in the May 2022 minutes); the payroll problems were identified and resolved, and reconciliations were completed.
 - PUB savings and money-market accounts to May 19
 - TD accounts to May 31

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- Treasurer's report for June 2022
- Motions list – expenditure and non-expenditure motions for 2022
- Capturing motions done by e-mail

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

CHIEF'S REPORT

Alarms:

- #3857 – 06/08/2022 – Behind 260 Bay Walk – marine assist – water rescue
- #3858 – 06/12/2022 – 255 Atlantic Walk (Coop) – automatic alarm

Meetings:

- #1225 – 06/04/2022 – Department meeting
- #1251 – 06/05/2022 – Annual PESH/Sexual Harassment/Workplace Violence Class
- #1252 – 06/10/2022 – Department meeting
- #1253 – 06/18/2022 – Department meeting

Drills:

- #1246 – 05/22/2022 – Yaphank Training – (2) – taxpayer / LPG
- #1247 – 06/04/2022 – Drill #3 – SCBA w/smoke
- #1248 – 06/10/2022 – Drill #4 – nighttime lighting / rehab
- #1249 – 06/15/2022 – Alt. Drill #3 – hose handling / pump operations
- #1250 – 06/18/2022 – Drill #5 – fighting lines hose handling w/SCBA

Work detail:

- #1163 – 05/23/2022 – Sealing of all decks/walkways @ Annex

Membership status:

New Member – James R. Flanagan – still pending

Filed Suffolk County Sheriff's forms for five Auxiliary members who have joined since I became Chief – received all back with clean records.

Requests / comments:

1. May 2022 LOSAP report
2. FIPFD Training Center lease or contract pending – what is the status with FIPPOA?
3. New Firehouse Siren – what is the status?
4. Firehouse/Annex Cleaning – what is the status?
5. Replace of Annex Bathroom Slider (north side) with window – what is the status?
6. Weatherproof electrical outlet has not yet been installed outside firehouse over corner bench by Brendan Egan.
7. Vehicle 5-28-7 is back in service.
8. Received last of the equipment purchased for new high-pressure pumper 5-28-7.
 - a. Received 1-1/2" gated wye from The Fire Store.
9. Pending purchase of Battery for LifePak 500 from Amazon @ \$139.00 – what is the status?
10. Requesting Teague Services, Inc. replace urinal drain in main bathroom, cost estimated \$300. Urinal is out of service because pipe is leaking severely.
11. Thank you for the timely purchase of the new CFMOTO CForce 500S EPS ATV.
12. All beach access east of the Fire Island Pines Cut and west of the Carrington Tract including all of Cherry Grove closed until further notice due to nesting and brooding piping plovers.

FIRE ISLAND PINES FIRE DISTRICT

COMMITTEE REPORTS

Apparatus, equipment, radios – Commissioners Teague and Boss

Captured in an e-mail chain among the Commissioners, the District needed to make an emergency purchase to replace Asst. Chief Merker's quad cart because the axle had split irreparably. With the assistance of former District Board Chairman Richard Barry, Chief Geiman and District Mechanic Furchert, the District was able to find a suitable vehicle from a local vendor, negotiated an excellent price and quick delivery, and negotiated the installation of the fireboxes for no additional charge.

MOTION: Comm. Coluccio moved to allocate up to \$8,000 from the Equipment Purchase appropriation for the emergency purchase of a new vehicle for Asst. Chief Merker, including delivery and the installation of fire lights. Comm. Boss seconded the motion; all were in favor, and the motion passed.

Comm. Corradino informed the Board that District Mechanic Furchert had volunteered to take the old Quad cart to a junk yard for disposal, possibly recuperating and selling the tires if they were still usable. Comm. Coluccio noted the Board need to move to dispose of the asset.

MOTION: After a very brief discussion, Comm. Boss moved to dispose of the old Quad cart (formerly 5-28-7). Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

A new siren has been ordered to replace the failed Firehouse siren. The siren is expected to arrive around July 1 and can be installed by Brendan Egan immediately after.

Budgets, audit – Commissioner Coluccio / Treasurer Forreth

During final audit discussions with CFM, Treasurer Forreth noticed that last year's purchase of the Chief's cart from the General (operating) Account was not reimbursed from the Reserve Account as had been planned, and as had been specified in the permissive referendum. This is money owed from one account to another and has no impact on the overall financial condition of the District.

MOTION: After discussion, Comm. Coluccio moved to transfer \$8,020 from the Reserve Account to the General Account. Comm. Cook seconded the motion; all were in favor, and the motion passed.

During the audit discussion, Robert Craig noted that the District's budget had fallen below the threshold that required an audit submitted to the Office of the State Controller. (Instead, the District is required to perform an internal audit to be presented to and approved by the Board.) He offered his firm's services as consultants to help with books shape-up, to prepare and file the Annual Update Document (AUD), and to answer ongoing questions, for the price of \$4,000.

Comm. Coluccio recommended to the Board that it accept the offer, which she viewed as very reasonable for consulting services. She pointed out the demands of her job and the fact that Treasurer Forreth is working full-time now. The Board strongly agreed.

MOTION: After very brief discussion, Comm. Cook moved that the Board accept the offer from CFM for the consulting services described above. Comm. Boss seconded the motion; all were in favor, and the motion passed.

The discussion was not only positive regarding that recommendation, but several Board members suggested keeping CFM on for ongoing audit services, relieving Comm. Coluccio and Treasurer Forreth of a potentially heavy burden in early 2023. The conversation will continue.

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Records – Commissioners Coluccio, Corradino

No update this month.

Insurance, LOSAP, membership – Commissioner Cook

Comm. Cook will take care of getting insurance for the new ATV.

He informed the Board that \$153,000 had been transferred to HeroPlus, as per the schedule.

Public Relations – Comm. Coluccio

No update this month

Alarms – Commissioner Boss

No update this month

Grounds – Commissioner Boss

Don Kohlhepp of Pines Hardware and Construction was waiting for the 50% deposit of the contracted amount before beginning on the repairs of the north wall of the Annex. That voucher was presented and approved by the Board, and a check immediately issued. Comm. Boss gave the check to Mr. Kohlhepp shortly after the meeting, and the repair work was to commence immediately.

Comm. Corradino noted the urgent need to find a cleaning person for the Annex and the Firehouse. The usual schedule during the was to clean the Firehouse every week and the Annex every second week. Chief Geiman noted the Annex hadn't been cleaned since October 2021.

Comm. Corradino also noted the main bathroom urinal in the Firehouse was leaking and needed immediate repair. He received a \$300 estimate from Teague Services to do the work immediately.

MOTION: After very brief discussion, Comm. Cook moved to allocate up to \$300 from the Building Maintenance and Repair appropriation for the prompt repair of the urinal. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

ISO – Commissioner Corradino

No update this month.

OLD BUSINESS:

None this period.

NEW BUSINESS:

None this period.

Order

The meeting was adjourned by Comm. Corradino at 2:10 PM.

Budget to actual as of June 17, 2022	Budgeted	Revision	Updated	Paid to date	Remaining
REVENUE					
Brookhaven property taxes	\$ 301,232			\$ 301,254	(22)
Water Island Fire Protection District	42,650				42,650
Drawdown from savings					-
Insurance proceeds					-
Interest income	400			262	138
Other income				1,475	(1,475)
TOTAL REVENUE	\$ 344,282			\$ 302,991	\$ 41,291
EXPENSES					
Personnel expenses	42,660			15,412	27,248
Equipment purchase	26,000			15,125	10,875
Office supplies	2,000			197	1,803
Commissioner training	125			100	25
Postage	200			25	175
Audit / accounting	8,000				8,000
Legal	3,000	(517)	2,483	1,785	698
Association dues	1,210			1,125	85
Payroll processing	1,200			736	464
Printing and supplies	500				500
Publications of notice	500			140	360
Fuel and electricity	11,000			4,147	6,853
Water	1,000			168	832
Hydrant rentals	7,600				7,600
Telephone	1,800			723	1,077
Internet/website	1,200				1,200
Other travel	500				500
Uniform expenses	3,000			468	2,532
Annual dinner	18,000				18,000
Training	1,500			100	1,400
Firehouse & 32LHW repairs	16,000			3,715	12,285
Building maintenance supplies	1,000				1,000
Landscaping maintenance	2,500				2,500
Fire equipment repairs & maint.	20,000			3,250	16,750
Fire Equipment – gasoline/diesel	3,000			763	2,237
Fire alarm maintenance	500				500
Insurance: umb, prop, flood, fire, auto, life	16,000			1,103	14,897
Disability – cancer policy	5,000			3,668	1,332
Medical Exam/Physicals	8,000				8,000
Snow removal	10,000	517	10,517	10,517	-
LOSAP	55,000			6,450	48,550
Social Security & Medicare	3,000			1,179	1,821
VFBL and Workers Compensation	15,000			11,586	3,414
State Unemployment	2,000			385	1,615
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	\$ -		\$ 82,866	\$ 261,416

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2022-06-18

	<u>Bank Balance</u>	<u>Book Balance</u>
General fund	As of: 19-May-2022	18-Jun-2022
PUB Checking Account	\$ 225,215	\$ 318,462
PUB Savings Account	\$ 97,789	\$ 97,789
PUB Money Market Account	\$ 2,576	\$ 2,576
General fund accounts total	\$ 325,579	\$ 418,826
Reserve fund	As of: 31-May-2022	18-Jun-2022
TD Bank Money Market Funds	\$ 561,893	\$ 561,893
Reserve fund account total	\$ 561,893	\$ 561,893
Total liquidities and reserves	\$ 887,472	\$ 980,719
Deposits and transfers		
Interest earned on PUB accounts 2022		\$ 29
Interest earned on Reserve Accounts 2022		232
Interest from Town of Brookhaven		
Tax Warrants		301,254
Year-end transfer from Operating to Reserve		
Water Island Fire Protection District		
Insurance proceeds		
Other proceeds		1,475
		\$ 302,991
Employee payroll	This period	YTD
Christopher J Furchert maintenance	\$ 1,672	\$ 8,359
Christopher J Furchert hose testing		
Maud, Dennis maintenance	536	2,678
Scottaline, Eric maintenance	536	1,875
Reilly, Thomas maintenance		
Alker, Kim cleaning		
Forrett, Patrick A Secretary and Treasurer	500	2,500
Scofield, Jedidiah maintenance		
Massa, Ryan maintenance		
	\$ 3,243	\$ 15,412
Payments Made		
2022-03-14 Percy Hoek, Inc.		\$ 548.00
2022-03-19 Glatfelter Specialty Benefits		672.00
2022-03-21 Brinkmann's		197.14
2022-03-21 Morgan Auto Supply		611.84
2022-03-21 The Long Island Advance, Inc.		101.80
2022-03-21 Patrick Forrett		37.35
2022-03-21 Teague Services Inc.		1,947.00
2022-03-30 PSEGLI 9 - Fire House		67.31
2022-03-30 PSEGLI 0 - west-end Siren		16.47
2022-03-30 PSEGLI 6 - east-end siren		29.63
2022-03-30 PSEGLI 5 - 34 FIB		207.49
2022-03-30 PSEGLI 32 Lone Hill		21.80

Respectfully submitted by Patrick Forrett, Treasurer/Secretary

Fire Island Pines Fire District – Treasurer’s Report

2022-03-30	Verizon	141.78
2022-03-31	ACH Withdrawal -Pay F103	994.25
2022-03-31	Bank of America - 5579	1,009.61
2022-04-16	Teague Services Inc.	345.00
2022-04-16	Pines Propane Corp.	297.50
2022-04-16	Walter Boss, Inc.	325.00
2022-04-26	Bank of America - 5579	1,223.18
2022-04-26	PSEGLI 9 - Fire House	40.71
2022-04-26	PSEGLI 5 - 34 FIB	240.39
2022-04-26	PSEGLI 32 Lone Hill	100.98
2022-04-26	PSEGLI 0 - west-end Siren	19.55
2022-04-30	ACH Withdrawal -Pay F103	785.75
2022-05-01	Personnel Concepts	5.95
2022-05-01	Integrated Wireless Technologies LLC	1,659.45
2022-05-01	The Long Island Advance, Inc.	38.00
2022-05-01	Brinkmann's	104.53
2022-05-01	Morgan Auto Supply	434.25
2022-05-02	Patrick Forrett	23.30
2022-05-02	Verizon	153.87
2022-05-02	Firematic Supply Co Inc.	393.76
2022-05-02	All American Awards & Uniforms Inc.	367.70
2022-05-02	Coastline Freight	140.30
2022-05-02	Fire News	225.00
2022-05-02	Bank of America - 5579	4,264.16
2022-05-31	ACH Withdrawal -Pay F103	1,029.24
2022-06-03	Suffolk County Water Authority - 32	80.99
2022-06-03	Suffolk County Water Authority - 34	87.21
2022-06-03	PSEGLI 32 Lone Hill	38.36
2022-06-03	PSEGLI 5 - 34 FIB	242.43
2022-06-03	PSEGLI 9 - Fire House	22.39
2022-06-03	PSEGLI 6 - east-end siren	32.97
2022-06-03	PSEGLI 0 - west-end Siren	17.33
2022-06-03	Firematic Supply Co Inc.	1,362.70
2022-06-03	All American Awards & Uniforms Inc.	100.50
2022-06-03	Coastline Freight	36.33
2022-06-03	Brinkmann's	194.93
2022-06-03	Pines Hardware & Construction, Inc.	2,500.00
2022-06-03	VFIS	6,450.00
2022-06-03	Verizon	140.63
2022-06-14	ACH Withdrawal -Pay F103	112.67
		<hr/>
		\$ 30,240.48

Expenditure motions

Meeting date: 2022-06-18

Motion	Motion date	Amount approved	Vendor	Done by	Received by	Final amount	Variance	Paid date	Disposition	Notes
1 Purchase of QTEC skid pump per Chief's 2022 budget proposal	8-Jan-2022	\$ 7,500.00		Geiman	Teague					Received, installed
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
47										
Total expenditures		\$ 7,500.00				\$ -				

Non-expenditure motions

Meeting date: 2022-06-18

Motion	Motion date	Amount approved	Vendor	Done by	Received by	Final amount	Paid date	Status	Notes
1 Moving \$500 from Legal appropriation to Snow Removal appropriatic	12-Mar-2022	-\$517.00		Board	Forrett	-\$517.00	12-Mar-2022		
2 Moving \$500 from Legal appropriation to Snow Removal appropriatic	12-Mar-2022	\$517.00		Board		\$517.00	12-Mar-2022		
3									
4									
5									
6									
7									
8									
9									
10									
11									