

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
October 1, 2022

Present

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

Commissioner Eugene Cook was not present.

Because of extremely inclement weather, Comm. Coluccio and Secretary/Treasurer Forrett joined the rest of the Board in a meeting via Zoom.

Order

The meeting was called to order by Comm. Corradino at 1:35 PM.

Minutes

- Review of prior meeting's minutes

MOTION: Comm. Boss moved to accept the draft minutes of the September 2022 meeting. Comm. Rhodes-Teague 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, Coastline Freight, Westin's Marine, Sayville Ferry, Pines Pantry, Morgan Auto Supply, Brinkmann's, South Shore Fire & Safety. These bills were presented as a voucher abstract to the Board for approval and payment.

Other: –none–

Secretary / Treasurer's reports

- Monthly banking reconciliations – M&T Bank Treasury services were fully functional, and Treasurer Forrett provided the Board with complete reconciliations to the meeting date.
 - M&T Operating checking account to September 19
 - M&T Savings and Money Market account to September 19
 - TD accounts to September 30
- Treasurer's and Budget-to-Actual reports for September 2022
- Motions list – expenditure and non-expenditure motions for 2022 thus far
- Capturing motions done by e-mail
 - *None this period*

MOTION: After discussion, Comm. Boss moved to pay all invoices presented in abstract to the Board. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed.

MOTION: After brief discussion, Comm. Coluccio moved to accept the Treasurer's reports. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed.

FIRE ISLAND PINES FIRE DISTRICT

CHIEF'S REPORT

Alarms:

#3888 – 09/23/2022 – 232 Bay Walk – structure fire; haz-mat call with lithium-Ion battery

#3889 – 09/30/2022 – 169 Main Walk – mutual aid to Cherry Grove – structure fire

Meetings:

#1262 – 09/24/2022 – Department meeting

#1263 – 10/01/2022 – Department meeting

Drills:

#1286 – 09/24/2022 – Drill #12 – hose deployment for long-stretch fires

#1287 – 10/01/2022 – Drill #13 – 5-28-2 & 10 operations with the Sayville Fire Department

Work detail:

None

Membership status:

New Firefighter – James R. Flanagan – physical done August 30, 2022 – failed.

Requests / comments:

1. September 2022 LOSAP report
2. Received two Pyle PCMM05 carbon monoxide meters.
3. Received new ATV cover.
4. TNT Rescue Tool back in service. Only charge will be UPS shipping charge.

COMMITTEE REPORTS

Apparatus, equipment, radios – Commissioners Teague and Boss

The Board resumed its discussion of the purchase of a new pumper to replace the aging 5-28-1. In the end, the Board decided to proceed with the purchase as specified by the Chief and the District Mechanic – essentially a copy of 5-28-4, but with an extended cab instead of a crew cab. The pumper will be paid for from the Reserve fund, in which the District had been saving money over the years for exactly this sort of expense.

After discussion, the Board of Commissioners of the Fire Island Pines Fire District resolved as follows:

BE IT RESOLVED, pursuant to the provisions of the General Municipal Law and the Town Law of the State of New York, that a sum not to exceed \$560,000 be expended from the Capital Reserve Fund of the Fire Island Pines Fire District for the purchase, equipment, and outfitting of a new pumper truck for said Fire District; and be it

FURTHER RESOLVED, that this resolution is adopted subject to a permissive referendum as provided in the General Municipal Law of the State of New York; and be it

FURTHER RESOLVED, that the Secretary of the Fire District shall, within ten working days of the adoption of this resolution, publish a notice within the official newspaper of the Fire District setting forth the date of the adoption of the resolution and an abstract of the resolution concisely stating the purpose and effect thereof, and that the resolution was adopted subject to a permissive referendum.

FIRE ISLAND PINES FIRE DISTRICT

And the Board voted as follows:

<u>Commissioner</u>	<u>Yea</u>	<u>Nay</u>	<u>Abstain</u>	<u>Recused</u>	<u>Absent</u>
Corradino	X				
Boss	X				
Coluccio	X				
Cook					X
Rhodes-Teague	X				

MOTION: Following the resolution, and after brief discussion, Comm. Boss moved to purchase the new pumper vehicle through Sourcewell, as requested by Chief Geiman. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed.

Comm. Rhodes-Teague noted that the automatic electronic defibrillator (AED) upstairs in the Firehouse is old and no longer supported by its manufacturer; nor are there on-brand batteries for it. She strongly recommended the District buy a new one. The rest of the Board agreed, and Comm. Rhodes-Teague said she would research a new one and make a recommendation for a purchase.

Comm. Coluccio returned to the discussion of snow removal in the community. She informed the Board she had spoken to FIPPOA President, Henry Robin, about FIPPOA's commitment to take on snow removal as of January 1, 2023. She asked whether the Board was inclined to donate to FIPPOA all but one of its snow blowers. She also asked whether the District could store the snow blowers this winter season in the event FIPPOA couldn't build or find a heated space to store the snow blowers. Members of the Board indicated they were inclined to donate the snow blowers, but that wouldn't be a motion at this meeting. However, because of new equipment being brought into the Firehouse, there was no place to store the snow blowers.

Budgets, audit – Commissioner Coluccio / Treasurer Forrett

MOTION: After a brief discussion, Comm. Coluccio moved to transfer \$447 from the Cancer/Disability appropriation to the Alarm Maintenance appropriation. Comm. Boss seconded the motion; all were in favor, and the motion passed.

MOTION: After discussion, Comm. Coluccio moved to transfer \$14,900 from the movie filming revenues to Building Maintenance & Repair to cover the costs of the Firehouse AC repairs. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed. This motion supersedes the August motion to pay for those repairs using reserve savings funds.

MOTION: After brief discussion, Comm. Coluccio moved to make the District's usual annual \$42,500 contribution to the Reserve Fund. Comm. Boss seconded the motion; all were in favor, and the motion passed.

MOTION: After discussion, Comm. Coluccio moved to spend up to \$250 from the Office Supplies appropriation change the District's current one-user Microsoft 365 and OneDrive license to a multi-user license so that all Commissioners will have access to the District's files. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed.

Comm. Coluccio discussed on a line-by-line basis the budget she proposed for 2023. Notable were modest increases in Personnel Expenses, Fuel and Electricity, Building Repairs, Internet/Website services, and the annual contribution to the Reserve fund.

MOTION: After discussion, Comm..Rhodes-Teague moved to approve the 2023 proposed budget, as presented to the Board that day. Comm. Boss seconded the motion; all were in favor, and the motion passed.

Records – Commissioners Coluccio, Corradino

No update this month.

FIRE ISLAND PINES FIRE DISTRICT

Insurance, LOSAP, membership – Commissioner Cook
No update this month.

Public Relations – Comm. Coluccio
No update this period.

Alarms – Commissioner Boss
No update

Grounds – Commissioner Boss
The Board discussed the progress of the repairs of the south wall of the Annex. Don Kohlhepp has received the deposit and will start work in October.

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 3:20 PM.

Budget to actual as of Sept. 30, 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			714	(314)
Other income				23,975	(23,975)
TOTAL REVENUE	\$ 344,282			\$ 368,593	\$ (24,311)
EXPENSES					
Personnel expenses	42,660			25,224	17,436
Equipment purchase	26,000			20,996	5,004
Office supplies	2,000			1,445	555
Commissioner training	125			100	25
Postage	200			151	49
Audit / accounting	8,000			830	7,170
Legal	3,000	(517)	2,483	1,785	698
Association dues	1,210			1,125	85
Payroll processing	1,200			1,061	139
Printing and supplies	500				500
Publications of notice	500			324	176
Fuel and electricity	11,000			9,175	1,825
Water	1,000			354	646
Hydrant rentals	7,600			3,765	3,835
Telephone	1,800			1,303	497
Internet/website	1,200			504	696
Other travel	500				500
Uniform expenses	3,000			329	2,671
Annual dinner	18,000	338	18,338	18,338	(0)
Training	1,500				1,500
Firehouse & 32LHW repairs	16,000			17,034	(1,034)
Building maintenance supplies	1,000			188	812
Landscaping maintenance	2,500				2,500
Fire equipment repairs & maint.	20,000			11,579	8,421
Fire Equipment – gasoline/diesel	3,000	3,000	6,000	4,229	1,771
Fire alarm maintenance	500	1,168	1,668	2,115	(447)
Insurance: umb, prop, flood, fire, auto, life	16,000			1,534	14,466
Disability – cancer policy	5,000			3,668	1,332
Medical Exam/Physicals	8,000			7,680	320
Snow removal	10,000	517	10,517	10,517	-
LOSAP	55,000	(4,506)	50,494	6,450	44,044
Social Security & Medicare	3,000			1,930	1,070
VFBL and Workers Compensation	15,000			11,586	3,414
State Unemployment	2,000			591	1,409
Hospital, Medical & Accident Ins	600			548	52
WIFPD 27.5%	11,688			11,688	-
Transfer to Reserve	42,500				42,500
Consultants (fixed assets, LOSAP, ISO)	1,500				1,500
Uncategorized	-			900	(900)
	\$ 344,283	\$ -		\$ 179,045	\$ 165,238
	\$ 1				
Encumbrances					
Alarm maint. and repair	\$ 3,200.00			\$ 3,200.00	-
Building repairs	\$ 10,000.00				

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2022-09-29

	<u>Bank Balance</u>	<u>Book Balance</u>
General fund	As of: 19-Sep-2022	29-Sep-2022
PUB Checking Account	\$ 265,612	\$ 297,168
PUB Savings Account	\$ 97,814	\$ 97,814
PUB Money Market Account	\$ 2,576	\$ 2,576
General fund accounts total	\$ 366,002	\$ 397,558
Reserve fund	As of: 30-Sep-2022	30-Sep-2022
TD Bank Money Market Funds	\$ 562,366	\$ 562,366
Reserve fund account total	\$ 562,366	\$ 562,366
Total liquidities and reserves	\$ 928,368	\$ 959,924
Deposits and transfers		
Interest earned on PUB accounts 2022		\$ 56
Interest earned on Reserve Accounts 2022		657
Interest from Town of Brookhaven		
Tax Warrants		301,254
Year-end transfer from Operating to Reserve		
Water Island Fire Protection District		42,650
Insurance proceeds		
Other proceeds		1,475
		\$ 346,093
Employee payroll	This period	YTD
Maria Isabel Arizaga Balbuca Housekeeping		\$ 1,690
Christopher J Furchert maintenance		13,375
Christopher J Furchert hose testing		
Maud, Dennis maintenance		3,749
Scottaline, Eric maintenance		2,410
Reilly, Thomas maintenance		
Forrett, Patrick A Secretary and Treasurer		4,000
Scofield, Jedidiah maintenance		
Massa, Ryan maintenance		
	\$ -	\$ 25,224
Payments Made		
2022-09-17 Pines Propane Corp.		\$ 148.75
2022-09-17 Walter Boss, Inc.		150.00
2022-09-17 Pines Pantry, Inc.		316.78
2022-09-17 Pines Hardware & Construction, Inc.		2,650.00
2022-09-17 Arthur Nelsen Licensed Electricians, Inc.		7,500.00
2022-09-17 Fire Island Pines Fire Dept		26,620.51
2022-09-21 Personnel Concepts		5.89
2022-09-21 The Long Island Advance, Inc.		119.60
2022-09-21 Coastline Freight		1,363.00
2022-09-21 Glatfelter Specialty Benefits		672.00
2022-09-21 Percy Hoek, Inc.		200.00
2022-09-21 Westin's Marine Center LLC		18.55
2022-09-21 Appraisal Affiliates		500.00
2022-09-21 Integrated Wireless Technologies LLC		446.20
2022-09-29 Fire Island Pines Fire Dept		11,687.50
2022-09-29 Pines Hardware & Construction, Inc.		3,450.00
2022-09-30 Verizon		145.41
		\$ 55,994.19

Expenditure motions

Meeting date: 2022-10-01

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	Mtech, Inc.	Geiman	Teague	6,678.00	\$ (822.00)	09-Mar-22	Received, installed	
2 Office supplies	8-Jan-2022	160.00	Staples	Forrett	Forrett	155.00	\$ (5.00)			
3 Notary training	8-Jan-2022	400.00					\$ (400.00)			
4 Weatherproof outdoor outlet for Firehouse	21-May-2022	150.00	Arthur Nelsen Licensed Electricians	Corradino	Corradino		\$ (150.00)		Complete	
5 Gated wye	21-May-2022	200.00	Witmer Public Safety Group	Forrett	Geiman	240.17	\$ 40.17	27-Apr-22	Complete	
6 Hybrid adapter	21-May-2022	40.00	Amazon	Forrett	Geiman	34.90	\$ (5.10)	27-Apr-22	Complete	
7 Rechargeable flashlights	21-May-2022	200.00	Amazon	Forrett	Geiman	181.98	\$ (18.02)	27-Apr-22	Complete	
8 Flower Girls landscape maintenance	21-May-2022	1,790.00	Flower Girls	Boss			\$ (1,790.00)	Ongoing		
9 Uniform shoe purchase	21-May-2022	TBD		Merker	Merker		#VALUE!			
10 Emergency siren replacement	21-May-2022	6,000.00	Integrated Wireless Technologies	Boss	Boss	3,655.20	\$ (2,344.80)	09-Sep-22	Complete	
11 Replacement battery for Lifepak AED	21-May-2022	150.00	Amazon	Forrett	Geiman	138.00	\$ (12.00)	17-Jun-22	Complete	
12 Hose testing in Water Island	21-May-2022	4,000.00	Waterway Long Island	Boss			\$ (4,000.00)	October / November		
13 Emergency repair of of firehouse garage bay door	21-May-2022	150.00	Walter Boss, Inc.	Boss	Boss	150.00	\$ -	17-Sep-22	Complete	
Emergency purchase of ATV for Asst. Chief Merker, incl. lights and			Formula One Motorsports;							
14 decaling	18-Jun-2022	8,000.00	SpeetTest Lighting; J-Signs	Furchert	Boss	8,361.10	\$ 361.10			
15 Urinal repair	18-Jun-2022	300.00	Teague Services, Inc.	Geiman	Corradino	300.00	\$ -			
16 Replacement batteries for radios	13-Aug-2022	230.00	CutRateBatteries.com	Forrett	Geiman	219.00	\$ (11.00)			
17 Printer for Communications Room	13-Aug-2022	380.00	Pines Pantry	Geiman	Geiman	378.00	\$ (2.00)			
18 Transport of 5-28-1 for Teague funeral	13-Aug-2022	2,000.00	Coastline Freight	Geiman	Geiman	900.00	(1,100.00)			
19 Replacement of AC unit	13-Aug-2022	15,000.00	Arthur Nelsen Licensed Electricians	Boss	Boss	14,900.00	\$ (100.00)			
24 Norton anti-virus	13-Sep-2022	124.92	Norton	Forrett	Forrett	124.92	-	13-Sep-22	Complete	
20 Department's 27.5% share of Water Island contract	17-Sep-2022	11,687.50	FIP Fire District	Forrett	Geiman	11,687.50	-	01-Oct-22		
21 CO monitors	17-Sep-2022	200.00	Amazon	Forrett	Geiman	179.39	(20.61)	23-Sep-22		
22 Bleed kits	17-Sep-2022	350.00	Stop the Bleed	Forrett		338.78	(11.22)	29-Sep-22	Not yet received	
23 Special ferry returning from Doug Teague's funeral	17-Sep-2022	300.00	Sayville Ferry Service	Coluccio	Coluccio	300.00	-			
25 ATV cover for 5-28-3	17-Sep-2022	100.00	Amazon	Forrett	Geiman	85.85	(14.15)	29-Sep-22		
26										
47										
Total expenditures		\$ 59,412.42				\$ 49,007.79				

Non-expenditure motions

Meeting date: 2022-10-01

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	Forrett	\$517.00	12-Mar-2022		
3 Moving \$338 from LOSAP to Annual Dinner	17-Sep-2022	-\$338.00		Board	Forrett	-\$338.00	17-Sep-2022		
4 Moving \$338 from LOSAP to Annual Dinner	17-Sep-2022	\$338.00		Board	Forrett	\$338.00	17-Sep-2022		
5 Moving \$3,000 from LOSAP to Equipment Fuel	17-Sep-2022	-\$3,000.00		Board	Forrett	-\$3,000.00	17-Sep-2022		
6 Moving \$3,000 from LOSAP to Equipment Fuel	17-Sep-2022	\$3,000.00		Board	Forrett	\$3,000.00	17-Sep-2022		
7 Moving \$1,168 from LOSAP to Alarm Maintenance	17-Sep-2022	-\$1,168.00		Board	Forrett	-\$1,168.00	17-Sep-2022		
8 Moving \$1,168 from LOSAP to Alarm Maintenance	17-Sep-2022	\$1,168.00		Board	Forrett	\$1,168.00	17-Sep-2022		
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
Total expenditures		\$0.00				\$0.00			

Voucher and payments abstract

Board meeting date:

1-Oct-2022

No.	Date	Claimant	Claim number	Fund	Appropriation	Memo	Amount
1	26-Aug-2022	Pines Hardware & Construction (Don Kohlhepp)	Invoice	Operational	Building repair	Annex south wall	3,450.00
2	30-Aug-2022	Safety and Environmental Solutions (SES, Inc.)	Inv. 1199-1010	Operational	Medical	SCBA fit test, James Flanigan	35.00
3	1-Sep-2022	Long Island <i>Advance</i>	Inv. 10795	Operational	Notice	Meeting time change	65.00
4	7-Sep-2022	Coastline Freight	Multiple	Operational	Equipment purchase; gas; training?		616.25
5	17-Sep-2022	Percy Hoek, Inc.	Package policy VFNU-1	Operational	Insurance	Annual package policy	15,486.98
6	18-Sep-2022	Nassau NDI Diagnostics	Inv. 6470	Operational	Medical	James Flanigan	\$ 200.00
7	20-Sep-2022	Westin's Marine Center	Trans. 28462, 28540	Operational	Equipment – gas		130.90
8	27-Sep-2022	Brinkmann's	Inv. 67154 /5; 67192 /5	Operational	Building repair		127.06
9	27-Sep-2022	Verizon	Bill 2022-09-27	Operational	Telephone		145.41
10	30-Sep-2022	Fire Island Pines Fire Department	Water Island FPD	Operational	Fire protection services	Water Island	11,687.50
11	30-Sep-2022	Flower Girls Garden Maintenance	Inv. 2022315	Operational	Landscape maintenance		1,420.00
12	30-Sep-2022	Maria Isabel Arizaga Balbuca	Payroll	Operational	Personnel services	September payroll	330.00
13	30-Sep-2022	Patrick Forrett	Payroll	Operational	Personnel services	September payroll	500.00
14	30-Sep-2022	Christopher Furchert	Payroll	Operational	Personnel services	September payroll	1,671.83
15	30-Sep-2022	Dennis Maud	Payroll	Operational	Personnel services	September payroll	267.80
16	30-Sep-2022	Eric Scottaline	Payroll	Operational	Personnel services	September payroll	535.60
							\$ 36,669.33