

FIRE ISLAND PINES FIRE DISTRICT

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

Fire District Commissioners' meeting – minutes

80 Main Street
Sayville, NY 11782
March 18, 2023

Present

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

Order

The meeting was called to order by Comm. Corradino at 10:16 AM.

Minutes

- Review of prior meeting's minutes

MOTION: Comm. Cook moved to accept the draft minutes of the January 7, 2023, 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, Brinkmann's, VFIS, and 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
 - M&T operating checking account to February 19
 - M&T savings and money market accounts to January 23 (now closed)
 - TD accounts to February 28
 - Chase operating checking account to February 28
 - Chase savings and money market accounts to February 28
- Treasurer's and Budget-to-Actual reports for or to March 2022
- Motions list – expenditure and non-expenditure motions for 2023 thus far
- Capturing motions done by e-mail
 - None this period

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

CHIEF'S REPORT

Alarms:

#3906 – 01/13/2023 – 161 Main Walk – mutual aid to Cherry Grove – automatic alarm

Meetings:

None

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Drills:

None

Work detail:

None

Membership status:

Resignation of Firefighter Rich Barry; he remains an inactive Life Member of the Department.

Requests / comments:

1. No LOSAP report until April Board meeting
2. Received two 55-liter CellBlockEX bags and the new, replacement AED (plus accessories)
3. Request the purchase from Amazon of six replacement Streamlight NiMH Survivor, Knucklehead rechargeable batteries at \$50.54 each, for a total of \$303.24.
4. Request the purchase of two replacement HP30A toner cartridges for the new Communications Room printer at \$72.89 each, for a total of \$145.78.

MOTION: After a brief discussion, Comm. Boss moved to spend up to \$325 from the Equipment Purchase appropriation for the purchase of the requested batteries. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed.

MOTION: After a brief discussion, Comm. Cook moved to spend up to \$250 from the Office appropriation for the purchase of the requested toner cartridges. Comm. Boss seconded the motion; all were in favor, and the motion passed.

COMMITTEE REPORTS

Apparatus, equipment, radios – Commissioners Rhodes-Teague and Boss

Comm. Rhodes-Teague expressed concern at the amount of vehicle fuel being purchased. In one credit-card cycle, she noted fuel expenses were about \$750 for two off-Island vehicles. The Board discussed the costs of driving the length of the beach and the fact that these expenses may include diesel fuel, the cost of which is still quite high. The Board agreed that this is why monthly District vehicle logs need to be implemented.

Forrett informed the Board that with the build changes for the new pumper, the spend was getting very close to (or perhaps exceeding) the \$560,000 amount approved in the October 2022 permissive referendum. The Board discussed a new referendum of up to \$585,000 to ensure the Board had sufficient flexibility to purchase, outfit and equip the pumper appropriately for the District's needs. Forrett said he would contact District Counsel William Glass to discuss the process and language for another permissive referendum, and then he would have it published in the newspaper of record as soon as possible. He said he would also send an update note to FIPPOA President, Henry Robin, for inclusion in an upcoming FIPPOA newsletter.

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

BE IT RESOLVED, that whereas, pursuant to the provisions of the General Municipal Law and the Town Law of the State of New York, the Fire Island Pines Fire District, on October 1, 2022 authorized the expenditure of a sum not to exceed \$560,000 from the Capital Reserve Fund of said Fire District for the purchase, equipping, and outfitting of a new Pumper Truck for said Fire District, and such authorization was subject to a permissive referendum as provided in the General Municipal Law of the State of New York, which resolution successfully passed; and be it

FURTHER RESOLVED, that the Board of Fire Commissioners has subsequently determined that the above-described purchase cannot be obtained for the above-approved sum; and be it

FURTHER RESOLVED, that the above-referenced permissive referendum now be abandoned and, in its place, it be resolved, that pursuant to the provisions of the General Municipal Law and the Town Law of the State of

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New York, that the Fire Island Pines Fire District be authorized to expend a sum not to exceed \$585,000 from the Capital Reserve Fund of said Fire District for the purchase, equipping, 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.

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				

Chief Geiman informed the Board that nothing further was being decided on the new 5-28-1 while waiting for the chassis to be delivered. In the meantime, the only outstanding question is what to do with the compartment behind the driver and passenger. He said the chassis is still estimated to be delivered at some time in July, and, in the meantime, Custom Fire Apparatus is working on the box.

The Chief also mentioned that the larger of the two floating pumps is not being used and should be auctioned off.

Comm. Boss informed the Board that the noon siren was once again not functioning properly, and he suggested waiting until ferry service resumes more frequently before scheduling the work. The Board agreed the noon siren wasn't particularly necessary during the off-season.

Forrett informed the Board that the final bill for the new LifePak AED was some \$750 more than the original quote. The quote was for the unit only, whereas it was shipped with a number of accessories (including the battery – quite necessary!). Forrett let the Board know he had pointed this out to the sales representative, expressing his frustration that expectations had been mis-set. The Board discussed the fact that, while this was annoying, the accessories are necessary.

MOTION: After discussion, Comm. Rhodes-Teague moved to allocate up to \$750 from the Equipment Purchase appropriation to pay for the difference between the accrued amount for the AED and the final invoice; Comm. Boss seconded the motion; all were in favor, and the motion passed.

Budgets, audit – Commissioner Coluccio / Treasurer Forrett

Forrett informed the Board that the audit process was underway: the large box of vouchers had been sent to the auditors in early February; the QuickBooks file the second week of February; and ongoing communications with the auditors were positive.

Comm. Coluccio asked about the AUD, and Forrett informed her the auditors strongly suggested applying for an extension.

Forrett also informed the Board that the outstanding receivable from Auctions International dating to November 2021 had finally been resolved: that check for \$360 was received and deposited.

He noted that, as per Board instructions, more funds had been transferred from M&T Bank to Chase, including the total balances of the Money Market and Savings accounts, and that both those M&T accounts had been closed. The only outstanding item related to M&T Bank was the external payroll processing obligation, and once he was satisfied that had been transferred successfully, he would close the last remaining M&T account.

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Records – Commissioners Coluccio, Corradino

No update this period.

Insurance, LOSAP, membership – Commissioner Cook

Forrett noted an increase in the semi-annual life insurance premium, as well as pro-rata amount. Comm. Cook investigated, and with the removal of ex-Firefighter, Kim McGlone, who is relatively young, and the addition of Comm. Cook, who is a bit older, the premium went up, and nothing was otherwise amiss.

Comm. Cook informed the Board he had tentatively set up a meeting with the VFIF LOSAP representative for the first week of May to answer outstanding questions.

Public Relations – Comm. Coluccio

No update this period

Alarms – Commissioner Boss

No update this period

Grounds – Commissioner Boss

Comm. Boss received from Flower Girls an estimate of \$1,100 for spring clean-up and monthly landscape maintenance (June through October) for the Firehouse and \$1,000 for the spring clean-up and monthly maintenance for the Annex.

MOTION: After discussion, Comm. Boss moved to allocate up to \$2,100 from the 2023 Landscaping appropriation to have Flower Girls perform spring clean-up and monthly landscape maintenance at the Firehouse and the Annex. Comm. Rhodes-Teague 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:

The Board received several, independent requests over the last several weeks to use the Firehouse as a meeting- or workspace. After a brief discussion, the Board unanimously decided it could not offer the Firehouse as that sort of resource.

Order

The meeting was adjourned by Comm. Corradino at 12:06 PM.

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2023-03-17

	<u>Bank Balance</u>	<u>Book Balance</u>
General fund	As of: 28-Feb-2023	17-Mar-2023
M&T Checking Account (bank balance at 2023-02-19)	\$ 35,876	\$ 32,143
M&T Savings Account	\$ -	\$ -
M&T Money Market Account	\$ -	\$ -
Chase operating checking	\$ 223,180	\$ 212,214
Chase savings	\$ 97,935	\$ 97,935
Chase MM – unspent reserve	\$ 2,679	\$ 2,679
General fund accounts total	\$ 359,670	\$ 344,970
 Reserve fund	 As of: 28-Feb-2023	 17-Mar-2023
TD Bank Money Market Funds	\$ 601,456	\$ 601,456
Reserve fund account total	\$ 601,456	\$ 601,456
 Total liquidities and reserves	 \$ 961,125	 \$ 946,426
 Deposits and transfers		
Interest earned on M&T accounts 2023		\$ 22
Interest earned on Chase accounts 2023		5
Interest earned on Reserve account 2023		2,104
Interest from Town of Brookhaven		-
Tax Warrants		174,766
Year-end transfer from Operating to Reserve		
Water Island Fire Protection District		
Insurance proceeds		
Other proceeds		
		\$ 176,896
 Employee payroll	 This period	 YTD
Maria Isabel Arizaga Balbuca Housekeeping		
Christopher J Furchert maintenance	3,344	3,344
Christopher J Furchert hose testing		
Maud, Dennis maintenance	1,071	1,071
Scottaline, Eric maintenance	1,098	1,098
Forrett, Patrick A Secretary and Treasurer	1,000	1,000
Scofield, Jedidiah maintenance	27	27
	\$ 6,540	\$ 6,540
 Payments Made		
2023-01-13 Walter Boss, Inc. Closing 32 Lone Hill Walk		\$ 350
2023-01-13 Integrated Wireless Technologie: Alarm maintenance		882
2023-01-13 Ed's Auto Collision Equipment maintenance and repair		5,669
2023-01-13 Nassau NDI Diagnostics Medical		275
2023-01-13 Brinkmann's Building maintenance and repair		89
2023-01-13 Arthur Nelsen Licensed Electricia Building maintenance and repair		1,095
2023-01-13 All American Awards & Uniforms Uniforms		1,122
2023-01-13 QCD Graphics Equipment maintenance and repair		375
2023-01-13 South Shore Fire & Safety Equip Equipment maintenance and repair		939
2023-01-13 Firematic Supply Co Inc. Equipment maintenance and repair		1,091

Fire Island Pines Fire District – Treasurer’s Report

2023-01-13	Syosset Truck Sales, Inc.	Equipment maintenance and repair	75
2023-01-13	Waterway Long Island	Equipment maintenance and repair	1,826
2023-01-13	Suffolk County Fire Academy	Equipment maintenance and repair	275
2023-01-13	Walter Boss, Inc.	Alarm maintenance	450
2023-01-13	Assoc of Fire Districts of State of	Dues and subscriptions	450
2023-01-13	AIS Administrators	Disability and cancer policies	4,176
2023-01-17	PSEGLI 32 Lone Hill	Fuel and electricity	26
2023-01-17	PSEGLI 5 - 34 FIB	Fuel and electricity	216
2023-01-17	PSEGLI 6 - east-end siren	Fuel and electricity	33
2023-01-17	PSEGLI 0 - west-end Siren	Fuel and electricity	19
2023-01-17	PSEGLI 9 - Fire House	Fuel and electricity	84
2023-01-17	William F. Glass, Jr.	Legal	1,821
2023-01-17	Bank of America - 5579	Credit card	1,113
2023-01-23	Fire Island Pines Fire District	Withdrawal from M&T in favor of Chase	80,000
2023-01-23	Fire Island Pines Fire District	Withdrawal from M&T in favor of Chase	97,830
2023-01-23	Fire Island Pines Fire District	Withdrawal from M&T in favor of Chase	2,577
2023-02-02	ACH Withdrawal -Pay F103	Payroll processing	1,348
2023-02-02	Maud, Dennis	Personnel services – manual check	482
2023-02-09	Verizon	Telephone / Internet service	243
2023-02-13	Bank of America - 5579	Credit card	1,561
2023-02-13	PSEGLI 32 Lone Hill	Fuel and electricity	22
2023-02-13	PSEGLI 5 - 34 FIB	Fuel and electricity	231
2023-02-13	PSEGLI 0 - west-end Siren	Fuel and electricity	16
2023-02-13	PSEGLI 9 - Fire House	Fuel and electricity	65
2023-03-02	ACH Withdrawal -Pay F103	Payroll processing	1,057
2023-03-02	Maud, Dennis	Personnel services – manual check	482
2023-03-03	Arthur Nelsen Licensed Electricia	Building maintenance and repair	7,400
2023-03-03	Brookhaven Town Fire District Of	Dues and subscriptions	150
2023-03-03	FASNY	Dues and subscriptions	270
2023-03-03	The Long Island Advance, Inc.	Notice	102
2023-03-03	Percy Hoek, Inc.	Insurance	548
2023-03-03	Francis J Corradino (v)	Commissioner training	125
2023-03-03	Teague Services Inc.	Fuel and electricity / Building maint.	2,626
2023-03-03	Brinkmann's	Building maintenance and repair	284
2023-03-12	PSEGLI 32 Lone Hill	Fuel and electricity	20
2023-03-12	PSEGLI 5 - 34 FIB	Fuel and electricity	203
2023-03-12	PSEGLI 6 - east-end siren	Fuel and electricity	28
2023-03-12	PSEGLI 0 - west-end Siren	Fuel and electricity	16
2023-03-12	PSEGLI 9 - Fire House	Fuel and electricity	41
2023-03-12	Bank of America - 5579	Credit card	1,284
2023-03-13	Verizon	Telephone / Internet service	243
2023-03-14	Pines Hardware & Construction,	Building maintenance and repair	2,650

\$ 224,355

Budget to actual as of Mar. 17, 2023	Budgeted	Revision	Updated	Paid to date	Remaining	Obligated	Projected balance
REVENUE							
Brookhaven property taxes	\$ 289,558			\$ 174,766	\$ 114,792		
Water Island Fire Protection District	\$ 42,650				42,650		
Drawdown from savings					-		
Insurance proceeds					-		
Interest income	\$ 1,000			2,130	(1,130)		
Other income					-		
TOTAL REVENUE	\$ 333,208			\$ 176,896	\$ 156,312		
EXPENSES							
Personnel expenses	\$ 46,000			6,540	39,460		39,460
Equipment purchase	\$ 16,000			301	15,699		15,699
Office supplies	\$ 2,400			103	2,297		2,297
Commissioner training	\$ 250			125	125		125
Postage	\$ 220			3	217		217
Audit / accounting	\$ 4,000				4,000		4,000
Legal	\$ 2,000			1,821	179		179
Association dues	\$ 1,300			870	430		430
Payroll processing	\$ 1,300			485	815		815
Printing and supplies	\$ 500				500		500
Publications of notice	\$ 550			102	448		448
Fuel and electricity	\$ 14,000			3,045	10,955		10,955
Water	\$ 1,000				1,000		1,000
Hydrant rentals	\$ 7,600				7,600		7,600
Telephone	\$ 1,800			288	1,512		1,512
Internet/website	\$ 2,400			366	2,034		2,034
Other travel	\$ 500				500		500
Uniform expenses	\$ 2,400				2,400		2,400
Annual dinner	\$ 18,000				18,000		18,000
Training	\$ 1,500				1,500		1,500
Firehouse & 32LHW repairs	\$ 15,000			1,187	13,813		13,813
Building maintenance supplies	\$ 1,000				1,000		1,000
Landscaping maintenance	\$ 2,500				2,500	10,000	(7,500)
Fire equipment repairs & maint.	\$ 20,000			313	19,687		19,687
Fire Equipment – gasoline/diesel	\$ 5,000			1,152	3,848		3,848
Fire alarm maintenance	\$ 500			450	50		50
Insurance: umb, prop, flood, fire, auto, life	\$ 17,500			11,448	6,052		6,052
Social Security & Medicare	\$ 3,000			577	2,423		2,423
Disability & cancer policy	\$ 4,000			4,176	(176)		(176)
VFBL and Workers Compensation	\$ 13,000			11,769	1,231		1,231
State Unemployment	\$ 1,200			158	1,042		1,042
Hospital, Medical & Accident Ins	\$ 600			548	52		52
Medical Exam/Physicals	\$ 8,000				8,000		8,000
Snow removal					-		-
LOSAP	\$ 55,000				55,000		55,000
WIFPD 27.5%	\$ 11,687				11,687		11,687
Transfer to Reserve	\$ 50,000				50,000		50,000
Consultants (fixed assets, LOSAP, ISO)	\$ 1,500				1,500		1,500
	\$ 333,207			\$ 45,826	\$ 287,381		\$ 277,381
	\$ (1)						

Expenditure motions

Meeting date: 2023-03-18

Motion	Motion date	Amount approved	Vendor	Done by	Received by	Final amount	Variance	Paid date	Disposition	Notes
1 Remove bamboo and rhyzomes btw Firehouse and Annex	10-Dec-2022	10,000	Flower Girls	Boss			(10,000)			

Total expenditures 10,000 - p