

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
May 20, 2023

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 Rhodes-Teague was not present.

Order

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

Minutes

- Review of prior meeting's minutes – the April meeting minutes were not ready for this meeting.

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 checking account to April 30
 - TD accounts to April 30
 - Chase operating checking, savings, and money market accounts to April 30
- Treasurer's and Budget-to-Actual reports for or to May 2022
- Motions list – expenditure and non-expenditure motions for 2023 thus far
- Capturing motions done by e-mail
 - Purchase of replacement infant AED pads

MOTION: After very brief discussion, Comm. Boss moved to allocate up to \$310 from the Equipment Purchase appropriation for the purchase of infant AED pads. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

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

CHIEF'S REPORT

Alarms:

#3909 – 04/23/2023 – Mutual Aid to Davis Park – Trustee Walk – automatic alarm

#3910 – 04/29/2023 – 4 Ocean Walk –Co-ops – automatic alarm

#3911 – 05/03/2023 – Mutual Aid to Cherry Grove – 1 Ocean Walk – automatic alarm

#3912 – 05/05/2023 – 465 Fisherman's Path – automatic alarm

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#3913 – 05/16/2023 – Mutual Aid to Cherry Grove – 1 Ocean Walk – automatic alarm

Meetings:

#1266 – 05/06/2023 – Department meeting

#1267 – 05/13/2023 – Department physicals exams

#1268 – 05/13/2023 – annual spring Department meeting

#1269 – 05/20/2023 – spring FIPPOA meeting

Drills:

#1290 – 04/26/2023 – Alt. Drill #1 – driving/pumping – new driving procedures

#1291 – 05/06/2023 – Drill #2 – nozzles, hand tools, ropes, water rescue bags

#1292 – 05/10/2023 – Alt. Drill #2 – new hydrant hook-up; supply and handline practice

Work detail:

#1167 – 05/14/2023 – water rescue bag placement

Membership status:

Resignation: auxiliary member, Rob Caputo

Leave of absence: Graham Becker

New auxiliary member, Scott Wendt

New firefighter, Carlos de la Puente

Requests / comments:

1. LOSAP report for April 2023
2. Contract and paperwork from The Grant Guys received; needs signature
3. Sent out and received back two SCBAs that were repaired by South Shore Fire Equipment
4. Sent out pager for repair to Integrated Wireless Technology
5. Received replacement item, one Streamlight 90510 Survivor LED Flashlight
6. Received five Quik Clot Gauze pads
7. Budget Items: Forcible Entry Irons – ordered; Safety Cans – received; Mini Spanner Wrenches - backordered, and one of the Class A / Class B Uniforms for FF Rob Kral – ordered
8. Ordered Accountability Tags for five new Members and one new truck, designated 5-28-11
9. Requesting three new SCBA face pieces as a result of last week's Department physicals: one AV3000 (Sm.) @ \$383.04 from South Shore Fire Equipment, and two AV2000 (comfort seal Lg.) @ \$99.00 each from www.thecontrol.shop. Total \$198.00.
10. Requesting three 911IM oversized gear bags w/multiple pockets and 913IM Shoulder Strap for 911IM @ \$105.96 each from R&B Fabrications, Inc., for a total of \$317.88.
11. Received and picked up new Dodge Ram 1500 pick-up (5-28-11) from BPF. Being registered and lettered at this time. Recommend we donate remains of 5-28-9A to Kars for Kids.

MOTION: After a brief discussion, Comm. Coluccio moved to accept Rob Caputo's resignation, and to approve Scott Wendt and Carlos de la Puente as auxiliary and regular members of the Department, respectively. Comm. Cook seconded the motion; all were in favor, and the motion passed.

MOTION: After a very brief discussion, Comm. Boss moved to allocate up to \$600 from the Equipment Purchase appropriation to purchase the SCBA face masks requested in item 9, above. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

MOTION: After a very brief discussion, Comm. Cook moved to allocate up to \$330 from the Equipment Purchase appropriation to purchase the gear bags and shoulder straps requested in item 10, above. Comm. Boss seconded the motion; all were in favor, and the motion passed.

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MOTION: After discussion, Comm. Cook moved to remove the remains of 5-28-9A from the District's inventory and books. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

MOTION: After discussion, Comm. Cook moved to donate the remains of 5-28-9A to Kars for Kids. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

The Board received the contract from The Grant Guys, indicating a fee of \$1,950 to write a single grant. In accordance with the discussion from the April meeting, the Board agreed to sign the contract and proceed. In addition, the Board agreed to pay former Commissioner, Rich Barry, a stipend of \$500 for this work in obtaining the SAM.gov status.

MOTION: Comm. Coluccio moved to transfer \$1,575 from the LOSAP appropriation to the Consultant appropriation. Comm. Cook seconded the motion; all were in favor, and the motion passed.

MOTION: Comm. Coluccio moved to allocate up to \$1,950 from the Consultant budget to pay The Grant Guys for work on a grant to obtain SCBAs and turnout gear. Comm. Boss seconded the motion; all were in favor, and the motion passed.

MOTION: Comm. Coluccio moved to pay Rich Barry \$500 from the Consultant budget for his work on obtaining the SAM.gov status for the District. Comm. Cook seconded the motion; all were in favor, and the motion passed.

COMMITTEE REPORTS

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

Comm. Boss informed the Board that the noon siren was fixed. Board members confirmed they had heard it that morning.

Budgets, audit – Commissioner Coluccio / Treasurer Forrett

Forrett informed the Board that the AUD had been filed on time, and that he and Comm. Coluccio had received the draft financial reports from Craig, Fitzsimmons, and Meyer. He confirmed that Bob Craig would be joining the Board in its June meeting to discuss the audit process and the financial reports.

Records – Commissioners Coluccio, Corradino

No update this period.

Insurance, LOSAP, membership – Commissioner Cook

Comm. Cook informed the Board that the VFIS representative, Sarah Tolerico, took place the day before (May 19). Comm. She reviewed the entire program and provided the annual package that needs updating. There was apparently a question about the District's typical end-of-year LOSAP contribution. Her suggestion was to pay it sooner in the year, so the capital is invested sooner.

The Board resumed the discussion about undertaking an actuarial assessment to project a ten-year estimate of annual LOSAP contribution costs for raising future LOSAP monthly payments from \$10 to \$20 a month. The analyst/actuary recommended by VFIS bills at \$125/hour, and it is estimated that the work will take five hours.

MOTION: After discussion, Comm. Boss moved to allocate up to \$625 from the Consultant budget to engage the analyst to perform the ten-year contribution estimate for increased future monthly LOSAP payouts. Comm. Cook seconded the motion; all were in favor, and the motion passed.

Public Relations – Comm. Coluccio

Comm. Coluccio sent a note to Henry Robin, president of FIPPOA in advance of the FIPPOA Spring Community meeting. In that note, she mentioned the upcoming purchase of a new pumper and the emergency purchase of a vehicle to replace 5-28-9A.

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Alarms – Commissioner Boss

No update this period

Grounds – Commissioner Boss

Comm. Boss received an estimate from Don Kohlhepp of Pines Hardware and Construction for \$3,100 to replace the AC platforms behind the Firehouse in advance of the new AC units coming. The Board discussed the materials and construction of the platform, including the quality of wood and using a vibration dampener.

MOTION: After discussion, Comm. Coluccio moved to allocate up to \$3,100 from the Building Repair appropriation to have Pines Hardware and Construction remove the current AC platforms and build new ones behind the Firehouse. Comm. Cook seconded the motion; all were in favor, and the motion passed.

The Board discussed the east-end siren platform, which is rotting and needs to be replaced. Comm. Boss said he would speak with Don Kohlhepp and Brendan Eagan about coordinating to do the work.

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 1:35 PM.

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2023-04-21

	<u>Bank Balance</u>	<u>Book Balance</u>
General fund	As of: 30-Apr-2023	20-May-2023
M&T Checking Account	\$ 10	\$ 10
Chase operating checking	210,588	210,058
Chase savings	97,942	97,942
Chase MM – unspent reserve	2,679	2,679
General fund accounts total	\$ 311,219	\$ 310,689
Reserve fund	As of: 30-Apr-2023	20-May-2023
TD Bank Money Market Funds	\$ 604,036	\$ 604,036
Reserve fund account total	\$ 604,036	\$ 604,036
Total liquidities and reserves	\$ 915,255	\$ 914,725
Deposits and transfers		
Interest earned on M&T accounts 2023		\$ 12
Interest earned on Chase accounts 2023		9
Interest earned on Reserve account 2023		3,381
Interest from Town of Brookhaven		-
Tax Warrants		177,687
Year-end transfer from Operating to Reserve		
Water Island Fire Protection District		
Insurance proceeds		94
Other proceeds		360
		\$ 181,543
Employee payroll	This period	YTD
Maria Isabel Arizaga Balbuca Housekeeping		
Christopher J Furchert maintenance	1,672	5,015
Christopher J Furchert hose testing		
Maud, Dennis maintenance	536	1,607
Scottaline, Eric maintenance	268	1,366
Forrett, Patrick A Secretary and Treasurer	500	1,500
Scofield, Jedidiah maintenance	-	27
	\$ 2,975	\$ 9,515
Payments Made		
2023-03-21 Integrated Wireless Technologie: A0600.0 · Accounts Payables - Other		\$ 471
2023-03-21 Integrated Wireless Technologie: 464 · Alarm Maint & Repair		312
2023-03-21 Kevin's American Towing Service A0600.0 · Accounts Payables - Other		350
2023-03-21 Glatfelter Specialty Benefits A9045.8 · Life Insurance		1,222
2023-03-21 All American Awards & Uniforms A0600.0 · Accounts Payables - Other		808
2023-03-21 All American Awards & Uniforms 432 · Uniform Expense		132
2023-03-21 Fire News 413 · Association Dues		240
2023-03-21 Brookhaven Town Volunteer Fire 413 · Association Dues		65
2023-03-21 Teague Services Inc. 420 · Fuel and Electricity		675
2023-03-21 Stryker Sales LLC A0600.0 · Accounts Payables - Other		3,327
2023-03-21 Patrick Forrett (v) 411 · Postage		40
2023-04-12 Bank of America - 5579 5603 · Bank of America Card Service		1,717

Respectfully submitted by Patrick Forrett, Treasurer/Secretary

Fire Island Pines Fire District – Treasurer’s Report

2023-04-13	Suffolk County Water Authority - 421	· Water And Hydrant	94
2023-04-13	Suffolk County Water Authority - 421	· Water And Hydrant	85
2023-04-13	Verizon	426 · Internet and Website	246
2023-04-18	PSEGLI 0 - west-end Siren	420 · Fuel and Electricity	19
2023-04-18	PSEGLI 9 - Fire House	420 · Fuel and Electricity	30
2023-04-18	PSEGLI 5 - 34 FIB	420 · Fuel and Electricity	269
2023-04-18	PSEGLI 32 Lone Hill	420 · Fuel and Electricity	172
2023-04-20	Holly Rhodes-Teague (v)	434 · Training	100
2023-04-20	Pines Propane Corp.	420 · Fuel and Electricity	149
			<hr/>
			\$ 10,524

Budget to actual as of Apr. 21, 2023	Budgeted	Revision	Updated	Paid to date	Remaining	Obligated	Prjected balance
REVENUE							
Brookhaven property taxes	\$ 289,558			\$ 186,270	\$ 103,288		
Water Island Fire Protection District	\$ 42,650				42,650		
Drawdown from savings					-		
Insurance proceeds					-		
Interest income	\$ 1,000			4,709	(3,709)		
Other income					-		
TOTAL REVENUE	\$ 333,208			\$ 190,979	\$ 142,229		
EXPENSES							
Personnel expenses	\$ 46,000			13,845	32,155		32,155
Equipment purchase	\$ 16,000			20,652	(4,652)		(4,652)
Office supplies	\$ 2,400			792	1,608		1,608
Commissioner training	\$ 250			225	25		25
Postage	\$ 220			184	36		36
Audit / accounting	\$ 4,000				4,000		4,000
Legal	\$ 2,000			1,821	179		179
Association dues	\$ 1,300			1,175	125		125
Payroll processing	\$ 1,300			660	640		640
Printing and supplies	\$ 500				500		500
Publications of notice	\$ 550			184	366		366
Fuel and electricity	\$ 14,000			4,686	9,314		9,314
Water	\$ 1,000			179	821		821
Hydrant rentals	\$ 7,600				7,600		7,600
Telephone	\$ 1,800			582	1,218		1,218
Internet/website	\$ 2,400			564	1,836		1,836
Other travel	\$ 500				500		500
Uniform expenses	\$ 2,400			166	2,234		2,234
Annual dinner	\$ 18,000			3,352	14,648		14,648
Training	\$ 1,500				1,500		1,500
Firehouse & 32LHW repairs	\$ 15,000	(10,000)		2,550	2,450		2,450
Building maintenance supplies	\$ 1,000				1,000		1,000
Landscaping maintenance	\$ 2,500	10,000		5,000	7,500		7,500
Fire equipment repairs & maint.	\$ 20,000			2,984	17,016		17,016
Fire Equipment – gasoline/diesel	\$ 5,000			1,914	3,086		3,086
Fire alarm maintenance	\$ 500			762	(262)		(262)
Insurance: umb, prop, flood, fire, auto, life	\$ 17,500			12,669	4,831		4,831
Social Security & Medicare	\$ 3,000			1,059	1,941		1,941
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			289	911		911
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			\$ 92,789	\$ 240,418		\$ 240,418
	\$ (1)						

Expenditure motions

Meeting date: 2023-04-22

Motion	Motion date	Amount approved	Vendor	Done by	Received by	Final amount	Variance	Paid date	Disposition	Notes
1 Remove bamboo and rhizomes btw Firehouse and Annex	10-Dec-2022	\$ 10,000	Flower Girls	Boss			(10,000)			
2 Purchase of replacement batteries (Equipment Purchase)	22-Mar-2023	325	Amazon	Forrett	Geiman	303	(22)			
3 Purchase of toner cartridges (Office supplies)	22-Mar-2023	250	Amazon	Forrett	Geiman	146	(104)			
4 Additional AED cost (Equipment Purchase)	22-Mar-2023	750	Stryker Medical	Forrett	Rhodes-Teag	754	4			
5 Landscape clean-up and maintenance (Landscaping)	22-Mar-2023	2,100	Flower Girls	Boss	Corradino					

Total expenditures	\$	13,425				1,203	
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Non-expenditure motions

Meeting date: 2023-04-22

Motion	Motion date	Amount approved	Vendor	Done by	Received by	Final amount	Paid date	Status
1 Moving \$10,000 from Building Maintenance to Landscaping	7-Jan-2023	\$10,000.00	Board	Board		\$10,000.00		
2 Moving \$10,000 from Building Maintenance to Landscaping	7-Jan-2023	-\$10,000.00	Board	Board		-\$10,000.00		
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
Total expenditures		\$0.00				\$0.00		