

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
August 13, 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 12:25 PM.

Minutes

- Review of prior meeting's minutes

MOTION: Comm. Cook moved to accept the draft minutes of the July 11, 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, Coastline Freight, Sayville Ferry Service, Brinkmann's, 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
 - Chase operating checking, savings, and money market accounts to July 31
 - TD Reserve Fund account to July 31
- Treasurer's and Budget-to-Actual reports for or to August 2023
- Motions list – expenditure and non-expenditure motions for 2023 thus far
- Capturing motions done by e-mail
 - None this period

MOTION: After very 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.

Forrett informed the Board he had spoken with the Government Account Representative at TD Bank (Matthew Pickett) asking about higher interest-rate options for the Reserve Fund balance. Currently, TD is offering 30-, 60-, and 90-day certificates of deposit for 5.10%, 5.10%, and 5.12%, respectively. After discussing current liquidity needs, including the need to pay for the new 5-28-1 chassis upon its delivery (delivery date unknown), the Board decided to put \$400,000 into a 30-day CD.

MOTION: After discussion, Comm. Coluccio moved to open a new, 30-day certificate of deposit account at TD Bank and to place \$400,000 of the Reserve Fund in that account. Comm. Rhodes-Teague Seconded the motion; all were in favor, and the motion passed.

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CHIEF'S REPORT

Alarms:

- #3933 – 07/14/2023 – West Walk, Water Island – automatic alarm
- #3934 – 07/16/2023 – 152 Atlantic Walk – Co-ops – automatic alarm
- #3935 – 07/18/2023 – 36 Fire Island Blvd – automatic alarm
- #3936 – 07/25/2023 – 312 Fire Island Blvd – gas leak
- #3937 – 07/26/2023 – 37 Fire Island Blvd – automatic alarm
- #3938 – 07/28/2023 – 37 Fire Island Blvd – automatic alarm
- #3939 – 08/01/2023 – 160 Ocean Walk – outside fire
- #3940 – 08/05/2023 – 36 Fire Island Blvd – automatic alarm
- #3941 – 08/06/2023 – Atlantic Ocean @ Cedar Walk – water rescue

Meetings:

- #1301 – 07/22/2023 – Department meeting
- #1302 – 08/05/2023 – Department meeting
- #1303 – 08/12/2023 – Department meeting

Drills:

- #1299 – 07/12/2023 – Alt. Drill #4 – 5-28-2 new hydrant hook-up, pumping, hose handling
- #1300 – 07/22/2023 – Drill #7 – Pines Party pre-plan
- #1326 – 07/23/2023 – Yaphank Training – Taxpayer
- #1327 – 08/05/2023 – Drill #8 – Water Island
- #1328 – 08/12/2023 – Drill #9 – ladders, roof operations, roof construction

Work detail:

- #1168 – 07/29/2023 – 2023 community barbecue and open house

Membership status:

New firefighter status: B. Bonci & M. Kaing – pending retest

Requests / comments:

1. LOSAP report for July 2023
2. Thank you to Comm. Walter Boss for getting A/C project upstairs done so quickly.
3. Another successful community barbecue. Thank you to Comm. Frank Corradino for manning the grill on a very hot day.
4. Received SAMCOM Long Range Two Way Radio, 6 Pack 3000mAH High-Power, 2-Way Radios Walkie Talkies for Adults Rechargeable, FPCN10A Heavy Duty Programmable UHF Handheld Radios with 6 in 1 Multi-Unit Charger Gang
5. Slate of 2024 officers (attached to these minutes; adding new role of Auxiliary Vice-Chairman)
6. 2024 Chief's budget request
7. 2024 District budget proposals
8. What is the status of the paperwork for LOSAP for Mark Gazdik?

Chief Geiman noted that the following week's drill (i.e., on Saturday, August 19) would be the annual TNT Tool drill, depending on whether the Department could get a vehicle to practice on. The vehicle is usually donated. In that case, he asked if the Board would approve the cost of the vehicle's transportation to and from the Island, and the final towing of the post-drill vehicle remains. The costs were usually on the order of \$250 each way from Coastline, plus another \$100 towing fee from Kevin's American Towing Service.

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MOTION: After a brief discussion, Comm. Boss moved to allocate up to \$750 from the Training appropriation to transport and remove a vehicle to use in the Department's TNT Tool training. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed.

The Chief also noted that Mike Jaggi of Flower Girls had died after a battle with leukemia. Because of all the work he has done for the District and the Pines community, the Board discussed some sort of memorial for him – perhaps a plaque on the Annex fence or on a tree.

As a final note, along with his annual budget request, the Chief provided a few suggestions for the 2024 District budget:

- Grant Guys application fee of \$1,950 (reimbursed up to \$1,500 if the grant is received) [NB, this will be a 2023 expense]
- Grant management fee of \$7,650 (if the grant is received)
- Department installation dinner increase to reflect higher costs plus the fact that next year will be the Department's 65th anniversary
- Suggestion to raise the annual transfer to the Reserve Fund to \$60,000 to have the money in place to replace 5-28-2 and 5-28-10 in the next five years. Both vehicles (boardwalk pumpers) are twenty-eight years old, and he estimates the replacement cost for those vehicles to be on the order of \$175,000 each.
- Suggestion to replace the Annex conference room [old and non-functional] sliding doors with one new slider on the north side and a window on the east side in calendar 2024; and to replace the den [similarly old and non-functional] sliding doors with a new slider on the south side and a window on the east side in calendar 2025.

COMMITTEE REPORTS

Apparatus, equipment, radios – Commissioners Rhodes-Teague and Boss
No update this period.

Budgets, audit – Commissioner Coluccio / Treasurer Forrett
Comm. Coluccio reminded the rest of the Board that budget conversations would begin in the September meeting. In addition, she noted that the contract with Craig, Fitzsimmons and Meyer is ending and that the firm asked to be included in any RFP process. She noted that she didn't think a full RFP process was necessary, but that a simply request for response, with a brief outline of the District's budget and inventory, would be sufficient, and that the Board could schedule phone calls with interested firms to answer any questions and to facilitate a proposal.

Records – Commissioners Coluccio, Corradino
Following up on the July conversation regarding records retention, Forrett found the New York State Local Governments Records and Disposition Schedule: financial and fire response records must be retained for six years. Forrett reminded the Board this document was accepted as Board policy by resolution in 2020.

Insurance, LOSAP, membership – Commissioner Cook
Comm. Cook informed the Board that the HeroesPlus funds were now in the black since the funds were invested. He also noted that he was looking into a list of other companies the Board could talk with regarding management of District's LOSAP plan.

Public Relations – Comm. Coluccio
Comm. Coluccio reminded the rest of the Board that the autumn FIPPOA community meeting will be held on September 23, and that she would be drafting a note to share. She mentioned an update on the new pumper and the new 5-28-11; and she asked if there was anything else other members of the Board thought should be communicated.

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Alarms – Commissioner Boss

No update this period

Grounds – Commissioner Boss

The Commissioners did a walking tour of the District / Department buildings and grounds. Comm. Cook said he would prepare and share his notes for discussion in the September meeting.

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 1:47 PM.

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2023-08-12

		<u>Bank Balance</u>	<u>Book Balance</u>
General fund		As of: 31-Jul-2023	12-Aug-2023
	Chase operating checking	240,168	233,512
	Chase savings	97,956	97,956
	Chase MM – unspent reserve	2,679	2,679
	General fund accounts total	\$ 340,803	\$ 334,147
Reserve fund		As of: 31-Jul-2023	12-Aug-2023
	TD Bank Money Market Funds	\$ 608,206	\$ 608,206
	Reserve fund account total	\$ 608,206	\$ 608,206
Total liquidities and reserves		\$ 949,008	\$ 942,352
Deposits and transfers			
	Interest eamed on M&T accounts 2023		\$ 16
	Interest eamed on Chase accounts 2023		42
	Interest eamed on Reserve account 2023		8,854
	Interest from Town of Brookhaven		-
	Tax Warrants		289,589
	Year-end transfer from Operating to Reserve		
	Water Island Fire Protection District		42,650
	Insurance proceeds		94
	Other proceeds (Auctions Int'l, 2021)		360
			\$ 341,604
Employee payroll		This period	YTD
	Maria Isabel Arizaga Balbuca Housekeeping	\$ 710	\$ 2,485
	Christopher J Furchert maintenance	1,672	11,703
	Christopher J Furchert hose testing		
	Maud, Dennis maintenance	536	3,214
	Scottaline, Eric maintenance	536	2,705
	Forrett, Patrick A Secretary and Treasurer	500	3,500
	Scofield, Jedidiah maintenance	-	27
		\$ 3,953	\$ 23,633
Payments Made			
	2023-07-13 SES, Inc. 460 · Equipment Maint & Repairs		\$ 35.00
	2023-07-13 Appraisal Affiliates 477 · Consulting		500.00
	2023-07-13 NAPA Auto Parts 460 · Equipment Maint & Repairs		324.36
	2023-07-13 All American Awards & Uniform 432 · Uniform Expense		110.00
	2023-07-13 Nassau NDI Diagnostics 475 · Medical Exam		570.00
	2023-07-13 Westin's Marine Center LLC 461 · Gas		97.00
	2023-07-13 Optimum Pest Control 450 · Repairs to Building		450.00
	2023-07-13 Suffolk County Fire Academy 434 · Training		220.00
	2023-07-13 Suffolk County Water Authority 421 · Water And Hydrant		3,783.50
	2023-07-13 Suffolk County Water Authority 421 · Water And Hydrant		93.60
	2023-07-13 Suffolk County Water Authority 421 · Water And Hydrant		97.27
	2023-07-13 Brinkmann's 450 · Repairs to Building		74.72

Respectfully submitted by Patrick Forrett, Treasurer/Secretary

Fire Island Pines Fire District – Treasurer’s Report

2023-07-13 Verizon	426 · Internet and Website	244.64
2023-07-28 Richard Barry	477 · Consulting	500.00
2023-07-28 PSEGLI 6 - east-end siren	420 · Fuel and Electricity	33.64
2023-07-28 PSEGLI 32 Lone Hill	420 · Fuel and Electricity	53.34
2023-07-28 PSEGLI 5 - 34 FIB	420 · Fuel and Electricity	287.86
2023-07-28 PSEGLI 9 - Fire House	420 · Fuel and Electricity	80.21
2023-07-28 PSEGLI 0 - west-end Siren	420 · Fuel and Electricity	18.06
2023-08-01 ACH Withdrawal -Pay F103	Payroll taxes and fee	1,094.34
2023-08-10 Bank of America - 5579	5603 · Bank of America Card Service	1,077.10
2023-08-13 Fire Island Pines Fire Department	A2262.0 · Water Island FPD	42,773.27
		<hr/>
		\$ 52,517.91

Budget to actual as of 2023-08-12	Budgeted	Revision	Updated	Paid to date	Remaining	Obligated	Projected balance
REVENUE							
Brookhaven property taxes	\$ 289,589			\$ 289,589	\$ -		
Water Island Fire Protection District	\$ 42,650			42,650	-		
Insurance proceeds					-		
Interest income	\$ 1,000			7,474	(6,474)		
Other income				454	(454)		
TOTAL REVENUE	\$ 333,239			\$ 340,167	\$ (6,927)		
EXPENSES							
Personnel expenses	\$ 46,000			23,633	22,367		22,367
Equipment purchase	16,000	20,000	36,000	24,357	11,643	1,478	10,165
Office supplies	2,400			871	1,529		1,529
Commissioner training	250	(25)	225	225	-		-
Postage	220			184	36		36
Audit / accounting	4,000				4,000		4,000
Legal	2,000	(20)	1,980	1,821	159		159
Association dues	1,300			1,175	125		125
Payroll processing	1,300			1,014	286		286
Printing and supplies	500				500		500
Publications of notice	550			328	222	52	170
Fuel and electricity	14,000			6,831	7,169		7,169
Water	1,000			370	631		631
Hydrant rentals	7,600			3,784	3,817		3,817
Telephone	1,800			873	927	147	781
Internet/website	2,400			762	1,638	99	1,539
Other travel	500				500		500
Uniform expenses	2,400			204	2,196	1,002	1,194
Annual dinner	18,000	45	18,045	18,045	(0)		(0)
Training	1,500				1,500		1,500
Firehouse & 32LHW repairs	15,000	23,000	38,000	17,547	20,453	18,974	1,480
Building maintenance supplies	1,000			340	660		660
Landscaping maintenance	2,500	10,000	12,500	10,750	1,750		1,750
Fire equipment repairs & maint.	20,000			5,087	14,913	769	14,144
Fire Equipment – gasoline/diesel	5,000			2,632	2,368	253	2,114
Fire alarm maintenance	500	262	762	762	-		-
Insurance: umb, prop, flood, fire, auto	17,500			11,306	4,637		4,637
Insurance: life				1,558			
Social Security & Medicare	3,000			1,999	1,001		1,001
Disability & cancer policy	4,000	176	4,176	4,176	0		0
VFBL and Workers Compensation	13,000			11,769	1,231		1,231
State Unemployment	1,200			539	661		661
Hospital, Medical & Accident Ins	600			548	52		52
Medical Exam/Physicals	8,000			7,370	630		630
Snow removal					-		-
LOSAP	55,000	(2,013)	52,987	6,435	46,552		46,552
WIFPD 27.5%	11,687			11,687	-		-
Transfer to Reserve	50,000				50,000		50,000
Consultants (fixed assets, LOSAP, ISO)	1,500	1,575	3,075	500	2,575		2,575
	\$ 333,207	\$ 53,000		\$ 179,480	\$ 206,727	\$ 22,773	\$ 183,953
	\$ (32)						
Transferred from unspent balance		\$ 53,000					
Unspent balance to Equipment purchase		(20,000)					
Unspent balance to Bldg repair & maint		(33,000)					

Expenditure motions

Meeting date: 2023-08-12

Motion	Motion date	Amount approved	Appropriation	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	Landscaping	Flower Girls	Boss	Boss	10,000	-	22-May-23	Done	
2 Purchase of replacement batteries (Equipment Purchase)	22-Mar-2023	325	Equipment purchase	Amazon	Forrett	Geiman	303	(22)			
3 Purchase of toner cartridges (Office supplies)	22-Mar-2023	250	Office supplies	Amazon	Forrett	Geiman	146	(104)		Done	
4 Additional AED cost (Equipment Purchase)	22-Mar-2023	750	Equipment purchase	Stryker Medical	Forrett	Rhodes-Teag	754	4	21-Mar-23	Done	
5 Landscape clean-up and maintenance (Landscaping)	22-Mar-2023	2,100	Landscaping	Flower Girls	Boss	Corradino				Ongoing	
6 Physical exams for new / probies Priola, Bonci, Kaing, Tinsley, de la Puer	22-Apr-2023		Medical exams	NDI Diagnostics	Forrett	Geiman			13-Jul-23	Done	
8 Purchase of 2016 Dodge RAM truck from BPF	22-Apr-2023	20,000	Equipment purchase	Blue Point Fire Department; J-Signs	Rhodes-Teague	Rhodes-Teag	18,000	(2,000)	12-May-23	Done	
9 Purchase of Streamlight flashlight; Quik-Clot gauze pads	22-Apr-2023	225	Equipment purchase	Amazon	Forrett	Geiman	202	(23)		Done	
10 Purchase of uniform for Rob Kral; shoes for Comm. Corradino	22-Apr-2023	1,000	Uniforms	All-American Awards	Coluccio						
11 Purchase of safety cans	22-Apr-2023	825	Equipment purchase	Grainger	Forrett	Geiman	732	(93)	02-May-23	Done	
12 Purchase of forcible entry irons	22-Apr-2023	750	Equipment purchase	Amazon	Forrett	Geiman	795	45	26-Apr-23	Done	
13 Purchase of mini spanner wrenches	22-Apr-2023	625	Equipment purchase	Amazon	Forrett	Geiman					13 of 15 rec'd Backordered
14 Rental of small garbage container (dumptster) for rhizome removal	22-Apr-2023	1,000	Landscaping	Spoons	Boss	Boss					Done – haven't seen a bill
15 Repair of Firehouse fascia and soffit holes where racoons entered	22-Apr-2023	1,250	Building repair	Pines Hardware and Repair	Boss		1,250	-	13-May-23	Done	
16 Purchase of 1 small and 2 large SCBA masks	20-May-2023	1,800	Equipment purchase	South Shore Fire; thecontrolshop.com	Forrett	Geiman	1,662	(138)	20-May-23	Done	
17 Purchase of 3 oversized gear bags and shoulder straps	20-May-2023	330	Equipment purchase	R&B Fabrications	Forrett	Geiman	325	(5)	20-May-23	Done	
18 Stipend to Rich Barry for SAM.gov work	20-May-2023	500	Consultants	Richard Barry	Coluccio						
19 Fee to The Grant Guys for grant-writing work	20-May-2023	1,950	Consultants	The Grant Guys	Coluccio						
20 Fee to analyze ten-year cost of increasing LOSAP payments from \$10 to	20-May-2023	625	Consultants	VFIS	Cook	Cook	-	(625)		Done – fee waived	
21 First-aid material and LifePak 1000 replacement battery	17-Jun-2023	700	Equipment purchase	Amazon / AED Superstore	Forrett	Rhodes-Teague					
22 Pest control in the new and old Firehouse and the Annex	17-Jun-2023	650	Building repair	Optimum Pest Control	Corradino	Corradino					
22 HVAC replacement	17-Jun-2023	33,000	Building repair								
Total expenditures		\$ 78,655					34,169				

Non-expenditure motions

Meeting date: 2023-08-12

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	Board	\$ 10,000.00		
2 Moving \$10,000 from Building Maintenance to Landscaping	7-Jan-2023	(10,000.00)	Board	Board	Board	(10,000.00)		
3 Moving \$20,000 from Operational surplus to Equipment Purchase	22-Apr-2023	20,000.00	Board	Board	Board	20,000.00		
4 Moving \$176 from LOSAP to Disability	22-Apr-2023	176.00	Board	Board	Board	176.00		
5 Moving \$176 from LOSAP to Disability	22-Apr-2023	(176.00)	Board	Board	Board	(176.00)		
6 Moving \$262 from LOSAP to Alarm Maintenance	22-Apr-2023	262.00	Board	Board	Board	262.00		
7 Moving \$262 from LOSAP to Alarm Maintenance	22-Apr-2023	(262.00)	Board	Board	Board	(262.00)		
8 Moving \$1,575 from LOSAP to Consultants	20-May-2023	1,575.00	Board	Board	Board	1,575.00		
9 Moving \$1,575 from LOSAP to Consultants	20-May-2023	(1,575.00)	Board	Board	Board	(1,575.00)		
10 Moving \$33,000 from Operational surplus to Building Maint & Repair	17-Jun-2023	33,000.00	Board	Board	Board	33,000.00		
11 Moving \$25 from Commissioner's Training to Annual Dinner	11-Jul-2023	25.00	Board	Board	Board	25.00		
12 Moving \$25 from Commissioner's Training to Annual Dinner	11-Jul-2023	(25.00)	Board	Board	Board	(25.00)		
13 Moving \$20 from Legal to Annual Dinner	11-Jul-2023	20.00	Board	Board	Board	20.00		
14 Moving \$20 from Legal to Annual Dinner	11-Jul-2023	(20.00)	Board	Board	Board	(20.00)		
15								
16								
17								
18								
19								
Total expenditures		\$ 53,000.00				\$ 53,000.00		