

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
July 11, 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 6 PM.

Minutes

- Review of prior meeting's minutes

MOTION: Comm. Cook moved to accept the draft minutes of the June 17, 2023, meeting. Comm. Coluccio 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, Suffolk County Water Authority (water use and hydrant rentals) 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
 - Chase operating checking, savings, and money market accounts to June 30
 - TD Reserve Fund account to June 30
- Treasurer's and Budget-to-Actual reports for or to July 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.

CHIEF'S REPORT

Alarms:

#3924 – 06/19/2023 – 49 Picketty Ruff Walk – deck fire
#3925 – 06/27/2023 – 228 Atlantic Walk – Co-ops – automatic alarm (dryer fire)
#3926 – 06/30/2023 – 1 Ocean Walk – Co-ops – automatic alarm
#3927 – 06/30/2023 – Carrington Tract on Bay side – outside fire
#3928 – 07/01/2023 – 230 Bay Walk – automatic alarm
#3929 – 07/04/2023 – Helipad east of Sail Walk – helicopter landing

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#3930 – 07/04/2023 – Fire Island Blvd & Floral Walk – smoke in the area

#3931 – 07/04/2023 – Beach at Cedar Walk – outside fire

#3932 – 07/05/2023 – 227 Bay Walk – automatic alarm

Meetings:

#1275 – 06/24/2023 – Department meeting

Drills:

#1298 – 06/24/2023 – Drill #6 – large-diameter hose / deck gun / hydrant hook-up / Blitzfire / probie training

Work detail:

None

Membership status:

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

Requests / comments:

1. LOSAP report for June 2023
2. Requesting \$220 from Training Budget for two new FF1 Books
3. Price increase of \$5,225 for new 5-28-1 because production on International Chassis for 2023 has been stopped, and the new International Chassis will be a 2024 model.
4. In-sink food disposal in the Annex no longer works – burned out – would like it replaced
5. Requesting SAMCOM long-range, two-way radio, 6-pack, 3000mAH High Power radio Walkie-Talkies for Adults, Rechargeable, FPCN10A heavy duty Programmable UHF handheld radios with 6 in 1 multi-unit charger gang for the Auxiliary Corps – \$339.90 from Amazon. Current Auxiliary radios are old and obsolete and in need of replacement. These are an inexpensive alternative for now.

MOTION: After a brief discussion, the Board decided to remove but not replace the food disposal in the Annex. Comm. Rhodes-Teague moved to allocate up to \$350 from the Building Repair appropriation to remove the broken disposal and plumb the sink up as a regular sink. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

MOTION: After a brief discussion, Comm. Rhodes-Teague moved to allocate up to \$400 from the Equipment Purchase appropriation for the purchase of the two-way radios listed in Number 5, above. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

COMMITTEE REPORTS

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

Forrett asked the Board if the printer he mistakenly purchased using the wrong specifications, and which has been sitting, unused, and in its original box since the autumn of 2021, could be donated to the Fire Department for its annual raffle. After a brief discussion about the utility of that printer (sadly, none), the Board agreed to the donation.

MOTION: After brief discussion, Comm. Boss moved to remove from the District's books the Brother MFC 8220 printer and Brother TN570 toner cartridge, having a combined value of less than \$100, and to subsequently donate the printer and toner cartridge to the Department. Comm. Cook seconded the motion; all were in favor, and the motion passed.

Budgets, audit – Commissioner Coluccio / Treasurer Forrett

The Board began a discussion of the building and vehicle maintenance and repair items before it. The Board decided to do a walking tour of the District buildings to inspect and enumerate problems and potential problems. Similarly, the Board determined a vehicle inventory should be drawn up, with vehicle manufacture date, purchase

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date, and a schedule for repairs or replacement. With both these things, the District will be better able to budget for future years.

Comm. Coluccio reminded the rest of the Board that initial wish-lists should be ready in August so that, in September, the 2024 budget exercise could begin in earnest.

Records – Commissioners Coluccio, Corradino

Forrett informed the Board he had received a physical copy of the final payment of the Bond issued to purchase 32 Lone Hill Walk. He scanned the document and filed it in the OneDrive and asked that this physical copy be put with the rest of the hard-copy bond documentation.

This led to a conversation about the records retention requirements. Comm. Coluccio reminded the Board it had a records retention policy in line with the recommendations of the New York State Archives and the University of the State of New York. Forrett will share that policy with the Board before its next meeting.

Insurance, LOSAP, membership – Commissioner Cook

No update this period

Public Relations – Comm. Coluccio

No update this period

Alarms – Commissioner Boss

No update this period

Grounds – Commissioner Boss

Comm. Corradino informed the Board that he clarified with Optimum Pest Control that the estimated \$650 for the seasonal ant extermination applied to the Annex only, and to treat the Annex and the two Firehouse buildings would be \$450 for one treatment only.

Optimum is proposing to charge \$175 per building for future monthly treatments.

Comm. Boss updated the Board on the ongoing HVAC replacement work. The old units have been disconnected and removed from the premises. In placing and connecting the new units, the contractors noticed siding and ductwork that had been compromised over time and needed to be replaced. In addition, in order to make space, two small sassafras trees needed to be removed (done by Don Kohlhepp, chipped by Flower Girls).

Steve O'Connor noted that the HVAC unit that services the Communications Room and the Commissioners' Office should be off the ground (it's currently on a concrete pad). Comm. Boss suggested that Kohlhepp simply build another platform rather than having the HVAC unit moved to where the other two units are being installed.

Comm. Coluccio noted that if the siding needs to be replaced, that is a problem independent of the HVAC replacement (i.e., if the HVAC were being taken away, the siding would still need to be replaced), and, therefore thinks that cost should be allocated to Building Maintenance and Repair rather than this specific HVAC replacement spend.

Comm. Boss commended all the contractors involved for being professional and cooperative. The Board thanked Comm. Boss for his management of the project.

ISO – Commissioner Corradino

No update this month

OLD BUSINESS:

None this period

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NEW BUSINESS:

District Legal Counsel, Bill Glass, spoke with the Board about the proposed legislation regarding providing town- and county-level property tax relief for Firefighters whose primary residence was in Fire Island Pines. At question was the portion of the tax bill related specifically to the Fire Island Pines Fire District – a very small portion of the overall tax burden. After adopting the resolution, the administrative burden to the District is negligible; it's the responsibility of the respective Town and County tax assessors to administer the relief.

In addition, Glass informed the Board that there are new requirements in the annual sexual harassment training that need to be integrated into the next training session (the training session for the Department took place in early June). He said he would forward the details.

As a final note, the District's annual elections were held that evening during the meeting. The the close of the elections, Comm. Water Boss was elected to serve another five-year term as Fire District Commissioner for the period beginning January 1, 2024 and ending December 31, 2028; and Comm. Holly Rhodes-Teague was elected to serve the remainder of the term held by the late Commissioner Douglas Teague, ending December 31, 2024.

Order

The meeting was adjourned by Comm. Corradino at 7:55 PM.

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2023-07-10

		<u>Bank Balance</u>	<u>Book Balance</u>
General fund	As of:	30-Jun-2023	10-Jul-2023
Chase operating checking		247,965	283,924
Chase savings		97,947	97,947
Chase MM – unspent reserve		2,679	2,679
General fund accounts total		\$ 348,591	\$ 384,551
Reserve fund	As of:	30-Jun-2023	10-Jul-2023
TD Bank Money Market Funds		\$ 605,420	\$ 605,420
Reserve fund account total		\$ 605,420	\$ 605,420
Total liquidities and reserves		\$ 954,011	\$ 989,971
Deposits and transfers			
Interest earned on M&T accounts 2023			\$ 16
Interest earned on Chase accounts 2023			22
Interest earned on Reserve account 2023			7,436
Interest from Town of Brookhaven			-
Tax Warrants			289,589
Year-end transfer from Operating to Reserve			
Water Island Fire Protection District			
Insurance proceeds			94
Other proceeds (Auctions Int'l, 2021)			360
			\$ 297,516
Employee payroll		This period	YTD
Maria Isabel Arizaga Balbuca	Housekeeping	\$ 710	\$ 1,775
Christopher J Furchert	maintenance	1,672	10,031
Christopher J Furchert	hose testing		
Maud, Dennis	maintenance	268	2,678
Scottaline, Eric	maintenance	-	2,169
Forrett, Patrick A	Secretary and Treasurer	500	3,000
Scofield, Jedidiah	maintenance	-	27
		\$ 3,150	\$ 19,680
Payments Made			
2023-06-17	Teague Services Inc.	420 · Fuel and Electricity	\$ 675
2023-06-19	VFIS	A9025.8 · LOSAP	3,675
2023-06-19	VFIS	A9025.8 · LOSAP	2,760
2023-06-19	All American Awards & Uniforms	432 · Uniform Expense	37
2023-06-19	Sayville Ferry Service Inc	433 · Annual Dinner	152
2023-06-19	KNR Plaques and Awards	433 · Annual Dinner	221
2023-06-19	The Long Island Advance, Inc.	416 · Publication of Notice	143
2023-06-19	Weeks & Reichel Printing Inc	433 · Annual Dinner	643
2023-06-19	SES, Inc.	460 · Equipment Maint & Repairs	770
2023-06-19	Brinkmann's	450 · Repairs to Building	267
2023-06-19	Nassau NDI Diagnostics	475 · Medical Exam	6,800
2023-06-19	Firematic Supply Co Inc.	460 · Equipment Maint & Repairs	185
2023-06-19	South Shore Fire & Safety Equip	460 · Equipment Maint & Repairs	92

Respectfully submitted by Patrick Forrett, Treasurer/Secretary

Fire Island Pines Fire District – Treasurer’s Report

2023-06-19	Percy Hoek, Inc.	47X · Insurance and Other	194
2023-06-19	NAPA Auto Parts	460 · Equipment Maint & Repairs	355
2023-06-19	Westin's Marine Center LLC	461 · Gas	194
2023-07-03	ACH Withdrawal -Pay F103	A201.01 · Operating checking	1,195
2023-07-05	O'Connor Mechanical Inc.	450 · Repairs to Building	14,000
			<hr/>
			\$ 32,359

Budget to actual as of 2023-07-10	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			\$ 297,517	\$ 35,723		
EXPENSES							
Personnel expenses	\$ 46,000			19,680	26,320		26,320
Equipment purchase	16,000	20,000	36,000	24,357	11,643		11,643
Office supplies	2,400			871	1,529		1,529
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			915	385		385
Printing and supplies	500				500		500
Publications of notice	550			328	222		222
Fuel and electricity	14,000			5,683	8,317	675	7,642
Water	1,000			179	821	191	630
Hydrant rentals	7,600				7,600	3,765	3,835
Telephone	1,800			727	1,073	146	927
Internet/website	2,400			663	1,737	99	1,638
Other travel	500				500		500
Uniform expenses	2,400			204	2,196	110	2,086
Annual dinner	18,000			18,045	(45)		(45)
Training	1,500				1,500	220	1,280
Firehouse & 32LHW repairs	15,000	23,000	38,000	17,022	20,978	564	20,414
Building maintenance supplies	1,000				1,000	340	660
Landscaping maintenance	2,500	10,000	12,500	10,750	1,750		1,750
Fire equipment repairs & maint.	20,000			4,728	15,272	359	14,913
Fire Equipment – gasoline/diesel	5,000			2,535	2,465	97	2,368
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			1,697	1,303		1,303
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			459	741		741
Hospital, Medical & Accident Ins	600			548	52		52
Medical Exam/Physicals	8,000			6,800	1,200	570	630
Snow removal					-		-
LOSAP	55,000	(2,013)	52,987	6,435	46,552		46,552
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	1,575	3,075		3,075		3,075
	\$ 333,207	\$ 53,000		\$ 155,601	\$ 230,606	\$ 7,135	\$ 223,471
	\$ (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: 2023-07-11

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: 2023-07-11

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								
12								
13								
14								
15								
16								
17								
18								
19								
Total expenditures		\$53,000.00				\$53,000.00		