

FIRE ISLAND PINES FIRE DISTRICT

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

Fire District Commissioners' Meeting

PO Box 193
Sayville, NY 11782
January 12, 2021

Present

Commissioner Richard Barry
Commissioner Walter Boss
Commissioner Rosemary Coluccio
Commissioner Francis Corradino
Commissioner Douglas Teague
Secretary/Treasurer Patrick Forrett
Fire Island Pines Fire Department Chief Joseph Geiman

Zoom videoconference

Because of concerns about the ongoing Covid-19 pandemic, and in accordance with the New York State Governor's PAUSE policy, this meeting took place via Zoom videoconference. Notice of the Zoom meeting, along with instructions on how members of the public could attend, were posted on the home page of the District's web site. A screen capture of that notice is appended to these minutes. In addition, Comm. Corradino attended the meeting from the Fire Island Pines Firehouse in case any members of the public appeared there, wishing to attend the meeting.

Order

Meeting called to order by Comm. Barry at 10:05 AM.

Organizational meeting agenda

- Oath of Office – Comm. Coluccio
Comm. Barry administered the oath of office to Comm. Coluccio. Forrett will scan the notarized affidavit to our files and then send it to the Town of Brookhaven.
- Election of chairperson
MOTION: Comm. Coluccio moved to nominate Comm. Barry as Chairman of the Board of Commissioners. Comm. Teague seconded the motion; all were in favor, and the motion passed.
- Election of vice-chairperson
MOTION: Comm. Barry moved to nominate Comm. Teague as Vice-Chairman of the Board. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.
- Appointment of District Treasurer/Secretary
MOTION: Comm. Barry moved to nominate Patrick Forrett as Secretary and Treasurer of the District for the period from January 1 to December 31, 2021. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.
Comm. Barry administered the oath of office to Secretary/Treasurer Forrett. Forrett will scan the notarized affidavit to our files and then send it to the Town of Brookhaven.
- Appointment of District Attorney
MOTION: Comm. Barry moved to continue with William (Bill) Glass as attorney and legal counsel for the district. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

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- Appointment of District Custodian/Mechanic
MOTION: Comm. Coluccio moved to appoint Christopher Furchert as District Custodian/Mechanic. Comm. Boss seconded the motion; all were in favor, and the motion passed.
- Designation and approval of standard, monthly bills and payroll
MOTION: Comm. Teague moved that we use the same policy as was in effect in 2020 with respect to approval and payment of utility bills (PSEG, Verizon, SCWA), District payroll, and using Ace Workforce Solutions as our payroll provider. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.
- Association membership
 - Association of Fire Districts of the State of New York
 - Brookhaven Town Fire Districts Office
 - Firemen's Association of the State of New York
 - Brookhaven Town Volunteer Firefighters Museum
 - Fire News**MOTION:** Comm. Boss moved to reallocate \$185 from the Legal appropriation to the Association Dues appropriation, and to renew our association memberships listed above. Comm. Corradino seconded the motion; all were in favor, and the motion passed.
- Designation of District newspaper of record for notices
MOTION: Comm. Coluccio moved that we retain the Long Island Advance as the District's newspaper of record for the publication of notices. Comm. Boss seconded the motion; all were in favor, and the motion passed.
- Appointment of District auditors
MOTION: After a discussion about the administrative need for an RFP this year, Comm. Barry moved that we continue with Craig, Fitzsimmons and Meyer (formerly Craig, Fitzsimmons and Michaels) as our District auditors for the year. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.
- Selection of 2021 committee and assignments:
 - Apparatus, equipment, radios – Comm. Teague
 - Budget – Comm. Coluccio
 - Records – Comms. Corradino and Barry
 - Insurance, LOSAP – Comm. Barry
 - Grounds – Comm. Corradino, assisted as necessary by Comm. Boss
 - PR, alarms, ISO – Comm. Boss
 - Bank reconciliation – Comm. Boss
 - Other – n/a**MOTION:** Comm. Barry moved that the above be the commissioner committee assignments for 2021. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.
- Selection of District bank[s]
MOTION: Comm. Coluccio moved that we continue with People's United Bank and TD Bank as the District banks. Comm. Teague seconded the motion; all were in favor, and the motion passed.
- Designation of District procurement policy
MOTION: Comm. Boss moved that we continue with our current procurement policy into 2021. Comm. Teague seconded the motion, and all were in favor.
- Conflict of Interest letter[s]
Comm. Barry reminded Comms. Teague and Boss that they need to submit conflict of interest letters to the Board as soon as possible. Forrett will forward them copies of what they submitted in 2020 to use as a starting point for the 2021 letters.

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- Confirmation of 2021 regular meeting schedule (at the Fire Island Pines Firehouse, unless otherwise noted)

Date	Venue
Saturday, March 13 at 10 AM	Zoom meeting
Saturday, April 17 at 12:30 PM	Pines Fire House
Saturday, May 22 at 12:30 PM	Pines Fire House
Saturday, June 19 at 12:30 PM	Pines Fire House
Tuesday, July 13 at 6 PM*	Pines Fire House
Saturday, August 14 at 12:30 PM	Pines Fire House
Saturday, September 11 at 3 PM	Pines Fire House
Saturday, October 2 at 12:30 PM†	Pines Fire House
Saturday, October 23 at 10 AM‡	Pines Fire House
Saturday, December 11 at 10 AM.	West Sayville-Oakdale Firehouse

* 2021 elections

†Presentation of preliminary 2022 budget

‡2022 budget finalized and adopted

Forrett will have this schedule published in the Long Island Advance and on the Commissioners' web site, along with a note indicating that if meetings are held by Zoom, notice will be posted on the web site with instructions for the public to join the meeting.

Minutes

- Review of prior meeting's minutes

MOTION: Comm. Boss moved to accept the draft minutes from the December 12, 2020 meeting. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

Correspondence Review

Standard monthly bills, utilities: BofA, PSEG, Verizon, SCWA

Bills: Sayville Ferries, Westin's Marine, Coastline Freight, Brinkmann's, Morgan Auto Supply, South Shore Fire & Safety, Suffolk County Fire Academy, Firematic Supply Co., East End Hose Testing, Integrated Wireless Technologies

Others: – none this period –

Secretary / Treasurer's report

- Monthly banking reconciliations
 - PUB accounts to December 19
 - TD accounts to December 31
- Invoice review, expenditure list for 2020
- Invoice review, expenditure list for 2021 to date
- Budget to actual (with ongoing modifications) for 2020
- Budget to actual for 2021 to date
- Motions list for 2020
- Capturing motions done by e-mail
 - –none this period–

MOTION: Comm. Corradino moved to accept the Treasurer's reports. Comm. Boss seconded the motion; all were in favor and the motion passed.

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CHIEF'S REPORT

Alarms:

- #3775 – 12/12/2020 – 238 Holly Walk – gas leak
- #3776 – 12/12/2020 – 610A Shore Walk – gas leak
- #3777 – 12/19/2020 – Mutual Aid to Cherry Grove FD – 198 Surf Walk – aided case
- #3778 – 12/25/2020 – 48 Picketty Ruff – automatic alarm @ the Hotel
- #3779 – 12/31/2020 – Pines Marina – water rescue

Meetings:

None

Drills:

None

Work details:

None

Membership status:

None

Requests / comments:

1. LOSAP report for December 2020. Final year-end LOSAP report for 2020.
2. Congratulations to Commissioner Coluccio as you begin your new term.
3. Discuss items for grant submittal if we are proceeding with assistance from grant writer.
4. Currently working with SCFRES on vaccine for our members. Currently have over 35 members interested in receiving the vaccine.
5. Attached is the 2021 calendar approved by the officers – attached to minutes
6. Request purchase of new tires for 5-28-9 for \$1,000 from E-Bay (Chris F.) to match the tires on 5-28-5. This item is in 2021 Budget.
7. Discuss mutual aid departments using our fire equipment at fires.

The Board discussed mutual aid departments being trained and indemnified when using FIPFD equipment during mutual aid situations. The Board agreed that this was desirable and that members from other departments should be trained on our equipment and our specific environment (e.g., wooden boardwalks rather than concrete roads). Chief Geiman said he would inquire with the Chiefs' Council whether verbal assurance was sufficient or whether we needed to provide some sort of formal correspondence, and to whom. Comm. Barry said he would confirm that mutual aid situations were covered by insurance.

MOTION: Comm. Boss moved to allocate up to \$1,000 for purchase of new tires for 5-28-9 as requested in item number 6, above; Comm. Corradino seconded the motion. All were in favor, and the motion passed.

Comm. Barry noted that the old tires probably had very little mileage on them and could perhaps be sold. He asked for their specification so that he could list them on an auction site.

COMMITTEE REPORTS:

Apparatus, equipment, radios – Commissioner Teague

The Board continued its discussion of the salary increase requested by District Mechanic Furchert. Comm. Barry noted that very few people are getting raises this year unless they are civil servants with an existing contract. He also pointed out that the District Mechanic and the team of Assistants all received a 2% raise in 2020. Comm.

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Coluccio reminded the Board that Furchert's pay structure was changed to include the equivalent of four extra days' service during the year, effectively increasing his salary in 2019.

The Board also discussed the difficulties experienced by contractors (specifically our snow-removal contractor) accessing the Pines by the beach, and representatives of the National Seashore hindering their ability to do their jobs in the Pines. Comm. Boss will provide Comm. Teague the name of the National Seashore Administrator in an effort to resolve the problem.

Comm. Teague feels that both the Chief's Cushman and the Quad (the vehicle used by Assistant Chief Merker) need to be replaced in short order. The Chief agreed and has already researched a replacement for the Cushman. Comm. Barry reminded the Board that if there is an emergency, we can purchase a new vehicle from our reserves via a permissive referendum, as was done for the new 5-28-5.

However, in keeping with the December discussion of engaging a grant writer, Comm. Barry spoke with the head of G&G Municipal Consulting based in Spencerport, NY that specializes in FEMA and other Federal government grants. He noted we will require both a DUNS number (easily obtained from the Better Business Bureau) and a SAM number (very difficult and time-consuming to get, requires annual renewal). This company will help obtain a SAM number for a fee of \$450, which Comm. Barry strongly feels is worth the cost. The company charges either \$1,500 per grant, or \$750 plus 2% of the grant proceeds.

Comm. Barry spoke with two other companies as well, one based in Texas (Fire Grants), the other in New York, and their fees were significantly higher.

Comm. Teague believes we have a DUNS number but isn't sure where to find it.

MOTION: Comm. Coluccio moved to reallocate \$200 from the Legal appropriation to the Consultants appropriation, and to allocate up to \$450 from the Consultants appropriation for G&G Municipal Consulting to obtain a SAM number. Comm. Corradino seconded the motion; all were in favor, and the motion passed.

Comm. Barry said he would search our cloud files for any DUN number we may have had. He will also speak to the upstate-based company about looking for money for a chief's cart and the Quad.

Budgets – Commissioner Coluccio

Comm. Coluccio noted that with the agreed-upon IWT spend, our 2020 budget will be coming quite close to break-even, which is where we want to be.

Records – Commissioners Coluccio, Corradino

- None this period

Insurance, LOSAP – Commissioner Barry

Comm. Barry informed the board that the Department Secretary and the Department Chief sent an e-mail notice to all Department members concerning their LOSAP total for 2020. The members were instructed to contact the Secretary or the Chief in writing by January 31 if there were any problems or questions. As of the date of the meeting, no member has contacted the Secretary or the Chief concerning 2020's LOSAP.

Resuming the conversation about raising our LOSAP payout to members, Comm. Barry said that VFIS will charge a fee to pay for the actuarial calculation.

Comm. Coluccio shared her opinion that any increase in LOSAP payout needs to be considered in the context of the size of the District's budget and funding for the Department. In addition, she noted that without comparative data from other Fire Island fire districts and an estimate of the funding costs, it is very difficult to make an informed decision.

Comm. Barry noted that the usual LOSAP census and funding calculation is typically done for our March meeting, and this conversation can continue then and with that information.

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Public Relations, alarms, ISO – Commissioner Boss

- None this period

Grounds – Commissioner Corradino

Comm. Corradino has proposals from Flower Girls for the spring clean-up for 32 Lone Hill Walk (\$180) and the monthly maintenance (\$90 per visit); and for the spring clean-up for the Firehouse (\$300), and monthly maintenance (\$120 per visit). He suggested the Board can take up discussion on this matter in the March meeting.

The Assistant Mechanics have removed the screen door from 32 Lone Hill Walk – the back kitchen door – to glue and repair it.

Because the Chief has requested the removal of the cement barriers that are on the floor of the Old Firehouse, the Assistant Mechanics have requested the purchase of a hammer drill for \$99.

MOTION: Comm. Boss moved to spend up to \$99 for the purchase of the hammer drill requested by the Assistant Mechanics. Comm. Coluccio seconded the motion, and all were in favor.

Comm. Barry noted that he thought it was appropriate that the District be purchasing necessary tools, but many of the tools in the workshop belong personally to the District Mechanic. He wondered what needed to be done to differentiate District property from personal property. Comm. Corradino said he would ensure District tools were labeled.

OLD BUSINESS:

- As needed

NEW BUSINESS:

- As needed

Order

Meeting adjourned by Comm. Barry at 12:15 PM.

Budget to actual as of January 8, 2021	Budgeted	Revision	Updated	Paid to date	Remaining
REVENUE					
BROOKHAVEN PROPERTY TAXES	\$ 398,712				\$ 398,712
WATER ISLAND PROTECTION DISTRICT	42,650				42,650
DRAWDOWN FROM SAVINGS	-				-
Insurance proceeds					-
OTHER INCOME	-				-
INTEREST INCOME	100				100
TOTAL REVENUE	\$ 441,462			\$ -	\$ 441,462
EXPENSES					
Personnel Expenses	40,000				40,000
Equipment Purchase	14,000				14,000
Annual Bond Repayment	132,275				132,275
Office Supplies	1,075				1,075
Commissioner Training	125				125
Postage	200				200
Legal	3,000				3,000
Audit/ Accounting	5,800				5,800
Association dues	1,000				1,000
Payroll Processing	1,100				1,100
Printing and supplies	500				500
Publications of Notice	500				500
Fuel and Electricity	11,000				11,000
Water	1,000				1,000
Hydrant rentals	7,700				7,700
Telephone	1,800				1,800
Internet/website	600				600
Other Travel	500				500
Uniform Expenses	3,000				3,000
Annual Dinner	18,000				18,000
Training	1,500				1,500
Firehouse & 32LHW Repairs	16,000				16,000
Building maintenance supplies	1,000				1,000
Landscaping Maintenance	2,000				2,000
Fire Equipment repairs & maint.	15,000				15,000
Fire Equipment GAS	3,000				3,000
Fire Alarm Maintenance	500				500
Insurance: umb, prop, flood, fire, auto	13,000				13,000
Insurance: Cancer Policy	4,750				4,750
Medical Exam/Physicals	8,500				8,500
Snow removal	10,000				10,000
Charity	-				-
LOSAP	49,000				49,000
Social Security & Medicare	3,000				3,000
VFBL and Workers Compensation	15,000			10,194	4,806
State Unemployment	500				500
Hospital, Medical & Accident Ins	600				600
WIFPD 27.5%	11,687				11,687
Transfer to Reserve	42,500				42,500
Consultants (Fixed Assets, Losap, ISO)	750				750
	\$ 448,962			\$ 10,194	\$ 438,768

Fire Island Pines Fire District – Treasurer’s Report

January 8, 2021 Report for Budget Year 2021

GENERAL FUND

	Bank Balance	Book Balance
As of:	21-Dec-2020	8-Jan-2021
PUB Checking Account	\$ 159,461	\$ 102,308
PUB Savings Account	\$ 97,731	\$ 97,731
PUB Money Market Account	\$ 2,574	\$ 2,574
GENERAL ACCOUNT TOTAL	\$ 259,767	\$ 202,614

RESERVE FUND

	As of:	31-Dec-2020	31-Dec-2020
TD Bank Money Market Funds	\$ 500,500	\$ 500,500	\$ 500,500
PUB CD #1133 - Matured 2/22/2020 (0.2500%)	\$ -	\$ -	\$ -
CAPITAL RESERVE FUND TOTAL	\$ 500,500	\$ 500,500	\$ 500,500

DEPOSITS & TRANSFERS

Interest earned on PUB accounts 2020	\$ 160
Interest earned on Reserve Accounts 2020	1,442
Interest from Town of Brookhaven	20
Tax Warrants	406,339
Proceeds transferred from PUB CD #1133 to TD MM Reserve	84,032
Truck purchase: transfer from Reserve to Operating	55,000
Year-end transfer from Operating to Reserve	42,500
Water Island Fire Protection District	42,650
Insurance proceeds	
Other proceeds	1,000
	\$ 633,144

EMPLOYEE PAYROLL

		This period	YTD
Christopher J Furchert	maintenance	\$ 1,592	\$ 19,107
Christopher J Furchert	hose testing		2,499
Maud, Dennis	maintenance	510	6,171
Scottaline, Eric	maintenance		6,707
Reilly, Thomas	maintenance		
Alker, Kim	cleaning		2,400
Forrett, Patrick A	Secretary and Treasurer	400	4,800
Scofield, Jedidiah	maintenance	612	1,683
Massa, Ryan	maintenance	150	1,221
		\$ 3,264	\$ 44,587

PAYMENTS MADE

12-Dec-2020 Tire Warehouse	Tires for 9A	\$ 1,156.00
12-Dec-2020 Integrated Wireless Technologie	Radio repairs	90.00
12-Dec-2020 Office of the State Comptroller	Accounting course	85.00
12-Dec-2020 Office of the State Comptroller	Accounting course	85.00
12-Dec-2020 Sayville Ferry Service Inc	Pass for Chris	295.00
12-Dec-2020 Westin's Marine Center LLC		63.00
12-Dec-2020 Walter Boss, Inc.	Microwave, closing 32 LHW	1,008.75
12-Dec-2020 Teague Services Inc.	Heater in OFH; closing 34 FIB	2,804.00
12-Dec-2020 Coastline Freight		85.20
12-Dec-2020 Brinkmann's		198.62
12-Dec-2020 South Shore Fire & Safety Equip	Hose testing	1,867.70
12-Dec-2020 Suffolk County Fire Academy	Hose testing	550.00
12-Dec-2020 Firematic Supply Co Inc.	Hose testing	487.95
12-Dec-2020 East End Hose Testing of LI, Inc	Hose testing	1,909.20
12-Dec-2020 Patrick Forrett	Postage (budget to Brookhaven)	4.40
12-Dec-2020 Morgan Auto Supply		621.94
12-Dec-2020 Flower Girls Garden Maintenance Inc.		200.00
12-Dec-2020 PSEG LI 9 - Fire House	Electricity	32.51
12-Dec-2020 PSEG LI 5 - 34 FIB	Electricity	196.01
12-Dec-2020 PSEG LI 32 Lone Hill	Electricity	47.81
22-Dec-2020 VFIS	Final 2020 LOSAP contribution	38,707.00
31-Dec-2020 ACH Withdrawal -Pay F103	Payroll processing	869.11
31-Dec-2020 Verizon		141.15
31-Dec-2020 Suffolk County Water Authority - Water service		8.95
31-Dec-2020 Suffolk County Water Authority - Water service		2.89
1-Jan-2021 Fire Districts Of NY Mutual Ins. C	2021 Workers' compensation	2,016.00
1-Jan-2021 Fire Districts Of NY Mutual Ins. C	2021 VFBL	8,178.00
5-Jan-2021 Bank of America - 5579	Credit card	657.86
		\$ 62,369.05

Respectfully submitted by Patrick Forrett, Treasurer/Secretary

FIRE ISLAND PINES FIRE DISTRICT

SERVING OUR COMMUNITY SINCE 1959

FIRE ISLAND PINES FIRE DEPARTMENT

HOME BOARD OF FIRE COMMISSIONERS DISTRICT COMMITTEES MEETING SCHEDULE RESOURCES CONTACT US

Resources

Announcements

2021 Adopted budget

Meeting minutes

Fire Island Pines map

Water Island map

FI Pines Fire Department

Contact Us

Email: commissioners@fipfd.org

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Fire Island Pines Fire District
P.O. Box 193
Sayville, NY 11782

FI Pines Volunteer Fire Dept.
34 Fire Island Boulevard
Fire Island Pines, NY 11782

Welcome to the Fire Island Pines Fire District

TO: Members of the Public

FROM: Commissioners of the Fire Island Pines Fire District

DATE: December 31, 2020

SUBJECT: Board Meeting of Sunday, January 10, 2021 at 10 AM

Because of the continued dangers caused by the Covid-19 pandemic, the next meeting of the Fire Island Pines Fire District Board of Commissioners will take place via a Zoom videoconference.

All members of the public are welcome and encouraged to attend the meeting. In order to receive an invitation, there are two options:

1. Write to the District Secretary via e-mail at DistrictSecretary@fipfd.org to receive an e-mailed invitation and link to participate;
2. Phone the District Secretary at 917-755-5908 and provide your e-mail address, and he will add you to our list of attendees for a meeting invitation and link.