

**Minutes of the Work Session of the
Board of Fire Commissioners
Lido and Point Lookout Fire District
Held March 18, 2021**

*****Minutes Approved*****

Meeting was called to order at 7:29 PM by Chairman Thompson.

Present: Chairman Thompson, Comm. Richter via TEAMS, Comm. Paz, T. Ryan Secretary, A M. Richter Asst. Secretary and Treasurer, Treasurer Dunham, H. Thompson, Chief Siegelman and Chief Guerin

Not Present: Comm. Naham, Comm. Pogue- Steiner and Chief Wade

Speakers without appointments: None
Speakers with appointments: Daniel Wiener, LOSAP
 Ed Haran, LOSAP
 Brian Guerin, Social Media

Chairman Thompson: We have just been notified that for medical reasons Comm. Naham is not able to attend; therefore, we do not have a quorum. We will turn this into a work session. No motions or resolutions will be made. Session is opened at 7:29 pm.

Speakers without appointments: (Time allotted three (3) minutes)
None present.

Speakers with appointments:

Ben DiVenti, DiVenti & Lee, CPAs: (Via Chairman Thompson)

1. Report was emailed to Board.

Daniel Wiener, LOSAP

1. Document scanning for Red Alert has been added. Training will be on Tuesday, March 23 at 3:30pm for Dan Wiener, Andrea Richter and Holly Thompson.
2. New ID cards have been given out to members.
3. Been having power issues at Lido, it been causing issues with server. Per Comm. Richter, please reach out to Comm. Naham to have him call Schumacher Electric.

Ed Haran- LOSAP

1. All paperwork was submitted for new members that entitled to payments; 1st payment went out March 1.

Brian Guerin, Social Media

1. Up to 500 followers on Facebook, had 1000 likes last month and Facebook.
2. Just launched an Instagram page name of the page is point_lookout_lido_fd.
3. Planning on using social media for recruitment.

Chief's Report:

1. Received the list of officers for 2021.
2. Still waiting on fire school reimbursement will forward to Treasurer.
3. April Council will be at HQ on April 19 at 7pm for Dinner and 8pm Meeting, would like to extend the invite to Board, the change of guards will happen at meeting.
4. Would like to have Chief car detailed before handing over to the new Chief. Comm. Thompson approved. Cost will be \$125, and it will be done April 17 or 18th.
5. CO#1 requested at Council about members getting LOSAP points during COVID for meeting and training they would attend. Per Comm. Richter the State gave all members 15 points for COVID. If CO#1 has any issues, please write have them write a formal complaint to the Board.
6. Has a potential new member, Angelica Cerniglia, she been attending all drills would like to have a PO issued for physical. Per Comm. Thompson approved.
7. The other potential new member has been out of State and waiting to have physical done.
8. Thank you from the Board on the G. Grant Memorial last weekend.

COMMISSIONERS' REPORTS:

Chairman Thompson:

1. New AEDs are received and ready for service. Will work with Chief Neubert.
2. Had meeting with Island Tech, Comm. Pogue- Steiner to go over equipment that will be needed for the EPCRs. Equipment will be for 252, 258 and Chief Neubert. Will forward quote to Board for further discussion. Paperwork for plan is due March 31 and will meet with Chief Neubert to go over paperwork.
3. To the Chiefs, please notify Departments and Members that we all need to keep the Firehouses clean.

Comm. Richter:

1. 254 is out of service do to issue with tower ladder. Hendrickson was called on Sunday, 3/14 for an emergency road call. District mechanic is working with Sutphen to fix the issue. The issue seems to be caused by work done by vendor to fix an open recall. The vendor should be at HQ next week. Will keep Board posted on status. We may have an issue with billing since he does not believe we should have to pay an invoice; this may result in getting District Attorney to be involved.
2. Working with W. Jaffe and J. Haber for the equipment list for the new 255. Once done will start pricing and send out to Board.
3. Meeting for the new 255 will be April 5 at 7pm.
4. New Chief car still on hold for October.
5. Will email Board the quote for the new utility truck for Fire Police. Would like to have meeting with Board and Chief to discuss.
6. Lido Fire House Project- Meeting with H2M and Board on Monday, 3/22 at 4pm via video to go over project. Waiting on zoning board for the declaration of immunity. We are close to going out to bid for the project. Once we know how much Lido will cost, we need to review all open items.
7. Department is still waiting to hear from District Attorney, Comm. Richter will reach out on the status of changes to the By-Laws.
8. Will reach out to District Accountant on open ideas.

Comm. Naham: (Via Chairman Thompson)

1. Received tint samples for Lido Fire House. The sample will not work because they have a mirror back, Holly will reach out to vendor or other options.

2. All outstanding H2M invoices have been submitted for payment.
3. Lido garage door opener should be installed next week.
4. Reach out to gardener but he is still away.

Comm. Paz:

1. Received quote for concrete work at HQ, sent to Board to discuss. Would like to have work done before Memorial Day.
2. Shed is up at HQ.
3. New windows are leaking will have Vendor look at issue.

Comm. Pogue- Steiner: (Via Chairman Thompson)

1. Bank reconciliation for February was done for both accounts going forward it will also include the new Payroll account.
2. Working on grant for digital signs at Lido.
3. One of the foggers will be sent back to vendor for repair.

District Secretary's Report:

1. Functionally Testing is being set up to be done on the diesel tank by May 16. Gary and Walden are aware of the date.
2. One proposal has been received regarding the External Auditor from Jones Little and Co. Proposal due date is April 23, 2021.
3. Working with Civil Service to get all information update.
4. John Brown contacted regarding certification of 254.

Asst. Secretary and Treasurer

1. Received resignation letters from Chief office.
2. Had meeting with Iron Mountain on Friday, March 5 to discuss moving documents to off site storage. Iron Mt is on the State Bid and the price will be \$200 per month, will forward quote to Board. Will also send the Board the States record retention schedule that the Board needs to adopt.
3. Needs to know the holiday scheduled and Personal Time Off (PTO) for T. Ryan.
4. Working on the Electronic Purchase Orders (EPO) have some questions for Accountant, would like to make a general account number for EPO and when the Invoice is received, we can reclass to correct account.
5. Comm. Naham asked at the last Board meeting for the Accountant to break A3417.4 Legal and Audit into 2 accounts, as of today still not done.

District Treasurer's Report:

1. Deposited the tax check and transfer funds and interest into Capital Reserve on March 9.
2. Bank balances are General Fund \$805,009.79, Capital Reserve \$1,817,288.08 and Payroll Account \$100,000. Bank balances in general fund included the 38 checks totaling \$43,849.60, checks will be held until Board approves.
3. Still waiting on the Paychex to issue us a payroll coordinator. We should be ready by April 1, until then per DiVenti & Lee, CPAs will handle payroll until then. Still have outstanding W4 for some employees, H. Thompson will work on getting.
4. Waiting for DiVenti & Lee, CPAs to add new payroll account to QuickBooks and make new expense account for EMTs.
5. Nassau County payment for the AEDs is with the Controller Office for approval, will follow up.

Next Meeting Regular Board meeting at 7:30PM on Thursday, April 15, 2021.

Work Session adjourned by Chairman Thompson at 8:26pm.

Minutes respectfully submitted by A.M. Richter, Asst. District Secretary/Treasurer