

**Minutes of the Regular Meeting of the
Board of Fire Commissioners
Lido and Point Lookout Fire District
Held on February 18, 2021**

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

Via Video Conference

Meeting was called to order at 7:31 PM by Chairman Thompson.

Present: Chairman Thompson, Comm. Richter, Comm. Naham, Comm. Pogue- Steiner, Secretary Ryan, Asst. Secretary and Treasurer AM Richter, Treasurer Dunham, District Clerk H. Thompson, Chief Siegelman and Dr. Neubert.

Not Present: Comm. Paz, Chief Guerin and Chief Wade

Speakers without appointments: None

Speakers with appointments: Ben DiVenti, Diventi & Lee, CPAs
Daniel Wiener, LOSAP
Ed Haran, LOSAP
Brian Guerin, Social Media

The Board of Fire Commissioners
would like to extend their condolences
to the family of

Ex-Chief Michael Castellano,
Point Lookout- Lido Fire Department
and
Officer and member of Action Engine
Company#1

Minutes of meeting held on January 21, 2021 were approved on motion by Comm. Richter and seconded by Pogue-Steiner Approved 4-0.

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

Speakers with appointments:

Ben DiVenti, DiVenti & Lee, CPAs: (Sent Email to Board)

1. 2020 account balances not done yet. Waiting on a few more checks to clear.
2. \$150k from capital to operating has been moved.
3. Board would like to have legal and audit broken into 2 accounts.

Daniel Wiener, LOSAP:

1. LOSAP report for January was sent out.
2. PCRs and Log Sheets were handed in to District.
3. Been receiving back the member profile sheets and been updating Red Alert. Will work with H. Thompson.
4. Will be picking up new ID cards next week.
5. AM Richter asked about resigned letters for members terminated from Red Alert. Per Chief's office Chief Wade has letters. Comm. Richter asked if all inventory has been return and per Chief all items received.

Ed Haran- LOSAP:

1. Sent paperwork for 2020 to VFIS.

Brain Guerin, Social Media:

1. Facebook page is upto 1000 followers.
2. Would like to expand to Instagram and twitter.
3. Planning on working with Chiefs office to do members profiles and use as part of recruitment.

Chief's Report:

Chief Siegelman:

1. Received new gas meter for 253.
2. Need to order new helmet shields.
3. Sent email to Board regarding making ID cards in house. Per Board on hold till next meeting.
4. Department meeting will be Saturday, February 27 at 7:30pm at HQ.
5. Department elections will be held on Thursday, April 8th at HQ.
6. Chief Guerin sent information to Board regarding the Water Rescue training. Per Comm. Thompson would like to have Chief Guerin present a 5-year plan at the next meeting.
7. Sexual harassment training is ongoing. Board would like to have training done by June. Other training is on hold until COVID numbers go down. Board asked if we can add training to Department website. Chief's office will work with Dan Wiener.
8. Comm. Richter asked about status on By-Law changes. Chief sent to District Attorney with no reply, Comm. Richter will follow up with Attorney.
9. Chief Guerin is continuing to work on inventory.
10. Fire Comm will be down on Saturday, February 20 from 5am-11am. FF Francis will be in the radio room at HQ to cover phones if we have any issues.

Doctor Neubert

1. Received quote from Stryker to purchase 5 LIFEPAK to replace the current units we have. The items are not on State bid and we are purchasing from manufacturer directly. Motion by Comm. Richter, seconded by Comm. Thompson to purchase the 5 units at \$11,172.75 with a trade in value of \$1,125.00 for a total of \$10,047.75. Approved 4-0.
2. Duty crew signup is still going good.

COMMISSIONERS' REPORTS:

Chairman Thompson:

1. Regarding EMT hiring, will be having meeting with Jon Haber to discuss issue with NYS extending the EMT expiration date but Nassau County not recognizing extension.
2. 252 is back from vendor.
3. Cameras outside the Chiefs office will be installed on Sunday, February 20th.
4. Chief's office has a potential new member for Rescue company, potential member is over the age according to By-Laws. Discussion followed. Board would like more information from Chief's office before making decision.
5. Would like to post Fogging schedule at each location. Fogging will be done at HQ on Mondays and Thursdays at Lido.
6. Received the rep letter from auditors regarding the 2019 audit. Motion by Comm. Richter to have Comm. Thompson to sign the letter and return to Auditors.

Comm. Richter:

1. The new 255 is due in May 2021. Warren Jaffe is working on the lighting package for new vehicle. We received partial hose order for truck.
2. New chief pickup truck is on hold, GM canceled all orders for 2021 and hope to have orders for 2022. The order should go into GM in May 2021 for delivery in early 2022.
3. Current 259 will be to be surplus, asked Comm. Thompson to have inspector to give value of vehicle to see what our options are.
4. Would like to use the new 257 as a transport van and purchase a utility truck to be used for Fire Police, waiting on quote to send to Board.
5. Waiting on vendor to get back to regarding the antenna project at HQ.
6. Asked Secretary and Treasurer AM Richter regarding Electronic PO system. Spoke with accountant last week and QuickBooks online has a free version, will follow up about installing.
7. For the Lido FH expansion project- spoke with Zoning Board they have 2 out of 3 folders that are need from the Building Department. There was an issue with the fee not being paid. Had H2M pay the fee should have more information next week, will send to Board.

Comm. Naham:

1. Regarding the tints at Lido will talk to Comm. Paz to see if vendor for HQ can do the windows at Lido.
2. Working with Secretary and Treasurer AM Richter on document storage and digitalize records. Secretary and Treasurer AM Richter reached out to Iron Mountain and will set up an on site visit to be done before next meeting.
3. Buttons for Lido garage doors are in waiting on vendor to install. Vendors electrician has been out sick. Will follow up next week.
4. Will talk to Landscaper regarding 2019 invoice.

Comm. Paz: (Via Comm. Richter)

1. Windows at HQ Commissioner rooms should be installed next week.
2. Received a quote from R & R Concrete for apron and sidewalks around HQ for \$30,000 is working on getting another quote for next meeting.
3. Electrical wheel is still at HQ, Chief Siegelman will see Steve Angel and have item returned.

Comm. Pogue- Steiner:

1. Bank reconciliation for December was done.
2. Still waiting on FEMA grant.
3. Had meeting on Friday, February 12th, with Paychex, Treasurer Dunham and Secretary and Treasurer AM Richter to hire company to process District payroll. The company will process the payroll on a bi-weekly timeframe. This will include all District employees, consultant and EMTs. There will be annual cost of \$97.50 plus a processing fee each payroll which will be based on the amount of checks issued, the cost for 3 employees is \$94.05 and will go to \$149.40 when all employees on the system. All employees will be setup with direct deposit. The company will also process all bi-weekly reports and process end of year W2s for \$75 plus \$7.50/w2 issued. Motion by Comm. Thompson, seconded by Comm. Naham to hire Paychex for 1 year. Approved 4-0.
4. With the hire of the new payroll company, we would like to open a new bank account to be used only for payroll payments. Motion by Comm. Richter to open new account to be know as the Payroll Account to have all District employees and consultants to be paid out of and to allow Treasurer Dunham to transfer \$100,000 from operating to payroll account, seconded by Comm. Pogue- Steiner. Approved 4-0. The transfer from operating to payroll will be recorded on the next abstract.
5. 1st payroll with Paychex should start on February 28, 2021 for the time frame of 2/28/21-3/13/21 with pay date of Wednesday, March 17th. To bring all employees on to the same pay schedule Treasurer Dunham will do a final payroll next Friday, February 26, 2021 to be process the current way.
6. Will be having meeting next Friday with Island Tech and Comm. Thompson to discuss the computer system needed for the new EPCRs.
7. Steve Angel has been fixed tested.

District Employees Report:

Secretary Ryan:

1. PCRs and log sheets have been received for January. The PCRs were mailed on February 4th.
2. Working with Civil Service to get caught up with them.
3. PESH injury form on bulletin board on apparatus floor.
4. Eyewash for HQ has been ordered.
5. Shed has been ordered. It is out of stock but should be back in stock in about 3-4 weeks.
6. An account has been setup at Ace Hardware Stores. To use member must show ID card.
7. Received insurances certificate from Long Island Garage Door gave copy to Comm. Richter and Dan Wiener to update Red Alert.
8. Asked Chiefs office if the books in 252 and 258 have been updated with certificates and EMT certificates. Per Chiefs all books are up to date.

Secretary and Treasurer AM Richter:

1. Spoke with Island Teach regarding switching to TEAMS for monthly meetings. We will need to add licenses to members that will be joining meetings. Will follow up on pricing.
2. Also asked about issues we been having with Workplace they recommended to make sure we have the most updated version on phone or tablet. They also recommended using the desktop version.

District Clerk H. Thompson:

1. Keeping track of all members who received the COVID vaccine. Will send spreadsheet to Comm. Pogue- Steiner to reconcile.

District Treasurer's Report:

1. On tonight's abstract, there are 28 checks for payment totaling \$23,233.79. After bills tonight, balance in checking is \$59,725.51. The balance in the capital reserve account is \$1,767,044.68. Abstract of bills was presented and approved on motion by Comm. Pogue- Steiner, seconded by Comm. Naham, accepted 4-0 and notarized by the Asst. Secretary and Treasurer. Abstract will be attached to minutes and put on website. Signed and notarized abstract is on file in the District Office.
2. On February 5, 2021 there are 16 checks for payment totaling \$20,402.98 and on. Abstract of bills was presented and approved on motion by Comm. Thompson, seconded by Comm. Naham, accepted 4-0 and notarized by the Asst. Secretary and Treasurer. Abstract will be attached to minutes and put on website. Signed and notarized abstract is on file in the District Office.

Next Meeting Regular Board meeting at 7:30PM on Thursday, March 18, 2021.

Meeting adjourned at 9:02 PM on motion by Comm. Thompson, seconded by Comm. Pogue-Steiner. Accepted 4-0.

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

LIDO AND POINT LOOKOUT FIRE DISTRICT

Abstract Week Number: 6 – February 4, 2021

APPROVAL OF RESOLUTION REGARDING AUTHORIZATION FOR THE PAYMENT OF CLAIMS:

NOW, THEREFORE, BE IT RESOLVED, that the Lido and Point Lookout Board of Fire Commissioners, having audited the itemized vouchers for the following claims against the Fire District, orders the payment thereof by the Fire District Treasurer in the amounts allowed:

Date	Type	Name	Memo/Description	Amount
02/05/2021	Check	DAN WIENER	January 2021- 35 hours	-875.00
			January 2021- 35 hours	875.00
02/05/2021	Check	Nassau County VEEB	253 Pumper Test	-183.90
			253 Pumper Test	183.90
02/05/2021	Check	STEPHEN Angel	January 43 hours	-811.85
			January 43 hours	890.00
			Payroll Deductions	78.15
02/05/2021	Check	VERIZON	FIOS at HQ Acct: 652-089-211-0001-32	-447.58
			FIOS at HQ Acct: 652-089-211-0001-32	447.58
02/05/2021	Check	CHASE	Credit Card 4246315245674401	-613.69
			postage- by AMR	12.20
			Staples- by CT	38.37
			Bound Tree Medical- by DN	563.12
02/05/2021	Check	DELTA AIR COMPRESSORS	Inv. # 43066	-365.50
			Inv. # 43786 - Air Compressor Service	365.50
02/05/2021	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11825	-130.00
			Inv. # 11825- 2007 Stuphen Ladder	130.00
02/05/2021	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11826	-195.00
			Inv. # 11826- WO 192	195.00
02/05/2021	Check	ISLAND TECH SERVICES, LLC	Inv. # 42897	-1,981.75
			Inv. # 42897 - Managed Services	1,981.75
02/05/2021	Check	Island Occupational Medical Resources, P.C.	Inv.# 60934	-25.00
			Inv. # 60934- PO 10494 T. Sommer	25.00
02/05/2021	Check	Island Occupational Medical Resources, P.C.	Inv.# 61015	-225.00

4050

LIDO AND POINT LOOKOUT FIRE DISTRICT

Abstract Week Number: 6 – February 4, 2021

			Inv. # 61015- PO 10493 S. Gibson	225.00	
02/05/2021	Check	Sapienza & Frank	Professional Services - July 11,2019 to January 4, 2021- 53.75 hrs	-	✓
				12,101.00	
		4051.	Professional Services - July 11,2019 to January 4, 2021- 53.75 hrs @ @255/hr	12,101.00	
02/05/2021	Check	CAPITAL TIRE SERVICE INC.	Inv. # LB9869	-38.95	✓
		4052.	Inv. # LB9869- flat tire for 258	38.95	
02/05/2021	Check	TERRI RYAN	District Secretary Salary -1/25/21-2/5/21	-1,545.13	✓
		4053	District Secretary Salary - 1/25/21-2/5/21	2,174.13	
			Payroll Deductions - 1/25/21-2/5/21	629.00	
02/05/2021	Check	Patricia Dunham	1/16/21-1/31/21 Treasury hours- 22.5 hours	-583.63	✓
		4054.	1/16/21-1/31/21 Treasury hours- 22.5 hours	675.00	
			Payroll Deductions	-91.37	
02/05/2021	Check	JAMES WALSH	January 2021 hours- 14 hours total	-280.00	✓
		4055.	January 2021 hours- 14 hours total	280.00	
16 Checks to be Printed for A Total of \$20,402.98					

LIDO AND POINT LOOKOUT FIRE DISTRICT

Abstract Week Number: 8 – February 18, 2021

APPROVAL OF RESOLUTION REGARDING AUTHORIZATION FOR THE PAYMENT OF CLAIMS:

NOW, THEREFORE, BE IT RESOLVED, that the Lido and Point Lookout Board of Fire Commissioners, having audited the itemized vouchers for the following claims against the Fire District, orders the payment thereof by the Fire District Treasurer in the amounts allowed:

Date	Type	Name	Memo/Description	Amount
02/16/2021	Check	SEW Fine Embroidery	Inv. # 7767	-2,000.00
		4056	Inv. # 7767 - Face Masks	2,000.00
02/16/2021	Check	STAPLES CREDIT PLAN	Account # 6035 5178 6555 4850	-246.43
		4057	Account # 6035 5178 6555 4850 - Office Supplies	246.43
02/16/2021	Check	H 2 M Architects	Inv.# 206880	-2,200.00
		4058	Invoice # 206880 - Lido Fire House	2,200.00
02/16/2021	Check	H 2 M Architects	Inv.# 206881	-412.90
		4059	Invoice # 206881 - Lido Fire House	412.90
02/16/2021	Check	New York State Insurance Fund Worker's Compensation	Policy # Z 481 992-6 - Bill # 59598836	-2,910.10
		4060	Insurance - Workers' Compensation Policy - Z 481 992-6	2,910.10
02/16/2021	Check	New York State Insurance Fund Worker's Compensation	Policy # Z 727 967-2 - Bill # 59599660	-30.00
		4061	Insurance - Workers' Compensation Policy - Z 727 967-2	30.00
02/16/2021	Check	ASSOC. OF FIRE DISTRICTS OF NYS	Inv. # 6636	-500.00
		4062	Inv. # 66362021 Dues	500.00
02/16/2021	Check	NATIONAL GRID	Master Account # 78934-44004	-1,044.95
		4063	Rescue -00562-30007 -	
			Lido- 27565-75007-	511.29
			HQ -87856-46002 -	533.66
02/16/2021	Check	JOHN D. MacDONALD & SON	Inv. # 66131	-189.00
		4064	Inv. # 66131 - Lido Hot Water Heater Service	189.00
02/16/2021	Check	MERRICK Master Locksmiths	Inv. # - 41500	-267.50
		4065	Inv. # 41500 - New Lock Chief's Office Lido	267.50
02/16/2021	Check	South Shore Fire & Safety Equipment Distributors Inc.	Invoice # 0138699- Tix# 620478	-117.60
		4066		

LIDO AND POINT LOOKOUT FIRE DISTRICT

Abstract Week Number: 8 – February 18, 2021

			Invoice # 0138699 IN- Tic# 620478	117.60
02/16/2021	Check	VERIZON	Acct. # 650-087-363-0001-83	-37.35
		4067	Acct. # 650-087-363-0001-83	37.35
02/16/2021	Check	VERIZON	Acct. # 750-449-189-0001-69	-296.54
		4068	Acct. # 750-449-189-0001-69 - HQ	296.54
02/16/2021	Check	VERIZON WIRELESS	Acct# 682237326-00001	-443.37
		4069	Acct.# 68223732600001 -12/23/20 - 1/23/21	443.37
02/16/2021	Check	VERIZON	Acct. # 751-870-165-0001-49	-437.77
		4070	Acct. # 751-870-165-0001-49	437.77
02/16/2021	Check	PSEG	Customer ID # 0715-0017-32-0	-1,187.75
		4071	Actual -1/04/21 - 2/01/21	1,187.75
02/16/2021	Check	SCHLOSS EXTERMINATING	invoice #7631	-105.00
		4072	Exterminating Services - Jan. '21	105.00
02/16/2021	Check	Walden Associates	Inv. # 24024	-800.00
		4073	Inv. 24024 - 4th Qtr NYSDEC Fueling System Inspection	800.00
02/16/2021	Check	GVC Chemical & Janitorial Corp	Invoice # 3445	-624.75
		4074	Supplies Invoice # 3445	624.75
02/16/2021	Check	FIREMATIC SUPPLY CO., INC.	Inv. # 386093	-5,512.60
		4075	Inv.# 386093 - New Hose New 255	5,512.60
02/16/2021	Check	Cassone Trailer & Container	Inv.# 850586	-75.00
		4076	POD Lease - Inv. # 850586 - 2/01-2/28/21	75.00
02/16/2021	Check	Schumacher Electric Inc	Inv. # 2157	-495.00
		4077	Inv. # 2157 - Outlets	495.00
02/16/2021	Check	CLINICAL CLEAN, INC.	Invoice # 7947	-498.00
		4078	Invoice # 7947- Sanitizing - 252	249.00
			Sanitizing - 258	249.00
02/16/2021	Check	Millenium Chevrolet	Inv. # CTCS14812	-235.06
		4079	Inv. # CTCS14812 - Inspection, Wipers etc -CV1901 - PM	235.06

LIDO AND POINT LOOKOUT FIRE DISTRICT

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02/16/2021	Check	Mo'Nelisa	Thank You!	-550.00
			2/01/21 - Snow Storm Stand By	550.00
02/16/2021	Check	BRIAN Manning	Reimbursement 2/07/21	-239.98
			Reimbursement - 2/07/21 Snow Storm - Stand By	239.98
02/19/2021	Check	TERRI RYAN	District Secretary Salary -2/08/21-2/19/21	-1,545.13
			District Secretary Salary - 2/08/21-2/19/21	2,174.13
			Payroll Deductions - 2/08/21-2/19/21	629.00
02/16/2021	Check	Patricia Dunham	Treasury hours- 12.5 hours	-334.01
			2/01/21-2/14/21 Treasury hours- 12.5 hours	375.00
			Payroll Deductions	-40.99

**28 Checks to be Printed for A Total of \$23,335.79
NO ENTRIES APPEAR BELOW THIS SECTION**