

**Minutes of the Regular Meeting of the
Board of Fire Commissioners
Lido and Point Lookout Fire District
Held June 17, 2021**

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

Meeting was called to order at 7:30 PM by Chairman Thompson.

Present: Chairman Thompson, Comm. Richter, Comm. Paz, Comm. Pogue- Steiner, T. Ryan Secretary, Treasurer Dunham, A M. Richter Asst. Secretary and Treasurer, H. Thompson, Chief J. Guerin

Not Present: Comm. Naham

Speakers without appointments: None

Speakers with appointments: Ben DiVenti, DiVenti & Lee, CPAs
Daniel Wiener, LOSAP
Ed Haran, LOSAP
Brain Guerin, Social Media
Jeremy Thorton – Lido Dunes Civic

The Board of Fire Commissioners
would like to extend their condolences
to the families
of
Ex-Chief John Hagerstrom,
On the passing of his
Daughter Heidi Hagerstrom
and
District's Mechanic Vinnie Cittadino
On the passing of his
Brother Thomas Cittadino

Minutes of meeting held on May 20,2021, were approved on motion by Comm. Paz and seconded by Comm. Richter Approved 3-0.

Minutes of special meeting held on June 10, 2021, were approved on motion by Comm. Paz and seconded by Comm. Richter Approved 3-0.

Comm. Pogue- Steiner was late to meeting and missed the vote on minutes.

Speakers without appointments: (Time allotted three (3) minutes)

None present.

Speakers with appointments:

Ben DiVenti, DiVenti & Lee, CPAs

1. Been working with outside auditors on the 2020 audit. Audit is going very well good communication with new firm, likes working with firm.
2. One question auditor had was about the GAAP accounting we are using. Discuss followed. For this year we need to accrue more for the December invoices that Board will be paying in January of the next year.
3. Auditors would like to set up a tracking of fixed assets to include all inventory other than apparatus.
4. When We meet to go over the Budget for 2022 would like to also discuss items for the audit for 2021. At the next meeting we need to schedule meeting.
5. Auditor report is due to the State by June 30, as of today we are on track to have submitted on time.
6. Transfer the \$300k for Capital to General Fund to cover the invoices for the new pumper. Added a line to the profit and loss statement to show transfer.
7. The budget line for cell phones increased a lot since last meeting, per Comm. Richter we added a new line and phone to the plan for the new Chief and added new modems for the EPCR that will be starting soon. Comm. Richter reached out to new Verizon rep and will be having a meeting to go over all plans.

Daniel Wiener, LOSAP:

1. June log sheets, stats and 2 copies of PCRs were submitted on June 1, 2021.
2. Issue with kiosks and finger scanner worked with Alpine and issue resolved.
3. Working with Alpine regarding issue with Red Alert text messages. Issue may be with Verizon that the text messages are being block because Verizon thinks the message is spam. Alpine suggested switching to EMAG with Verizon it is a government texting service. Comm. Richter will work with Verizon.
4. New tough books for EPCRs and cylinders have been added to inventory.
5. Received request from auditors regarding IT information. Currently working on request, will forward to District office when done.

Ed Haran, LOSAP

1. No new members made the age for the month of June.
2. Requested GASB report from insurance company for auditors. Vendor said turn around is about 2 weeks.

Brain Guerin, Social Media

1. Facebook and Instagram getting good traffic last month. We have 1,245 followers on Facebook and 930 followers on Instagram. Department has Twitter but not a used as other social media.
2. Would like to highlight members, building and equipment to give Community information and history on Department.

Jeremy Thorton, Lido Dunes Civic

1. Spoke to Board regarding closing Ocean Blvd in Lido Dunes. The Lido Dunes Civic Assoc. sent request to the TOH to close road. Civic would like to know the Boards opinion on closing and what type of barriers to use. If Civic gets approval to close roads any barriers used will be low cost and easy for the Fire Department to move if needed. The Board sent a letter to the TOH regarding the closing and waiting for reply. Discussion followed per the Board will discuss within Board and wait to hear from TOH before deciding.

Chief Report:

1. Department will be attending the Boy Scout Hometown Hero event on Wednesday, 6/23, 6pm at Mushrooms.
2. TOH EMS will be having the fireworks on Saturday, June 26 with a rain date of Sunday, June 27. Department will be doing a standby at the Marina and will be having out town department also help with standby. Would like if Board would give funds for food for standby. Motion by Comm. Thompson for \$500 to Department to purchase food. Approved 4-0.
3. The annual Chief luncheon will be Saturday, June 19 in Baldwin.
4. Spoke with Southshore about purchasing 20 face shields. Will reach out to get quote. Motion by Comm. Richter for Chairman to approve purchase once quote is received.
5. The July 4th parade will be Sunday, July 4th at 10am. Only PLLFD, local groups and front-line workers will be invited to event. No BBQ for public at park after parade, will be doing a small lunch for members. Comm. Thompson wants to make sure parade will not interfere with Church service.
6. Friday, June 25 at 6:30pm TOH EMS will be hosting BBQ and training session at EMS HQ.
7. Work order has been submitted for 2571 for the dead battery. Waiting for district mechanic to return from vacation. The issue with 2571 is the circuit breaker issue at Lido, Per Comm. Richter he will talk to Comm. Naham.
8. Issue with Red Alert, not all members are received the text messages. Seems like it is mainly Verizon wireless users.
9. Would like to purchase 10 hands lights, 6 units for 255 and 4 units for 257. The cost of the lights are \$212/unit with no led or \$222/unit with led. Motion by Comm. Richter, seconded by Comm. Pogue- Steiner. Approve 4-0.
10. Thank you to Board for working with Department to swear in new member James Rosenthal. Comm. Pogue- Steiner will swear in member at HQ on Friday, June 18.
11. Turned in all receipts for new locks for containers. Made copies of all keys and gave to District Secretary.
12. Had a By-Law meeting with committee on Wednesday, 6/16 will type up minutes and send out to the Board for the next meeting. Chief Guerin would like to have Committee meet more often to view By-Laws. Committee had question about each position getting 50% of the vote, does a no vote count towards the total number. Comm. Richter will add to section that a no vote is not a vote for that position. The next meeting for Committee will be Wednesday, June 30.
13. Comm. Thompson gave Chief office the letter for the 2nd batt meeting at Mushrooms on Wednesday, July 21.

COMMISSIONERS' REPORTS:

Chairman Thompson:

1. Department physicals will be Sunday, October 10, the deadline for 2021 physicals will be October 31, 2021. Members can go for physical any time by requesting a work order form the Chiefs office.
2. Fire News and other publications please make sure they are distrusted to Companies. We have a large pile at HQ.
3. The Stryker stretcher at Lido is having an issue with control panel, called for service the part could cost upto \$2,500 looking into if its cover under warranty.
4. EPCRS are schedule to go live on June. Members must take the online class to be able to go on calls. As of today, no Chiefs have taken the class, please have Chiefs take class lead by example. Go live for EPCRs is June 29, training done by June 28.
5. Gave list of Members and Employees who took the Sexual Harassment training for 2021. Due date is June 30. If member does not take training, they cannot enter District property or go on calls.
6. Dr. Neubert had a drill on EPCRs last Monday, the class was very good and helpful. Next drill will be Friday night at Lido at 6:30pm.
7. District office staff requested training on how to retrieve EPCRs. Comm. Thompson will set up.
8. Think we can stop fogging the buildings. Board feels since we own the equipment, we should continue to fog the buildings.
9. We are making a good progress on EMT hires, we have about 5 EMT that are ready for hire.
10. Sold the old Fire Police Van for \$8,500.
11. 259 is currently for sale.
12. Gave the latest LENS report to District for file.
13. Asked Chief the status on wet suit order. Per Chief Guerin the wet suits have been ordered and he will follow up with vendor.

Comm. Richter:

1. Chief office and Capitan in each Company must work on getting inventory done and give to Dan Weiner to enter in Red Alert.
2. Work orders must be entered in Red Alert for any request for work or service. Once work orders are received Comm. Richter will send out to Chief's office and anyone else that needs to be notified.
3. New 255 has been delivered, currently at HQ waiting on exhaust system to be moved at Lido.
4. New 255 is currently at fire school for pump test.
5. Regarding the Lido Firehouse expansion, John McDonald was able to find a permit from 1958 from TOH and NC to hookup Lido Firehouse to the sewers. Gave information to Comm. Naham to forward to attorney. Comm. Naham is meeting with attorney tonight.
6. For the new cement work at HQ, we need to have grates cut, motion by Pogue- Steiner, seconded by Comm. Thompson to have Steve Angel adjust for the price of \$150.
Approved 4-0.
7. Would like to move monthly meetings back to the Commissioner's office at HQ starting with meeting in July. Approved
8. Status on Electric Purchase Orders- Asst. District Secretary/Treasurer talked to

Accountant will be testing using current POs.

Comm. Naham: (Report given by Comm. Thompson)

1. Power issue at Lido Firehouse, he called the electrician.
2. Door for Lido Company has been fixed. Chief Guerin stated the Company would like to have locks change to a key lock.
3. Status on tints at Lido- Comm. Richter will talk to Comm. Naham.

Comm. Paz:

1. Comm. Thompson follow up on bugs at HQ, exterminator will be at HQ on Friday, 6/18.
2. Shed at HQ is done.

Comm. Pogue- Steiner:

1. Reconciliation for June has been done.
2. We should hear about grants around Labor Day.
3. New Member James Rosenthal if approved by Board tonight will be sworn in on Friday, June 18 at HQ at 7pm. Motion by Comm. Richter, seconded by Comm. Pogue- Steiner to approve James Rosenthal as a new member of Company 2. Approved 4-0.

District Secretary's Report:

1. Outside auditors working to finish report for the state by June 30th. They need the 2020 Disclosure Report regarding LOSAP. It will take at least another week for the report to get to us. Other than that, we only have a few items to finish up with them.
2. Problem with computers at HQ. Contacted IT asked Jeff to check server because of the electrical problems at Lido. He found a bad part in the back-up of the server. Lenovo has been contacted and the part was ordered and will be delivered to HQ tomorrow. Heard from Jeff, they are shooting for Monday installation. They have Holly's cell number because I will not be in on Monday.
3. I put calls in to Schumacher Electric and IWT regarding issues at Lido. However, have not heard back from either of them.
4. PCRs were mailed to REMSCO on June 1.
5. NC PILOT check for \$5,775 was received June 1, 2021.
6. We received new Mobil credit cards. They were given to the Chiefs.
7. Donation to the Burn Center was made for Thomas Cittadino, Vinnie's brother who passed away in May. The card was sent to Vinnie. Donation from Sunshine Fund.
8. Steve and Dolores Angel donated the flowers at HQ for the Memorial Day Service. Steve also donated his time for the cleanup of HQ and YOF property. A Thank You letter will be sent.
9. Functionality Testing was done on the diesel tank on April 16th. Everything was good.
10. Problem with 252 fueling was human error. The mileage was not entered correctly. Once it was re-entered, everything worked.
11. Parts for traffic light at School District ordered on May 12th. Spoke to Welsbach Tuesday and was told that it will take another 3 to 4 weeks for delivery; parts are back ordered. Welsbach will do the repair as soon as parts are received.
12. Request for copy of aided call on 6/3/2021, Mutual Aid to Long Beach. It was responded to on 6/16/2021. Joe Frank was notified and cleared this request for response.
13. Go To My PC \$420 annual fee charged to my credit card today.
14. Had a call asking if there would be a 4th of July parade and if we would be spraying

water on the kids because her grandchildren “love it when they get sprayed on”.

Asst. Secretary and Treasurer

1. Process the #4 payroll with Paychex. 5/26/2021 via direct deposit, 5 checks total \$4,089.16 that covered the time of 5/9-5/22/2021.
2. Process the #5 payroll with Paychex. 6/9/2021 via direct deposit, 7 checks total \$4,849.16 that covered the time of 5/23-6/5/21.
3. Bank account balance as of today is \$75,126.48.
4. All entries are entered into QuickBooks.
5. Asked the Board if we can schedule a pickup for Iron Mt for the boxes that are inventory already. Per Board agreed to set up pickup at Lido and HQ.
6. We have one employee that does not hand in timecards for each pay period on time, asked Board what measures I can take. Comm. Thompson will reach out to employee and make sure timecards are handed in on time going forward.
7. Been having issues with uploading information to the Website. Spoke with webmaster again he also experienced the same issue and stated that we are using an old version and need to update. Would like to work with Chief’s office and webmaster to get new site up a running. Per Board ok to work on website.

District Clerk

1. Continuing to work on scan project.

District Treasurer’s Report:

1. Abstract # 22 dated May 27, 2021, for 16 checks totaling \$111,596.17, motion by Comm. Thompson and seconded by Comm. Pogue-Steiner. Approved 4-0
2. Abstract #24 dated June 10, 2021, for 21 checks totaling \$22,055.06, motion by Comm. Comm. Pogue-Steiner and seconded by Paz. Approved 4-0. Bank balances as of June 17 are, Reserve \$1,617,984.91, General Fund \$284,329.23.
3. All abstracts were notarized by the Asst. Secretary and Treasurer. Abstracts 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 7:30 PM on Thursday, July 15, 2021, at HQ.

Meeting adjourned at 9:21PM on motion by Comm. Paz, seconded by Comm. Pogue- Steiner. Accepted 4-0.

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