

**Minutes of the Regular Meeting of the
Board of Fire Commissioners
Lido and Point Lookout Fire District
Held July 15, 2021**

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

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

Present: Chairman Thompson, Comm. Richter, Comm. Paz, Comm. Naham, Comm. Pogue-Steiner, T. Ryan Secretary, Treasurer Dunham, A M. Richter Asst. Secretary and Treasurer, H. Thompson, Chief B. Wade, Chief Neubert via phone

Not Present: Chief J. Guerin

Speakers without appointments: None

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

Minutes of meeting held on June 17,2021, were approved on motion by Comm. Pogue- Steiner and seconded by Comm. Naham Approved 4-0.

Comm. Paz 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. Submitted the profit and loss for January 1- July 15, 2021. Noticed that the gasoline account still seems low. Per Secretary we are waiting on the 2nd qtr invoice from TOH. Also 2 out 3 Chiefs do not take vehicles to work, and the 3rd Chief works locally.
2. No payment to LOSAP has been made as of today, Comm. Naham will call insurance company to get invoice.
3. Submitted Budget workup for January 1- July 15, 2021, as of today we are in good standing. We have only received NC payment.
4. Outside Auditors have submitted financial statement to Board.
5. AUD was sent to NYS on 4/30/21 by auditors.
6. Auditors had a question about budget; when line item is over/under do we reclass line items. Board will discuss with Accountant at Budget meeting in August.

Daniel Wiener, LOSAP:

1. June log sheets, stats and 2 copies of PCRs were submitted on June 1, 2021.
2. Enrolled District in Verizon EMAG paging system, this will stop our message going into span.
3. Issue that mechanic is having with Red Alert is on their side. Comm. Richter will reach talk to Vinnie.
4. Chief cars are not connecting to Red Alert, Chief Wade will call Island Tech.
5. Inventory was received from Co#2 and Fire Police, will review, and enter into system.
6. IT inventory for auditors was done and sent to Comm. Naham.

Ed Haran, LOSAP

1. No new members reached the age of 65 in the month of July.
2. Submitted all paperwork requested by auditors to District.

Brain Guerin, Social Media

1. Facebook and Instagram had great traffic for the month, 100k followers.

Chief Report:

1. July 4th Parade was a success, had a great turn out by town.
2. Will submitted receipts for food from fireworks on June 26. Come in under the \$500 allotment. Department attended TOH EMS BBQ, would like to receive reimbursement. Per Comm. Thompson please give all receipts since the food for fireworks was under will given the difference.
3. Formed a committee to work on getting member retention and requirement. Comm. Pogue- Steiner working on grant for program.
4. Training center was broken into, the center will need to be cleaned out. Will ask TOH if they can increase public safety drive by. Board wants the center to have doors welded shut. Will need to discuss further.
5. Wet suits for water rescue has been received. Looking for vendor to add logo to. Will be having a drill on Friday, July 16. We have 4 members interested in getting Supervision Level III certification.
6. Helmet shields are on order.
7. New hand lights for 255 and 257 are on order.
8. By Law committee meeting was cancel will be reschedule shortly.
9. Still working on DEUS inventory.
10. Comm. Richter spoke with Chief J. Guerin regarding thermal image camera, must have recommendation by next meeting or the purchase will be on hold till next year.
11. Per Comm. Richter 253 will be out of service until further notice.

Chief Neubert via phone:

1. EPCR rollout was a success. Still working with Drivers on using system.
2. Dan Weiner was given Q & A Admin rights to system.
3. Standby for Commack EMS Saturday August 21st from 1200 – 0000. We need 1-2 EMTs to help staff the standby. This is a great opportunity for experience. The last time we did a standby for them there were more than 20 calls in the 12-hour period. Commack sends us an ambulance for our fire school nights, so they are very appreciative when we help them back. Anyone that is interested please contact me.

4. We are going to be having more EMS based trainings as we move through the summer and fall. If you have any additional ideas on how to increase turnout, please send me an e-mail or reach out.

COMMISSIONERS' REPORTS:

Chairman Thompson:

1. Thank you to Department for turn out at Joe Mahoney's memorial.
2. Asked Chief to make sure all members are aware they can go to District Doctor for physical.
3. 252 needed to have a new fuel tank installed.
4. On track for EMT hire, should be hiring 8 EMTs. Planning on having orientation the week of July 22. Asst. Secretary and Treasurer asked that at orientation new hires are given forms for payroll.
5. Received many emails from residents about the closing of Ocean Blvd in Lido. Many of the residents that sent emails are against the closure. Topic is up for discussion at TOH on August 3, Comm. Naham will attend.
6. Still having issue with stretcher, would like to sign service contract with Stryker. Renewal for service contract was paid in error to MedPro, District Clerk will call vendor to cancel.

Comm. Richter:

1. Per Comm. Richter 253 will be out of service until further notice. Truck may need to go to Firematic or Haran, will keep Board and Chief's up to date.
2. New 255 should be back by end of July and in service shortly after. Once in service will put 259 up for sale.
3. Comm. Richter wants Chief's office to set up foam drill at Fire School ASAP. Send invite to LB.
4. Chief's office need to reach out to Lawrence Cedarhurst Fire District regarding getting reimbursement on the 50 gallons of foam that was used at call.
5. Gave Comm. Thompson 255 information to received title.
6. For the tough books for EPCRs do we want to lock base, battery life is not long and if the base is not plugged in correctly the units won't charge. Comm. Pogue- Steiner, Comm. Thompson will discuss with Chief Neubert. Will also reach out to Island Tech to get quote on backup battery. Island Tech also owes us chargers will follow up on.
7. Asked Chief Neubert to find out from vendor how much for the upgrade for the EPCR program.
8. New Chief vehicle build date is August.
9. Would like to purchase 3-year license so we can reprogram hand talkie ourselves, the cost will be \$244, and Warren Jaffe will be contact person. Approved.
10. Asked Chief's office to have Department radios to be reprogrammed for 3rd Batt east and west.
11. Red Alert work orders need to be closed out in system when items are fixed or received.

Comm. Naham:

1. Tint for Lido has been ordered, should be installed next week.
2. Returned 1 of the keypads to vendor. Vendor will invoice for 2 keypads.
3. Electric was done at Lido. While doing work the electrician find old wiring, will be back to upgrade.
4. Exhausted lifted for new truck.

Comm. Paz:

1. Windows at HQ are done and no new leaks.
2. Asked about the cement work on HQ apparatus floor, per Comm. Richter project on hold for now.

Comm. Pogue- Steiner:

1. Reconciliation for June was done.
2. No new updates on Grants. Should have status after Labor Day.
3. Point Lookout Civic would like to close Ocean Blvd between Cedarhurst and Garden City on Saturday, 9/4 for Children's Day. Application was given to Chief Wade for approval.
4. Received email from Fire Rescue is regarding webinar on Ransomware & cyber-attacks, Holly Thompson will attend webinar.
5. FEMA Grant survey is due by the end of the month. Will work on and submit.

District Secretary's Report:

1. 2020 Audit was sent to NYS on July 1st. We should have hard copies of the audit early next week.
2. New Era Steel paid cash for bumpers at HQ. Taken from petty cash received from sale of tires - Chief Wade's vehicle.
3. Welsbach repaired the light at Lido. They will send bill soon.
4. Dan Wiener presented June log sheets, stats and 2 copies of PCRs on July 1, 2021. PCRs were mailed to REMSCO the same day. Went to EPCRs on June 29, 2021.
5. John MacDonald will repair leaking pipe from water heater at Lido tomorrow or Monday. Work Order was sent.
6. When items are purchased, they must be ordered in the District's name with all District information; not Department.
7. Does anyone know about Anne Glazer taking a course at Univ of Illinois/EMS Geriatric Emergencies? Cost \$10. Per Board send invoice, member has not been active in years.
8. George Lee will be here Friday, July 23rd to do the quarterly audit.
9. Will be out of the office on Friday, July 16.

Asst. Secretary and Treasurer

1. Process the #6 payroll with Paychex. 6/23/21 via direct deposit, 6 checks total \$4,379.16 that covered the time of 6/6/21-6/19/21.
2. Process the #7 payroll with Paychex. 7/7/21 via direct deposit, 8 checks total \$4,984.16 that covered the time of 6/20/21-7/3/21.
3. Bank account balance as of today is \$64,928.86.
4. All entries are entered into QuickBooks.
5. Gave presentation on new member application, discussion followed, will make changes

- discussed and send to Board and Chiefs for review.
6. Still having issue with website, Comm. Naham will reach out to webmaster.
 7. Had meeting with Ben DiVenti regarding Electric Purchase Orders, will start testing with current open POs. With having POs in QuickBooks, we can now match all POs with Invoices. Holly Thompson was given access to enter POs in QuickBooks. Once testing is done with POs the PO numbers will be starting with 2021-XXX, each year the first number will change to the year.
 8. Going forward when member needs PO for physical, the member or chiefs should email the District's email and the office will send email to doctor's office.
 9. Confirmed with Chief's office and Board that all active members have completed 2021 sexual harassment class. Motion by Comm. Richter going forward any new member must complete class before they are sworn in. Approved 5-0.

District Clerk

1. Continuing to work on scan project.
2. Clean up of weeds - weed wacker; wacker and battery about \$300 weed killer, etc. Extra cord-battery. Approved by Board to purchase. Comm. Naham will reach out to gardener to get price for weed removal at all locations and District Maintainer will maintain going forward.

District Treasurer's Report:

1. Abstract # 26 dated June 24,2021, for 13 checks totaling \$34,884.23, motion by Comm. Pogue-Steiner and seconded by Comm. Paz. Approved 5-0
2. Abstract #28 dated July 8, for 17 checks totaling \$28,824.19, motion by Comm. Naham and seconded by Comm. Pogue-Steiner. Approved 5-0.
3. Bank balances as of July 15,2021 are Reserve \$1,618,195.48, General Fund \$229,300.81.
4. 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, August 19, 2021, at HQ.

Meeting adjourned at 9:45PM on motion by Comm. Pogue- Steiner, seconded by Comm. Paz. Accepted 5-0.

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