

**Minutes of the Regular Meeting of the
Board of Fire Commissioners
Lido and Point Lookout Fire District
Held May 20, 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, A M. Richter Asst. Secretary and Treasurer, District Clerk H. Thompson, Chief J. Guerin and Chief W. Wade

Not Present: Comm. Naham, Treasurer Dunham

Speakers without appointments: None

Speakers with appointments: Company 1 Officers
Auditors, PFK O'Connor Davies, LLP
Ben DiVenti, DiVenti & Lee, CPAs
Daniel Wiener, LOSAP
Ed Haran, LOSAP

Minutes of meeting held on April 15, 2021, were approved on motion by Comm. Pogue-Steiner and seconded by Comm. Richter Approved 4-0.

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

Speakers with appointments:
Board sworn in new members to Company 1; Sean Stalteri. Motion by Comm. Richter, seconded by Comm. Paz Approve 4-0. Members were sworn in by Comm. Thompson. Thank you to Officers to attend sworn in.

Auditors, PFK O'Connor Davies, LLP

1. New Auditor firm to work on Districts financial statement for 2020. Will be sending list of items needed for the 2020 auditor to District and Accounting firm. On track for the June 30, 2021, deadline to send reports to NYS.
2. Comm. Pogue- Steiner gave access to QuickBooks.

Ben DiVenti, DiVenti & Lee, CPAs

1. Needs breakdown for the Chase payment that was paid via online transaction since we voided out the check that was issued. Will reach out to Patti.
2. Reclassed two transactions from Service Contracts.
 - a. Grant Guys- will go into a new account for professional services.
 - b. Alpine- doc program will go into software account.

3. Handed out Transaction Report for account equipment purchases. Comm. Richter will review, believes it all for equipment for the two new vehicles coming shortly.
4. Sent all paperwork to new auditors for 2020.
5. AUD has been filed with State.
6. Handed out profit and loss statement for 1/1-5/20/202. Has all accruals and reversal for 2020.
7. Electric for HQ and Lido is still higher. Comm. Naham ordered thermostat covers for locations.
8. Will reach out to Patti to go over the classification for the Verizon invoices.
9. Invoice for food for fire school was reclassified from account food to training. That invoice was from 2020 asked why there was a delay. Comm. Thompson stated it was an oversight and Chief's office were told that they need to submit all invoices within 30 days going forward.
10. We are in good standing, currently about \$42k ahead of budget since cost for covid supplies have gone done.
11. Once all accruals for 2020 was about \$50k and the final balance for the year was a negative of \$20k. This is an accounting issue due to timing. No action is needed, Comm. Richter will reach out to District Attorney.

Daniel Wiener, LOSAP:

1. April log sheets, stats and 2 copies of PCRs were submitted on May 3, 2021.
2. SCBA inventory was been added to Red Alert.
3. Need the new 255 added to Red Alert to add new equipment that has been received already. Comm. Richter will add to Red Alert as 25x. The current 255 will change to 259 once the new vehicle is received.
4. Will add Chief C. Guerin to text alert.
5. Had issue with Alpine, the Chief cars could not connect. Issue was resolved.

Ed Haran, LOSAP

1. No new members made the age for the month of May.
2. Received all paperwork for new members. One new member didn't want to give beneficiaries social security number. That is not an issue for us, number is only needed if benefit needs to be paid and insurance company will handle.
3. District Clerk asked for copies of new member to make sure they are scanned into Red Alert.

Chief Report:

1. Potential new member for Company 2, James Rosenthal. Approved by Council. PO for physical approved.
2. Received paperwork for 2021 assistant grant, will work with Comm. Pogue- Steiner.
3. Member reimbursement for Ace Castellon, per Comm. Thompson reimbursement was approved and paid by the insurance company.
4. Plow that was located at Rescue house has been moved to Lido.
5. Any equipment received for the new 255 has been placed in the container at Lido.
6. Would like to move some of the Covid supplies to the container at Nike Base. Board would like to go and see what items are in container.
7. Would like to purchase new locks for all containers. Approved by Board to purchase at Ace Hardware on account. Copy of keys will be given to District.

8. Per Comm. Paz trucks can be moved back into HQ on Friday, May 21. Will coordinator with members to have done.
9. What is the date for Department physical. Per Comm. Thompson right now schedule for the last Sunday in July. Chief asked if they can be moved to October. Comm. Thompson will reach out to District Doctor, all physicals for 2021 must be done by October 31.
10. Sexual harassment class is on Department website, told Companies that class must be done by June 30. Asked for list of members that completed class.
11. Comm. Thompson reported that 17 members have taken the EPCR class. Asked Chiefs to complete class, lead by example. Training must be done by June 29. Go live for EPCR is June 30.
12. For Memorial Day Weekend the air show will be at Jones Beach, the Coast Guard will be using West Marina as standby. Marina asked if Department will also be on side by. Chief J. Guerin believes it will be a good idea to have stand by.
13. Department will be hosting a Memorial Day Ceremony at HQ on Monday, May 31 at 10. Will post information on FB page.
14. Would like to have July 4th Parade. Will be reaching out to members to see if they are willing to attend. The parade will be our Department only.
15. Chief Wade is working on fixing flagpole at Ye Olde Fire House.
16. Waiting on quote for wet suites will forward to Comm. Thompson once received.
17. Will be having two vendors coming to demonstrate thermal imaging equipment. Once date is confirmed will send to Board if they would like to attend.
18. Chief J. Guerin and C. Guerin requested new uniforms. Approved by Board.
19. Company 2 are having new patches printed up.
20. Chief C. Guerin would like to add Chief to turn out gear. Approved by Board.
21. Needs to order new hamlet shields. Comm. Thompson asked how many, Chief will get back to Board.
22. Company 1 entered work order for new badges. Not sure why they are ordering so many, will investigate before work order is approved.
23. Chief C. Guerin received new phone but having issues setting up. Comm. Richter said to go to store in Merrick and if needed have them call him.
24. Fire Police asking about the new radios they requested. Comm. Thompson asked Chief to reach out to W. Jaffee to see if they can use the older radios we have.
25. Comm. Pogue- Steiner would like Chief office to send thank you note to Mike Sullivan for plants outside Ye Olde Fire House.
26. Comm. Thompson would like a Red Alert to go out regarding Loop Parkway Closures.
27. Comm. Richter- does the new members know about the Red Alert app. Chief will make sure they all know about the app.
28. Comm. Richter presented Proposed By Law Revision, see attached revisions. Motion by Comm. Pogue- Steiner, seconded by Comm. Paz Approved 4-0.
29. Comm. Richer would like report from By-Law committee by June Meeting, if no report Board will make the changes regarding Member status.
30. Chief C. Guerin has email and been added to Chiefs Group.
31. Comm. Richter would like Chiefs to reach out to Fire School about donating foam to school.
32. Per Comm. Richter new hose will be delivery on Friday, 5/21.
33. Per Comm. Richter all inventory must be done and given to Dan Wiener.
34. Comm. Richter would like Chief office to work with A. M. Richter on having new member application done electronical. Would like to have Application sent by email or

- electronic before the member is sworn in so the Board can review all information timely.
35. On June 3 at 10am at HQ will be having a virtual inspection of the new vehicle would like one of the Chiefs to attend. Since the inspection will be virtual the vendor will be having a 3rd party to inspect the vehicle before delivery. Once we confirm delivery to Firematic should be a week to ten days.

COMMISSIONERS' REPORTS:

Chairman Thompson:

1. Gave District Secretary the Department election ballots and results for file.
2. Stryker stretchers will have yearly maintenance next week.
3. Asked if we received any tickets to Fire Expo.
4. EMT Hiring is still on going with County, waiting on approvals. Will be having more interviews next week and planning on orientation the 3rd week of June. A. M. Richter asked that during the orientation all payroll paperwork is filled out.
5. The New CDC rules regarding mask wearing for vaccinated people. Board would like Chief to send out memo stating that District is following the CDC rules and it will be on the honor system but per Dr. Neubert masks must be worn on all calls. Board would also like to have social distancing to continue at all meeting and drills.
6. The new EPCR is going live on June 30. We have received all new computers form Island Tech waiting on State to release the software so we can start training. Dr. Neubert will be parting a training class together.

Comm. Richter:

1. Motion by Pogue- Steiner, second by Comm. Thompson to make the old Fire Police truck surplus and eligible to sell. Approved 4-0. Will reach out to District Attorney regarding selling the vehicle and benchmark for vehicle. The Blue Book value is about \$10k, all lighting and lettering will be removed.
2. Received the quote for the new 252 in the amount of \$295,175.00 from Hendrickson Fire Rescue Equipment. Motion by Comm. Thompson, seconded by Comm. Pogue- Steiner. Approved 4-0.
3. Motion to have District Attorney to prepare the permissive referendum to purchase the new ambulance in the amount of 300,000. The funds will be moved back into Capital Reserve once the County reimbursement District for the purchase of vehicle. Approved Comm. Paz, seconded by Comm. Pogue- Steiner. Approved 4-0. Comm. Richter will notify.
4. Received quote from Integrated Wireless Technologies in the amount of \$ 16,464.40 for the antenna project at HQ. Motion by Comm. Thompson, seconded by Comm. Paz. Approved 4-0. District Secretary will issue PO and send to vendor.
5. Lido project is moving forward, package should be going to Town next week the hearing should be sometime in June.
6. Asked A. M. Richter on status of the electronic PO system. I will reach out to Accountant have some questions on how to enter in QuickBooks.

Comm. Naham: (Not Present- Per Comm. Thompson)

1. Keypads have been installed at Lido.
2. Tint for windows at Lido still pending.

Comm. Paz:

1. Cement work done at HQ ramp and sidewalk. Trucks can go back into building on Friday, May 21.
2. The cement work and ramp for shed not done yet.
3. The window in HQ Commissioners; office is still leaking, its not the windows but the brick. The leaking is not happening all the time.

Comm. Pogue- Steiner:

1. Reconciliation for April has been done. Had an issue with the payroll account worked with Accountant to fix.
2. Currently have 3 grants outstanding
 - a. Safer Grant- LED light sign
 - b. FEMA- COVID expenses- should have funds by Labor Day.
 - c. DASNY

District Secretary's Report:

6. Functionality Testing was done on the diesel tank on April 16th. Everything was good. Waiting for certificate from NCDOH.
7. Parts for traffic light at Regent and Lido ordered on May 12th. Parts will take about 3-4 weeks. Welsbach will do the repair as soon as parts are received.
8. Surge protector at Lido Commissioners Room has been ordered and should be installed next week. The cost for unit and installation is \$168. Okayed by Comm. Richter.
9. We had two requests for ambulance reports for a call to Long Beach nursing home in May of 2019. Both Dan and I checked, and we did not respond to the call. On May 19th letters were sent to the two firms stating we did not respond.
10. AFDNC is holding the Installation of Officers on Sunday, June 13, 2021 at the Milleridge Cottage in Jericho. Luncheon from 2 pm through 6 pm. Cost is \$250 for two people; RSVP by Monday, May 31st.
11. PCRs were mailed to REMSCO.

Asst. Secretary and Treasurer

1. Started labeling boxes with the Iron MT box numbers. I will need help moving some boxes and requested help from the Chiefs office.
2. Process the 2nd and 3rd payroll with Paychex. The 1st payroll was paid on Wednesday, April 25 via direct deposit, 7 checks total \$4,424.50 that covered the time of 4/11/21-4/24/21. The 3rd payroll was dated 5/12, 7 checks totaling \$4,281.33 that covered the time of 4/25/21-5/8/21. Bank account balance is \$84,862.17.
3. Once payroll is paid and taxes are posted to QuickBooks, I been going into QuickBooks to add journal entries.

District Clerk

1. Continuing to work on scan project.

District Treasurer's Report:

1. Abstract # 18 dated April 29, 2021 for 21 checks totaling \$16,446.58, motion by Comm. Pogue-Steiner and seconded by Comm. Richter. Approved 4-0
2. Abstract #20 dated May 20, 2021, for 23 checks totaling \$14,836.58, motion by Comm. Richter and seconded by Pogue-Steiner. Approved 4-0. Bank balances as of April

15 are, Reserve \$1,917,740.59, General Fund \$384,560.24.

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.
4. Received LIPA Pilot check in the amount of \$34,171.70. Check will be deposited on Friday, 5/21.
5. Island Tech reached out about open invoice from November. Never received invoice, Comm. Richter will forward for payment on the next abstract.

Next Meeting Regular Board meeting at 7:30 PM on Thursday, June 17, 2021.

Meeting adjourned at 10:00 PM on motion by Comm. Richter, seconded by Comm. Pogue-Steiner. Accepted 4-0.

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

Proposed By Law Revision

Article VII

Add new section 4C

Write in candidates are permitted for all positions in Department and Company elections, except for runoff elections as described in Article VII, Section 6.

Members who receive write in votes for a position that they were not nominated for, must meet the requirements for that position. If a write in candidate does not meet the requirements for the position in question, those write in votes will be declared invalid by the Election Committee and will not count in the vote total.

Change sections 4C to 4D, 4D to 4E, 4E to

4F Section 4A – change verbiage to 4F

Section 4D - Item 3, delete "and their

recommendation..." Section 6 - add "valid" votes cast.

Article V

New section 4

Any member who wishes to run for an elected position, Department or Company, and does not meet the requirements of the Constitution and By Laws for said position, must obtain a waiver from the Board of Fire Commissioners before their name is placed in nomination.

Members requesting a waiver must submit a written report to the Board of Fire Commissioners, through the Chief of Department, detailing why the waiver is needed and reasons why they feel it should be granted. Requests must be received by the BOFC a minimum 45 days before scheduled nominations.

After reviewing the request, the BOFC will notify the member, Chief of Department and Election Committee of its decision, no later than 15 days before the scheduled nominations.