

Minutes of the Regular Meeting
Board of Fire Commissioners
Lido and Point Lookout Fire District
Held November 7, 2018

Approved Minutes

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

Present: Comm. Naham, Comm. Weitz, Comm. Richter, Comm. Thompson (Had to leave at 8:20 pm), Comm. Paz, Chief B. Guerin, Chief J. Guerin, District Treasurer Dunham and District Secretary Ryan.

Not Present: Chief Siegelman

Speakers without appointments: None present

Speakers with appointments: None present

Because the Minutes of the October 22, 2018 were not received until Monday, the Minutes of the Budget Hearing, Meeting and Executive Session held October 16, 2018 and the Minutes of Special Meetings held October 22 and 25 will be tables until the meeting on November 20, 2018.

Chief's Report:

1. 2nd Lt. Richard Beckwith introduced Mike D'Andrea to be sworn into the Department, Lido Co. All paperwork was previously found to be in order and Mike passed the Dept. physical. Mike was sworn in by Comm. Thompson.
2. Turned in gas receipts for 2500-01 and 02.
3. The Long Beach Waterfront Warriors are once again requesting the use of 2571 as of December 6. We will be hosting the holiday party on Sunday, December 9. Asking to rent porta-poddies as was done for the George Grant event. Motion by Comm. Paz to rent 2 porta-poddies for the Waterfront Warrior holiday party, seconded by Comm. Naham. Accepted 5-0. Chiefs asked about possibly having reindeer at the party. Discussion followed. Nicole Morton of Salerno will be contacted regarding insurance coverage and liability.
4. Asked about the requested by-law change regarding voting points. Discussion followed. This will be followed up as to when Lester was named Honorary Chief and how he would receive points. Comm. Richter stated that he read a Resolution at the dinner when Lester was honored and that he was given all privileges associated with the office of Chief.
5. Comm. Weitz mentioned AEDs and a trade-in offer being given by Phillips. Discussion followed regarding what we need in District. Motion by Comm, Richter to purchase two Phillips FRX defibrillators at a cost of \$1,195 each less \$450 discount for a total fee for two of \$1,490.00. Seconded by Comm. Paz. Accepted 5-0. Lisa from GE Pickering will call tomorrow for a PO number.
6. Comm. Weitz asked the Chief about notifying people how to get their new e-mails. Discussion followed. Chief stated that there are problems; Co. 2 does not have internet connection. Was told that Island Tech has to be notified of this because all wiring was put in building during the construction project.
7. Comm. Weitz said he would like to meet with the Chief to get the pager and radio inventories. It was decided that they will meet Tuesday at 4:15 pm.

8. Comm. Weitz mentioned Zach's pager and said that Deirdre said she gave it to the Chief.
9. Comm. Weitz asked about Department fund drive deposits. Was told they have been done.
10. Comm. Weitz discussed the companies and Department being audited. The new outside accounting firm will be contacted regarding working with the Department and companies.
11. Comm Weitz asked about Deus training. Working on setting a date.
12. Comm. Weitz asked about water rescue training. Was told it is status quo. Comm. Weitz was asked if he heard anything from the City. Said he will follow up.
13. Comm. Weitz asked if the Chief was doing OSHA training. Said he would like to. Would like to discuss at a sit down with the Board.
14. Comm. Weitz spoke about Sexual Harassment Training. Took on-line course provided by Salerno and Comm. Richter did as well. The Sexual Harassment Policy was read and voted on Motion to adopt Sexual Harassment Policy by Comm. Richter, seconded by Comm. Naham. Accepted 5-0. After reading of policy the Board was polled. Comms. Naham, Weitz, Richer, Thompson and Paz all voted AYE. The Policy has been adopted. Comm. Richter thinks we should contact the State Association and FASNY for guidelines. Also, we must make it clear to all members of the Department, all employees and the Board how important it is for all to take the course each year and responsible they must be. Discussion followed. Stated that Joe Frank should be contacted and asked if the State Association or FASNY have course guidelines or information and we should find out about a PowerPoint class that we would be able to provide to members. We have to get this in the works by at least March. Comm. Naham will look into this subject with the Explorer organization as well.
15. Comm. Weitz asked about tires to be replaced on 2502 and other repairs needed on other vehicles. Discussion followed regarding 2500. Chief stated that there are a few different issues here and they are recent issues. Comm. Weitz stated that the Board needs to decide if they want to properly manage issues that come up and have policies so that we don't have to discuss spare tires and such at every meeting. Comm. Richter said we are very lucky to have Vinnie as our mechanic. If he is called about an issue with a vehicle, he looks at and gets back to us right away. If Vinnie says it is okay to leave a vehicle in service, then it is okay. If Vinnie says he doesn't know, the vehicle is taken out of service until it can be repaired. Vinnie very much cares about the service he gives us.
16. Comm. Paz stated that he spoke with Ted Wondsel who asked him to thank the Chief and the Department members who responded to the call at his family's home. Thanked them for their response and professionalism. The family is very appreciative.

COMMISSIONERS' REPORTS:

Comm. Naham:

1. Discussed the maintenance contract proposal received from Nederman. It would be \$1,200 per house per year. This seems high. It was mentioned that the most import thing they have to work on is the hose for 258 and the 252 hose needs to be replaced. Comm. Naham will contact them again about a service call.
2. Spoke about the contract with RS Abrams for a fee of \$9,830. It has been reviewed by the Board and our attorney. It will be signed tonight and the District Secretary can send to them tomorrow.
3. Presented the maintenance contract from All Service Controls. It will be the same cost as last year, which is \$1,230 quarterly. Comm. Naham signed the contract and the District Secretary will mail to All Service tomorrow. Comm. Richter stated that we should ask Paul how much longer he will be doing this and when he decides to retire who will be

doing this. Comm. Richter will speak with Paul. District Secretary asked about the wires on poles that we have to remove. Comm. Richter said he spoke with Paul about this last month and it would be cost prohibitive to remove all these wires. Verizon contacts us when a pole is planned to be replaced and our wires have to be removed.

4. Sexual Harassment Policy approved. (Attached to these minutes).

Comm. Paz:

1. Need to get quotes for a heat maintenance contract and also need to get quotes for a slop sink for the apparatus floor. Will have for the next meeting.

Comm. Richter:

1. Stated that the thermostat on HQ apparatus floor was broken. Steven Merola was asked to replace and put a cover on it. The bill is on tonight's abstract tonight.
2. Asked if we ordered cylinders for 2018. Discussion followed. It was stated that Scott owns the artwork. Coastal is another company that sells cylinders. We will have to get quotes.
3. Stated that we had a quote from Walden regarding the diesel tank at Lido. Asked Chief Guerin who TOH uses. He stated that Walden covers the A and B and that several employees took the course to cover the C portion. (Basically, these members check the system periodically.) This information will be sent to Joe Frank to review.
4. Asked about Minerva Gear Cleaning being done after Fire School. The thing that is troubling is that can understand there being wear on the 2011 and 2012 sets, but there should not be worn our knee pads on a 2016 set and the seams should not be coming apart on the pants of a 2017 set. Thinks that we should look at other manufacturers of gear when we are looking to purchase. Looked on-line and saw Lyon, and was surprised that Quaker is still around. Know this company from the past and the price was fair and the quality was very good, better than Globe. We need to get a couple of sets from different manufacturers and try them out. Comm. Weitz reported that Minerva said knee pads would be \$300 to replace. Said they have to be replaced because member of kneeling in fuel and said they did not believe it was a quality control issue that the seams have to be replaced. They will send back to us so we can look at. Discussion followed about quality of gear.
5. Tires 2571 and 2502.

Comm. Weitz:

1. Mentioned that Paul Grim said he would replace Lido call phone with one taken from Rescue. District Secretary will call Paul.
2. Spoke about cancer coverage: VFIS is \$137 per member; ESIP is \$174; Hartford is \$159; and just learned of another Hartford policy that is \$199 per member and covers all types of cancer. It is called the Hartford Enhanced Plan. Discussion followed. It was decided to get a list of the cancers that are covered in the policy, etc. and discuss at the next meeting. The Board would like to look into the enhanced plan for members.
3. Regarding the list of policies sent to us by our new outside auditors, feels we should have a work session. One policy we do not have is an IT policy. We can ask Dan to help us or we can purchase a policy from Island Tech. These policies seem to be popping up in almost every State audit. Asked Dan to reach out to some of the larger districts to see what they are doing in terms of IT policies. Asked Dan to speak with Pete about what is in their policy.
4. We received a notice that a claim was re-opened and it was dismissed. Asked if we had previously received notice of this. Was told yes.
5. We had discussed an additional \$100,000 being put into the LOSAP plan. Discussion followed. Discussion followed. Joe Frank sent a resolution. Will check and discuss at

- next meeting.
6. RS Abrams mentioned that fire companies and departments are being audited as districts are. The Board asked them if they could speak with the Department. Discussion followed with the Chief regarding the Department having something in the By-Laws regarding internal controls of funds. Maybe will have to have an audit committee. Will check with Marianne from RS Abrams.
 7. Stated he saw on social media that the Ginny Anne sign was taken down by movie company and not put back up. The Chief responded that is not true. Shannon said the sign blew down in a storm. The sign was safeguarded by Ted's Fishing Station. Shannon was told to contact Sue at Erin's office. The Chief will follow up.
 8. Asked about the date stamp. Not ordered yet.
 9. Sent Ben an e-mail regarding Blanchfield closing out 2017. Asked District Secretary to contact Blanchfield.
 10. Stated that Ben remarked that the Engagement letter from RS Abrams did not state that it would file with NYS. District Secretary reported that George asked that question at the meeting and Marianne replied that they do file with the State. Ben also stated that the start date of February is too early for them. The District Secretary reported that George also mentioned this and Marianne said they would come in February to begin their work and would work with Ben and George when they are ready.
 11. Congratulations to Dan on becoming a Grandfather.

District Secretary's Report:

1. Reported that Dan Wiener presented October stats, PCRs and log sheets on November 2, 2018.
2. PCRs were mailed to REMSCO on November 5, 2018.
3. Tape did not work for the complete October 22 meeting. Did not record after the very beginning of the Cancer Law section. Comm. Weitz said maybe we should upgrade to a digital recorder. Discussion followed regarding saving record of meetings. He will meet with District Secretary about ordering machine.
4. Request of election roles was sent to NC Board of Elections November 1st.
5. Notice of Election was sent the LB Herald and will be printed in November 8th paper.
6. Three Scott bottles have been condemned due to life span: 37202 our #832, 37230 our #243 and 37212 our #745. The Chief and Dan Wiener have been notified. (2 left to be condemned for this year). We have 119 active bottles in inventory.
7. Solar Glass will be here one day next week to repair the door one Hewlett Ave.
8. Gary will be here to check FuelMaster system tomorrow.
9. Asked about what date stamp machine to order. Discussion followed.
10. Bank reconciliation for FNBLI checking account was performed for period ending October 31, 2018. The account is fully reconciled.
11. Congratulations to Dan and Joann on becoming Grandparents.

District Treasurer's Report:

1. On tonight's abstract, there are 37 checks for payment totaling \$29,261.88.
2. After bills tonight, balance in checking is \$587,435.25.
3. The balance in the capital reserve account is \$1,207,068.89.
4. Comm. Naham read his letter to the Board stating that he has lost a receipt for \$37.50 from Pennell Restaurant for a purchase of food, no alcohol, charged on his District credit card, while attending the Annual Summit in Saratoga Springs in October, 2018. The letter was given to the Treasurer to keep with the Chase credit card bill on this meetings

abstract.

Abstract of bills was presented and approved on motion by Comm. Thompson, seconded by Comm. Richter, accepted 5-0 and notarized by the District Secretary. Abstract will be attached to minutes and put on website. Signed and notarized abstract is on file in the District Office.

Meeting adjourned at 9:28 PM on motion by Comm. Richter, seconded by Comm. Naham. Accepted 4-0. (Comm. Thompson not present for vote.)

Next Meeting Date: **November 20, 2018**

Scheduled for next regular meeting: **Ben DiVenti, DiVenti & Lee, CPAs**

Minutes respectfully submitted by District Secretary, Terri Ryan

Introduction

The **Lido and Point Lookout Fire District** is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. All employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the **Lido and Point Lookout Fire District's** commitment to a discrimination-free work environment. Sexual harassment is against the law¹ and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the **Lido and Point Lookout Fire District**. Employees can also file a complaint with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

The **Lido and Point Lookout Fire District's** policy applies to all employees, applicants for employment, interns, whether paid or unpaid, volunteer firefighters, contractors and persons conducting business, and non-employees regardless of immigration status, with the **Lido and Point Lookout Fire District**. In the remainder of this document, the term "employees" refers to this collective group.

1. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action (e.g., counseling, suspension, termination).
2. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The **Lido and Point Lookout Fire District** will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the **Lido and Point Lookout Fire District** who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, volunteer firefighters or non-employees² working in the workplace who believe they have been subject to such retaliation should inform a supervisor, manager, or the **District's Equal Employment Opportunity Officer, Commissioner Chas Thompson**. All

¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

² A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

employees, paid or unpaid interns, volunteer firefighters or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

3. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the **Lido and Point Lookout Fire District** to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.

4. The **Lido and Point Lookout Fire District** will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The **Lido and Point Lookout Fire District** will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

5. All employees are encouraged to report any harassment or behaviors that violate this policy. The **Lido and Point Lookout Fire District** will provide all employees a complaint form for employees to report harassment and file complaints.

6. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the **District's Equal Employment Opportunity Officer, Commissioner Chas Thompson**.

7. This policy applies to all employees, paid or unpaid interns, volunteer firefighters and non-employees and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable. To meet the posting requirement the policy or the accompanying poster will be posted in the office of the Board of Fire Commissioners and the Office of the Chief of Department. It is suggested that Company Captains post a copy of the policy or poster in their office. A copy of the policy will be provided to employees upon hiring.

What Is “Sexual Harassment”?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called “quid pro quo” harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.

- Unwanted sexual advances or propositions, such as:
 - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
 - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

Retaliation

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The **Lido and Point Lookout Fire District** cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern, volunteer firefighter or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the District's Equal Employment Opportunity Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the District's Equal Employment Opportunity Officer.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf.

Employees, paid or unpaid interns, volunteer firefighters or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the District’s Equal Employment Opportunity Officer.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

Complaint and Investigation of Sexual Harassment

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The **Lido and Point Lookout Fire District** will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the District's Equal Employment Opportunity Officer will appoint a person holding a supervisory position in the district or department, District Counsel, or a special outside investigator to conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. Persons that are the subject to complaints or witnesses to the conduct complained of will not be assigned to investigate a complaint. If a complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting. The District's Equal Employment Opportunity Officer may also elect to conduct the investigation himself.

- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.

- Request and review all relevant documents, including all electronic communications.

- Interview all parties involved, including any relevant witnesses;

- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action(s).

- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the **Lido and Point Lookout Fire District** but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the **Lido and Point Lookout Fire District**, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within**

three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the **Lido and Point Lookout Fire District** does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 40 Rector Street, 10th Floor, New York, New York; call 311 or (212) 306-7450; or visit www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

The adoption of the foregoing policy in the form of a resolution was duly put to a vote and upon roll call the vote was as follows:

Chairman Gregory Naham)
Vice Chairman Steven Weitz)
Commissioner Andrew R. Richter) AYES
Commissioner Chas Thompson)
Commissioner Jack Paz)

The resolution was thereupon duly adopted.

Dated: Point Lookout, New York
November 7, 2018

LIDO AND POINT LOOKOUT FIRE DISTRICT

Abstract Week Number: 45 – November 7, 2018

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
11/02/2018	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11540	-740.92
	2376		Invoice # 11540 - 2010 - Ford F-250 - 256 -PM	740.92
11/02/2018	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11541	-273.87
	2377		Invoice # 11541 - 201 -PM3 Chevy Van - 257-1 -PM	273.87
11/02/2018	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11542	-967.22
	2378		Invoice # 11542 - 1983 Hahn Pumper - 259 -PM	967.22
11/02/2018	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11543	-1,017.79
	2379		Invoice # 11543 - 1996 Spartan RDM - 255 - PM	1,017.79
11/02/2018	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11544	-746.19
	2380		Invoice # 11544 - 2010 Chevy Ambulance - 252 - PM	746.19
11/02/2018	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11545	-273.87
	2381		Invoice # 11545 - 2008 Chevy Van- 257 - PM	273.87
11/02/2018	Check	GRAINGER	Invoice # 9726906549	-130.69
	2382		Inv.# 9726906549 - Cabinet	130.69
11/02/2018	Check	AT&T MOBILITY	Acct. # 287023569259	-39.24
	2383		Acct. # 287023569259	39.24
11/02/2018	Check	VERIZON	Acct. # 516 432 6687 787 27 5	-421.63
	2384		Acct. # 516 432 6687 787 27 5 Chiefs Office	421.63
11/02/2018	Check	VERIZON	Acct. # 516 432 6636 872 27 7	-327.77
	2385		Acct. # 516 432 6636 872 27 7 HQ	327.77
11/02/2018	Check	VERIZON	Acct. # 652-089-211-0001-32	-414.35
	2386		Acct. # 652-089-211-0001-32 FIOS	414.35

LIDO AND POINT LOOKOUT FIRE DISTRICT

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11/02/2018	Check	South Shore Fire & Safety Equipment Distributors Inc.	Invoice # 0122122-IN - Ticket#576533,576535,576534,576997,576998,577078,577551	-694.70
	2387		Invoice # 0122122-IN - Equipment Service- Ticket # 576533,576535,576534,576997,576998,577078,577551	694.70
11/02/2018	Check	FAIL SAFE, INC	Invoice # 008824	-5,925.00
	2388		Annual Hose Testing as per NFPA 1962-13 and Nozzle and Appliance Testing	5,925.00
11/02/2018	Check	ALL SERVICE CONTROL	Inv. # 48913	-502.32
	2389		Inv. #'s 48913 - Replaced Defective Battery Charger	502.32
11/02/2018	Check	ALL SERVICE CONTROL	Inv. # 48909	-600.00
	2390		Inv. # 48909- Transfer Pole	600.00
11/02/2018	Check	NATIONAL GRID	Master Account # 78934-44004	-139.54
	2391		Rescue -00562-30007 - 2018 - Aug 27 - Sept. 26 -Actual	39.33
			Lido- 27565-75007- 2018- Aug 29 - Sept 28- Actual	61.65
			HQ -87856-46002 - 2018 - Aug 27 - Sept 26 - Actual	40.77
			Credit	-2.21
11/02/2018	Check	CLINICAL CLEAN, INC.	Invoice # 5921	-345.00
	2392		Invoice # 5921 - Sanitizing - Ambulances - 252	345.00
11/02/2018	Check	Island Occupational Medical Resources, P.C.	Inv.# 50065	-100.00
	2393		Inv.# 50065- Vaccine - J R Torres	100.00
11/02/2018	Check	Island Occupational Medical Resources, P.C.	Inv.# 50118	-175.00
	2394		Inv.# 50118 - C.Thompson	175.00
11/02/2018	Check	Island Occupational Medical Resources, P.C.	Inv.# 50179	-90.00
	2395		Inv.# 50179 - S. Weitz	90.00
11/02/2018	Check	Island Occupational Medical Resources, P.C.	Inv.# 50159	-365.00
	2396		Inv.# 50159 - Physical Mask Fit X Ray etc. M. D'Andrea	365.00
11/02/2018	Check	Minutemen Press of Merrick	Invoice # 100802	-142.93
	2397		Dept. Election Ballot Tickets	142.93
11/02/2018	Check	Ready Refresh by Nestle	AC No: 0427435953	-65.50
	2398		Poland Spring - Billing Period & Supplies -10/06/18	65.50

LIDO AND POINT LOOKOUT FIRE DISTRICT

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11/02/2018	Check	GVC Chemical & Janitorial Corp	Invoice # 2432	-256.97
			Supplies Invoice # 2432	256.97
11/02/2018	Check	NYS Assoc. of Fire Chiefs	Inv. # 6743	-200.00
			Regional Hands On Training - B.Manning - V.Varricchio	200.00
11/02/2018	Check	Physio-Control, Inc.	Invoice # 41803595	-1,468.80
			Invoice # 418203595	1,468.80
11/02/2018	Check	Integrated Wireless Technologies, LLC	Invoice # 650604	-120.00
			Invoice #'s 650604 - Tank Meeting	120.00
11/02/2018	Check	ISLAND TECH SERVICES, LLC	Invoice #31351	-871.50
			Invoice #31351 -Network Monthly Maintenance Contract	871.50
11/02/2018	Check	FUTURISTIC HOME, INC	Invoice # 5134	-150.00
			Inv. # 5134 - HQ Thermostat	150.00
11/02/2018	Check	Henry M. Monteverde	Permit Research	-2,000.00
			Permit Research	2,000.00
11/02/2018	Check	CHASE	Chase CC # 5472 3061 0001 6921	-2,678.06
			9/18 - Call A Head - Terri Ryan	500.00
			09/19 - Costello's Ace - HQ - Terri Ryan	115.65
			09/27 - Assoc of Fire Districts Leadership Summit - Terri Ryan	325.00
			10/03 - Postage - Terri Ryan	12.90
			10/09 - Postage - Terri Ryan	6.70
			Supplies - HQ & Lido - Terri Ryan	168.57
			10/11 - McDonalds - Chas Thompson	12.93
			10/12 - Nathans - Chas Thompson	32.04
			09/21 -Quick Books Yearly Agreement - Steven Weitz	700.63
			10/06 - CellHire - Steven Weitz	50.00
			10/12 - Pennells Restaurant Saratoga - Greg Naham	37.50
			10/12 - Salt & Char Saratoga - Greg Naham	57.00
			10/13 - Saratoga Gaming - Leadership Summit - Greg Naham	557.00
			09/29 - Staples - Patricia Dunham	68.42
			10/12 - EZPASS - Steven Weitz	35.00
			Chase October Statement Credit	-1.28
11/02/2018	Check	GREG Naham	Mileage - 547 x .55	-391.37
			Reimbursement - Travel Expense - Annual Meeting Leadership Summit 10/10-10/13/18	300.85

LIDO AND POINT LOOKOUT FIRE DISTRICT

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			10/10 - Pennell's Resturant	46.65
			10/12 - Osteria Danny	43.87
11/02/2018	Check	DAN WIENER	L.O.S.A.P. 34 Hours	-850.00
	2408		L.O.S.A.P. Administration - Oct. '18 - 34 hours	850.00
11/02/2018	Check	Thomas E. Conaty	District Janitor - 40 hours October '18	-729.89
	2409		District Janitor - 40 hours October 18	800.00
			Withholding	70.11
11/02/2018	Check	Patricia Dunham	District Treasurer - 10/11/18-10/31/18	-442.66
	2410		District Treasurer - - 10/11/18 - 10/31/18 - 16.5 hours	495.00
			District Treasurer Payroll Taxes Withheld (P.Dunham) - 10/11/18 - 10/31/18	52.34
11/02/2018	Check	Buzz Chew Chevrolet - Cadillac, Inc	Invoice # 208339	-2,998.63
	2411		Invoice #21193 - 2013 Chevrolet Tahoe	2,998.63
11/16/2018	Check	TERRI RYAN	District Secretary Salary 11/05/18 - 11/16/18	-1,605.47
	2412		District Secretary Salary - 11/05/18 - 11/16/18	2,174.13
			District Secretary Withholding - 11/05/18 - 11/16/18	568.66
37 Checks to be Printed for A Total of \$29,261.88				