

Minutes of the Regular Meeting
Board of Fire Commissioners
Lido and Point Lookout Fire District
Held October 17, 2019

*** Approved Minutes ***

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

Present: Comm. Weitz, Comm. Richter, Comm. Thompson, Comm. Paz, Comm. Naham, District Treasurer Dunham and District Secretary Ryan.

Not Present: Chief Siegelman, Chief Guerin, Chief Wade, Dan Wiener attending Fire School

Speakers without appointments: None present

Speakers with appointments: Ben DiVenti, DiVenti & Lee CPAs
Harold Wondsel, LOSAP Administrator

Minutes of meeting held October 3, 2019, were approved on Motion by Comm. Paz, seconded by Comm. Naham. Accepted 5-0.

Minutes of Executive Session held October 3, 2019, were approved on Motion by Comm. Paz, seconded by Comm. Richter. Accepted 5-0.

Minutes of Budget Hearing held October 15, 2019, were approved on Motion by Comm. Naham, seconded by Comm. Richter. Accepted 5-0.

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

None present.

Speakers with appointments:

Ben DiVenti, DiVenti & Lee, CPAs

1. Budget Hearing was held Tuesday, October 15, 2019. Motion by Comm. Richter to adopt the Proposed Budget which was presented and discussed at the Hearing as Final, seconded by Comm. Paz. Accepted 5-0.
2. Department Incorporation papers have been filed. We should be receiving the black book and the seal soon.
3. Regarding the DOH Limited Laboratory Registration, Comm. Thompson has a letter which states that the Registration expires December 10, 2019. However, the certificate received from DOH has an expiration date of January 24, 2020. Discussion. The \$200 check to DOH on tonight's abstract is being held.
4. Set up a new account called the LIPA PILOT distinguished from the real estate PILOTs. Real Estate PILOTs are fixed but LIPA PILOTs are not so we cannot accrue them.
5. We are in pretty good shape.
6. Comm. Weitz reported that the repeater project should be finished in approximately 2 weeks and the cost will be \$66,003.62. Will get an equipment breakdown.
7. We know that equipment is getting old and repairs are up because of this.
8. Asked if we are going to be finalizing the LOSAP payment now that we have the 2nd half tax payment. Discussion followed. The maximum that we should pay is \$212,260.00; so far we have paid \$200,340.00. District Treasurer will pay the difference on the next abstract.
9. We now have approximately \$600,000 until the end of the year.

10. Spoke about the audit report from RS Abrams. Their letter shows 45 points of what they did. There is a form letter that they are requesting to be signed before releasing the audit. Discussion followed. Ben was directed to call them to say that the Board does not feel comfortable signing this form. Will sign the Management Representation Letter.
11. Discussed the management opinion which contains points that we should answer and have ready for the organizational meeting in 2020:
 - a. W-9 forms - We have not been getting formal W-9 forms from individual vendors. We will do this from now on. They are required from vendors who provide services and are not a corporate entity, therefore requiring us giving them a 1099.
 - b. Wire Transfers - We do not do wire transfers. We may want to have a policy.
 - c. Capital Asset Policy - As we are a not for profit organization so everything is expensed out. What they are looking for on the Financial Statement are assets with corresponding amount in fund balance. Discussion followed. We will have a spread sheet for capital assets and write a capital assets policy.
 - d. Capital Assets Valuation - We cannot financially afford to have an appraiser come in to do an appraisal with fair market value of all assets.
 - e. Statutory Spending Limitations - This is a worksheet that shows that we did not go over the cap. Apologize, DiVenti & Lee has not done this the last couple of years and will do in the future.
 - f. Budget Monitoring - RS Abrams says we should revise the budget when we get grant money. We will speak to Joe Frank about exact language in minutes that we are amending the budget with an increase in revenue and an increase in equipment purchase.
 - g. We will write policies and send to Joe Frank for his review.

Harold Wondsel, LOSAP Administrator

1. Getting papers ready for Chas Thompson.
2. Leaving next Wednesday for vacation for 10 days.

Chief's Report: (Given by District Secretary)

1. Asked about putting the Sexual Harassment class on our website so members could take class on-line.
2. Asked for department stickers for members' cars.

COMMISSIONERS' REPORTS:

Comm. Naham:

1. Spoke with Joe Frank about investing. He said we should have a policy and he would work with us on that. While upstate, met someone from Astoria Bank. They have an account which gives interest of 1.8% and can be cashed out at anytime.
2. District Secretary asked if the clamps were purchased for the repair to the Neederman system on 252. Said he would get them and give to Comm. Thompson.

Comm. Paz:

1. Received third proposal for HVAC maintenance agreement. Would like to sign with Carefree Air. Their quote is \$1,955; Quality Air is \$2,240. Will sign the contract with Carefree Air.

Comm. Richter:

1. Last night's Sexual Harassment class had to be cancelled. Comm. Thompson is updating the list of people who still has to take the class. Chief Siegelman suggested putting the class on our website. Dan Wiener has contacted Michael Longworth of Cybernet and they will be looking into getting this done. Class is going to have to be taken by all members every year from now on. Discussion followed. Hopefully will have more on this at the next meeting. Class for Explorers only if a parent(s) is present. Every four years DOL will make changes.
2. Rescheduled Sutphen for Tuesday, October 22. We are starting the second round with vendors.
3. Regarding the light bars on 254, the one light bar is fried and there is nothing we can do with it. The other light bars also have problems. The truck is 12 years old. Have spoken with Warren Jaffe, to totally re-lamp the vehicle, the parts alone, less 40% is \$19,500. Had Dave and his tech down from Sagamore. I asked them for two prices: one to replace the three main light bars on the cab, the cost and installation; the second price for the rest of the vehicle, replacing strobes. Should have the quotes tomorrow. At the very least, have to replace the three light bars on the cab. The good news is that the wiring does not have to be replaced. The question is where they will be doing to work. In any event, it will not be done until after fire school.

Comm. Thompson:

1. A number of people still have to take their physicals. Presented an updated list.
2. Flu shots will be given Sunday from 9:30 to 11:00 AM. Comm. Weitz discussed that everyone has medical insurance and flu shots can be gotten for free at most drug stores. This should be taken into consideration in the future.
3. Spoke about letter received regarding the condition of Co. 2 room. Thinks it is a disgrace and an embarrassment. We need to keep our eye on that. Comm. Weitz said the Chiefs should have keys to the company rooms. Comm. Richter commented that it is not only the company rooms, there are things left in the radio room and around the firehouses all the time. Discussion followed.
4. Will find out the correct date for DOH \$200 check for Limited Service Laboratory Registration.
5. Would like to order 500 department stickers for cars. Board okayed purchase.
6. Mentioned Chief asking to give TOH vehicle designation of 258-9. Comm. Weitz feels this would be trying to fix a problem that does not exist. Will be discussed at the next meeting when the Chief is present.

Comm. Weitz:

1. Good news. We have the spending authority for the SCBA grant. Discussion of changes in Scott packs, going to Scott directly, bidding versus state bid, etc. Discussion followed. It was stated that state bid is not always the lowest.
2. TOH has received all necessary insurance paperwork for the repeater project from Salerno. IWT was there with their riggers, they installed the antenna. The project is progressing. It will take approximately 11 days to complete.
3. Would like to send the letter to Firecom regarding using our UHF frequency. Motion by Comm. Richter to send letter to Firecom authorizing them to use our frequency, seconded by Comm. Thompson. Accepted 5-0.
4. Dr. Gardyn reported that he has identified the members he will reach out to regarding the cardiovascular screening program. He will send us a letter about this.

5. Regarding accident with 254 at Sea Spray Drive; it is a single lane street with parking on both sides. Spoke to TOH about allowing parking only on the one side that does not have hydrants. Artie's invoice for the other vehicle is on tonight's abstract, Chief Siegelman reported that the gentleman whose vehicle was damaged was very pleased with the work done at Artie's Collision. Salerno has been notified that we are self-insuring for this accident.
6. The vendor has been contacted about gear cleaning after fire school is finished.
7. Asked Comm. Richter to look at the pick-up specs.

District Secretary's Report:

1. The District Election will be held on Tuesday, December 10, 2019. Board of Electors: Donna Walsh, Chairperson, Addi Qunn, Election Inspectors, Diane O'Neill, Holly Thompson, Andrea Richter and Liz Murdy. Compensation to each member of the election board will be \$50.00.
2. The Final 2020 Budget will be Certified and sent to TOH Clerk to be put on their website and bulletin board, will also be put on our website and be on file in the District Secretary's Office.
3. Sexual Harassment class has been taken by 46 members and administration members. Additional classes will be held Saturday, October 26th and Sunday, October 27th at 10:00AM in the Lido Firehouse-Commissioners Room.

District Treasurer's Report:

1. On tonight's abstract, there are 33 checks for payment totaling \$21,647.55.
2. After bills tonight, balance in checking is \$621309.01.
3. The balance in the capital reserve account is \$1,642,277.70.
4. Comm. Weitz is setting up a meeting with municipal personnel from FNBLI. They said they would give us 1% interest on the reserve account. Asked about CDs that have a difference of maturity dates; they said no.

Abstract of bills was presented and approved on motion by Comm. Thompson, seconded by Comm. Paz, 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 8:44 PM on motion by Comm. Thompson, seconded by Comm. Naham. Accepted 5-0.

Next Meeting Date: **November 7, 2019**

Scheduled for next regular meeting: **Nothing scheduled at this time.**

Minutes respectfully submitted by District Secretary Terri Ryan

LIDO AND POINT LOOKOUT FIRE DISTRICT

Abstract Week Number: 42 – October 17, 2019

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
10/15/2019	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11649	-1,105.43
	3082		Inv. # 11649 - 1996 Spartan RDM pumper- 255 - RM	1,105.43
10/15/2019	Check	VINNIE'S TRUCK & AUTO, INC.	Invoice # 11650	-1,192.61
	3083		Inv. # 11650 - 1989 Hahn pumper - 259- RM	1,192.61
10/15/2019	Check	SCHLOSS EXTERMINATING	invoice #7161	-105.00
	3084		Exterminating Services September 2019	105.00
10/15/2019	Check	JAMAICA ASH & RUBBISH	Account #678	-278.82
	3085		HQ- 2yd Bin -Sept'19	145.03
			Lido - 2yd Bin - Sept '19	133.79
10/15/2019	Check	MAYFAIR POWER SYSTEMS	Invoice # 228480	-382.15
	3086		Maintenance Generator Inv.# 228480	382.15
10/15/2019	Check	DELTA AIR COMPRESSORS	Inv. # 40359	-365.00
	3087		Inv. # 40359 - Air Compressor Service	365.00
10/15/2019	Check	Sagamore Lights, Inc.	Invoice# 108000400-1	-658.45
	3088		Invoice # 108000400-1 - RM - 254	658.45
10/15/2019	Check	VCI Emergency Vehicle Specialists	Repair Order # 0108265	-629.48
	3089		Order # 0108265 - Repair Damage -252	629.48
10/15/2019	Check	Richner Communications, Inc..	Inv. # CL00178311	-202.30
	3090		Legal Notice - 2020 - Budget Hearing	202.30
10/15/2019	Check	M.A.J. Landscaping	9/30/19 CleanUp	-75.00
	3091		Rescue Property - CleanUp - 9/30/19	75.00
10/15/2019	Check	New York State Insurance Fund Worker's Compensation	Policy # Z 481 992-6	-2,853.06
	3092		Insurance - Workers' Compensation Policy # Z 481 992-6 - Installment	2,853.06

LIDO AND POINT LOOKOUT FIRE DISTRICT

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10/15/2019	Check	AT&T MOBILITY	Acct. # 287023569259	-78.48
	3093		Acct. # 287023569259	78.48
10/15/2019	Check	PSEG	Account # 0715-0017-32-0	-1,674.96
	3094		Account # 0715-0017-32-0 - 10/1/19	1,674.96
10/15/2019	Check	VERIZON	Acct. # 751-870-165-0001-49 - 432-6687	-429.21
	3095		Acct. # 751-870-165-0001-49	429.21
10/15/2019	Check	VERIZON	Acct. #682237326-00001	-405.76
	3096		Acct. # 682237326-00001	405.76
10/15/2019	Check	VERIZON	Acct. # 000858560237	-17.44
	3097		Acct. # 000858560237 - Chief's Office	17.44
10/15/2019	Check	VERIZON	Acct. # 751-449-189-0001-69	-417.87
	3098		Acct. # 751-449-189-0001-69 - 516-432-6636-872	417.87
10/15/2019	Check	Island Occupational Medical Resources, P.C.	Inv.# 54500	-225.00
	3099		Inv. # 54500- Physical Exam & Lab- J.Hoenig	225.00
10/15/2019	Check	Island Occupational Medical Resources, P.C.	Inv.# 54501	-275.00
	3100		Inv. # 54501 - Physical Exam & Lab- W.Wade	275.00
10/15/2019	Check	Island Occupational Medical Resources, P.C.	Inv.# 54524	-225.00
	3101		Inv. # 54524 - Physical Exam & Lab- D.Hannett	225.00
10/15/2019	Check	Island Occupational Medical Resources, P.C.	Inv.# 54525	-390.00
	3102		Inv. # 54525 - Physical Exam & Lab- S.Weitz	390.00
10/15/2019	Check	Island Occupational Medical Resources, P.C.	Inv.# 54526	-300.00
	3103		Inv. # 54526 - Physical Exam & Lab- J.Balsamo	300.00
10/15/2019	Check	Island Occupational Medical Resources, P.C.	Inv.# 54581	-340.00
	3104		Inv. # 54581 - Physical Exam & Lab- A.Levy	340.00
10/15/2019	Check	Brookhaven Town Safety Officers Association INC	Inv.# 92119	-240.00
	3105		Safety Officer Training Course - B.Guerin - D.Wiener	240.00
10/15/2019	Check	CLINICAL CLEAN, INC.	Invoice # 6534	-690.00

LIDO AND POINT LOOKOUT FIRE DISTRICT

Abstract Week Number: 42 – October 17, 2019

	3106		Invoice # 6534- Sanitizing - Ambulances - 252	345.00
			Sanitizing - Ambulances - 258	345.00
10/15/2019	Check	ARTIE'S COLLISION 11	Inv# 2318	-2,426.91
	3107		Inv# 2318 - Repair to Vehicle	2,426.91
10/15/2019	Check	HAROLD WONDSEL	LOSAP Administration (Q3-2019)	-450.00
	3108		LOSAP Administration (Q3- 2019)	450.00
10/15/2019	Check	DAN WIENER	L.O.S.A.P. 36 Hours	-900.00
	3109		L.O.S.A.P. Administration - September '19 - 36 hours	900.00
10/15/2019	Check	Patricia Dunham	District Treasurer -9/26/19 - 10/09/19	-394.68
	3110		District Treasurer - 9/26/19 - 10/09/19 - 14.5 hours	435.00
			District Treasurer Payroll Taxes Withheld (P.Dunham)	40.32
			-	
10/16/2019	Check	Thomas E. Conaty	District Janitor - 40 hours Sept '19	-629.68
	3111		District Janitor - 40 hours September '19	800.00
			Withholding	170.32
10/16/2019	Check	New York State Department of Health		-200.00
	3112		Glucometer Registration	200.00
10/18/2019	Check	TERRI RYAN	District Secretary Salary - 10/07/19 - 10/18/19	-1,545.13
	3113		District Secretary Salary - 10/07/19 - 10/18/19	2,174.13
			District Secretary Withholding - 10/07/19- 10/18/19	629.00
11/01/2019	Check	TERRI RYAN	District Secretary Salary - 10/21/19 - 11/01/19	-1,545.13
	3114		District Secretary Salary - 10/21/19 - 11/01/19	2,174.13
			District Secretary Withholding - 10/21/19- 11/01/19	629.00
33 Checks to be Printed for A Total of \$21,647.55				