

**Minutes of the Annual Organizational Meeting
of the Board of Fire Commissioners
of the Lido and Point Lookout Fire District
Held at Point Lookout, New York
January 12, 2023**

The meeting was called to order by Treasurer Patricia Dunham at 7:36 p.m.

Present were Commissioners Thompson, Naham, Pogue-Steiner, Guerin, Treasurer Dunham, District Secretary Ryan, District Asst Secretary/Treasurer Richter and Clerk Thompson. Comm. Richter via remote.

Not Present were Comm. Pogue-Steiner, sick

1. The constitutional oath of office was taken by Shana Guerin elected Commissioner on December 13, 2022. Her term is from January 1, 2023 through December 31, 2027. The Oath of Office has been signed, notarized and filed with the Town Clerk, Town of Hempstead.
2. Notice of the Organizational Meeting was printed in the LB Herald on December 15, 2022
3. On a motion by Comm. Thompson, seconded by Comm. Guerin, Comm. Gregory Naham was named Chairman. Motion passed 3-0.
4. The meeting was turned over to Chairman Naham.
5. On a motion by Comm. Thompson, seconded by Comm. Guerin, Comm. Pogue-Steiner was named Vice-Chairman. Motion passed 3-0.

BE IT RESOLVED:

Motion by Comm Guerin, seconded by Comm. Thompson to adopt items 6, 7 and 8. Passed 3-0.

6. That Patricia Dunham be re-appointed Treasurer for the period of January 1, 2023, through December 31, 2023, at a salary not to exceed the designated rate of Thirty-Five (\$35.00) Dollars per hour. District Treasurer Dunham will take the Oath of Office, certificate will be signed and notarized.
7. That Terri Ryan be re-appointed District Secretary and Records Management Officer, from January 1, 2023, through December 31, 2023, for forty hours per week, with a salary of Fifty-Nine Thousand Eight Hundred Sixty-One and 88/100 (\$59,861.88) Dollars per year. District Secretary Ryan will take the Oath of Office, certificate will be signed and notarized.

8. That Andrea M. Richter be re-appointed as Assistant Secretary/Treasurer at a salary not to exceed the designated rate of Twenty-five (\$25.00) Dollars per hour from January 1, 2023, through December 31, 2023. Assistant District Secretary/Treasurer Richter will take the Oath of Office, certificate will be signed and notarized.

Items 9 through 19 were agreed to by the Board and passed on motion by Comm. Thompson, seconded by Comm. Naham. Motion passed 3-0.

9. That Joseph Frank, Esq. of Sapienza and Frank be re-appointed as Counsel to the Board of Fire Commissioners as an independent contractor at an hourly rate of Two Hundred Fifty (\$250.00) Dollars from January 1, 2023, through December 31, 2023.
10. That an internal audit of the District records and accounts for the year 2023 be performed by DiVenti & Lee CPAs, PC, as well as monthly monitoring of accounting in QuickBooks, quarterly on-site review of these activities and the Annual Update Document (AUD) required by the Office of the New York State Comptroller, at an annual fee of Four Thousand Five Hundred (\$4,500.00) Dollars per year.
11. That PKF O'Connor Davies, LLP be retained as outside auditors to audit the district's financials for the year 2023 according to law. They will be retained at a fee of Fifteen Thousand (\$15,500.00) Dollars this year.
12. That Dr. Jorge L. Gardyn of Island Occupational Medical Resources, P.C. be reappointed Medical Director for the period of January 1, 2023 through December 31, 2023.
13. That Edward Haran be re-appointed as LOSAP Administrator as an independent contractor at a rate of Four Hundred Fifty (\$450.00) Dollars per quarter from January 1, 2023 through December 31, 2023.
14. That Daniel Wiener be re-appointed to work as a data processor for the LOSAP program as an independent contractor at a rate of Twenty-Five (\$25.00) Dollars per hour from January 1, 2023 through December 31, 2023.; and that he deliver to the Board of Fire Commissioners a program summary for the 2022 calendar year by January 15, 2023.
15. That Salerno Brokerage Corp., brokers of record, be re-appointed on any and all insurance policies written for this District from January 1, 2023 through December 31, 2023.
16. That Steve Angel be re-appointed Part Time Maintainer of the buildings and grounds at a salary of Twenty-five (\$25.00) Dollars per hour up to 19 hours per week from January 1, 2023 through December 31, 2023.
17. That James Walsh be re-appointed Part Time Consultant as Maintainer of building and grounds at a salary of Twenty (\$20.00) Dollars per hour from January 1, 2023 through December 31, 2023.

18. That Jon Haber be appointed at EMS Coordinator Consultant at a salary of Twenty-Five (\$25.00) Dollars per hour from January 1,2023 through June 30,2023.

19. That Holly Thompson be re-appointed Clerk at a salary of Twenty (\$20.00) Dollars per hour from January 1,2023 through December 31, 2023.

Items 20 through 33 were agreed to by the Board and passed on motion by Comm. Thompson seconded by Comm. Guerin. Motion passed 3-0.

20. That the Long Beach Herald be designated the official newspaper of the Fire District.

21. That the official bank of the Lido and Point Lookout Fire District is TD Bank, for the year 2023, using proper waiver if necessary, and the District Treasurer, District Secretary, Assistant Secretary/Treasurer and Commissioner Thompson are authorized to sign on the account.

22. That the Treasurer and Assistant Secretary Treasurer are authorized to pay all District obligations, including those provided in the 2023 budget. Payments are to be made as funds are available and after the approval of the Board of Fire Commissioners and accompanied with a voucher signed and audited by a Commissioner.

23. That the Treasurer, before closing the books for 2022, be authorized to transfer from under-expended categories such amounts that will balance out the overextended ones.

24. That a Tax Anticipation Note be adopted permitting the Treasurer to transfer up to Two Hundred Thousand (\$200,000.00) Dollars from the Capital Reserve Fund to the General Fund to be paid back upon receipt of the first half of its real property tax revenue from the Town of Hempstead, with interest, no later than April 15, 2023.

25. That the Treasurer be authorized to allocate to the named depository the sums to go to them as set forth in the 2023 budget and perhaps elsewhere in these and subsequent minutes.

26. That the District has retained the services of Paychecks, Inc. to record and distribute all District payrolls for the period January 1,2023 through December 31, 2023.

27. That the District has hired fifteen (15) part-time EMTs to work up to 19 hours per week. Six (6) EMTs at Twenty-Five (\$25.00) and (9) at Twenty-Three (\$23.00) Dollars per hour.

28. That the Board of Fire Commissioners' regular meetings be held on the third Thursday of each month of the year 2023. All meetings are to begin at 7:30 p.m. in the Office of the Board of Fire Commissioners, Headquarters, 102 Lido Boulevard, Point Lookout, New York. Long Beach Herald will print the notice of meeting dates. Additional meetings are to be classified as "Special" and to be scheduled at such times, dates, and purposes as the

Chairman, or in his absence, the Vice Chairman or a majority of the Board of Fire Commissioners request.

29. That the Lido and Point Lookout Fire District will maintain membership in the following Organizations:
 - Association of Fire Districts of the State of New York (AFDSNY)
 - Nassau County Association of Fire Districts (NCAFD)
 - Second Battalion Fire Districts
 - Second Battalion Fire Districts EOC
30. That upon review, the Lido and Point Lookout Fire District approves the following yearly contracts and leases:
 - Service contract with All Service Controls Corp. for service of the alarm system.
 - Service contract with Brothers II Business Machines for service of copy machine.
 - Service contract with TC Communications for service of the telephone system.
 - North Bellmore Fire District for back-up alarm system.
 - Maintenance Contract with Island Tech for server and routers.
 - Shipmen's Maintenance Contracts for 253 (engine) and 254 (tower ladder).
 - Albano Mechanical maintenance and filter replacement contract for two (2) ice machines.
 - Carefree Air for maintenance on air conditioning/heating system.
 - Tierney Courtney Door for maintenance of overhead doors at both firehouses.
 - Walden Associates, inspection diesel fuel tank.
 - 9 One 1 Marketing, for marketing and recruitment campaign
31. That District Policies have been reviewed and remain the same, until such time as changes be proposed and adopted.
 - Procurement Policy
 - Code of Ethics
 - Media Policy
 - Sexual Harassment Policy
 - Travel Policy
 - Training Policy
 - Best Value Purchasing Policy
32. That at regular meetings of the Board of Fire Commissioners, speakers without appointments be recognized and that a limit of three (3) minutes per speaker be in effect. Also, that the minutes are to state that no speakers without appointments were present if such is the case.
33. The Constitution and By-Laws of the Point Lookout-Lido Fire Department were revised by the Department's By-Law Committee in 2012 and approved by the Board of Fire Commissioners. The revised Constitution and By-Laws have been posted on the Department's web site and copies have been made available to all Department members. See attached changes to By-Laws.

The meeting was adjourned at 7:40 p.m. on a motion by Comm. Thompson, seconded by Comm. Guerin. Motion passed 3-0.

Respectfully submitted, Andrea M. Richter, District Asst Secretary/Treasurer

