

**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 7, 2025**

The meeting was called to order by Patricia Dunham at 7:00 PM

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

1. The constitutional oath of office was taken by Peggy Pogue-Steiner elected Commissioner on December 10,2024. Her term is from January 1, 2025 through December 31, 2029. 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 12,2024
3. On a motion by Comm. Richter, seconded by Comm. Nahm, Comm. Pogue- Steiner was named Chairperson. Motion passed 5-0.
4. On a motion by Comm. Richter, seconded by Comm. Pogue- Steiner, Comm. Thomspon was named Vice-Chairperson. Motion passed 5-0.
5. The meeting was turned over to Asst Secretary/Treasurer Richter.

BE IT RESOLVED:

Motion by Comm Pogue- Steiner, seconded by Comm. Naham to adopt items 6, 7 and 8. Passed 5-0.

6. That Patricia Dunham be re-appointed Treasurer for the period of January 1, 2025, through December 31, 2025, at a rate of \$35.70 Dollars per hour not to exceed 19.5 hours per week. 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, 2025, through December 31, 2025, for forty hours per week, with a rate of \$61,059.65 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 rate of \$25.50 Dollars per hour not exceed 19.5 hours per week from January 1, 2025, through December 31, 2025. Assistant District Secretary/Treasurer Richter will take the Oath of Office, certificate will be signed and notarized.

Items 9 through 18 were agreed to by the Board and passed on motion by Comm. Naham, seconded by Comm. Thompspon. Motion passed 5-0.

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 \$275.00 Dollars from January 1, 2025, through December 31, 2025.
10. That an internal audit of the District records and accounts for the year 2025 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 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 2025 according to law. They will be retained at a fee of \$16,000 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, 2025 through December 31, 2025.
13. That Edward Haran be re-appointed as LOSAP Administrator as an independent contractor at a rate of \$459.00 Dollars per quarter from January 1, 2025 through December 31, 2025.
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 \$25.50 Dollars per hour and not exceed 19.5 hours per week from January 1, 2025 through December 31, 2025; and that he deliver to the Board of Fire Commissioners a program summary for the 2024 calendar year by January 15, 2025.
15. That Salerno Brokerage Corp., brokers of record, be re-appointed on any and all insurance policies written for this District from January 1, 2025 through December 31, 2025.
16. That Steve Angel be re-appointed as Auto Service rate of \$25.50 Dollars per hour up to 19.5 hours per week from January 1, 2025 through December 31, 2025.
17. That James Walsh be re-appointed as Auto Service grounds at a rate of \$20.40 Dollars per hour and not to exceed 19.5 hours per week from January 1, 2025 through December 31, 2025.
18. That Brian Powers be appointed at EMS Coordinator Consultant at a rate of \$28.00 Dollars per hour and not to exceed 19.5 hours per week from January 1, 2025 through December 31, 2025.

Items 19 were agreed to by the Board and passed on motion by Comm. Naham, seconded by Comm. Pogue- Steiner. Motion passed 4-0. Commissioner Thompson recused himself from voting.

19. That Holly Thompson be re-appointed Deputy Treasurer at a rate of \$25.50 Dollars per hour and not to exceed 19.5 hours per week from January 1,2025 through December 31, 2025.

Items 20 through 33 were agreed to by the Board and passed on motion by Comm. Thomspon seconded by Comm. Naham. Motion passed 5-0.

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 2025, 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 official bank of the Lido and Point Lookout Fire District for EMS recovery is M & T Bank, for the year 2025, using proper waiver if necessary, and the District Treasurer, Deputy Treasurer, Assistant Secretary/Treasurer and Commissioner Naham are authorized to sign on the account.
23. That the Treasurer and Assistant Secretary Treasurer are authorized to pay all District obligations, including those provided in the 2025 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.
24. That the Treasurer, before closing the books for 2024, be authorized to transfer from under-expended categories such amounts that will balance out the overextended ones.
25. That the Treasurer be authorized to allocate to the named depository the sums to go to them as set forth in the 2025 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 1,2025 through December 31, 2025.
27. That the District has hired 39 part-time EMS Staff to work up to 19.5 hours per week.
 - 14 at \$23.00
 - 11 at \$25.00
 - 12 at \$35.00
 - 2 at \$36.00

Night Differential at a rate of \$3.00 during the hours of 7:00 PM-7:00 AM. EMS to receive Time and half for holiday pay and double time on Christmas Day and New Year Day.

28. That the Board of Fire Commissioners' regular meetings be held on the first and third Tuesday of each month of the year 2025. During July and August Board will only meet the 3rd Tuesday of each month. All meetings are to begin at 7:00 PM 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 Chairperson, or in his/her absence, the Vice Chairperson 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
Junior Firefighters of Nassau County
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.
 - Stryker, for a 3-year ProCare for both ambulances in the amount of \$10,886.40.
 - Stryker, for Maintenance Contract for Lucas Devices on both ambulances in the amount of \$5,497.49.
 - Jamaica Ash for rubbish removal from HQ in the amount of \$3,819.36.
 - Cassone Leasing for rental of EMS Trailer in the amount of \$7,884.00.
 - Iron Mountain for off site record storage \$200 per month.
 - TC Communications for phone system in the amount of \$ 11,000.
 - Professional Ambulance Billing (PBA) for EMS Reimbursement at a cost of \$37.00/PCR.
 - Imagetrend for EPCR in the amount of \$12,050.34

- Fire Rescue One for online training in the amount of \$

31. That District Policies have been reviewed:

- Procurement Policy
- Code of Ethics
- Media Policy
- Sexual Harassment Policy
- Training Policy
- Best Value Purchasing Policy
- Travel 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.

The meeting was adjourned at 7:25 PM on a motion by Comm Thompson, seconded by Comm. Pogue- Steiner. Motion passed 5-0.

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

