

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 6, 2026

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

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

1. The constitutional oath of office was taken by Andrew F. Richter, elected Commissioner on December 11,2025. The term is from January 1, 2026, through December 31, 2030. The Oath of Office has been signed, notarized and filed with the Town Clerk, Town of Hempstead.
2. Notice of the Organizational Meeting was emailed to the LB Herald on December 2, 2025.
3. On a motion by Comm. Thompson, seconded by Comm. Guerin to name Comm. Pogue-Steiner as Chairperson. Motion passed 5-0.
4. On a motion by Comm. Pogue-Steiner, seconded by Comm. Thompson to name Comm. Guerin Vice-Chairperson. Motion passed 5-0.

The meeting was turned over to Asst Secretary/Treasurer Richter.

BE IT RESOLVED:

5. That Patricia Dunham be re-appointed Treasurer for the period of January 1,2026, through December 31, 2026, at a rate of \$38.00 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.

Motion by Comm. Thompson seconded by Comm. Pogue-Steiner to accept item 5 for 2026. Motion passed 5-0.

6. That Andrea M. Richter be re-appointed as Assistant Secretary/Treasurer at a rate of \$26.50 per hour not to exceed 19.5 hours per week from January 1, 2026, through December 31, 2026. Assistant District Secretary/Treasurer Richter will take the Oath of Office, certificate will be signed and notarized.

Motion by Comm. Pouge-Steiner seconded by Comm. Naham to accept item 6 for 2026. Motion passed 4-0. Comm. Richter recused from vote.

7. That Holly Thompson be appointed District Secretary at a rate of \$32.00 per hour or annual \$66,560 for the period of January 1,2026 through December 31,2026. She will be entitled to 11 Federal holidays (New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus/Indigenous Day, Veteran’s Day, Thanksgiving, and Christmas), 10 vacation days, plus 5 personal/sick days.

Motion by Comm. Pouge-Steiner seconded by Comm. Naham to accept item 7 for 2026. Motion passed 4-0. Comm. Thompson recused from vote.

8. That Edward Haran be re-appointed as LOSAP Administrator as an independent contractor at a rate of \$470.50 per quarter from January 1,2026 through December 31, 2026.
9. That Daniel Wiener be re-appointed to work as a data processor for the LOSAP program as an independent contractor at a rate of \$26.50 per hour and not exceed 19.5 hours per week from January 1,2026 through December 31, 2026; and that he delivers to the Board of Fire Commissioners a program summary for the 2025 calendar year by January 15, 2026.
10. That Steve Angel be re-appointed as Auto Service at a rate of \$26.50 per hour and not to exceed 19.5 hours per week from January 1,2026 through December 31, 2026.
11. That James Walsh be re-appointed as Auto Service grounds at a rate of \$21 per hour and not to exceed 19.5 hours per week from January 1,2026 through December 31, 2026.
12. That the District has hired 56 part-time EMS Staff members to work up to 19.5 hours per week each:

23.00	11
25.00	5
26.00	8
27.00	5
28.00	4
35.00	15
36.00	6
38.00	2

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

13. 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 from January 1, 2026, through December 31, 2026.
14. 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 per year.
15. That PKF O'Connor Davies, LLP be retained as outside auditors to audit the district's financials for the year 2026 according to law.
16. That Dr. Jorge L. Gardyn of Island Occupational Medical Resources, P.C. be reappointed Medical Director for the period of January 1,2026 through December 31, 2026.
17. That Salerno Brokerage Corp., brokers of record, be re-appointed on any and all insurance policies written for this District from January 1,2026 through December 31,2026.
18. That the Long Beach Herald is designated the official newspaper of the Fire District.
19. That the official bank of the Lido and Point Lookout Fire District is TD Bank, for the year 2026, using proper waiver if necessary, and the District Treasurer, District Secretary, Assistant Secretary/Treasurer and Commissioner Pogue-Steiner are authorized to sign on the account.
20. That the official bank of the Lido and Point Lookout Fire District for EMS recovery is M& T Bank, for the year 2026, using proper waiver if necessary, and the District Treasurer, District Secretary, Assistant Secretary/Treasurer and Commissioner Naham are authorized to sign on the account.
21. That the Treasurer and Assistant Secretary Treasurer are authorized to pay all District obligations, including those provided in the 2026 budget. Payments are to be made as funds are available and after the approval of the Board of Fire Commissioners and accompanied by a voucher signed and audited by a Commissioner.
22. That the Treasurer, before closing the books for 2025, be authorized to transfer from under-expended categories such amounts that will balance out the overextended categories.
23. That the Treasurer be authorized to allocate to the named depository the sums to be deposited to them as set forth in the 2025 budget and perhaps elsewhere in these and subsequent minutes.
24. That the Board of Fire Commissioners' regular meetings be held on the first and third

Tuesday of each month of the year 2026. 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.

25. 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

26. That upon review, the Lido and Point Lookout Fire District approves the following yearly contracts and leases:

- a. All Service Controls Corp- service of the alarm system.
- b. Brothers II Business Machines- service of copy machine at HQ.
- c. TC Communications- service of telephone system.
- d. North Bellmore Fire District- back- up alarm system.
- e. Island Tech- services for IT service, servers and routers.
- f. Shipman's – maintenance on 253 (Engine) and 254 (Tower Ladder).
- g. Albano Mechanical- maintenance for two (2) ice machines.
- h. Carefree Air- maintenance of air conditioning and heating systems.
- i. Tierney Courtney Door- maintenance of overhead doors at HQ and Lido.
- j. Walden Associates- for inspection of diesel fuel tank at Lido.
- k. 9 One 1 marketing- hosting of website.
- l. Stryker- 3 year Pro Care for both ambulances.
- m. Stryker- maintenance for Lucas Devices on both ambulances.
- n. Zoll- monitors maintenance.
- o. Jamaica Ash- rubbish removal for HQ and Lido.
- p. Cassone Leasing- lease of storage containers.
- q. Iron Mountain- Contract for off-site record storage.
- r. Paychex- for time and attendance and payroll processing.
- s. Professional Ambulance Billing (PAB)- for EMS reimbursement.
- t. Southshore- for maintenance and service on SCBA cylinders.
- u. Alpine- For Red Alert.
- v. Gus' Auto in Long Beach for maintenance for small vehicles.

- w. Mtech Services LLC. - for maintenance of heavy duty vehicles.
 - x. Schloss Exterminating- for all firehouses.
27. That District Policies have been reviewed:
- a. Procurement
 - b. Code of Ethics
 - c. Media
 - d. Social Media
 - e. Sexual Harassment
 - f. Training
 - g. Best Value Purchasing
 - h. Travel
 - i. Personnel
 - j. Record Retention
 - k. Document Access and Security
 - l. Capital Assets
 - m. Company Room Usage
 - n. Credit Card Use
 - o. Hazard Chemicals
 - p. Occupational Safety & Health Program
 - q. Inventory Control
 - r. LOSAP System
 - s. Marijuana
 - t. Medical
 - u. Personal Property Disposal Policy
 - v. Personal use of District Property
 - w. Gasoline Purchasing
 - x. Driver/Chauffeur training
 - y. Junior Firefighter Program
 - z. Cash Disbursement
 - aa. Disclosure of Conflict of Interest
 - bb. EMS SOG for District EMTs.
28. 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.
29. 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.

Motion by Comm. Thompson seconded by Comm. Naham to accept items 8-29 for 2026.
Motion passed 5-0.

The meeting was adjourned at 7:14 PM on a motion by Comm Thompson, seconded by
Comm. Pougé-Steiner. Motion passed 5-0.

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