

# FIRE ISLAND PINES FIRE DISTRICT

P.O. Box 193  
Sayville, New York 11782  
631-597-6860

## Fire District Commissioners' Meeting

West Sayville-Oakdale Fire House  
80 Main Street  
West Sayville, NY 11796  
January 12, 2020

### Present

Commissioner Richard Barry  
Commissioner Walter Boss  
Commissioner Rosemary Coluccio  
Commissioner Francis Corradino (via conference call)  
Commissioner Douglas Teague  
Secretary/Treasurer Patrick Forrett  
Fire Island Pines Fire Department Chief Joseph Geiman

### Order

The meeting was called to order by Comm. Barry at 10:15 AM.

### Organizational meeting agenda

- Election of Chairperson

**MOTION:** Comm. Coluccio moved to nominate Comm. Barry as Chairman of the Board of Commissioners. Comm. Teague seconded the motion, and all were in favor.

- Election of Vice-Chairperson

**MOTION:** Comm. Barry moved to nominate Comm. Teague as Vice-Chairman of the Board. Comm. Coluccio seconded the motion, and all were in favor.

- Appointment of District Treasurer/Secretary

**MOTION:** Comm. Barry moved to nominate Patrick Forrett as Secretary and Treasurer of the District for the period of January 1 to December 31, 2020. Comm. Coluccio seconded the motion, and all were in favor.

- Oath of Office

Comm. Barry administered the oath of office to Comm. Teague and to Secretary/Treasurer Forrett. Forrett will scan the notarized affidavits to our files and then send them to the Town of Brookhaven.

- Treasurer Bond – signature and notarization

Comm. Barry noted that we no longer need a Treasurer Bond because that is provided through our insurance.

- Appointment of District attorney

**MOTION:** Comm. Barry moved to continue with William (Bill) Glass as attorney for the District. Comm. Coluccio seconded the motion, and all were in favor. Comm. Barry noted that he had the retainer letter from Bill Glass. He will confirm the retainer amount so Forrett can issue a check, and he will then scan and save the letter to our files.

- Appointment of District Custodian/Mechanic

**MOTION:** Comm. Coluccio moved to appoint Christopher Furchert as District Custodian/Mechanic. Comm. Boss seconded the motion, and all were in favor.

- Designation and approval of standard, monthly bills and payroll

**MOTION:** Comm. Teague moved that we use the same policy as was in effect in 2019 with respect to approval and payment of utility bills, District payroll and the Bank of America business credit card. Comm. Corradino seconded the motion, and all were in favor.

# FIRE ISLAND PINES FIRE DISTRICT

- Designation of District newspaper of record for notices

**MOTION:** Comm. Coluccio moved that we retain the Long Island Advance as the District's newspaper of record for the publication of notices. Comm. Boss seconded the motion, and all were in favor.

- Appointment of District auditors

**MOTION:** Comm. Barry moved that we continue with Craig, Fitzsimmons and Michaels as our District auditors. Comm. Coluccio seconded the motion, and all were in favor.

- Selection of 2020 committee and assignments:
  - Apparatus, equipment, radios – Comm. Teague
  - Budget – Comm. Coluccio
  - Records – Comms. Corradino and Barry
  - Insurance – Comm. Barry
  - Grounds – Comm. Corradino, assisted as necessary by Comm. Boss
  - PR, LOSAP, alarms, ISO – Comm. Boss
  - Bank reconciliation – Comm. Boss
  - Other – n/a

**MOTION:** Comm. Barry moved that the above be the commissioner committee assignments for 2020. Comm. Coluccio seconded the motion, and all were in favor.

- Selection of District bank[s]

**MOTION:** Comm. Coluccio moved that we continue with People's United Bank and TD Bank as the District banks. Comm. Teague seconded the motion, and all were in favor.

- Designation of District procurement policy

**MOTION:** Comm. Boss moved that we continue with our current procurement policy into 2020. Comm. Teague seconded the motion, and all were in favor.

- Association membership

**MOTION:** Comm. Barry moved that we continue our membership and pay 2020 dues as necessary to the following associations:

- Firemen's Association of the State of New York
- Association of Fire Districts of the State of New York
- Brookhaven Town Fire District Officers' Association
- Brookhaven Town Volunteer Firefighters' Museum

Comm. Coluccio seconded the motion, and all were in favor.

- Conflict of Interest letter[s]

Comm. Barry reminded Comms. Teague and Boss that they need to submit conflict of interest letters to the Board as soon as possible. Forrett will forward them copies of what they submitted in 2019 to use as a starting point for the 2020 letters.

- Remainder of 2020 regular meeting schedule (at the Fire Island Pines Firehouse, unless otherwise noted):
  - Saturday, March 14, 10 AM (West Sayville-Oakdale Firehouse)
  - Saturday, April 18, 12:30 PM
  - Saturday, May 16, noon
  - Saturday, June 20, 12:30 PM
  - Tuesday, July 14, 6 PM (elections meeting)
  - Saturday, August 15, 12:30 PM
  - Saturday, September 12, 3:00 PM
  - Saturday, October 3, 12:30 PM
  - Saturday, October 24, 10 AM
  - Saturday, December 12, 10 AM (West Sayville-Oakdale Firehouse)

Comm. Barry moved that the remainder of the 2020 regular meeting schedule be as noted above. Forrett will

# FIRE ISLAND PINES FIRE DISTRICT

publish a notice in the Long Island Advance and will confirm the March and December meetings with the West Sayville-Oakdale Fire District.

## Minutes

Comm. Coluccio moved to accept the December 14, 2019 meeting minutes. Comm. Boss seconded the motion, and all were in favor.

## Correspondence Review

Bills: Bank of America business card, PSEG (paid through December), Verizon (paid through December)  
Workers' compensation invoice (paid)

Forrett to look for:

- Bill from Pines Propane for closing 32 Lone Hill (note – a 2019 expense)
- Bill for 2020 Cancer Care policy

## Secretary / Treasurer's report

Forrett presented the monthly Treasurer's Reports, invoice review, expenditure lists, and Budget-to-Actual reports for both 2019 and for 2020 year-to-date. Forrett highlighted the strong financial position of the District, with over \$600,000 in savings and reserves.

Comm. Coluccio reminded the Board that early in 2019, the Board moved to transfer \$65,000 in accumulated savings in the operating accounts to the reserve accounts. This was never done because of the transition in the Treasurer role and the uncertainty about what funds would eventually be used to purchase the new truck (which, as she notes in her remarks, below, wound up being covered by the insurance proceeds from the September loss of Truck 9A). Comm. Coluccio will confirm with Robert Craig whether the motion from last year is still valid, or whether we need to make a new motion. This will be settled in the March 2020 meeting and acted upon shortly thereafter.

Forrett also noted that the signatures were updated with Ace Workforce Solutions, so that his and Comm. Coluccio's signatures were being used for printed payroll checks, and Lisa Monjardo's signature was no longer being used.

**MOTION:** Comm. Boss moved to accept the Treasurer's reports. Comm. Teague seconded the motion, and all were in favor.

Forrett and Comm. Coluccio noted that the CD (some \$83,000) held at People's United Bank (PUB) provides a very poor interest rate, and significantly better rates are available at TD Bank. They recommended to the Board that when the CD matures on February 22, 2020, we *not* roll the proceeds into another PUB CD, but rather have the funds transferred to our operating checking account, and then immediately moved to TD Bank.

**MOTION:** Comm. Coluccio moved that we let our current PUB CD lapse upon its maturity, and that the funds be moved into our PUB operating checking account, and then transferred to TD Bank immediately thereafter. Comm. Boss seconded the motion, and all were in favor.

Forrett further pointed out to the Board that not only are CD rates at TD far more attractive than those offered at PUB, but that the TD money market rate (that is, the rates for a liquid account) far exceed those at PUB; in addition, PUB will start charging fees based on account balances, as well as a fee for on-line Treasury Report access. In his opinion, this is unacceptable for a municipal governmental entity like the District. Forrett will research commercially chartered banks in Sayville (and other nearby towns, if necessary), their interest rates and on-line access options, and will have a report and recommendation prepared for the Board in advance of its March meeting.

The banking reconciliation reports were reviewed and approved by Comm. Boss.

Comm. Barry noted to Chief Geiman that our attorney, William Glass, pointed out in his October memo to the Board that the Fire Island Pines Fire Department is not one of the departments authorized to hold its elections in

# FIRE ISLAND PINES FIRE DISTRICT

September. Chief Geiman and Department Secretary Ski should follow up with legal counsel and our legislative representative to correct the situation, which may be in the form of special legislation to allow September elections.

## Chief's report

### ALARMS:

None

### MEETINGS:

#1136 - 1/11/2020 – Officer's 2020 Organizational Meeting

### DRILLS:

None

### WORK DETAIL:

None

### Membership status:

Firefighter Andrew Brenner – graduated from Probationary FF status to Active FF status

Firefighter Jack Papapietro – moved from Active FF status to Probationary FF status

Auxiliary Member David Mahler – dropped from the Department

Auxiliary Member Jodi Mahler – dropped from the Department

### Requests / Comments:

1. Final LOSAP Report for 2019 attached
2. 2020 Calendar of drills, meetings and events approved by the Officers
3. Pending equipment repairs: four Motorola PR860 Handheld Portables
4. We have received from the Town of Brookhaven the new tri-band radios for the fire chiefs

We will inventory the new radios – information to be provided to Comm. Coluccio and Forrett. Because these new radios are hand-held (and extremely expensive), Chief Geiman will investigate for consideration at the next meeting the price of holsters and microphones.

Chief Geiman requested that Andrew Brenner and Anthony Hird go to South Shore Fire to be fitted for turnout gear, and that they go to All-American Awards for Class A uniforms.

**MOTION:** Comm. Boss moved to allocate up to \$2,200 for Class A uniforms for FFs Brenner and Hird. Comm. Teague seconded the motion, and all were in favor.

**MOTION:** Comm. Coluccio moved to allocate up to \$5,000 for turnout gear (including boots, pants, helmet, jacket and shield) for FFs Brenner and Hird. Comm. Teague seconded the motion, and all were in favor.

## COMMITTEE REPORTS:

### *Apparatus, equipment, radios – Commissioner Teague*

Comm. Teague noted that everything is running well, and general maintenance continues.

He noted that the snowblowers have been prepared for this winter and are ready for service, and the Vendor is ready to provide services if needed.

The used vehicle we purchased from the Bayport Fire Department is in service and is now designated as 5-28-9A. The new plates have been installed, the title is in hand, the lettering/decals is done, and the seat has been repaired.

Because of the mild weather, several drivers already have started requalifying for the 2020 season.

# FIRE ISLAND PINES FIRE DISTRICT

Comm. Teague noted that the new pick-up has not yet been ordered, but the specifications have been finalized, and, after some discussion, it was decided to order 19" tires rather than the typical 18" tires for better clearance at a minimal marginal cost. Comm. Boss noted that we should ensure the spare tire is the same as the other tires, because if that is not insisted upon, spare tires are often narrower, which is useless on the beach. Comm. Barry will proceed with ordering the new pick-up truck on government contract.

Comm. Teague will have Ryan wire up the charger when it arrives, as we have done with Truck 9.

Comm. Teague signed and had notarized the paperwork for the Brookhaven Town Law Department in respect of the town-supplied radios (which were received by the Department yesterday, January 11). Once we receive an executed copy from them, it will be forwarded to Forreth for scanning and filing.

We are still waiting for SCWA to exchange the steamer connections in Water Island to standard size. In the meantime, we still have the necessary adapters.

Comm. Teague continues to research the needs and costs to make the east- and west-end sirens functional again.

## *Budgets – Commissioner Coluccio*

Comm. Coluccio reviewed where the budget ended as of December 31, including accruals for bills for which we have not yet received invoices but expect to have to pay from the 2019 budget (e.g., appraisers, SCWA fire hydrant rentals, the closing 32 Lone Hill Walk, etc.).

We exceeded our revenue expectations because of 1) the insurance proceeds related to the loss of the old 9A (approx. \$13,000); and 2) an additional \$8,000 related to the class-action lawsuit against insurance companies providing hospital benefits to fire districts. Because of this unexpected \$21,000, we did not need to withdraw from our savings in order to fund the purchase of a new truck or any other equipment.

Comm. Coluccio noted that several expense categories were above budget, notably personnel, equipment, accounting (because of additional audit work), firehouse repairs, and equipment maintenance and repairs – all of which had been noted and/or anticipated earlier in the year. She further noted that we made motions throughout the year to reallocate money from one budget line to another to cover these unexpected expenses.

The net result is that we have about \$14,000 left over from the 2019 budget, and consequently, Comm. Coluccio recommended we make a \$12,000 contribution to LOSAP – somewhat more than was agreed to earlier in the year. This payment will be accrued into the 2019 fiscal year.

**MOTION:** Comm. Boss moved that we make a \$12,000 LOSAP contribution for calendar 2019. Comm. Teague seconded the motion, and all were in favor.

Lastly, we are preparing for our annual audit. We hope to close out the books by the end of the month in order to deliver our records and accounting files to Craig, Fitzsimmons and Michaels by early February. We will file an extension request for our NYS OSC annual update document (AUD), so that the AUD and our formal audit will be done by the end of May, in advance of the June meeting. The final audit is due to the OAS by June 30.

## *Records – Commissioners Coluccio, Corradino*

Nothing to discuss

## *Insurance – Commissioner Barry*

Comm. Barry asked Comm. Teague to keep an eye out for our cancer care policy bill in the mail. He also noted that he will be answering the survey for the accident and sickness policy.

## *Public Relations, LOSAP, alarms, ISO – Commissioner Boss*

Nothing to discuss

## *Grounds – Commissioner Corradino*

Comm. Corradino has been talking with the contractor, Don Kohlhepp daily to get progress reports. The DirecTV dish has been removed from the roof and will need to be reinstalled when the work is done. This may have to be done with the internet receiver antenna as well.

# FIRE ISLAND PINES FIRE DISTRICT

Comm. Corradino further noted the old roof at 32 Lone Hill Walk has been removed and the resultant opening re-enclosed in case of inclement weather. He has been assured that the construction trash has been removed each day (Comm. Boss confirmed this is the case).

Comm. Corradino noted that even though the work didn't begin until after the new year because of uncooperative weather, the contractors are confident that all work will be completed by the original April deadline.

Lastly, Comm. Corradino noted there is no plan at the moment for the disposal of the wood-burning stove that is in the house. In the meantime, the contractors and District Mechanics will remove chimney, which will be taken down and stored. Comm. Boss noted that it is a very high quality stove, and it is in excellent condition. Comm. Barry asked that someone take pictures of the stove, he will list it on our auction site, and we will inform Department members and other members of the community who have expressed an interest that it is available for purchase.

## **OLD BUSINESS:**

As discussed, above

## **NEW BUSINESS:**

Nothing to discuss

## **Order**

Meeting adjourned by Comm. Barry at 11:55 AM.

# Fire Island Pines Fire District – Treasurer’s Report

December 31, 2019 Report for Budget Year 2019

	<u>Bank Balance</u>	<u>Book Balance</u>
<b>GENERAL FUND</b>	As of: 19-Dec-2019	11-Jan-2020
PUB Checking Account	\$ 245,174	\$ 106,577
PUB Savings Account	\$ 32,679	\$ 32,679
PUB Money Market Account	\$ 2,573	\$ 2,573
<b>GENERAL ACCOUNT TOTAL</b>	<b>\$ 280,426</b>	<b>\$ 141,829</b>

<b>RESERVE FUND</b>	As of: 31-Dec-2019	11-Jan-2020
TD Bank Money Market Funds	\$ 445,337	\$ 445,337
PUB CD #1133 - Matures 2/22/2020 (0.2500%)	\$ 83,982	\$ 83,982
<b>CAPITAL RESERVE FUND TOTAL</b>	<b>\$ 529,319</b>	<b>\$ 529,319</b>

## DEPOSITS & TRANSFERS

Interest earned on PUB accounts 2019		\$ 120
Interest earned on Reserve Accounts 2019		3,364
Tax Warrants		442,150
Water Island Fire Protection District		42,150
Insurance proceeds		12,926
		<b>\$ 500,711</b>

## EMPLOYEE PAYROLL

	This period	To end-2019
Christopher J Furchert maintenance	\$ 1,561	\$ 18,732
Christopher J Furchert hose testing	-	1,505
Maud, Dennis maintenance	500	5,450
Scottaline, Eric maintenance	500	6,550
Monjardo, Lisa Secretary and Treasurer (resigned)	-	2,000
Reilly, Thomas maintenance	-	350
Alker, Kim cleaning	-	4,920
Forrett, Patrick A Secretary and Treasurer	400	3,200
Scofield, Jedidiah maintenance	-	825
Massa, Ryan maintenance	-	250
	<b>\$ 2,961</b>	<b>\$ 43,782</b>

## INVOICES PRESENTED FOR PAYMENT – general fund

21-Dec-2019 Flower Girls Garden Maintenance Inc.	1,050.00
21-Dec-2019 Flower Girls Garden Maintenance Inc.	3,950.00
30-Dec-2019 Brinkmann's	40.30
30-Dec-2019 Firematic Supply Co Inc.	3,780.00
30-Dec-2019 CF LaFontaine	328.80
30-Dec-2019 Arthur Nelsen Licensed Electricians, Inc.	460.00
30-Dec-2019 Suffolk County Fire Academy	275.00
31-Dec-2019 ACH Withdrawal -Pay F103	775.99
13-Jan-2020 Nassau NDI Diagnostics	225.00
13-Jan-2020 Douglas Teague	29.40
13-Jan-2020 Patrick Forrett	72.99
13-Jan-2020 Fire Districts Of NY Mutual Ins. Co.	7,950.00
13-Jan-2020 Fire Island Pines Fire Department	11,550.00
13-Jan-2020 Verizon	138.05
	<b>\$ 30,625.53</b>

Respectfully submitted,  
Patrick Forrett, Treasurer/Secretary

**Budget to actual as of January 11, 2020**

**PAID TO DATE**

**\$ REMAINING**

**REVENUE**

BROOKHAVEN PROPERTY TAXES	\$	406,712	\$	58,427	\$	348,285
WATER ISLAND PROTECTION DISTRICT		42,250		-		42,250
DRAWDOWN FROM SAVINGS		-		-		-
Insurance proceeds				-		-
OTHER INCOME		-		-		-
INTEREST INCOME		100		-		100
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>449,062</b>	<b>\$</b>	<b>58,427</b>	<b>\$</b>	<b>390,635</b>

**EXPENSES**

Personnel Expenses		40,000		-		40,000
Equipment Purchase		14,000		-		14,000
Annual Truck Loan Pmt (#4)		-		-		-
Annual Bond Repayment		131,650		-		131,650
Office Supplies		1,300		73		1,227
Commissioner Training		125		-		125
Postage		100		29		71
Legal		3,000		-		3,000
Audit/ Accounting		5,500		-		5,500
Association dues		800		905		(105)
Payroll Processing		1,100		-		1,100
Printing and supplies		500		-		500
Publications of Notice		500		-		500
Fuel and Electricity		11,000		-		11,000
Water		1,000		-		1,000
Hydrant rentals		7,700		-		7,700
Telephone		1,700		-		1,700
Internet/website		800		-		800
Other Travel		500		-		500
Uniform Expenses		3,000		-		3,000
Annual Dinner		18,000		-		18,000
Training		1,500		-		1,500
Firehouse & 32LHW Repairs		22,000		-		22,000
Building maintenance supplies		1,000		-		1,000
Landscaping Maintenance		2,000		-		2,000
Fire Equipment repairs & maint.		15,000		-		15,000
Fire Equipment GAS		3,000		-		3,000
Fire Alarm Maintenance		500		-		500
Insurance: Uab, Prop, flood, fire		10,000		-		10,000
Insurance: Auto & Cancer Policies		7,500		-		7,500
Medical Exam/Physicals		7,500		-		7,500
Snow removal		10,000		-		10,000
Charity		-		-		-
LOSAP +Life Insurance		49,000		-		49,000
Social Security & Medicare		3,000		-		3,000
VFBL and Workers Compensation		15,000		7,950		7,050
State Unemployment		500		-		500
Hospital, Medical & Accident Ins		4,000		-		4,000
WIFPD 27.5%		11,687		-		11,687
Transfer to Reserve		42,500		-		42,500
Consultants (Fixed Assets, Losap, ISO)		1,000		-		1,000
	<b>\$</b>	<b>448,962</b>	<b>\$</b>	<b>8,957</b>	<b>\$</b>	<b>440,005</b>

Respectfully submitted by Patrick Forrett, Treasurer/Secretary