

FIRE ISLAND PINES FIRE DISTRICT

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

Fire District Commissioners' Meeting – minutes

80 Main Street
West Sayville, NY 11796
March 12, 2022

Present

Commissioner Francis Corradino, Chairman of the Board
Commissioner Walter Boss
Commissioner Rosemary Coluccio
Commissioner Eugene Cook
Secretary/Treasurer Patrick Forrett
Fire Island Pines Fire Department Chief Joseph Geiman
Mr. Frank Gusmano of Lincoln Financial joined the meeting in progress
Commissioner Douglas Teague, Vice-Chairman, was not present

Order

The meeting was called to order by Comm. Corradino at 10:05 AM.

Minutes

- Review of prior meeting's minutes

Minutes from the January 2022 organizational meeting were not ready for Board review. They will be presented before the April meeting.

Correspondence Review

Typical monthly bills and utilities: Bank of America credit card, PSEG Long Island, Verizon, payroll, All-American Awards and Uniforms, Morgan Auto Supply, Brinkmann's, South Shore Fire & Safety. These bills were presented as vouchers to the Board for approval and payment.

Additional correspondence: notice of NYS unemployment insurance rate (unchanged from last year); notice from Ford regarding diesel emissions (2014 F250 – 5-28-9) and extension of warranty; Suffolk County Department of Health Service survey – location of AEDs (given to Comm. Corradino to give to Chief Geiman); Nassau NDI is increasing certain test and vaccination rates.

Other: –none–

Secretary / Treasurer's reports

- Monthly banking reconciliations
 - PUB accounts to February 19
 - TD accounts to February 28
- Budget to actual report for 2022 to date
- Treasurer's report for March 2022
- Motions list – expenditure and non-expenditure motions for 2022
- Capturing motions done by e-mail
 - None this period

Forrett noted that with the massive nor'easter of late January, the District was slightly overspent in the Snow Removal appropriation.

MOTION: After a very brief discussion, Comm. Coluccio moved to transfer \$517 from the Legal appropriation to the Snow Removal appropriation. Comm. Cook seconded the motion; all were in favor, and the motion passed.

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MOTION: After discussion, Comm. Coluccio moved to accept the Treasurer's Reports. Comm. Boss seconded the motion. All were in favor, and the motion passed.

Forrett provided the Board with an update on the audit and the preparation of the AUD. The audit is well underway, with the QuickBook and financial files provided to the auditors. We have applied for the typical extension for filing the AUD, which is now due on April 30.

CHIEF'S REPORT

Alarms:

- #3838 – 01/08/2022 – Mutual Aid to Cherry Grove – automatic alarm
- #3839 – 01/09/2022 – Mutual Aid to Cherry Grove – automatic alarm
- #3840 – 01/16/2022 – Mutual Aid to Cherry Grove – automatic alarm
- #3841 – 01/18/2022 – Ocean Walk and Harbor Walk – electrical hazard
- #3842 – 01/19/2022 – Mutual Aid to Cherry Grove – automatic alarm
- #3843 – 01/30/2022 – Mutual Aid to Cherry Grove – automatic alarm
- #3844 – 02/08/2022 – Mutual Aid to Davis Park – automatic alarm

Meetings:

None

Drills:

None

Work detail:

None

Membership status:

New member – James R. Flanagan – arson check completed. Still awaiting physical.

Requests / comments:

1. Budget item received (at Coastline) – QTAC 85HP skid pump with accessories
2. Request Annex be opened by April 1

Chief Geiman informed the Board that he has sold his apartment in the Co-ops and is now renting in the Co-ops from water-on (third week of April) to water-off (third week of October). He intends to arrive in the Pines on April 1, and he asked the Board if he could stay in the Annex from April 1 to the Co-op's water-on date, and from the water-off date until he leaves the Pines at the end of October. The Board agreed that it was happier with the Chief in the Pines than not and gladly agreed to have him stay in the Annex.

MOTION: Comm. Boss moved to allow Chief Geiman to stay in the Annex from April 1 until the water-on date in the Co-ops, and from Co-ops water-off date until his seasonal departure. Comm. Cook seconded the motion; all were in favor, and the motion passed.

COMMITTEE REPORTS

Apparatus, equipment, radios – Commissioners Teague and Boss

Comm. Corradino started the discussion by reporting happily that he hears the noon siren every day.

Comm. Boss confirmed that the noon siren switch had been installed, and that traditionally, the noon siren only sounded at the Firehouse, not on the east and west ends.

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In addition, Comm. Boss asked IWT to check the west-end siren, which was once again not sounding. IWT informed him that the grounding wire had been cut. Comm. Boss asked Brendan Egan to repair the grounding wire, after which the siren was once again functional. Comm. Boss had IWT check that all three sirens were functioning.

Comm. Boss also asked for an update on the siren that is being rebuilt and repaired, and none was provided.

Budgets, audit – Commissioner Coluccio / Treasurer Forrett

Forrett informed the Board that the 2021 AUD and audit were underway. He has had no indication of questions from the auditors, and he expects the AUD to be filed on time (after the requested extension).

Records – Commissioners Coluccio, Corradino

None this month

Insurance, LOSAP, membership – Commissioner Cook

Comm. Cook reviewed the District's term life insurance policy, asking what it was for. The Board informed him it was for Members younger than fifty-five who perish in the line of Department duty. Comms. Coluccio and Corradino are included to bring the number of insured up to ten, the minimum required by the policy.

Comm. Cook noted the policy includes Kim McGlure, who was terminated on January 1. Comm. Corradino suggested the Comm. Cook be added to the policy to maintain the minimum number of insured.

MOTION: After a very brief discussion. Comm. Coluccio moved that the Board add Comm. Cook to the roster of term life insured. Comm. Boss seconded the motion. Comm. Cook recused himself from voting, and all other commissioners were in favor; the motion passed.

Comm. Cook informed the Board that he has asked Percy Hoek for an overview of all insurance policies. He also mentioned he was advised to shop his insurance policies to another agency. The Board suggested that if Comm. Cook has the time and wherewithal, that he should shop the policies around. In addition. Comm. Coluccio suggested Comm. Cook confer with District Counsel Glass to ensure he understand insurance requirements for a fire district.

Frank Gusmano of Lincoln Financial joined the meeting in progress.

The Board reviewed the different investment risk options in the HeroPlus program. The Board had already done the risk questionnaire, with a result of moderate risk. The next question was how much of the LOSAP assets to allocate to the program, and over what period.

Mr. Gusmano reminded the Board that the "moderate" risk choice refers to the overall portfolio, both the HeroPlus portion and the VFIS annuity, and the choice of the HeroPlus portion, and the allocation to that portion needs to keep that in mind.

After a long discussion, the Board decided to make a 40% allocation to the 75% equities/25% fixed-income HeroPlus portfolio, to be allocated over six months.

MOTION: After discussion, Comm. Coluccio moved to allocate 40% of the District's LOSAP funds into the 75%/25% HeroPlus portfolio, with the allocation being made in equal instalments over six months. Comm. Cook seconded the motion; all were in favor, and the motion passed.

Public Relations – Comm. Coluccio

None this month

Alarms – Commissioner Boss

None this month

Grounds – Commissioner Boss

None this month

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ISO – Commissioner Corradino

Comm. Cook asked what ISO was, and the rest of the Board told him it was an external audit and rating on the processes, training, and equipment of the Fire Department. Comm. Corradino said that he was told the majority of New York State Fire Departments have a rating of 9; we have a rating of 3, which is on par with most professional, urban departments. Our next ISO exercise will be in three years.

OLD BUSINESS:

Comm. Boss resumed conversation about snow removal. He was adamant that the District needed to change its policy of waiting until after a snowstorm was done before starting snow removal. Not only can the volume of snow overwhelm the snow blowers, but if contractors start driving on snow before its removed, it becomes packed down and icy, and it can't be removed. In addition, once ice forms on the boardwalks, any sloping boardwalk becomes unpassable.

Comm. Corradino expressed his agreement: living in the Pines year-round, he saw the severity of this storm and the need to begin snow removal as soon as possible to keep up with the snowfall.

Comm. Coluccio expressed concern about the perception that the District is offering boutique snow-removal services to the handful of residents who are present during the winter. She questioned the need for quick and robust snow removal to benefit those who chose to be on a sand bar during the off season.

NEW BUSINESS:

None this period.

Order

The meeting was adjourned by Comm. Corradino at noon.

Budget to actual as of Mar. 11, 2022	Budgeted	Revision	Updated	Paid to date	Remaining
REVENUE					
Brookhaven property taxes	\$ 301,232			\$ 180,066	\$ 121,166
Water Island Fire Protection District	42,650				42,650
Drawdown from savings					-
Insurance proceeds					-
Interest income	400			103	297
Other income					-
TOTAL REVENUE	\$ 344,282			\$ 180,168	\$ 164,114
EXPENSES					
Personnel expenses	42,660			6,218	36,442
Equipment purchase	26,000			6,678	19,322
Office supplies	2,000			154	1,846
Commissioner training	125			100	25
Postage	200			2	198
Audit / accounting	8,000				8,000
Legal	3,000			1,785	1,215
Association dues	1,210			900	310
Payroll processing	1,200			427	773
Printing and supplies	500				500
Publications of notice	500				500
Fuel and electricity	11,000			804	10,196
Water	1,000				1,000
Hydrant rentals	7,600				7,600
Telephone	1,800			287	1,513
Internet/website	1,200				1,200
Other travel	500				500
Uniform expenses	3,000				3,000
Annual dinner	18,000				18,000
Training	1,500				1,500
Firehouse & 32LHW repairs	16,000			12	15,988
Building maintenance supplies	1,000				1,000
Landscaping maintenance	2,500				2,500
Fire equipment repairs & maint.	20,000			1,162	18,838
Fire Equipment – gasoline/diesel	3,000			763	2,237
Fire alarm maintenance	500				500
Insurance: umb, prop, flood, fire, auto, life	16,000				16,000
Disability – cancer policy	5,000			3,668	1,332
Medical Exam/Physicals	8,000				8,000
Snow removal	10,000			10,517	(517)
LOSAP	55,000				55,000
Social Security & Medicare	3,000			476	2,524
VFBL and Workers Compensation	15,000			11,586	3,414
State Unemployment	2,000			155	1,845
Hospital, Medical & Accident Ins	600				600
WIFPD 27.5%	11,687				11,687
Transfer to Reserve	42,500				42,500
Consultants (fixed assets, LOSAP, ISO)	1,500				1,500
	\$ 344,282			\$ 45,693	\$ 298,589

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2022-03-11

	Bank Balance	Book Balance
General fund	As of: 22-Feb-2022	11-Mar-2022
PUB Checking Account	\$ 238,064	\$ 234,261
PUB Savings Account	\$ 97,789	\$ 97,789
PUB Money Market Account	\$ 2,575	\$ 2,575
General fund accounts total	\$ 338,428	\$ 334,625
Reserve fund	As of: 28-Feb-2022	11-Mar-2022
TD Bank Money Market Funds	\$ 561,799	\$ 561,799
Reserve fund account total	\$ 561,799	\$ 561,799
Total liquidities and reserves	\$ 900,227	\$ 896,424
Deposits and transfers		
Interest earned on PUB accounts 2022		\$ 12
Interest earned on Reserve Accounts 2022		91
Interest from Town of Brookhaven		
Tax Warrants		180,066
Year-end transfer from Operating to Reserve		
Water Island Fire Protection District		
Insurance proceeds		
Other proceeds		
		\$ 180,168
Employee payroll	This period	YTD
Christopher J Furchert maintenance	\$ 3,344	\$ 3,344
Christopher J Furchert hose testing		
Maud, Dennis maintenance	1,071	1,071
Scottaline, Eric maintenance	803	803
Reilly, Thomas maintenance		
Alker, Kim cleaning		
Forrett, Patrick A Secretary and Treasurer	1,000	1,000
Scofield, Jedidiah maintenance		
Massa, Ryan maintenance		
	\$ 6,218	\$ 6,218
Payments Made		
2022-01-01 Assoc of Fire Districts of State of 413 · Association Dues		\$ 450.00
2022-01-01 Fire Districts Of NY Mutual Ins. C A9040.8 · Workers Compensation &		2,121.00
2022-01-01 Fire Districts Of NY Mutual Ins. C A9040.8 · Workers Compensation &		9,465.00
2022-01-01 AIS Administrators A9035.8 · Disability Insurance		3,668.15
2022-01-01 Brookhaven Town Fire District Of 413 · Association Dues		150.00
2022-01-01 William F. Glass, Jr. 2 · Legal		1,785.00
2022-01-01 FASNY 413 · Association Dues		300.00
2022-01-05 Suffolk County Water Authority - Water service		107.06
2022-01-05 Suffolk County Water Authority - Water service		88.34
2022-01-20 LTN Finishing, Inc. 476 · Snow Removal		2,000.00
2022-01-21 The Long Island Advance, Inc. Notice		69.80
2022-01-21 PSEGLI 9 - Fire House 420 · Fuel and Electricity		75.41
2022-01-21 PSEGLI 0 - west-end Siren 420 · Fuel and Electricity		18.74
2022-01-21 PSEGLI 6 - east-end siren 420 · Fuel and Electricity		31.11
2022-01-21 PSEGLI 5 - 34 FIB 420 · Fuel and Electricity		244.77
2022-01-21 PSEGLI 32 Lone Hill 420 · Fuel and Electricity		24.63
2022-01-21 Bank of America - 5579 5603 · Bank of America Card Service		1,491.89
2022-01-31 ACH Withdrawal -Pay F103 Payroll processing		1,185.76
2022-02-10 LTN Finishing, Inc. 476 · Snow Removal		8,517.00
2022-02-10 Verizon 424 · Telephone		145.28
2022-02-27 PSEGLI 0 - west-end Siren 420 · Fuel and Electricity		17.24
2022-02-27 PSEGLI 9 - Fire House 420 · Fuel and Electricity		122.55
2022-02-27 PSEGLI 5 - 34 FIB 420 · Fuel and Electricity		246.38
2022-02-27 PSEGLI 32 Lone Hill 420 · Fuel and Electricity		23.41
2022-02-27 Bank of America - 5579 5603 · Bank of America Card Service		1,056.48
2022-02-28 ACH Withdrawal -Pay F103 Payroll processing		964.23
2022-03-09 MTech, Inc. A3410.2 · Equipment Purchase		6,678.00
2022-03-09 Verizon 424 · Telephone		141.28
2022-03-11 Eugene Cook (v) 434 · Training		100.00
		\$ 41,288.51

Expenditure motions

Meeting date: 2022-03-12

Motion	Motion date	Amount approved	Vendor	Done by	Received by	Final amount	Variance	Paid date	Disposition	Notes
1 Purchase of QTEC skid pump per Chief's 2022 budget proposal	8-Jan-2022	\$ 7,500.00		Geiman	Teague					Received, installed
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
47										
Total expenditures		\$ 7,500.00				\$ -				

Non-expenditure motions

Meeting date: 2022-03-12

Motion	Motion date	Amount approved	Vendor	Done by	Received by	Final amount	Paid date	Status	Notes
1 Moving \$500 from Legal appropriation to Snow Removal appropriatic	12-Mar-2022	-\$517.00		Board	Forrett	-\$517.00	12-Mar-2022		
2 Moving \$500 from Legal appropriation to Snow Removal appropriatic	12-Mar-2022	\$517.00		Board		\$517.00	12-Mar-2022		
3									
4									
5									
6									
7									
8									
9									
10									
11									