

FIRE ISLAND PINES FIRE DISTRICT

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

Fire District Commissioners' meeting – minutes

34 Fire Island Boulevard
Fire Island Pines, NY 11782
June 17, 2023

Present

Commissioner Francis Corradino, Chairman of the Board
Commissioner Walter Boss
Commissioner Rosemary Coluccio
Commissioner Eugene Cook
Commissioner Holly Rhodes-Teague
Secretary/Treasurer Patrick Forrett
Fire Island Pines Fire Department Chief Joseph Geiman

The Board was joined by Robert Craig, CPA, of Craig, Fitzsimmons and Meyer, the District accountants.

Order

The meeting was called to order by Comm. Corradino at 12:38 PM.

Audit and financial statements

Discussion of 2022 audit and Letter to Management with Robert Craig:

- The District received a clean opinion on a Regulatory Accounting Basis, the accounting regime encouraged by the New York Office of the State Controller for fire district financial reporting. This finding is the highest possible degree of assurance.
- The auditors commented on the District's strong financial position, including its reserve balance, its savings balance, and the funding condition of the service award program.
- There were no deficiencies in the 2022 audit and review. In terms of findings and suggestions, the auditors pointed out that the Board could do more to find better interest rates for its reserve account.
- The auditors congratulated the District for the clean state of its books, with very few Journal Entries required.

MOTION: After discussion, Comm. Coluccio moved to accept the results of the audit and the audited financial statements for 2022. Comm. Boss seconded the motion; all were in favor, and the motion passed.

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Correspondence Review

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

Other: –none–

Secretary / Treasurer's reports

- Monthly banking reconciliations
 - M&T checking account closed

FIRE ISLAND PINES FIRE DISTRICT

- TD accounts to May 31
- Chase operating checking, savings, and money market accounts to May 31
- Treasurer's and Budget-to-Actual reports for or to June 2023
- Motions list – expenditure and non-expenditure motions for 2023 thus far
- Capturing motions done by e-mail
 - Increasing allocation for purchase of SCBA masks

Following the May meeting, Chief Geiman was unable to locate the two AV2000 (comfort seal, large) masks at the listed price of \$98. After due research, the only legitimate listing he was able to find was from Northern Safety / Würth for \$589 each.

MOTION: After very brief discussion, Comm. Boss moved to allocate up to an additional \$1,200 from the Equipment Purchase appropriation to cover the increased cost of the mask purchase. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

MOTION: After very brief discussion, Comm. Rhodes-Teague moved to accept the Treasurer's reports. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

CHIEF'S REPORT

Alarms:

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- #3915 – 05/20/2023 – Fire Island Blvd. & Neptune Walk – electrical hazard
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- #3923 – 06/13/2023 – 178 Oak Walk – outside LPG leak

Meetings:

- #1270 – 06/03/2023 – Department meeting
- #1271 – 06/04/2023 – PESH / sexual harassment
- #1272 – 06/09/2023 – Department meeting
- #1273 – 06/10/2023 – Department dinner – uniform inspection
- #1274 – 06/17/2023 – Department meeting

Drills:

- #1293 – 05/21/2023 – Yaphank Training – Class-A fires
- #1294 – 06/03/2023 – Drill #3 – SCBA, rehab, smoke house
- #1295 – 06/09/2023 – Drill #4 – nighttime lighting, rehab
- #1296 – 06/14/2023 – Third alternative drill – new hydrant hook-up with hose handling
- #1297 – 06/17/2023 – Drill #5 – hose handling with SCBA

Work detail:

None

Membership status:

New firefighter status: B. Bonci & M. Kaing – pending retest

FIRE ISLAND PINES FIRE DISTRICT

Requests / comments:

1. LOSAP report for May 2023
2. Requested and completed paperwork for grant submitted to Grant Guys
3. New 5-28-11 in service on the beach – thank you to the Board
4. Beach closed as of June 15 due to piping plovers
5. Remains of 5-28-9A donated to and picked up by Kars for Kids
6. All equipment requested and purchased last month received
7. Big Ant problem in Annex, Firehouse (upstairs and downstairs) and old Firehouse. Requesting something be done. Received a quote from Optimum Pest Control (who services Co-ops) for monthly treatment from now until September for \$650.

MOTION: After a brief discussion, Comm. Boss moved to allocate up to \$650 from the Building Maintenance and Repair appropriation for pest control in the new Firehouse, the old Firehouse, and the Annex. Comm. Cook seconded the motion; all were in favor, and the motion passed.

The Board took a moment to thank Chief Geiman for his excellent work in coordinating and submitting the grant application to Grant Guys.

COMMITTEE REPORTS

Apparatus, equipment, radios – Commissioners Rhodes-Teague and Boss

Comm. Rhodes-Teague noted the Department needed first-aid material such as band-aids, eye wash, aspirin, and other things. She also noted the LifePak 1000's battery is at less than 50% and needs to be replaced.

MOTION: After brief discussion, Comm. Boss moved to allocate up to \$700 from the Equipment Purchase appropriation for the purchase of first-aid material and a replacement battery for the LifePak 1000 AED unit. Comm. Cook seconded the motion; all were in favor, and the motion passed.

Aside from the mention of the new 5-28-11 being on the beach and in service, and the remains of the old 5-28-9A being disposed of, there are no other updates this period.

Budgets, audit – Commissioner Coluccio / Treasurer Forrett

Forrett informed the Board he would sign off on the 2022 financial statements and submit them to the New York Office of the State Comptroller and to the Town of Brookhaven, as required. He would also post notice of the audit and management recommendations in the Long Island *Advance*.

Records – Commissioners Coluccio, Corradino

No update this period.

Insurance, LOSAP, membership – Commissioner Cook

Comm. Cook informed the Board that the new 5-28-11 had been added to the vehicle insurance policy.

He informed the Board that the analysis requested of VFIS to estimate the costs of raising LOSAP payouts from \$10 to \$20 a month got lost in the cogs of the VFIS system and sat on an actuary's desk until two days ago. The analysis suggested the marginal cost to the District would be on the order of \$30,000 per year.

Because the analysis was late in coming, VFIS waived its fee.

Comm. Cook also informed the Board he had received VFIS's recommended 2023 annual LOSAP contribution amount of \$51,000, and he noted VFIS suggests paying this amount sooner rather than later. Comm. Coluccio asked that Comm. Cook share that recommendation document with the rest of the Board so the Board could understand how VFIS arrived at that number.

FIRE ISLAND PINES FIRE DISTRICT

Public Relations – Comm. Coluccio

Forrett informed the Board he had informed FIPPOA President, Henry Robin, about the upcoming District elections, and he noted the elections were mentioned in the FIPPOA newsletter.

Alarms – Commissioner Boss

No update this period

Grounds – Commissioner Boss

Resuming the conversation regarding the replacement of the two remaining Firehouse HVAC units, Comm. Boss contacted three vendors for pricing: O'Connor Mechanical, Paul Stoehler and Brendan Egan (Arthur Nelsen Licensed Electricians). Of all of them, only O'Connor Mechanical supplied a bid on the work – \$29,100, excluding freight. Coastline Freight has quoted a cost of \$1,000 to ship the two new units to the Pines. The cost of replacing the platforms was approved in the May meeting (\$3,100 with Don Kohlhepp at Pines Hardware and Construction). Running and connecting new gas lines will be 2 x \$500 = \$1,000 (plus materials) to be done by Walter Boss, Inc., and Arthur Nelson Licensed Electricians (Brendan Egan) will connect electricity to the two units for 2 x \$250 = \$500.

Given the urgency of the repair and the reasonableness of the estimated charge, the Board agreed the gas line connection work should be done by Comm. Boss's company, Walter Boss Inc. (with Comm. Boss recusing himself from the discussion). In addition, Comm. Boss said he would transport the units from the freight dock to the Firehouse free of charge. The Board thanked him for and accepted his offer.

Total estimated cost for all work is \$34,700, of which \$3,100 was approved in the May meeting, for an incremental spend of \$31,600.

Comm. Coluccio noted this work absolutely needs to be done. One of the two units has already failed, and the second is on its last legs. With the hot summer months upon us, and with the bamboo gone from the area, now is the time to get this taken care of.

MOTION: After discussion, Comm. Coluccio moved to transfer \$33,000 from the unspent reserves to the Building Repair appropriation, and to allocate up to \$33,000 from the Building Repair appropriation for all the elements of HVAC replacement as noted, above. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed.

ISO – Commissioner Corradino

No update this month

OLD BUSINESS:

None this period

NEW BUSINESS:

Finalizing the vehicle use policy, including the language about beach conditions and tide schedules being reviewed before driving on the beach. Comms. Rhodes-Teague and Boss gave additional draft language to Forrett and ask Forrett to have proposed language to vote on during the July meeting.

Order

The meeting was adjourned by Comm. Corradino at 2:38 PM.

Budget to actual as of June 16, 2023	Budgeted	Revision	Updated	Paid to date	Remaining	Obligated	Projected balance
REVENUE							
Brookhaven property taxes	\$ 289,558			\$ 289,589	\$ (31)		
Water Island Fire Protection District	\$ 42,650				42,650		
Insurance proceeds					-		
Interest income	\$ 1,000			6,101	(5,101)		
Other income					-		
TOTAL REVENUE	\$ 333,208			\$ 295,690	\$ 37,518		
EXPENSES							
Personnel expenses	\$ 46,000			16,530	29,470		29,470
Equipment purchase	\$ 16,000	20,000	36,000	20,677	15,323	152	15,171
Office supplies	\$ 2,400			762	1,638		1,638
Commissioner training	\$ 250			225	25		25
Postage	\$ 220			184	36		36
Audit / accounting	\$ 4,000				4,000		4,000
Legal	\$ 2,000			1,821	179		179
Association dues	\$ 1,300			1,175	125		125
Payroll processing	\$ 1,300			827	473		473
Printing and supplies	\$ 500				500		500
Publications of notice	\$ 550			184	366	105	260
Fuel and electricity	\$ 14,000			5,008	8,992	675	8,317
Water	\$ 1,000			179	821		821
Hydrant rentals	\$ 7,600				7,600		7,600
Telephone	\$ 1,800			727	1,073		1,073
Internet/website	\$ 2,400			663	1,737		1,737
Other travel	\$ 500				500		500
Uniform expenses	\$ 2,400			166	2,234	37	2,196
Annual dinner	\$ 18,000			17,152	848	864	(16)
Training	\$ 1,500				1,500		1,500
Firehouse & 32LHW repairs	\$ 15,000	(10,000)	5,000	2,693	2,307	267	2,041
Building maintenance supplies	\$ 1,000				1,000		1,000
Landscaping maintenance	\$ 2,500	10,000	12,500	10,750	1,750		1,750
Fire equipment repairs & maint.	\$ 20,000			3,326	16,674	2,172	14,502
Fire Equipment – gasoline/diesel	\$ 5,000			2,198	2,802	194	2,608
Fire alarm maintenance	\$ 500	262	762	762	-		-
Insurance: umb, prop, flood, fire, auto	\$ 17,500			11,112	4,831	194	4,637
Insurance: life				1,558			
Social Security & Medicare	\$ 3,000			1,341	1,659		1,659
Disability & cancer policy	\$ 4,000	176	4,176	4,176	0		0
VFBL and Workers Compensation	\$ 13,000			11,769	1,231		1,231
State Unemployment	\$ 1,200			364	836		836
Hospital, Medical & Accident Ins	\$ 600			548	52		52
Medical Exam/Physicals	\$ 8,000				8,000	6,800	1,200
Snow removal					-		-
LOSAP	\$ 55,000	(2,013)	52,987		52,987	3,675	49,312
WIFPD 27.5%	\$ 11,687				11,687		11,687
Transfer to Reserve	\$ 50,000				50,000		50,000
Consultants (fixed assets, LOSAP, ISO)	\$ 1,500	1,575	3,075		3,075		3,075
	\$ 333,207	\$ 20,000		\$ 116,877	\$ 236,330	\$ 15,135	\$ 221,194
	\$ (1)						
Transferred from unspent reserves		\$ 20,000					
Unspent reserves to Equipment purchase		(20,000)					
	\$	-					

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Fire Island Pines Fire District – Treasurer’s Report

Report as of 2023-06-16

		<u>Bank Balance</u>	<u>Book Balance</u>
General fund		As of: 31-May-2023	16-Jun-2023
M&T Checking Account	[CLOSED!]	\$ 11	\$ -
Chase operating checking		247,965	283,924
Chase savings		97,947	97,947
Chase MM – unspent reserve		2,679	2,679
General fund accounts total		\$ 348,602	\$ 384,551
Reserve fund		As of: 31-May-2023	16-Jun-2023
TD Bank Money Market Funds		\$ 605,420	\$ 605,420
Reserve fund account total		\$ 605,420	\$ 605,420
Total liquidities and reserves		\$ 954,022	\$ 989,971
Deposits and transfers			
Interest earned on M&T accounts 2023			\$ 16
Interest earned on Chase accounts 2023			13
Interest earned on Reserve account 2023			6,068
Interest from Town of Brookhaven			-
Tax Warrants			289,589
Year-end transfer from Operating to Reserve			
Water Island Fire Protection District			
Insurance proceeds			94
Other proceeds (Auctions Int'l, 2021)			360
			\$ 296,140
Employee payroll			
		This period	YTD
Maria Isabel Arizaga Balbuca	Housekeeping	\$ 711	\$ 1,065
Christopher J Furchert	maintenance	1,672	8,359
Christopher J Furchert	hose testing		
Maud, Dennis	maintenance	268	2,410
Scottaline, Eric	maintenance	536	2,169
Forrett, Patrick A	Secretary and Treasurer	500	2,500
Scofield, Jedidiah	maintenance	-	27
		\$ 3,686	\$ 16,530
Payments Made			
2023-05-22	Flower Girls Garden Maintenance	454 · Landscape Maintenance	\$ 5,750
2023-06-02	ACH Withdrawal -Pay F103	A201.01 · Operating checking	1,041
2023-06-02	Westin's Marine Center LLC	461 · Gas	254
2023-06-02	Coastline Freight	461 · Gas	55
2023-06-02	NAPA Auto Parts	460 · Equipment Maint & Repairs	342
2023-06-02	Brinkmann's	450 · Repairs to Building	143
2023-06-02	Fire Island Pines Fire District	A201.01 · Operating checking	10
2023-06-07	Fire Island Pines Fire District	A201.01 · Operating checking	1
2023-06-08	West Sayville Flowers	433 · Annual Dinner	300
2023-06-08	Fine Time Entertainment, Inc.	433 · Annual Dinner	500
2023-06-10	The Snapper Inn	433 · Annual Dinner	13,000
2023-06-13	Verizon	Phone / FiOS internet	245

Respectfully submitted by Patrick Forrett, Treasurer/Secretary

Fire Island Pines Fire District – Treasurer’s Report

2023-06-13	Bank of America - 5579	5603 · Bank of America Card Service	3,591
2023-06-13	PSEGLI 32 Lone Hill	420 · Fuel and Electricity	37
2023-06-13	PSEGLI 5 - 34 FIB	420 · Fuel and Electricity	244
2023-06-13	PSEGLI 0 - west-end Siren	420 · Fuel and Electricity	13
2023-06-13	PSEGLI 9 - Fire House	420 · Fuel and Electricity	26
			<hr/>
			\$ 25,553

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Other travel	\$ 500				500		500
Uniform expenses	\$ 2,400			166	2,234	37	2,196
Annual dinner	\$ 18,000			17,152	848	864	(16)
Training	\$ 1,500				1,500		1,500
Firehouse & 32LHW repairs	\$ 15,000	(10,000)	5,000	2,693	2,307	267	2,041
Building maintenance supplies	\$ 1,000				1,000		1,000
Landscaping maintenance	\$ 2,500	10,000	12,500	10,750	1,750		1,750
Fire equipment repairs & maint.	\$ 20,000			3,326	16,674	2,172	14,502
Fire Equipment – gasoline/diesel	\$ 5,000			2,198	2,802	194	2,608
Fire alarm maintenance	\$ 500	262	762	762	-		-
Insurance: umb, prop, flood, fire, auto	\$ 17,500			11,112	4,831	194	4,637
Insurance: life				1,558			
Social Security & Medicare	\$ 3,000			1,341	1,659		1,659
Disability & cancer policy	\$ 4,000	176	4,176	4,176	0		0
VFBL and Workers Compensation	\$ 13,000			11,769	1,231		1,231
State Unemployment	\$ 1,200			364	836		836
Hospital, Medical & Accident Ins	\$ 600			548	52		52
Medical Exam/Physicals	\$ 8,000				8,000	6,800	1,200
Snow removal					-		-
LOSAP	\$ 55,000	(2,013)	52,987		52,987	3,675	49,312
WIFPD 27.5%	\$ 11,687				11,687		11,687
Transfer to Reserve	\$ 50,000				50,000		50,000
Consultants (fixed assets, LOSAP, ISO)	\$ 1,500	1,575	3,075		3,075		3,075
	\$ 333,207	\$ 20,000		\$ 116,877	\$ 236,330	\$ 15,135	\$ 221,194
	\$ (1)						
Transferred from unspent reserves		\$ 20,000					
Unspent reserves to Equipment purchase		(20,000)					
	\$	-					

Expenditure motions

Meeting date: 2023-06-17

Motion	Motion date	Amount approved	Appropriation	Vendor	Done by	Received by	Final amount	Variance	Paid date	Disposition	Notes
1 Remove bamboo and rhizomes btw Firehouse and Annex	10-Dec-2022	\$ 10,000	Landscaping	Flower Girls	Boss			(10,000)			
2 Purchase of replacement batteries (Equipment Purchase)	22-Mar-2023	325	Equipment purchase	Amazon	Forrett	Geiman	303	(22)			
3 Purchase of toner cartridges (Office supplies)	22-Mar-2023	250	Office supplies	Amazon	Forrett	Geiman	146	(104)			
4 Additional AED cost (Equipment Purchase)	22-Mar-2023	750	Equipment purchase	Stryker Medical	Forrett	Rhodes-Teag	754	4			
5 Landscape clean-up and maintenance (Landscaping)	22-Mar-2023	2,100	Landscaping	Flower Girls	Boss	Corradino					
6 Physical exams for new / probies Priola, Bonci, Kaing, Tinsley, de la Puer	22-Apr-2023		Medical exams	NDI Diagnostics	Forrett	Geiman					
8 Purchase of 2016 Dodge RAM truck from BPDF	22-Apr-2023	20,000	Equipment purchase	Blue Point Fire Department; J-Signs	Rhodes-Teague	Rhodes-Teague					
9 Purchase of Streamlight flashlight; Quik-Clot gauze pads	22-Apr-2023	225	Equipment purchase	Amazon	Forrett	Geiman					
10 Purchase of uniform for Rob Kral; shoes for Comm. Corradino	22-Apr-2023	1,000	Uniforms	All-American Awards	Coluccio						
11 Purchase of safety cans	22-Apr-2023	825	Equipment purchase	Grainger	Forrett	Geiman					
12 Purchase of forcible entry irons	22-Apr-2023	750	Equipment purchase	Amazon	Forrett	Geiman					
13 Purchase of mini spanner wrenches	22-Apr-2023	625	Equipment purchase	Amazon							Backordered
14 Rental of small garbage container (dumptster) for rhizome removal	22-Apr-2023	1,000	Landscaping	Spoons	Boss	Boss					
15 Repair of Firehouse fascia and soffit holes where racoons entered	22-Apr-2023	1,250	Building repair	Pines Hardware and Repair	Boss						
16 Purchase of 1 small and 2 large SCBA masks	20-May-2023	600	Equipment purchase	South Shore Fire; thecontrolshop.com	Forrett	Geiman					
17 Purchase of 3 oversized gear bags and shoulder straps	20-May-2023	330	Equipment purchase	R&B Fabrications	Forrett	Geiman					
18 Stipend to Rich Barry for SAM.gov work	20-May-2023	500	Consultants	Richard Barry	Coluccio						
19 Fee to The Grant Guys for grant-writing work	20-May-2023	1,950	Consultants	The Grant Guys	Coluccio						
20 Fee to analyze ten-year cost of increasing LOSAP payments from \$10 to	20-May-2023	625	Consultants	VFIS	Cook	Cook					
Total expenditures		\$ 43,105					1,203				

Non-expenditure motions

Meeting date: 2023-06-17

Motion	Motion date	Amount approved	Vendor	Done by	Received by	Final amount	Paid date	Status
1 Moving \$10,000 from Building Maintenance to Landscaping	7-Jan-2023	\$10,000.00	Board	Board	Board	\$10,000.00		
2 Moving \$10,000 from Building Maintenance to Landscaping	7-Jan-2023	-\$10,000.00	Board	Board	Board	-\$10,000.00		
3 Moving \$20,000 from Operational surplus to Equipment Purchase	22-Apr-2023	\$20,000.00	Board	Board	Board	\$20,000.00		
4 Moving \$176 from LOSAP to Disability	22-Apr-2023	\$176.00	Board	Board	Board	\$176.00		
5 Moving \$176 from LOSAP to Disability	22-Apr-2023	-\$176.00	Board	Board	Board	-\$176.00		
6 Moving \$262 from LOSAP to Alarm Maintenance	22-Apr-2023	\$262.00	Board	Board	Board	\$262.00		
7 Moving \$262 from LOSAP to Alarm Maintenance	22-Apr-2023	-\$262.00	Board	Board	Board	-\$262.00		
8 Moving \$1,575 from LOSAP to Consultants	20-May-2023	\$1,575.00	Board	Board	Board	\$1,575.00		
9 Moving \$1,575 from LOSAP to Consultants	20-May-2023	-\$1,575.00	Board	Board	Board	-\$1,575.00		
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
Total expenditures		\$20,000.00				\$20,000.00		