

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
January 6, 2024

Present

Commissioner Walter Boss
Commissioner Rosemary Coluccio
Commissioner Eugene Cook
Commissioner Joseph Geiman (via Zoom)
Commissioner Holly Rhodes-Teague
Secretary/Treasurer Patrick Forrett
Fire Island Pines Fire Department Chief Kyle Merker (via Zoom)

Note that Commissioner Geiman was unable to join the meeting in person because he had just undergone surgery and was not permitted to travel.

District Legal Counsel, William Glass, joined the meeting by Zoom at noon.

Order

The meeting was called to order by Comm. Corradino at 10:06 AM.

Organizational meeting agenda

- Oaths of Office – Comms. Rhodes-Teague and Geiman
Patrick Forrett administered the oath of office to Comm. Rhodes-Teague for the remainder of the term ending on December 31, 2024, and to Comm. Geiman for an appointed term from January 1, 2024, to December 31, 2024. Forrett will scan the notarized affidavits to the District files and then send them to the Town of Brookhaven.
- Election of Chairperson
MOTION: Comm. Coluccio moved to nominate Comm. Boss as Chairman of the Board of Commissioners. Comm. Cook seconded the motion; Comm. Boss recused himself; all others were in favor, and the motion passed.
- Election of Vice-Chairperson
MOTION: Comm. Geiman moved to nominate Comm. Rhodes-Teague as Vice-Chairman of the Board. Comm. Boss seconded the motion; all were in favor, and the motion passed.
- Appointment of District Treasurer/Secretary
MOTION: Comm. Rhodes-Teague moved to nominate Patrick Forrett as Secretary and Treasurer for the District for the period from January 1 to December 31, 2024. Comm. Cook seconded the motion; all were in favor, and the motion passed.

Comm. Coluccio administered the oath of office to Secretary/Treasurer Forrett. Forrett will scan the notarized affidavit to the District files and then send it to the Town of Brookhaven.

- Appointment of District Counsel and Attorney
MOTION: Comm. Coluccio moved to continue with William (Bill) Glass as attorney and legal counsel for the district. Comm. Cook seconded the motion; all were in favor, and the motion passed.

As a note, Bill Glass raised his annual retainer fees by 2% to \$1,860.

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MOTION: After a very brief discussion, Comm. Coluccio moved to accept Bill Glass' new annual retainer rate of \$1,860. Comm. Cook seconded the motion; all were in favor, and the motion passed.

- Appointment of District Custodian/Mechanic

MOTION: Comm. Boss moved to appoint Christopher Furchert as District Custodian/Mechanic. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed.

- Designation and approval of standard, monthly bills, and payroll policy:

MOTION: Comm. Rhodes-Teague moved to use the same policy as was in effect in 2023 with respect to approval and payment of utility bills (PSEG, Verizon, SCWA), District payroll, and using Ace-iSolved Workforce Solutions as our payroll provider. Comm. Coluccio seconded the motion; all were in favor, and the motion passed.

- Modification of District vehicle use policy

The Board continued its conversation regarding logging off-beach vehicle and fuel use. Forrett suggested using the logbooks that the Department already maintains in each vehicle. Comm. Corradino said he would provide Comm. Rhodes-Teague with a photo of the logbook page and header so that she could finalize the procedure to be added to the employee handbook and distributed to the mechanics.

MOTION: In the meantime, after discussion, Comm. Coluccio moved to modify the District vehicle use policy to require off-beach vehicle and fuel use to be documented. Comm. Cook seconded the motion; all were in favor, and the motion passed.

[Note to minutes: a subsequent Board conversation led to another update of the vehicle policy.]

- Designation of the Procurement Policy

MOTION: Comm. Coluccio moved that the District continue to use the same procurement policy as defined in 2020 and used in 2021, 2022 and 2023. Comm. Rhodes-Teague seconded the motion; all were in favor, and the motion passed.

- Designation of District newspaper of record for notices

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

- Appointment of District auditors

MOTION: After a brief discussion, Comm. Coluccio moved to continue to retain Craig, Fitzsimons, and Meyer as the District's auditors. Comm. Cook seconded the motion; all were in favor, and the motion passed.

- Selection of District bank[s]

MOTION: Comm. Coluccio moved that the District use Chase as its primary operating bank and TD Bank as the bank for the Reserve Fund. Comm. Cook seconded the motion; all were in favor, and the motion passed.

- Selection of 2024 committee and assignments:

- Apparatus – Comm. Geiman
- Equipment, radios – Comm. Geiman
- Budget – Comm. Coluccio
- Records – Comm. Cook
- Insurance – Comm. Cook
- LOSAP – Comm. Cook
- Grounds – Comm. Boss
- Public relations – Comm. Coluccio
- Alarms – Comm. Rhodes-Teague
- ISO – Comm. Geiman
- Bank reconciliation – Comm. Rhodes-Teague

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MOTION: Comm. Coluccio moved that the above be the commissioner committee assignments for 2024. Comm. Cook seconded the motion; all were in favor, and the motion passed.

- Association membership/subscriptions
 - Association of Fire Districts of the State of New York (AFDSNY)
 - Brookhaven Town Fire Districts Officers Association
 - Firemen’s Association of the State of New York
 - Brookhaven Town Volunteer Firefighters Museum
 - Fire News

MOTION: Comm. Cook moved that we continue with the same association memberships and subscriptions as in 2022 (listed above). Comm. Boss seconded the motion; all were in favor, and the motion passed.

- Conflict of Interest letter[s]
Forrett 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 2023 to use as a starting point for the 2024 letters.
- Confirmation of 2024 regular meeting schedule (at the Fire Island Pines Firehouse, unless otherwise noted)

Date	Venue
Saturday, March 23 at 10 AM	West Sayville-Oakdale Firehouse
Saturday, April 27 at 12:30 PM	Pines Fire House
Saturday, May 18 at 12:30 PM	Pines Fire House
Saturday, June 22 at 12:30 PM	Pines Fire House
Tuesday, July 9 at 5:30 PM*	Pines Fire House
Saturday, August 3 at 12:30 PM	Pines Fire House
Saturday, August 24 at 12:30 PM	Pines Fire House
Saturday, September 28 at 12:30 PM†	Pines Fire House
Saturday, October 26 at 10 AM‡	Pines Fire House
Saturday, December 14 at 10 AM	West Sayville-Oakdale Firehouse

*2024 elections

†Presentation of preliminary 2025 budget

‡2025 budget finalized and adopted

Forrett will have this schedule published in the Long Island *Advance* and on the Commissioners’ web site, along with a note indicating that if meetings are held by Zoom, notice will be posted on the web site with instructions for the public to join the meeting.

Minutes

- Review of prior meeting’s minutes

MOTION: Comm. Boss moved to accept the draft minutes from the December 9, 2023, meeting. Comm. Cook seconded the motion; all were in favor, and the motion passed.

Correspondence Review

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

Other: –none–

Secretary / Treasurer’s reports

- Monthly banking reconciliations
 - Chase accounts to December 31

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- TD accounts to December 31
- Invoice review, expenditure list for 2023 to date
- Budget to actual report for calendar 2023 (still expect some straggling bills in January)
- Motions list – expenditure and non-expenditure motions for 2023
- Budget to actual report for 2024 to date
- Treasurer’s report for January 2024
- Capturing motions done by e-mail
 - *None this period*

MOTION: After discussion, Comm. Rhodes-Teague moved to accept the Treasurer’s Reports. Comm. Cook seconded the motion. All were in favor, and the motion passed.

CHIEF’S REPORT

Alarms:

#3959 – 12/11/2023 – Mutual Aid to Cherry Grove – automatic alarm

#3960 – 12/21/2023 – Mutual Aid to Cherry Grove – automatic alarm

#3961 – 12/29/2023 – Mutual Aid to Cherry Grove – automatic alarm

Meetings:

None

Drills:

None

Work detail:

None

Membership status:

None

Requests / comments:

1. November/December 2023 LOSAP reports; Y-T-D 2023 LOSAP final report
2. Request up to \$500 to add a siren to 5-28-3 (ATV)
3. Update on Probationary Members Marks, Tinsley and Kaing registered for FF1 Beginning Tuesday January 9
4. 2024 Calendar

MOTION: After a brief discussion, Comm. Geiman moved to appropriate up to \$1,000 from the Equipment appropriation to purchase and install a siren on 5-28-3, as per the Chief’s request, above. Comm. Cook seconded the motion; all were in favor, and the motion passed.

COMMITTEE REPORTS

Apparatus, equipment, radios – Commissioners Teague and Boss

Comm. Geiman informed the Board that the decked drawer system add-on to 5-28-11 has been installed, and it looks good and is functioning well.

He also received the hose-testing report from Waterways. One length of hose on 5-28-4 needs to be replaced because it is out of date. He noted that the replacement hose has already been purchased and is waiting to be used to replace that length.

District Mechanic Furchert has offered to contact the Waterways representative to offer a ride to the beach in advance of the Water Island testing so he can see what the work entails. The Board discussed the matter and decided it was a very good idea. Comm. Geiman said he’d let Furchert know.

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Comm. Geiman also informed the Board there was no interest from the west-end departments for the eTrike even though it is in excellent condition. The Board decided to first see if any of the new chiefs would use it, and, failing that, to try to sell it via Auctions International with a reserve amount.

Budgets – Commissioner Coluccio / Treasurer Forrett

Comm. Coluccio resumed the discussion that had been held in executive session in October about pay increases for staff, including a 5% increase for the District Mechanics and an increase to \$800 per month for the Secretary/Treasurer.

MOTION: After a brief discussion, Comm. Cook moved to increase the staff pay as discussed effective January 1. Comm. Boss seconded the motion; all were in favor, and the motion passed.

Comm. Coluccio brought up a discussion about the \$25 million in New York State funding for fire department infrastructure and whether the Board could use Grant Guys to apply. The Board discussed (once again) needing engineers to determine what is needed and estimated costs. Comm. Geiman said he would contact Grant Guys to discuss.

Records – Commissioners Coluccio, Corradino

No update this period

Insurance, LOSAP, membership – Commissioner Cook

Gadzick and Walden's LOSAP applications are being processed. Otherwise, no other update.

Public Relations – Commissioner Coluccio

Comm. Coluccio returned to the subject of absentee voting for the District. Forrett reminded the Board it had discussed the matter in 2019 but it was deemed too difficult to implement. District Legal Counsel, William Glass, said he would forward material on the matter to the Board.

Alarms – Commissioner Rhodes-Teague

No update this period

ISO – Commissioner Geiman

No update this period

Grounds – Commissioners Boss

Comm. Boss informed the Board he is working with Don Kohlhepp of Pines Hardware and Construction to price out the repairs to the Firehouse, the Old Firehouse and the Annex. He expects to have pricing read to share within a month.

He is also obtaining a price for a new generator for the Old Firehouse. And he noted that a new lock was placed on the main Firehouse door, but it's a different size (residential size rather than commercial), so there are holes. The Board decided to replace the lock with a commercial one.

OLD BUSINESS:

No update this period

NEW BUSINESS:

District Legal Counsel William Glass joined the meeting to discuss the proposed inter-municipal agreement (IMA) with the Town of Brookhaven and memorandum of understanding (MOU) with FIPPOA regarding snow removal in the Pines. The gist of the conversation was that the arrangement was not ideal and the District was not completely immune from risk, but this is the only way to get Brookhaven to pay for snow removal in the Pines. After discussing the experience of other Fire Districts (notably, Ocean Bay Park) and how the process had gone smoothly, the Board agreed that this was the best way to solve this particular problem but suggested a 90-day written notice termination clause be added to both documents. The Board agreed.

Following some discussion on the subject, Commissioner Coluccio moved, and Commissioner Cook seconded, the following Resolution:

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WHEREAS the Fire Island Pines Fire District finds that the current situation regarding snow removal in the community is untenable; and

WHEREAS the Fire Island Pines Fire Department has voiced its concern regarding emergency responses following snowfall accumulations within the District; and

WHEREAS the residents of the Fire Island Pines community have likewise voiced their concerns on that subject; and

WHEREAS the Town of Brookhaven has proffered an Intermunicipal Agreement that provides for an expedient and cost-effective way of controlling snow and ice accumulations upon the roadways and walkways of Fire Island Pines;

THEREFORE, NOW BE IT RESOLVED, that the Intermunicipal Agreement titled "Snow Removal Contract" dated January 6, 2024 be hereby approved.

Whereupon the matter was put to a vote, the results being:

Commissioner	Yea	Nay	Abstain	Recuse	Absent
Chairman Boss	✓				
Chairman Coluccio	✓				
Comm. Cook	✓				
Comm. Geiman	✓				
Comm. Rhodes-Teague	✓				

The resolution was thereupon declared to have been duly adopted.

PATRICK A. FORRETT, Secretary

Dated: January 6, 2024, Fire Island Pines, New York

MOTION: Similarly, Comm. Coluccio moved that the board agree to the snow-removal MOU with FIPPOA. Comm. Cook seconded the motion; all were in favor, and the motion passed.

Order

The meeting was adjourned by Comm. Boss at 12:42 PM.

Fire Island Pines Fire District – Treasurer’s Report

Report as of 2024-01-05

	<u>Bank Balance</u>	<u>Book Balance</u>
General fund	As of: 31-Dec-2023	5-Jan-2024
Chase operating checking	93,505	105,851
Chase savings	97,976	97,976
Chase MM – unspent reserve	2,680	2,680
General fund accounts total	\$ 194,160	\$ 206,506
Reserve fund	As of: 31-Dec-2023	5-Jan-2024
TD Bank Money Market Funds	\$ 52,735	\$ 52,735
TD certificate of deposit	\$ 553,488	\$ 553,488
Reserve fund account total	\$ 606,223	\$ 606,223
Total liquidities and reserves	\$ 800,383	\$ 812,729
Deposits and transfers		
Interest eamed on M&T accounts 2023		\$ 16
Interest eamed on Chase accounts 2023		62
Interest eamed on Reserve account 2023		10,883
Interest from Town of Brookhaven		133
Tax Warrants		289,589
Year-end transfer from Operating to Reserve		
Water Island Fire Protection District		42,650
Insurance proceeds		94
Other proceeds (Auctions Int'l, 2021)		360
		\$ 343,786
Employee payroll	This period	YTD
Maria Isabel Arizaga Balbuca Housekeeping		\$ 4,675
Christopher J Furchert maintenance	1,672	20,063
Christopher J Furchert hose testing	-	2,792
Maud, Dennis maintenance	268	6,708
Scottaline, Eric maintenance	268	5,664
Forrett, Patrick A Secretary and Treasurer	500	6,000
Scofield, Jedidiah maintenance	-	1,647
	\$ 2,707	\$ 47,549
Payments Made		
2023-12-12 South Shore Fire & Safety Equip Dist Inc		\$ 742.50
2023-12-12 Suffolk County Fire Academy		110.00
2023-12-12 NAPA Auto Parts		325.75
2023-12-12 All American Awards & Uniforms Inc.		232.24
2023-12-12 Patrick Forrett (v)		4.75
2023-12-12 Firematic Supply Co Inc.		1,414.90
2023-12-12 Nassau NDI Diagnostics		250.00
2023-12-12 Flower Girls Garden Maintenance Inc.		1,500.00
2023-12-12 The Long Island Advance, Inc.		41.00
2023-12-12 Waterway Twin Tier LLC		3,384.00
2023-12-12 Brinkmann's		282.31

Respectfully submitted by Patrick Forrett, Treasurer/Secretary

Fire Island Pines Fire District – Treasurer’s Report

2023-12-18 Patrick Sullivan	600.00
2023-12-22 PSEGLI 5 - 34 FIB	267.23
2023-12-22 PSEGLI 0 - west-end Siren	16.62
2023-12-22 PSEGLI 9 - Fire House	17.77
2023-12-22 Bank of America - 5579	562.27
2023-12-22 Verizon	250.73
2023-12-22 PSEGLI 32 Lone Hill	21.51
2023-12-29 ACH Withdrawal -Pay F103	799.10
2023-12-29 Verizon	254.04
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	\$ 11,076.72

Budget to actual as of 2024-01-05	Budgeted appropriation	Revision	Updated appropriation	Paid to date	Remaining	Obligated	Projected balance
REVENUE							
Brookhaven property taxes	\$ 362,627						
Water Island Fire Protection District	\$ 42,650						
Insurance proceeds							
Interest income	\$ 12,000						
Other income							
TOTAL REVENUE	\$ 417,277						
EXPENSES							
Personnel expenses	\$ 49,964						49,964
Equipment purchase	\$ 20,000						20,000
Office supplies	\$ 2,000						2,000
Commissioner training	\$ 375						375
Postage	\$ 300						300
Audit / accounting	\$ 11,000						11,000
Legal	\$ 2,500					1,860	640
Association dues	\$ 1,300					880	420
Payroll processing	\$ 1,500						1,500
Printing and supplies	\$ 500						500
Publications of notice	\$ 550						550
Fuel and electricity	\$ 14,000						14,000
Water	\$ 1,000						1,000
Hydrant rentals	\$ 7,600						7,600
Telephone	\$ 2,000						2,000
Internet/website	\$ 2,400						2,400
Other travel	\$ 500						500
Uniform expenses	\$ 2,000						2,000
Annual dinner	\$ 22,000						22,000
Training	\$ 1,500						1,500
Firehouse & 32LHW repairs	\$ 45,000						45,000
Building maintenance supplies	\$ 1,000						1,000
Landscaping maintenance	\$ 4,000						4,000
Fire equipment repairs & maint.	\$ 22,500						22,500
Fire Equipment – gasoline/diesel	\$ 6,000						6,000
Fire alarm maintenance	\$ 500						500
Snow removal	\$ 1,000						1,000
Insurance: umb, prop, flood, fire, auto	\$ 18,000						18,000
Insurance: life	\$ 1,700						1,700
Social Security & Medicare	\$ 3,100						3,100
Disability & cancer policy	\$ 4,400					3,284	1,116
VFBL and Workers Compensation	\$ 13,000					9,966	3,034
State Unemployment	\$ 1,300						1,300
Hospital, Medical & Accident Ins	\$ 600						600
Medical Exam/Physicals	\$ 8,000						8,000
LOSAP	\$ 60,000						60,000
WIFPD 27.5%	\$ 11,688						11,688
Transfer to Reserve	\$ 60,000						60,000
Consultants (fixed assets, LOSAP, ISO)	\$ 12,500						12,500
	\$ 417,277	\$ -		\$ -	\$ -	\$ 15,990	\$ 401,286
	\$ -						