

July 11, 2022

The regular monthly meeting of the Board of Fire Commissioners opened at 7:30PM by Chairman Donohue.

PRESENT: Commissioners Donohue, Gabrielsen, Kuethen, Theobalt, and Young. District Manager Ed Hope, EMS Coordinator Greg Companion, District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chiefs Sapienza (via facetime), Gonzales, Boyzok and Keegan.

Prior to meeting at 7:00PM Steve Mosca from Stiefel gave an update on LOSAP funds.

GUESTS: John Stein - no comment

Pledge to the flag

June 20th meeting minutes **APPROVED** as amended on a motion by Commissioner Gabrielsen, Commissioner Kuethen seconds, AIF to post online.

Use of Facilities Requests:

- Brittany Rannazzisi-Station 2 Picnic Committee Meeting Station 7/12/2022 7:00PM-9:00PM. Emailed BOFC 7/12/2022
- Engine 2 monthly meeting Station 2 and kitchen 7/13/2022 7:00PM-9:00PM- emailed BOFC 6/29/2022
- Fund Drive Stuffing-Station 1 7/12/2022 7:00PM-10:00PM-approved by Commissioner Gabrielsen 7/7/2022
- Archives meeting 7/19/2022 Station 2 7:30PM-10:00PM-emailed BOFC and Chiefs 7/8/2022 - not approved by Chief Sapienza - same night as Yaphank meeting.
- Juniors meeting 7/23/2022 Station 2 10:00AM-1:00PM-approved by Commissioner Gabrielsen 7/7/2022.
- Department meeting-Station 1 8/2/2022 7:00PM-10:0PM-approved by Commissioner Gabrielsen 7/7/2022.

APPROVED on a motion by Commissioner Gabrielsen, Commissioner Theobalt seconds, AIF.

- FOIL Requests:

- John Monetti-LOSAP information-emailed BOFC 7/11/2022.

- Correspondence:

- Tunnel to Towers Block Party Fundraiser, Belfast Gastro Pub Saturday July 16, 2022-emailed BOFC and Chiefs 6/21/2022

- Sayville FD Cigar Whiskey & Horse Racing Dinner Saturday, July 30,3033 7:00PM-10:30PM-emailed BOFC and Chiefs 6/21/2022
- Fire police request for 6/25/2022 Check-in at 5:45AM for the Michael Murphy Run Around the Lake half marathon. Emailed BOFC and Chiefs 6/24/2022
- Background check request for Sean Doherty-emailed to Chiefs 6/24/2022
- Suffolk County FRES UHF interoperable radio testing (UTAC43) 6/29/2022 at 19:00 hours-emailed BOFC and Chiefs 6/29/2022. Chief Gonzales to respond.
- Brookhaven FD Funeral announcement Richard Bressler 7/2/2022-emailed BOFC and Chiefs 6/29/2022
- Physicals sign-up sheet posted in Main house for 7/10/2022
Medical clearance for Frank Sapienza 7/6/2022-emailed to Chiefs 6/30/2022
- SCVFA-Long Island Day at the Firemen's Home 12:00Noon 9/18/2022-emailed BOFC and Chiefs 7/1/2022.
- Nesconset Fire Department Funeral for Department Chaplain Mark Little 7/5 and 7/6/2022-emailed BOFC and Chiefs 7/1/2022.
- Suffolk County Parade & Drill 5/9/2022 9:00AM Tanner Park-emailed BOFC and Chiefs 7/1/2022.
- Funeral Mitch Lohan West Islip 38-year member 7/6/2022-7/8/2022-emailed BOFC and Chiefs 7/6/2022.
- Funeral Thomas Walsh Jr. Past Chief & Commissioner of Central Islip FD 7/10 and 7/11/2022-emailed BOFC and Chiefs 7/6/2022.
- Farmingville FD 90 years of service celebration 7/23/2022 at Fireman's Park I Ridge 12Noon start-emailed BOFC and Chiefs 7/8/2022.
- East Brentwood FD funeral for Marcos Ledesma 7/16-7/17/2022-emailed BOFC and Chiefs 7/11/2022.
-

Correspondence to be Acted on:

Smithtown Fire Chief's Annual Golf Tournament 7/18/2022-emailed BOFC and Chiefs 7/8/2022.

Correspondence Sent:

Permissive Referendum for 6 Radios, 2 Zoll Cardiac Monitors and Rad 57 Rainbow Sensor-emailed Bill Glass and BOFC 6/21/2022. Emailed for publication to Smithtown News 6/21/2022.

Members still needing a physical-emailed list to Chiefs 6/24/2022

Ordered letterhead and business cards 6/29/2022.

Emailed employment verification to FDNY for Troy Baker 7/8/2022.

CHIEF'S REPORT:

1. Chief Sapienza thanks everyone for their support during his time on medical. Happy to be back.
2. Chief Sapienza's Chief's ring ordered. **APPROVED** on a motion by Commissioner Donohue, Commissioner Kuethen seconds, AIF to spend up to \$1,000 on a Chief's ring.
3. Rachel Caravella voted in as Lieutenant of Ambulance Co. 6 at the last EMS meeting.
4. EMS duty crews returning to 8 hour shifts as of Aug 1, 2022.
5. CPR classes are scheduled for 7/30 and 11/12/2022
6. Rebadging Ambulances as Alpha, Bravo and Charlie-change will be as of August 1, 2022.
7. Vital Signs conference is 10/27-10/30/2022 - permission to reserve rooms? **APPROVED** on a motion by Commissioner Kuethen, Commissioner Theobalt seconds, AIF to reserve up to 6 rooms for the conference.
8. Update on repair/renewal of front and back station ramps at Station 2. Waiting to get more pricing.
9. Request for 11 new Class A uniforms-Commissioner Theobalt motions, Commissioner Gabrielsen seconds, to spend up to \$6,500 on new uniforms. Commissioner Kuethen abstains – need prices. Motion carried.

ADD-ONS:

Grand Marshall's plaque from St. Patrick's Day Parade

Dedication plaque for Station 2

Members on medical leave are required to take a physical.

MDT for Chief Boyzok

4-3-5 will be ready for the Parade

Want to purchase 4 hand lights for each company for a total of 28 hand lights, and a right-angle flashlight for each active firefighter (50 flashlights). Strategic Safety Dynamics state bid. Commissioner Theobalt asks to add 5 more hand lights – for the extra vehicles for a total of 33 hand lights. Commissioner Donohue motions, Commissioner Theobalt seconds, Commissioner Kuethen abstains to spend up to \$10,957. Motion carried.

Commissioner Kuethen swears in Lieutenant of Ambulance Co. 6 Rachel Caravella.

DISTRICT MANAGER'S REPORT

Commissioner Gabrielsen motions to purchase a PPE cage for the cathouse – motion not carried.

The plans were completed for the mezzanine project at Station 2.

EMS COORDINATOR'S REPORT

APPROVED on a motion by Commissioner Young, Commissioner Theobalt seconds, AIF to pay ambulance supplies of \$3769.18.

Provided a demonstration of how PSTRax works. Recommends as a replacement for Aladtech for truck and SCBA checks.

APPROVED on a motion by Commissioner Young, Commissioner Theobalt seconds, AIF to install PSTRax system for inventory and asset management.

When2Work for District and Department use-currently in use for up to 30 employees until March 5th 2023. Prorated quote for \$287 increase for up to 150 employees. Cost will be \$650 annually after March, 2023. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds, AIF

Current annual cost is \$19,290.18 for inventory, asset management and scheduling-new cost for PSTRax and When2Work with modified Red Alert will be \$13,871.68 for yearly savings of \$5,418.50.

Wants to purchase uniforms for EMS **APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Kuethen seconds, AIF to spend up to \$3,000 on 15 uniforms for EMS personnel.

APPROVED on a motion by Commissioner Young, Commissioner Gabrielsen seconds, AIF to spend up to \$250 on any new hire for 2 shirts and 2 pairs of pants as a standard uniform policy.

TREASURER'S REPORT

Items are being ordered without a purchase order and not through the District Manager. A purchase order should be used for ALL purchases.

Still receiving multiple invoices with sales tax from Lowes and other businesses.

The annual Audit for 2021 is in process.

Flexible quote for keyboard – radio room or Promethean Board?

First Arriving/911 webs websites-Approved to pay 911 webs for the next quarter. First Arriving not fully up and running yet.

Costco membership renewal \$240.

Contract for DJ for installation dinner – **APPROVED** on a motion by Commissioner Young, Commissioner Donohue seconds, AIF to hire High Energy Entertainment for \$2,495.

Centerpieces-use St. James Florist

Accountability tags – okay to leave it as District.

Let the Salamander contract expire since we now have a new and improved ID card system in place.

On the response cards for the installation dinner make an extra box for cocktail hour only. If some guests only come for cocktail hour we will not be charged for a dinner.

APPROVED on a motion by Commissioner Kuethen, Commissioner Theobalt seconds, AIF to add \$350,000 to LOSAP.

Covers for Promethean Boards were ordered.

I-pads will be removed from Verizon account.

Pay Gerry Varricchio this month? Yes

Set budget workshop for some time in August

COMMISSIONER KUETHEN:

UTAC tests went fine

Reviewing quotes on radios

Decals for trucks (ambulances?)

Radio programming – waiting for Motorola to give number to County.

Putting prices together to get the installation of radios done.

COMMISSIONER YOUNG:

Where are we on the new truck? Specs were sent out to 3 vendors – bids are due back on 7/29/2022. Pierce, Rosenbauer, Marion. Commissioner Theobalt requests to send the specs to Spartan/Hendrickson. Should have the information for the August meeting.

Divider for training room.

APPROVED on a motion by Commissioner Young, Commissioner Donohue seconds, AIF to purchase new traction splints (2) for a total of \$1,875.

COMMISSIONER GABRIELSEN:

The air conditioner in the radio room needs to be replaced. **APPROVED** on a motion by Commissioner Young, Commissioner Kuethen seconds, AIF to spend \$3,115 for a replacement air conditioner.

The Chief provided a counseling letter from the driver who accidentally hit the garage door at Station 2.

Police report? Check with Marie at Schaefer.

COMMISSIONER THEOBALT:

Hood at Station 2? Commissioner Gabrielsen is working on it.

Rest of report to be discussed in executive session.

COMMISSIONER DONOHUE:

Thank you to Greg for the PSTrax presentation and congratulates him on his recent wedding.

Welcome back Chief Sapienza.

Historic grant and funding – Do we have drawings of the Main House? New architectural drawings will cost \$15,000. **APPROVED** on a motion by Commissioner Donohue, Commissioner Theobalt seconds, AIF.

Invitations for the Installation dinner should have 9/30/2022 as the respond by date.

9:25PM **APPROVED** on a motion by Commissioner Donohue, Commissioner Theobalt seconds, AIF to go into executive session to discuss personnel, review contracts and District policies. Back in session at 9:55PM.

APPROVED on a motion by Commissioner Gabrielsen, Commissioner Theobalt seconds, AIF to hire a Human Resources firm.

Meeting adjourned at 9:58PM on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF.

Respectfully submitted,

Kelly Cassidy
District Secretary