

March 14, 2022

The regular monthly meeting of the Board of Fire Commissioners was opened at 7:32 PM by Chairman Donohue.

**PRESENT:** Commissioners Donohue, Gabrielsen, Kuethen, Theobalt, and Young.  
District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chiefs Sapienza, Gonzales and Boyzok.

**ABSENT:** Chief Mills

**GUESTS (On Zoom):** Michael Grayson, Carole Grayson and Robert DeMoustes.

Pledge to the flag

On a motion by Commissioner Donohue, seconded by Commissioner Young, AIF returning member James O'Connell was sworn in.

The minutes from the February 10, 2022 meeting were **APPROVED** as amended on a motion by Commissioner Donohue, Commissioner Theobalt seconds, AIF (all in favor)

- Use of Facilities Requests:
- St. James Boy Scouts Troop 7 – Main house car wash and plant sale 8AM-4PM May 7<sup>th</sup>, 2022.
- St. Patrick's Day Parade – Main House, rec room and floor 10:00AM-Midnight April 2, 2022
- Department meeting and elections – Main house, meeting room and rec room 5:30PM-12PM April 7, 2022.
- Town of Smithtown-Suffolk County Fire Rescue, Suffolk County Sheriffs, CTOs Marine Radiation Course, April 11<sup>th</sup>-April 14<sup>th</sup>, 2022, 8:00AM-4:00PM.
- **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds, AIF.
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- Fundraiser Requests:
- SJFD Auxiliary-Lottery Basket Raffle June 9<sup>th</sup>, 2022
- **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds, AIF.
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- FOIL Requests:
- Heather Roloff American Family Insurance-emailed response no video footage 2/15/22
- Jennifer Sears from National Grid-emailed Clime Court report from 8/15/21 on 2/28/22.
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- Correspondence:

- Amanda Wood out of medical 2/14-2/28/22
- Fire Department Incident Safety Officers Academy-emailed Chiefs and BOFC-2/22/22
- Man vs Machine-emailed Chiefs and BOFC-2/22/22
- SCFD Manager's Association meeting notice Wednesday, March 9<sup>th</sup>, 2022, 11:00AM
- "Firefighter of the Year" application emailed to BOFC and Chiefs 3/2/2022
- Suffolk County Ukraine Relief Effort – emailed to BOFC and Chiefs 3/2/2022
- James O'Connell Medical clearance–emailed to Chiefs 3/4/2022
- Commissioner John Young Medical clearance-emailed to Chiefs 3/11/2022
- FDNY Annual Medical Special Operations Conference, May12-15, 2022 Randall's Island–emailed to BOFC and Chiefs 3/11/2022
- Town of Smithtown State Environmental Quality Review- revised request for information-emailed to BOFC 3/11/2022
- Suffolk County Fire Chief's Council Scholarship Seminar-St. Joseph's College in Patchogue 8:00AM registration 9AM start on Friday, March 25<sup>th</sup>. RSVP with number of attendees before 3/18/2022. Emailed to BOFC and Chiefs 3/14/2022.
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Correspondence to be Acted on:

- Happaugue Fire Department Installation Dinner Flowerfield, Saturday, 7:00PM May 7, 2022. Commissioner Theobalt to attend.
- Fire Districts of New York Mutual Insurance Co. Annual Meeting, Saturday April 9<sup>th</sup>, 2022 8:00AM. Return proxy vote if not attending.  
FASNY Golf Tournament Monday, August 8, 2022 Sprain Lake and Dunwoodie Golf Courses, Yonkers, NY. Pre-Register by July 1, 2022.  
Smithtown Fire Department Installation Dinner – Flowerfield, Saturday, 6:00PM April 23<sup>rd</sup>, 2022. Commissioner Theobalt to attend.
- Gregory Dietrich Preservation Consulting-proposal to prepare a national registry nomination package.  
Request for authorization to research eligibility to submit up to 2 applications to the FEMA Hazard Mitigation Grant Program 4480 for the purpose of replacing an old generator at the substation and installing a new generator at the Main house not to exceed \$3,000. Application deadline is June 1, 2022. `

**Correspondence Sent:**

Reports for Earing comp claim emailed 2/16/22

RSVPd to SCFDOA Commissioner Theobalt to attend Sunday 3/5/2022 at Villa Lombardis at 12PM.

Letter to SCWA regarding SJFD assuming billing responsibility for HOH hydrants-emailed 2/16/22

Commissioner Theobalt to attend SBFID Installation Dinner-Saturday March 5, 2022- emailed 2/18/2022

Blast fax for the Stangarone family Fundraiser-sent 3/7/2022

## **CHIEF'S REPORT:**

### **PAGE 1**

**#1** Member resignations: Noah Evans, Kayla Oeschlager, Brendan Ryan

**#2** Member moved to military status: Patrick Boyzok

**#3** Thank you for the bookshelves for the Chief's office

**#4** Custom storage for Chiefs at station 12

**#5** Chainsaws – 7 were ordered

**#6** Flag at station 2 – what size 4x6?

**#7** Phone status – cannot yet receive incoming calls, but can make outgoing

**#8** Locker assignments at station 2 are in progress

**#9** MDTs are in the process of being installed

**#10** EMS Level 2 Instructor Course- Commissioner Young, Kate Keegan to attend. Class is \$260 per person, book \$71.95 Each for a total of \$663.90. **APPROVED** on a motion by Commissioner Donohue, Commissioner Theobalt seconds, AIF.

**#11** Will District cover refreshments for April's Inspection on 4/7? Yes

**#12** Do we have white helmet in Quartermaster? Yes, one left.

### ADD ONS:

Everyone please bring their pagers to the April Department meeting.

Rachel Caravella-please send the paperwork of medical leave.

- **APPROVED to PAY BILLS** on a motion by Commissioner Young, Commissioner Theobalt seconds, AIF.
- EMS Supplies of \$2,243.98 Boundtree, \$387.50 Zoll and \$1949.00 Teleflex **APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Young seconds, AIF.
- Satty contract needs to be signed.

- LOSAP report printed out.

**COMMISSIONER YOUNG:**

Radios on new ambulance – can portable radios be used for now?

ZOLL – wires on monitors keep needing to be replaced.

Take apart and reorganize racks.

Need to start planning for a new ambulance. 1 ½-2 years to get a new chassis for existing ambulance

CME-signed up. All online county for website 100%. Another year on card.

EMS/Ambulance meetings posted – approved food for meetings.

**COMMISSIONER THEOBALT:**

Minitor pagers-6.5 programmed and engraved.

Tracking down pagers and keys.

In the process of re-programming pagers.

Set up appointment with Commissioner Donohue and Tom Perret from Hometown.

Hendricksen-set up appointment.

Coco's uniform and pager need to be brought back. Can someone contact him?

District Secretary to send a letter to Coco requesting return of District property.

Please let the Department members know that people have been siphoning gasoline from cars in the area.

**COMMISSIONER KUETHEN:**

Apologizes for missing last month's meeting.

Plans for Main house and downstairs – signed contract for architectural plans.

Hiring a temporary DM – will discuss in the executive session.

**COMMISSIONER GABRIELSEN:**

New EMT supervisor Justin Krauss is doing a good job. Need to set up a meeting with him.

Flexible Systems – helping with inventory, gear racks, and trucks as well if all agree.

Nesconset – split EMS course \$900 per person. Need to guarantee a minimum of 20 people.

Got a quote from Vinny the painter to paint walls & ceiling at the substation for \$10,000. Will get other quotes.

**COMMISSIONER DONOHUE:**

Need a new machine that will produce ID cards and accountability tags. Passed around a sample ID card. Commissioner Donohue motions to get a new system not to exceed \$6,000, Commissioner Gabrielsen seconds, AIF.

Grant for a generator not to exceed \$3,000 for the purpose of replacing the old generator at the substation and a new generator at the Main House. Some discussion on this project. It is okay to start the project before the grant comes through. Commissioner Donohue motions, Commissioner Theobalt seconds to spend up to \$3,000 AIF.

Commissioner Donohue motions, Commissioner Gabrielsen seconds to spend \$11,500 to work on a grant to prepare a National registry nomination package. Commissioner Theobalt asks to read over proposal. Motion not carried.

There were 15 resignations. Need to send letters requesting all gear, equipment, radio and keys be returned. If not promptly returned, former members will be charged.

Sunday, 3/20 – CO walk through building and grounds. Start at Main house.

Firefighter classification and dispatch actions – need to set up a workshop.

Commissioner Theobalt motions, Commissioner Kuethen seconds to pay bills, AIF.

Okay to mail out members blood work reports that have not yet picked them up.

8:23PM Commissioner Donohue motions, Commissioner Gabrielsen seconds, AIF to go into executive session to discuss a disciplinary issue and salaries for medics and other paid staff. Commissioner Donohue motions, Commissioner Gabrielsen seconds, AIF to come out of executive session.

Commissioner Donohue motions to spend \$3,795 on a new website with First Arriving, \$1,188 per year, after year 1, Commissioner Young seconds, AIF.

Currently paying \$3,584 per year for our existing website.

Meeting adjourned at 8:40pm on a motion from Commissioner Donohue, Commissioner Theobalt seconds, AIF.

Respectfully submitted,

Kelly Cassidy

District Secretary