

January 3, 2023

The organizational meeting of the St. James Fire District Board of Fire Commissioners was opened at 7:07 PM by District Secretary Kelly Cassidy.

**PRESENT:** Commissioners Donohue, Theobalt, Scomillio, Gabrielsen (7:11PM) and Young (7:40PM) Secretary Kelly Cassidy, Treasurer Donna Gruner, EMS Coordinator Greg Companion.

**ABSENT:** District Manager Ed Hope

**GUESTS:** No guests

- Nominations were opened for Chairman of the Board for 2023. **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Scomillio, Commissioner Donohue was elected Chairman of the Board. All in favor.
- Commissioner Donohue assumed the chair of the meeting and called for nominations for Vice Chairman. **APPROVED** on a motion by Commissioner Donohue seconded by Commissioner Scomillio, Commissioner Theobalt was elected Vice Chairman of the Board. All in favor.
- Chairman Donohue appointed Kelly Cassidy as the District Secretary, **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Donohue, AIF. Commissioner Donohue administered the Oath of Office to Kelly.
- Chairman Donohue appointed Donna Gruner Treasurer of the Board, **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Scomillio. All in favor. Oath of Office to Treasurer Gruner.
- Paramedics salary will \$32.64 per hour, overtime \$48.96 per hour
- EMTs salary will be \$23.46 per hour, overtime \$35.19 per hour  
District Secretary will be \$25.50 per hour, \$38.25 overtime per hour  
District Manager, Treasurer and Custodians tabled for now. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.

- The treasurer's security bond for \$3 million was renewed and is on file. **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Donohue, AIF.
- William Glass Esq. was appointed legal advisor to the Board. **APPROVED** on a motion by Commissioner Donohue seconded by Commissioner Gabrielsen, AIF.
- The Smithtown News was named official news media for legal notices, etc. for the District with Smithtown Messenger as a secondary if needed. **APPROVED** on a motion by Commissioner Theobalt, seconded by Commissioner Scomillio, AIF.
- Capital One Bank was named official depository of District funds. **APPROVED** on a motion by Commissioner Scomillio seconded by Commissioner Theobalt, AIF.
- Nationwide is appointed as the brokerage for holding deposits for the Length of Service Awards Program. **APPROVED** on a motion by Commissioner Theobalt, seconded by Commissioner Gabrielsen, AIF.
- Regular monthly meetings of the Board will be held on the second Monday of each month unless noted otherwise\*, **APPROVED** on a motion by Commissioner Gabrielsen seconded by Commissioner Theobalt. The schedule of meetings is as follows and will be published in the Smithtown News.

January 17 <sup>th</sup>	May 8 <sup>th</sup>	September 11 <sup>th</sup>
February 13 <sup>th</sup>	June 12 <sup>th</sup>	*October 10 <sup>th</sup> (Tues.)
March 13 <sup>th</sup>	July 10 <sup>th</sup>	November 13 <sup>th</sup>
April 10 <sup>th</sup>	August 14 <sup>th</sup>	December 11 <sup>th</sup>

- Membership in the following councils or associations was **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Gabrielsen, all in favor:
  - *Smithtown Fire District Officers Association*
  - *Suffolk County Fire District Officers Association*
  - *Smithtown Fire Chief's Council*
  - *Suffolk County Fire Chief's Council*
  - *New York State Fire Chief's Association*
  - *Association of Fire Districts of the State of New York*
  - *Fire District Instructors Conference (FDIC)*
  - *Fireman's Association of the State of New York*
  - *International Association of Fire Chiefs*
  - *N.F.P.A.*
  - *NYS Fire Department Safety Officer's Association*
  - *Suffolk County District Manager's Association*
  - *Suffolk County Fire District's Treasurer and Secretary workshops*
- The following contracts were **APPROVED** by the Board on a motion by Commissioner Theobalt seconded by Commissioner Scomillio, AIF:
  - 1. Smithtown Highway Dept – Gas and Diesel Fuel Procurement

- 2. MES/Coastal Fire Systems
  - 3. Day Elevator and Lift
  - 4. Stryker - Ambulance Equipment
  - 5. Mankuski Park – Training Facilities 6.
  - 6. Winter Brothers – Dumpsters
  - 7. Installation Dinner – TBD
  - 8. Alpine Software – Red Alert
  - 9. Sundown Industries – 911 Webs
  - 10. ZOLL Medical Equipment
  - 11. Appraisal Affiliates – Capital Assets Depreciation Report
  - 12. Universal Fitness – Gym equipment maintenance
  - 13. Waterway – Hose Testing/Appliance & System Testing and Truck Weighing
  - 14. Flexible Systems – Computer/Technical Support
  - 15. Scientific Exterminating
  - 16. RJK Landscaping
  - 17. Clean Air - for exhaust system
  - 18. PIPS – Professional innovation Program for Treasurers software
  - 19. PS Trax
  - 20. When to Work
  - 21. ESO
- All policies will be reviewed on an annual basis and the Chief's Orders, Standard Operating Guidelines and the Department By-Laws are approved pending review. We will continue with the policies in place for now. Some discussion on this. A work in progress.
  - Chairman Donohue made the following appointments **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Gabrielsen, AIF:
    - Apparatus & Equipment: Commissioner Theobalt – 2<sup>nd</sup> Commissioner Donohue
    - Building & Grounds: Commissioner Gabrielsen
    - Fire Alarms & Alerting: Commissioner Theobalt - 2<sup>nd</sup> Commissioner Donohue
    - Uniforms/Badges and PPE: Commissioner Young
    - Insurance, Legislation and Grants: Commissioner Donohue - 2<sup>nd</sup> Commissioner Scomillio
    - EMS: Commissioner Young
    - Paid Personnel: Commissioner Gabrielsen
    - LOSAP, Volunteer personnel: Commissioner Theobalt
    - Training: Commissioner Scomillio.
    - Installation Dinner: Commissioners Donohue and Theobalt.
 (There was some discussion of these assignments)
  - EMS Chairman of the Board of Fire Commissioners appointed was Commissioner Young.
  - 2023 Auditing Firm is TBD. Need to send out a request for proposals.
  - Physicals overseen by the Board – Medical Director Gus Mantia, MD. And NDI

- Actuary for 2023 is PENFLEX Inc.
- Maintain our existing reserve funds (Apparatus & Equipment, Building & Grounds, Radio and Unrestricted) as previously established.
- 2023 IRS Mileage reimbursement rate is: \$.65.5 per mile.
- 2023 daily travel rate per diem will be determined by the current GSA travel rate determined by location.
- The two Commissioners assigned to the Board of Ethics Committee for 2023 will be Commissioners Theobalt and Scomillio.

Commissioner Scomillio requests to attend the Commissioners class in North Patchogue on February 4<sup>th</sup>. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Gabrielsen seconds, AIF. Anyone else wishing to attend is also approved (Chiefs, Treasurer, Secretary)

Commissioner Gabrielsen motions, Commissioner Donohue seconds, AIF to go into executive session at 7:42PM to discuss paid personnel.  
Out of Executive session at 8:12PM

The organizational meeting was adjourned at 8:14PM on a motion by Commissioner Theobalt seconded by Commissioner Gabrielsen, AIF.

Respectfully submitted,

Kelly Cassidy  
District Secretary