

January 17, 2023

The regular monthly meeting of the Board of Fire Commissioners was opened at 7:38PM by Chairman Donohue.

**PRESENT:** Commissioners Donohue, Scomillio, Theobalt, Gabrielsen (8:15PM) and Young (8:22PM). EMS Coordinator Greg Companion, District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chiefs Sapienza and Boyzok. Ex-Chief Mills.

**ABSENT:** Chief Keegan and District Manager Ed Hope

**GUESTS:**

Swearing in of new members Hannah DiLamore and Jessica Kern.

Department Aggregate report.

7:40PM Commissioner Theobalt motions to go into executive session, Commissioner Scomillio seconds, AIF to discuss personnel matters.

Back in session at 7:53PM.

**APPROVED** on a motion by Commissioner Scomillio, Commissioner Donohue seconds, AIF to appoint Ex-Chief Mills as 1<sup>st</sup> Assistant Chief.

Commissioner Donohue swears in Chief Mills for 1<sup>st</sup> Assistant Chief.

Use of Facilities Requests:

Juniors Meeting Station 2 1/21/2023 10AM-12Noon-emailed BOFC and Chiefs 1/6/2023.

Doug O. Memorial Party-Station 2 and picnic area/grill 3/4/2023 4:00PM-12Mid-emailed BOFC and Chiefs 1/6/2023.

Engine 1 Meetings-Main House second Tuesday of every month 7:00PM-9:00PM except for October which will be held 10/17/2023-emailed BOFC and Chiefs 1/9/2023.

Apparatus cleaning for Inspection Main House 4/4/2023 and 12/5/2023 7:00PM-10:00PM-emailed BOFC and Chiefs 1/9/2023

Weekly apparatus checks-Main House every Sunday 2023 9:00AM-11:00AM-emailed BOFC and Chiefs 1/9/2023

All of the above facilities use requests are **APPROVED** on a motion by Commissioner Donohue, Commissioner Scomillio seconds, AIF.

FOIL Requests:

Ryan Davis-All information regarding workplace violence complaint about self. Copy of depositions, result of findings. Emailed BOFC 12/9/2022. Emailed notice acknowledging FOIL request on 12/15/2022. FOIL request response sent 1/3/23 - denied.

Metropolitan Reporting Bureau-32 Fifty Acre Road fire report. Sent FOIL acknowledgement. Waiting on report. Emailed fire report 1/4/2023.

Narjis Zaidi from United Cerebral Palsy requesting a PCR for Lynn Schwartzberg from 12/5/2022 9 Acorn Road. Emailed medical record 1/13/23.

#### Correspondence:

Emergency Services Dispatcher I Exam- 2/25/2023 last filing date 1/18/23.

List of those who voted in Head of the Harbor sent to Mayor Dahlgard-12/21/2022.

Upcoming Suffolk County Civil Service Test-Emergency complaint operator – test date 2/25/2023. Emailed BOFC and Chiefs 12/21/2022.

Letter to Smithtown attorney requesting extension of radio frequency for another few months-12/21/22. Emailed BOFC 12/21/2022.

Medical clearance for new recruit Hannah DiLavore emailed Chiefs 1/3/2023.

Jeffrey Walsh West Sayville FD funeral-emailed BOFC and Chiefs 1/3/2023.

Sent notice of BOFC meetings for the year to Smithtown News 1/4/2023.

Funeral for Gerhard Rosenhagen Yaphank FD 60-year member-Saturday 1/7/2023

Mangano's Funeral Home-emailed BOFC and Chiefs 1/4/2023.

Emailed Chiefs re: Chief orders for the January 17<sup>th</sup> District meeting 1/4/2023

FIRE/EMS Expo schedule 2/3-2/5/2023-Emailed BOFC and Chiefs 1/9/2023

Bayport FD funeral 48-year member John Healy wake 1/12/2023 funeral 1/13/2023-  
emailed BOFC and Chiefs 1/11/2023.

EMT-B Courses at Suffolk County Community College beginning 1/23/23-emailed  
BOFC and Chiefs 1/13/2023.

#### Legal:

Notice to Bidders for concrete apron sent to Smithtown News 12/21/22

Notice to Bidders for new generator and electrical upgrade send to Smithtown News  
12/21/2022.

Signed retainer agreement sent to Bill Glass 1/4/2023.

PESH Notice of non-serious Violation received 1/6/2023. Copy of the notice was hung  
up at Station 2. Injury and illness report was re-sent 1/13/2023 (originally sent  
10/5/2022).

2 Bid specs sent out for concrete apron to Construct Connect (1/6/2023) and  
Excavation Services (1/13/2023).

1 bid spec sent out for generator/electrical upgrade to Long Island Craftsmanship  
(1/11/2023)

#### Items To Surplus:

Insurance Bills pre-2000, Treasury records pre-2000, treasury records 1990, trade  
manuals pre-2000, Fire reports pre-2000, ambulance records 1983, Remsco reports

1996-2000, Receipts 1989, Directories 1990s, Fire reports 1976, Truck catalogs pre-2000, Receipts 1991, 1 box miscellaneous.

**APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, to surplus the above items. AIF.

**Chief's Report:**

- 1) Status of membership for International Fire Chiefs for current Chiefs. Chief can use the credit card to renew membership per Donna.
- 2) Status and update of 4-3-32 vehicle repairs. Siren controller is not in yet.
- 3) Approval for St. Patrick's Day Parade band.
- 4) Update on Station 1 rec room? Chiefs have been fielding questions on this.
- 5) Thank you for the coffee pot at station 2.
- 6) Chief Boyzok signed up for EMT class beginning in February.
- 7) Decal request for 33 Truck.
- 8) Dave Mills elected 1<sup>st</sup> Assistant Chief at the last Department Meeting.

**APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF to spend up to \$2,500 on a band for the St. Patrick's Day parade.

**APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds AIF, for Chief Boyzok to take the Chiefs car into Nassau County to attend EMS classes.

**APPROVED** on a motion by Commissioner Scomillio, Commissioner Theobalt seconds, AIF to spend \$180 on a decal for the 33 Chief's truck (no company number on decal).

**ADD-ONS:**

Missed duty crew sheets were emailed.

Need background checks on new members.

David Werner and Brian O'Connell out on non-line of duty.

Commissioner Donohue asks to schedule a meeting with the Commissioners and Chief Sapienza on 1/23 to discuss Chiefs orders. Chief Sapienza requests any questions be sent via email prior to the meeting.

Smithtown Fire Chiefs meeting 2/3/2023 some awards are being recommended for 2-3 employees.

Can the Board send out an update on Station 1 to the Department? Potential plans? Waiting on plans with a few different scenarios. Commissioner Donohue mentions we will try to make it usable again until new plans are underway.

**EMS COORDINATOR:**

NYS Collaborative Protocol Rollout is complete, and medications have been updated.

4-3-80 Will be going to Specialty for dome light modification sometime this month.

Kiosks were updated 12/22/2022. Working with Red Alert and Suffolk Count FRES to find out why the biometric scanner does not open at the end of a call. There is an easy fix to this.

\$337.46 Boundtree supplies **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.

Zoll cardiac monitor batteries 4 @ \$371.25 = \$1,485 **APPROVED** on a motion by Commissioner Scomillio, Commissioner Theobalt seconds, AIF.

### **TREASURER'S REPORT:**

District calendar has been added to Outlook – for District and Chiefs only.

**APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, to change District address to 533 North Country Road.

Requests 2 mailboxes for LOSAP sheets. One for Main house and one for station 3. Cost of \$83.99 each. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, motion carries. Commissioner Gabrielsen questions and asks to see the mailboxes.

4-3-5 was towed by Hendrickson at a cost of \$660.

Should 911 Webs be paid for the first Q of 2023? Hold off on this – the new website will be up soon.

Smithtown Messenger-okay to pay

EMS/Fire Personnel \$36.22 okay to pay

Day Elevator-do not pay until stair chair is repaired.

### **COMMISSIONER GABRIELSEN:**

Would like to purchase new monitors for Red Alert and dashboard for Station 3. Commissioner Theobalt asks for new monitors for station 2 as well.

**APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, to spend up to \$2,500 for new Red Alert monitors and dashboards for Stations 2 and 3. Flexible systems to install. AIF

### **COMMISSIONER SCOMILLIO:**

There are issues with the new laptop. Flexible is working on it. Once the laptop is repaired, work on District policies will begin.

### **COMMISSIONER THEOBALT:**

Will send a letter to Town of Smithtown regarding tax charges for Lake Avenue upgrade.

Vehicles:

4-3-96 needs new tires. Sending to Barnwell as they are on state bid. Brief discussion on this.

Chris Cupo needs to be signed in the system so he can punch in and out.

4-3-10, 11, 12, and 28 need to be entered into PS Trax at a cost of \$250 per vehicle. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF.

John Tepedino from Fully Involved was added to PS Trax so he can monitor and make changes as needed for vehicles. He will only be informed when necessary.

4-3-101/32 Recall since last year-going to send out and get the recall repaired.

4-3-25 has a bad running board-new boards have been ordered.

4-3-28 Rotted spot will be taken care of.

4-3-11 and 96 –plows were added.

4-3-8 Want to refurbish and make it more efficient.

4-3-80 Radios will be installed so it can be used.

4-3-7 Getting a price on changing out headlights-need to be brighter.

800 radios were never completed at the main house and substation radio rooms

Hydrants: Donna has a listing of hydrants and locations in the Village of Head of the Harbor.

Mics/Handhelds - Solution is to use handhelds.

### **COMMISSIONER YOUNG:**

Thank you to Greg for the new medication protocol roll-out.

Universal Fitness- the tread mill is 18 years old, needs new belts and rollers. Not worth replacing.

### **COMMISSIONER DONOHUE:**

Any issues with dispatching, notify FRES dispatch supervisor at the time of occurrence. Nesconset FD working on issues with new radios as well as speaker issues.

Set up meeting with Chief to review, Chiefs Orders. 1/23/23

Work on securing dates for firefighter/EMS physicals. (NDI)

8:38PM Commissioner Theobalt motions to go into executive session, Commissioner Gabrielsen seconds, AIF to discuss paid personnel.

Back in session at 9:30PM

**APPROVED** on a motion by Commissioner Donohue, Commissioner Young seconds, AIF to a salary increase to \$70,000 for Donna Gruner.

Commissioner Theobalt left the meeting.

**APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Young seconds, AIF to a 2% salary increase for the part-time custodial and maintenance staff.

**APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Donohue seconds, AIF to provide a take home vehicle and 2% salary increase to Greg Companion.

Motion to adjourn by Commissioner Donohue, Commissioner Young seconds, AIF.  
Meeting adjourned at 9:35PM.

Respectfully submitted,

Kelly Cassidy  
District Secretary