

November 14, 2022

The regular monthly meeting of the Board of Fire Commissioners was opened at 7:51PM by Chairman Donohue.

PRESENT: Commissioners Donohue, Gabrielsen, Kuethen (8:01PM), and Theobalt. EMS Coordinator Greg Companion, District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chiefs Sapienza, Boyzok and Keegan

ABSENT: **Commissioner Young, Chief Gonzales and District Manager Ed Hope**

GUESTS: **John Stein and Brian O'Connell**

No public comment

Swearing in of new member Brian Kern.

Corrections to previous meeting minutes:

Commissioner Kuethen motions, Commissioner Gabrielsen seconds to accept and post the September, October and October Budget hearing minutes online.
AIF

Department Aggregate report.

Use of Facilities Requests:

Tom Donohue-Toy Drive-Comedy Show Main House 11/19/2022 6:00PM-9:00PM.
Emailed BOFC and Chiefs 10/12/2022.

Eagle Scout Ceremony, Tom Donohue 11/26/2022 12:00PM-6:00PM-emailed BOFC and Chiefs 10/22/2022.

Tom Donohue-Toy Drive Main House 12/3/2022 8:00AM-6:00PM 10/21/2022.

Danny & Kate Keegan-St. James and Nesconset Football 5th grade. Pizza & watch film approximately 25 kids with parents. Danny Jr. is on the team-Tuesdays in November 11/1, 11/8, 11/15, 11/22 and 11/29. Emailed BOFC and Chiefs 10/25/2022.

Archives meeting 11/15/22 Station 2 7:00PM-9:00PM-emailed BOFC and Chiefs 10/31/2022.

Board of Directors Budget Meeting 11/7/2022 Station 2 training area-emailed BOFC and Chiefs 11/2/2022.

Commissioner Theobalt motions, Commissioner Gabrielsen seconds, AIF to approve all requests.

Intent to Fundraise:

Dan Jordan - St. James Day "Wheelbarrow of Fun" 10/1/2023 raffle ticket sales. Ticket sales commence 60 days prior.

FOIL Requests:

SCPD arson squad requested and were provided camera footage from Station 2 from 10/16/22 19:00-20:00 on 10/17/2022.

PCR Report for Daniel Gaudioso emailed to Edward Dogma at Caitlin Robin and Associates-10/21/2022

Fire Report for Anne Guadano 339 Third Avenue-emailed 10/26/2022.

The Claims Center, representing Verizon-St. James Avenue N. and Woodlawn Avenue 3/3-3/8/2021 damaged utility lines/pole-no report in red alert. Emailed Chiefs 10/26/2022 to see if anyone had any recollection of this.

William Hayden of Hayden Karn Consulting – Fire report from 10/22/2022 for 473 Lake Avenue Dragon Laundromat. Only call listed was for 479 Lake Avenue-waiting on more information.

Correspondence:

Huntington Fire District-Funeral for Commissioner Tom Collins-Monday 10/17/2022 8:00pm Firematic service-emailed BOFC and Chiefs 10/13/2022.

Sent out letters to potential election inspectors/ballot clerks-10/14/2022 and 10/17/2022. 5th Annual Autism Awareness Training-Morrelly Center, Bethpage, NY 10/24/2022 9AM-12N or 7PM-10PM. Emailed BOFC, Chiefs and Greg Companion Comedy night at America First Warehouse Ronkonkoma, NY Thursday, Nov 10th, 2022-emailed BOFC and Chiefs 10/19/2022. 10/19/2022. Resolution to appoint a Board of Elections-signed 10/18/2022.

Police Report for accident at Station 2 with Ladder truck-emailed BOFC 10/19/2022. 2023 renewal application for Worker's Comp and Volunteer Firefighters' Benefit Law-emailed 10/19/2022.

Long Island Metro Fire/EMS expo Nassau Coliseum February 3-5, 2023-emailed BOFC and Chiefs and Greg Companion 10/19/2022.

Community Narcan & Hands only CPR training Saturday October 29, 2022, 10:00AM-2:00PM-emailed BOFC, Chiefs and Greg Companion 10/19/2022.

Community Ambulance – free blue pumpkin buckets and awareness cards for children with autism or special needs pick up 9:00AM-11:00AM at 420 Lakeland Avenue, Sayville, NY-emailed BOFC and Chiefs 10/19/2022.

Comedy Night at the America First Warehouse Ronkonkoma, Thursday November 10, 2022-emailed BOFC and Chiefs 10/19/2022.

Received paperwork for new member to be sworn in Brian Kern-10/21/2022

Firefighter/EMS training seminar "EMS on the Fireground" scheduled for 10/22/2022 was canceled-emailed BOFC and Chiefs 10/21/2022.

NYS AFC 2002 Seminar Series-The Five Points of Command-emailed BOFC and Chiefs 10/21/2022.

Sent thank you note to Robert Hansen of Islandaire for mask donation-10/24/2022

Re-Dedication of the Suffolk County Fire Academy Line of Duty Memorial 10/29/2022 at 1200 hours-emailed BOFC and Chiefs 10/26/2022.

David Werner Doctor's note emailed to BOFC, Chiefs and NDI 10/26/2022.

EMT-B classes at Suffolk County Community College – beginning 1/23/23-emailed BOFC, Chiefs and Greg Companion 10/28/2022.

Sent letter to Town of Smithtown Public Safety asking about traffic signal preemption devices status-emailed 11/2/2022.

Medical clearance for Andrew Paulus-emailed Chiefs 11/1/2022.

EMS/FIRE Mental Health Awareness Day-Kings Park FD 12/10/2022 8AM-4PM-emailed BOFC, Chiefs and Greg 11/2/2022.

Town of Smithtown-update on traffic signal preemption project-emailed BOFC, Chiefs and Greg Companion 11/4/2022.

Smithtown bypass construction beginning 11/7/2022-Gibbs Pond Road to Alexander Avenue-evenings. Emailed BOFC, Chiefs and Greg Companion 11/3/2022.

Sent out notice of annual election to Smithtown News-November 4th, 2022.

Hauppauge FD Funeral for Ex-Captain Jack McLoughlin Friday 11/11/2022 and Saturday 11/12/2022-emailed BOFC and Chiefs 11/7/2022.

Suffolk County District Officers Association meeting 11/17/2022 at Bay Shore Fire District 7:00PM-emailed BOFC 11/7/2022.

Suffolk County Fire District Manager's Association Meeting-Islip Fire Department 12/14/2022-emailed BOFC and Ed Hope 11/7/2022.

Request to Borrow District Property:

John Cuda – 5 tables for Saturday 10/15/2022. Emailed BOFC 10/12/2022.

Donna Gruner-8 sterno racks and tables for Friday 10/21/2022. Emailed BOFC 10/19/2022.

Correspondence to be Acted on:

Penflex-Service Award Program 2022-2023 Service fee agreement-emailed BOFC 11/2/2022. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Gabrielsen seconds, AIF.

Chief's Report:

- 1) Thank you for the Installation dinner, it was appreciated by all.
- 2) Long Island Buff show – February 3-5, 2023. \$20 per person, will put up sign-up sheet.
- 3) Moved to 800 Radio (Smithtown 1) effective 11/1-issue with handsets-maybe get rid of handsets?
- 4) NYS Association of Fire Chiefs dues \$100.00
- 5) Membership for International Fire Chiefs or current chiefs \$195.00pp total of \$780.00
- 6) Permission to register Danny Keegan for Staff and Command at MFRI – no price yet.

- 7) Change window wall in Chiefs office to solid wall. Privacy issues when having sensitive meetings with members and other parties. Commissioner Gabrielsen to discuss this at a later date.
- 8) CPR training November 12th, 0900 hours.

Fire House will be closed during the election Tuesday, 12/13/2022 2:30-9:00PM.

4-3-33 needs a set of seat covers and vent visors in the amount of \$429.93

Courtney Abbriano was cleared as an EMT.

Members Samantha Tarvin and Andrew Paulus are currently enrolled in an EMT class.

Request an executive session to discuss personnel matters.

All expense requests above **APPROVED** on a motion by Commissioner Theobalt, Commissioner Gabrielsen seconds, AIF.

DISTRICT MANAGER'S REPORT: See report

EMS COORDINATOR'S REPORT:

EMS good news reports – Kudos to Courtney Abbriano on her handling of the building collapse call.

Proposed an addon module for ESO fire incidents. This would automatically take data from E-PCR, validate and upload to NYS. First year quote of \$1,890 and \$1,295 per year after. **APPROVED** on a motion by Commissioner Kuethen, Commissioner Donohue seconds, AIF.

EMS Supplies:

Amazon – Face masks \$148.49

Boundtree \$2,452.39

Zoll: AED pads \$1,204

AED Cable Reader \$ 119.00

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

Time Clock System: Easy Workforce – new system. Can have more than one kiosk. \$4.00 per user per month x 19 employees. Initial buy-in is \$300. **APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Donohue seconds, AIF.

COMMISSIONER KUETHEN:

There are still portables to go out for programming – Commissioner Theobalt to discuss with Commissioner Kuethen.

New Chiefs car is in. This was approved for \$81,000 but ended up costing \$4,068.96 more. **APPROVED** on a motion by Commissioner Kuethen, Commissioner Donohue seconds, AIF.

Chainsaws are in. Will coordinate with Chiefs to distribute.

Radios are pretty much wrapped up. Handsets not working correctly. Will call Motorola to see if they can be fixed.

COMMISSIONER GABRIELSEN:

Lights in Station 3 are installed.

Station 2 cost to upgrade lighting is \$8,000-\$35 per fixture. **APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Theobalt seconds, AIF.

Have 2 bids to paint the walls at Station 2:

Long Island Painting and Restoration \$18,345
Splash Painting \$13,885

APPROVED on a motion by Commissioner Gabrielsen, Commissioner Theobalt seconds, AIF to hire Splash Painting to paint the walls at Station 2.

COMMISSIONER THEOBALT:

Gear washing hasn't been done since Coco left. Needs to be addressed.

Frank Lau – gear inspections. Go through gear to see what can be salvaged. \$17.00 per set-approved at last meeting. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF to inspect up to 100 sets of gear.

Extend 2 new bathrooms with showers in the officers' area. Make other bathrooms just stalls. Shower in Men's room needs to be replaced. It's 20 years old and falling apart. - get a price for this.

Hood exchange – hoods are causing thyroid cancer.

TREASURER'S REPORT:

1. 2021 surplus-would like to open another account at Capital One for this. **APPROVED** on a motion by Commissioner Donohue, Commissioner Theobalt seconds, AIF.

2. Accountability tags – work in progress. Will give Frank a list of those that still need a new picture.
3. Maybe add another calendar in outlook for vendor appointments.
4. New phones are in.
5. Universal Fitness Consultants service agreement \$995 per year includes two emergency calls and two safety inspections. **APPROVED** on a motion by Commissioner Donohue, Commissioner Theobalt seconds, AIF.
6. Quench – where are the three coolers – Commissioner Gabrielsen looking into this.
7. Check that was sent to Envirosience in the amount of \$150 was cashed by another company. Opened a fraud case.
8. Flexible invoices for wireless bridge to quartermaster
9. Please make sure all credit card purchase receipts go to Donna.

Donna will be out the day after Thanksgiving 11/25/2022.

APPROVED to pay bills on a motion by Commissioner Theobalt, Commissioner Kuethen seconds, AIF.

COMMISSIONER DONOHUE:

Thanks Donna for her assistance in putting together the installation dinner.

Need to set up a meeting to review Chiefs orders and District policies

Beginning 1/2023 would like to meet twice monthly, making the second meeting a workshop.

Quarterly percentage review with Chiefs office.

Radio/County meetings will need representation from the Chief's office.

Uniform cleaning policy is twice per year.

Thanks Ed Hope and his staff for repairing the ramp at Station 2.

December 13th District Commissioners election – Fire house will be off limits except for emergencies from 2:30PM-9:00PM.

Over the past 4 years the Board has reduced the tax rate a little over 5%.

Dispels a rumor that a member circulated-the Board of Fire Commissioners did not paint the ceiling at Station 2 to hide black mold.

Recruitment and retention article from the National Volunteer Fire Council. Share with Department.

Ed Hope – Thanks to your staff for their hard work in the various maintenance projects and keeping the forehouse clean.

Greg – how are we doing with staff? Three new hires-all paramedics.

Nesconset and Smithtown will begin ambulance billing by the end of the year. Soft billing-cost of recovery offset.

The new website should be up and running by the end of the year.

NEW BUSINESS: Can we get a purchasing policy in place to approve up to \$500 on District Card? **APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Donohue seconds, AIF.

9:00PM Commissioner Theobalt motions, Commissioner Gabrielsen seconds to go into executive session AIF, to discuss a workplace violence issue.

Back in session at 9:45PM.

Commissioner Donohue motions, Commissioner Theobalt seconds to terminate John Gonzales from the St. James Fire District. Commissioner Kuethen abstains. Motion carried.

9:50PM Commissioner Donohue motions to adjourn, Commissioner Theobalt seconds, AIF.

Respectfully submitted,

Kelly Cassidy
District Secretary