

June 12, 2023

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

**PRESENT:** Commissioners Donohue, Scomillio, Young and Theobalt (8:00PM), District Manager Ed Hope, EMS Coordinator Greg Companion, District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chief Keegan.

**ABSENT:** Commissioner Gabrielsen, Chiefs Sapienza, Mills and Boyzok

**GUESTS: No Guests**

New member John Scomillio, Jr. (Engine 1) sworn in by Commissioner Scomillio.

Use of Facilities Requests:

Fraternal order of Police Picnic-Pavilion/Picnic area-6/29/2023 1:00PM-8:00PM-emailed BOFC and Chiefs 5/12/2023. No conflicts on the calendar.

Bill Theobalt Main House 8/5/2023 2:00PM-11:30PM-emailed BOFC and Chiefs 5/19/2023. No conflicts on calendar

Girl Scouts Fire Prevention-6/9/2023-emailed BOFC and Chiefs 5/19/2023. No conflicts on the calendar.

Memorial Day Parade and after party-May 29<sup>th</sup> 9:00AM-4:00PM Station 2 and Pavilion-emailed BOFC and Chiefs 5/24/2023.

1987 NYIT Alumni Organization Picnic – Pavilion/Picnic area 8/19/2023 12N-7:00PM-emailed BOFC and Chiefs 5/31/2023

All of the above were **APPROVED** on a motion by Commissioner Donohue, Commissioner Scomillio seconds, AIF.

Correspondence:

Medical Classification reports-emailed Chiefs 5/10/2023

Sound Beach FD Annual Steak Dinner 6/3/2023 6:00PM 152 Sound Beach Blvd.-emailed BOFC and Chiefs 5/12/2023.

Nominate a Hero-1<sup>st</sup> annual national Fire News Awards.

WIFD Rescue Squad Country Western Night 6/3/2023 7:00PM-emailed BOFC and Chiefs 5/12/2023.

Provided gate code for 15 Armand Court-emailed Chiefs 5/12/2023.

Training and Technology classes schedule-emailed BOFC and Chiefs 5/15/2023.

Valente-medical classification-emailed Chiefs 5/17/2023

Employment verification for Matthew Finkelstein sent to Nassau County Police Department-emailed 5/17/2023.

Tragar Cooling and Heating-emailed BOFC 5/17/2023.

East Islip FD- Ex-Chief Greg DeCanio Memorial Service 5/20/2023 3:00PM-7:00PM  
Chapey & Sons Funeral Home-emailed BOFC and Chiefs 5/17/2023  
Emergency Response Guides for Electric Vehicles-emailed BOFC and Chiefs  
5/17/2023  
Suffolk County FRES 2023 Drone Rodeo-6/10/2023 9:00AM-3:00PM-emailed BOFC  
and Chiefs 5/19/2023  
William Bender III Ex-captain Babylon FD funeral 5/20 and 5/21-emailed BOFC and  
Chiefs 5/19/2023  
EMS Lecture series presented by the Stroke and Brain Aneurysm Center of Long Island  
6/14/2023 6PM at 126 Arnold Avenue, West Babylon.  
EMS Week 2023 at St. Charles Hospital-5/22-5/26/2023-emailed BOFC and Chiefs  
5/23/2023  
Moment to Remember-12:00Noon and 6:00PM Moment of Silence for fallen Veterans-  
emailed BOFC and Chiefs 5/24/2023.  
Kronenberg Medical Classification-Emailed Chiefs 5/26/2023  
Fit tests received for Gari, Paulus and Valente 5/25/2023  
Gordon Heights FD Fundraiser night of bowling 6/2/2023 5:00-8:00PM-emailed BOFC  
and Chiefs 5/26/2023.  
2023 Drone Rodeo-Suffolk Country Fire Academy 6/10/2023 9:00AM-3:00PM-emailed  
BOFC and Chiefs 5/26/2023  
Riverhead FD Funeral for Ex-Chief Robert Taylor 6/1/2023 6PM-8PM, 6/2 2pm-4pm,  
6pm-8pm, Funeral mass 6/3.  
Suffolk County Heroes Breakfast-Tunnel to Towers Foundation-American Air Power  
Museum, Farmingdale-6/20/2023 9AM-11AM.  
Upcoming VFIS trainings-emailed BOFC, Chiefs and Greg Companion  
5/31/2023  
5K Run/Walk 7/29/2023 Cedar Creek Park, Seaford, NY-emailed BOFC and Chiefs  
6/2/2023.  
Suffolk County Managers Association 2<sup>nd</sup> annual vendor event-Friday 6/9/2023 at Dix  
Hills FD 12:00PM-emailed BOFC., Chiefs and Ed Hope 6/5/2023.  
Bohemia FD Funeral-ex-Chief and past Commissioner Allen Behounek 6/7/2023 4PM-  
9PM @ Raynor D'Andrea Funeral Home  
Riverhead FD funeral for Ex-Chief and Commissioner William Kelly Sr. 6/6 and  
6/9/2023-emailed BOFC and Chiefs 6/7/2023  
Jamesport FD Parade 7/19/2023 Entry Form-emailed BOFC and Chiefs 6/7/2023  
Wyandanch Wheatley Heights Ambulance Corp – annual Wounded Warriors Bike Ride  
7/14/2023-emailed BOFC and Chiefs 6/7/2023

Request to borrow District Property:

Bill Edsell 3 tables and 20 chairs 5/17-5/22/2023; and 5/27-5/30.

## Legal:

RFP for an independent auditor-sent to Smithtown News 5/10/23 for Publication in the May18th issue.

Certificate of Insurance for the Lutheran Church Fire Prevention Day 5/19/2023at Stations 2 and 3-emailed BOFC and ccd Chiefs 5/17/2023.

Accident with Gator hitting Chris Wrenn's car-emailed BOFC and Chiefs 5/24/2023. Police report is in-house. Sent notice of claim to Glatfelter Insurance 6/5/2023. Check arrived in the amount of \$1,505.14 for Chris Wrenn.

Notice of Public hearing for June 13<sup>th</sup> Board of Zoning appeals for SJFD property at 535 North Country Road-emailed BOFC 5/26/2023.

Letter sent to NYS Department of Transportation and Senator Mattera's office regarding the removal of the straight arrow lane across from the Main House on Lake Avenue

Release form from James Earing for daughter Amber Caravella to use the gym-emailed BOFC 5/31/2023. Cannot use gym when on medical leave.

Volunteer Firefighter/Ambulance worker Property Tax Exemption-Paperwork received from Bill Glass 6/6/2023.

Items To Surplus: None

## **CHIEF'S REPORT:**

Resignations: Rachel Caravella, Michelle Cromer and EMT Courtney Abbriano. All department property was returned except for Abbriano's radio as she just finished her last shift.

2 Facilities requests for Station 2 Pavilion:

7/17/2023 Smithtown Chief's Golf Outing

9/8/2023 Suffolk County Chief's Council meeting

Both requests **APPROVED** on a motion by Commissioner Donohue, Commissioner Scomillio seconds, AIF.

Thanks District for mounting Engine 3 Company Plaque

County Parade July 8<sup>th</sup> Riverhead FD

Re-order a set of collapsible road cones for 4-3-1 (Previous purchase).

Captains collar brass for 4-3-7 and 4-3-9-and Engine 1-**APPROVED** on a motion by Commissioner Young, Commissioner Scomillio seconds, to spend up to \$450 on collar brass. AIF.

USAR Paperwork Chief Keegan and past Chief Springer Jr. **APPROVED** on a motion by Commissioner Donohue, Commissioner Young seconds, AIF.

Probie pictures – were added to screens Thursday. Still need pictures for Villatoro and DiLamore.

#### ADD-ONS:

Chief asks what the procedure is for ordering a purchase once it's been approved at a Board Meeting. Asks about the status of the radio straps and holders that were approved at the April meeting. District Manager to order.

Battery fan for the truck should be in this week – per District Manager.

Uniform pieces should be in-house.

Gear washing? In the process of repairing the gear dryer. It needs a part. Much discussion on this. Ask Commissioner Gabrielsen.

When attending the USAR show if something looks beneficial to the Department/District at a sale price is it okay to purchase? Typically, the vendor will hold the price for a week or so.

#### District Manager's Report:

Repair of sprinkler system- waiting on a date and a quote from Green Horizons.

Commissioner Donohue asks where the cleaning apparatus is that used to be on the wall and to please put it back up. District gets billed for that –please start using again.

Commissioner Theobalt asks if it is necessary to keep making trips back and forth to stores. Make a materials list and make one trip.

#### EMS Supervisor's Report:

Greg due back 6/20/2023

Would like to personally thank Zack Harrington, who is now a full-time paramedic with the SJ Fire District. He has been a huge help during my family leave time.

Thank you for all the well wishes on the birth of his son.

6a Right mirror replaced, AC in rear compartment repaired, DEF fluid filled

6b Emergency brake repair in progress.

2 coolers at station 2 will be stocked and iced by daytime EMS Staff in the event of extended operations during hot weather.

Supplies: Boundtree \$834.54 **APPROVED** on a motion by Commissioner Young, Commissioner Scomillio seconds, AIF.

6c was put into PS Trax

### **Treasurer's Report:**

Lists of members still not on VESO Life Insurance and members not on AFLAC insurance.

Contribution to LOSAP of \$350,000. Okay to send this out.

2022 surplus of \$408,363.34 - what to do with this? Will discuss at the next meeting.

Purchase orders for Flexible Systems in the amounts of \$1,300 and \$2,866 were **APPROVED** on a motion by Commissioner Donohue, Commissioner Theobalt seconds, AIF.

Main Street Financial (based in Smithtown) would like to come in and speak with the Board.

Contract for Installation dinner from High Energy Entertainment for DJ, photobooth, DJ giveaways, etc. – \$2,095 (no price increase) was **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF.

We received one bid from Satty from the audit request for proposal for \$10,500. This was **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scmillio seconds, AIF.

Flexible Systems will be here on Thursday 6/15 to upgrade the network security firewall. They will begin at Stations 2 and 3 around 10:00AM, then move on to the Main House. During this time the server will be down for a bit. District Secretary will email the membership to inform them.

Asks Chiefs for an OSHA training report of all the names and the classes taken.

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

The May meeting minutes were **APPROVED** as written on a motion by Commissioner Donohue, Commissioner Scmillio seconds, AIF.

### **COMMISSIONER THEOBALT:**

Apron project – Do we have certified payroll? Commissioner Donohue to get certified payroll, Commissioner Theobalt and/or Donna will work on certified payroll.

EMS Staff – we now have double staffing with the new paramedic. He drives the 80 car and is covering for Greg while he is out.

Maintenance staff working on weekends? There has been no maintenance crew here during the daytime. Ed is working on replacing one of the maintenance crew. Will try to make schedules more efficient so that someone is here during the weekdays.

4-3-12 – Paint was spilled all over the bed of the truck. Please use only 4-3-10 for maintenance.

4-3-11 was damaged – this damage was not there at the Inspection.

Gear washing needs to be done – it's been 1 ½ years since gear has been washed.

Would like cameras installed in the quartermaster – over gear, tools and back room.

All tools must be entered into PS Trax

Ambulance billing – other Districts are doing well with this. The billing company will supply ESO, toughbooks. There are many advantages to implementing this. This will be discussed further.

Jonathan Garrison from Smithtown is sending us free wiper blades for the Chief's cars, utility vehicles, brush trucks and ambulances which should arrive tomorrow.

### **COMMISSIONER SCOMILLIO:**

Amendment to Code of ethics policy.

Minor amendment to computer and computer resources policy.

Fuel credit card policy updated.

4-3-6c is in service – this will be used for Avalon and in the winter as it is 4-wheel drive.

PS Trax has been very helpful for the truck checks

Chief please make sure that companies use this – add to LOSAP drop sheets.

Recruitment & retention needs N-95 masks.

Would like to work with the Chiefs on the onboarding process for new members.

### **COMMISSIONER YOUNG:**

Many members had a bad experience with NDI and the physicals. Maybe look into another company for next year.

Anniversary badges as a gift for Inspection

Class A uniforms were ordered for Jay Fishler and Fred Orth.

Order new gear soon as prices will increase.

Ties and gloves were ordered – if they are in Commissioner Scomillio will pick up, as he is going there on Saturday.

### **COMMISSIONER DONOHUE:**

Asks Donna to order some new chairs.

Percentage report-Please provide a list of the people who receive letters.

EMS shirts were ordered

NYS granted the Main House Historic Preservation status. This could present potential grant opportunities.

Would like to hire an electrical engineer to go through the generator proposals.

Ask Town of Smithtown about striping the concrete at Station 2. The concrete is structurally sound even with the cracks.

Please close the bay doors when members leave the station. They have been left open numerous times.

9:22PM Commissioner Theobalt motions to go into executive session, Commissioner Donohue seconds, AIF to discuss paid personnel.

10:10PM Back in session

Commissioner Young motions, Commissioner Theobalt seconds to join the Selden Fire Department Racing Team-motion not carried.

10:20PM Meeting adjourned on a motion by Commissioner Theobolt, Commissioner Scomillio seconds, AIF.