

August 14, 2023

The regular monthly meeting of the Board of Fire Commissioners was opened at 7:35PM by Chairman Donohue.

PRESENT: Commissioners Donohue, Scomillio, Gabrielsen and Theobalt, District Manager Ed Hope, EMS Coordinator Greg Companion, District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chief Keegan.

ABSENT: Commissioner Young, Chiefs Sapienza, Mills and Orth

GUESTS: John Stein and Jay Fishler

The following members were sworn in by Commissioner Donohue:

Jacob Chandler – Ladder 7

Fabio Cordeiro – Company 6

Victoria Joscelyn – Company 6

Brian Keese - Company 6 (sworn in at 8:12PM)

Daniel Tracy – Company 6

Grace Young – Company 6

Use of Facilities Requests:

Station 2 Joe Kuethen-Mother's wake 7/26/2023 10:00AM-3:00PM-emailed BOFC and Chiefs 7/7/2023. No conflicts on the calendar.

Picnic/Pavilion-Bill Theobalt Family BBQ 8/13/2023 9:00AM-11:00PM-emailed BOFC and Chiefs 8/4/2023. No conflicts on the calendar.

Station 2 meeting room-Brittany Rannazzisi-Moved all Juniors meetings to the third Thursday of every month for the rest of the year. Emailed BOFC and Chiefs 7/31/2023. No conflicts on the calendar.

Station 2 Picnic & Pavilion (and indoors if necessary) Suffolk County Drill Officials meeting/picnic 9/24/2023-emailed BOFC and Chiefs 8/11/2023. No conflicts on the calendar.

All facilities use requests **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF.

Correspondence:

Coffee with Commissioners Saturday July 22nd @ 9:00AM-emailed BOFC and Chiefs 7/18/2023

Mark Parris cleared to go back to duty. Emailed BOFC and Chiefs 7/21/2023

Block Party Permits – emailed to BOFC and Chiefs and entered in PS Trax bulletin board 7/21/2023.

Rocky Point FD surplus vehicles for bid-emailed BOFC and Chiefs 7/31/2023

Islip Town Chiefs Council 10/22/2023 11:30-2:30PM Captain Bill's-emailed BOFC and Chiefs 7/31/2023.

Hauppauge FD First Annual 5k walk/run-10/7/2023-emailed BOFC and Chiefs 8/2/2023

Taylor Pottak returned to duty per NDI 6/30/2023-emailed Chiefs 8/2/2023

American Awards will be closed August 5-August 15th-emailed BOFC and Chiefs 8/4/2023

Re-sent letter to Richard Causin at the NYS DOT about re-establishing the straight (fire) lane on Lake Avenue 8/4/2023.

Hagerman FD Cigar night-10/21/1023 5:00-9:00PM admission \$75-emailed BOFC and Chiefs 8/4/2023

Farmingville FD Spaghetti dinner benefit 9/16/2023 2:00PM-8:00PM-emailed BOFC and Chiefs 8/4/2023

Fire Chiefs Council of Suffolk County increase in dues for 2024 from \$100 to \$300 for one year only-emailed BOFC, Chiefs and Donna Gruner 8/4/2023.

Cold Spring Harbor FD funeral for Ex-Assistant Chief Dick Furman 8/7/2023 7:00PM-emailed BOFC and Chiefs 8/7/2023

Hendrickson open house-9/8/2023 starts at 2:00PM-emailed BOFC and Chiefs 8/7/2023.

Fire Marshalls Association of Suffolk County Top Golf 10/15/2023 12:00-3:00PM \$150pp-emailed BOFC and Chiefs 08/09/2023

Powerful Stories of Survivorship-Mattituck High School 8/18/2023 6:60-9:30PM-emailed BOFC and Chiefs 8/9/2023.

Brookhaven FD Parade and Community Open House-09/23/2023 at 2:00PM-emailed BOFC and Chiefs 8/11/2023.

Medical classification report for new recruit Cordeiro-emailed BOFC and Chiefs 8/11/2023.

Medical classification reports for new recruits Keese, Chandler and Bolgar (Tarvin)-emailed BOFC and Chiefs 8/13/2023.

Medical classification for Tracy, Peterson and Young- emailed BOFC and Chiefs- 8/14/2023.

Revised medical for Tracy- emailed BOFC and Chiefs 8/14/2023.

Legal:

FOIL Request for a PCR for Ida Trink on 3/13/2021 from Luxor Nursing Home. Emailed BOFC, Bill Glass and Greg Companion 8/4/2023. Report given to the requestor 8/8/2023.

FOIL request for a fire report for 22 Von Hagen Avenue (mutual aid) from 7/16/2023. Emailed 8/9/2023.

Intent to Fundraise:

9/1/2023-2/1/2024 Ladies Auxiliary would like to raffle off a basket of items from local merchants. Emailed to BOFC and Chiefs 7/31/2023.

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

CHIEF'S REPORT:

- 1) New members sworn in
- 2) Meryl Montrose moved from Life to Active status-she is enrolled in an EMT Refresher course. Will need a physical before being sworn in again. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.
- 3) Physicals for members on medical – tabled for now.
- 4) Class A uniform for Assistant Chief Orth
- 5) Name tags for Chiefs pictures (Orth)
- 6) Chief's pictures \$350 –Patty from Nesconset
- 7) Cancer support Network Leadership Conference at Selden Fire Department 9/9/2023-Davis, Stein, Sarube, Keegan and Sapienza \$75 per for a total of \$375 **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.
- 8) Joey D seminar at SCFA (J. O'Connell and Sarube) 2 members @\$300 for a total of \$600. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.
- 9) Spare I-pads on apparatus floor for PSTrax- Currently reprogramming
- 10) Attached fund drive letter for approval
- 11) Greenlawn Parade 8/31/23 Permission to use select vehicles (TBD) and Chief's cars-okay
- 12) NYS Vital signs pricing – 10/19-10/22 Thursday-Sunday 7 members for a total of \$10,606 **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF. All members attending are making their points and duty crews.

Department Fund Drive letter was **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds (provided Fire News is okay with using their images- Chief Keegan to check on this). AIF.

APPROVED on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF to spend \$245 on a helmet shield for new assistant Chief.

APPROVED on a motion by Commissioner Theobalt, Commissioner Gabrielsen seconds, AIF to purchase 2 step ladders for a total of \$199.76.

DISTRICT MANAGER'S REPORT:

Motor on the kitchen exhaust fan needs to be replaced.

Cathouse gutters need repair and/or replacement

Boiler repairs pending based on recent inspection – Commissioner Theobalt asks to please get quotes for both repairs

Pavilion roof needs to be replaced – please get quotes

Drum Industrial list of supplies in the amount of \$1,39.67 was **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.

Commissioner Theobalt asks to please check out the supply store in town to see if costs are more competitive than Drum.

9/11 Memorial flagpole light needs to be replaced.

4-3-6a Someone hit the side of station 2 pulling out and damaged the exhaust pipe and scraped the building.

Deck gun still awaiting repair- company that performed the testing to pay for this.

Ladder testing was completed. There are issues with the Ladder truck.

EMS COORDINATOR'S REPORT:

4-3-6b GFCI was replaced

4-3-6c repair on oxygen door again – not sure why this is happening – see if Specialty Ambulance can repair.

Active shooter bags on 4-3-6a and 4-3-6b contain expired supplies. Commissioner Donohue asks to put together an active shooter bag for 4-3-6c as well.

List of all hired EMS personnel – sheet attached.

EMS helmets are ready for distribution-will figure out with Chiefs which members need officer shields and will put on next report. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds, to spend up to \$200 on helmet shields. AIF

“Outcomes” module with SBUMC where members can get direct feedback on patients through discharge summaries. Small cost to District approximately \$500 per year. **APPROVED** on a motion by Commissioner Donohue, Commissioner Scomillio seconds, to spend up to \$1,000 per year for the Outcomes module, AIF.

Medical supplies:

Boundtree:\$2,200.59 **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.

TREASURER’S REPORT:

List of members still not on VESO or AFLAC

2022 Budget surplus of \$408,363.34 to be allocated as follows:

Fund balance: \$300,000

Radios: \$10,000

Building & Grounds: \$98,363.34

APPROVED on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF to 2022 budget surplus transfers.

Transfers from the general fund to reserves:

Apparatus: \$120,000

Building: \$50,000

Radios: \$18,000

APPROVED on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF to the above 2023 general fund transfers into the capital reserve accounts.

Budget workshop date is set for Monday 8/28/23 at 7:30PM.

John Boyzok’s credit card and email have been shut down.

Amazon Prime membership has been renewed for \$349 per year for 7 users.

Invitations to the Installation Dinner have been ordered.

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

Credit card for Chief Orth? Cell phone changed over with the carrier, Red Alert updated. Email being set up through Flexible.

Add-on: New chairs: \$600+ for shipping. Will check Costco or Amazon for better pricing.

COMMISSIONER GABRIELSEN:

Met with Head of the Harbor Board along with Greg and Zach. The Board was very impressed with our system upgrades.

Would like to finish paint job on outside of the Main house building. There is a louver that was left unpainted. Either use ladder truck or would the Board consider renting a truck to get this completed by District staff?

APPROVED on a motion by Commissioner Gabrielsen, Commissioner Donohue seconds, AIF to spend up to \$2,500 to upgrade the radio alcove at the substation in-house.

APPROVED on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF to spend up to \$4,000 on a new split AC/heater for the basement.

Commissioner Theobalt mentions that split AC/Heater will not work for quartermaster as its 110 and you need 220 service to run it.

Please use chain of command, PS Trax and emails to lodge complaints about employees so that issues can be resolved with the employee's supervisor.

Thanks EMS Coordinator and in-house staff specifically for doing a great job. I have received many positive comments from residents.

COMMISSIONER THEOBALT:

After some discussion **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF to purchase 10 I-coms for a total of \$6,294.24

APPROVED on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF to purchase an RCA headphone jack in the amount of \$430 to enable members to use Bryx 911 so you can hear what is going on at a fire scene-Flexible says this is easy.

We have been having ongoing issues with LOSAP through Penflex. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF to move from Penflex to Firefly to manage LOSAP.

Specialty Ambulance suggested using Mike Shaunessy from Red Truck Co. to sell 4-3-1, 4-3-3, and 4-3-6b.

COMMISSIONER SCOMILLIO:

Employee Guide-working on.

Medical policy needs to be tightened up. Will vote on next month.

Second internet line as backup – waiting to hear back from Verizon. They have an internet only option. This is in case Optimum goes down.

Please add EMS employee updates to minutes.

Greg working on hand scanner replacement

Asks Chief Keegan to please put together a list of members low on points for future meetings.

Thank you to Donna for her work on the SCBA bottles. Chris Valeo was also a big help.

COMMISSIONER DONOHUE

Should have materials by the end of the week for the Station 3 ramp – weather permitting.

911 cleanup for both Memorials walkway, lights issue.

Should have information from the electrical engineer next month on generator and electrical upgrade bids.

Letter sent to Smithtown for use of the Mankuski Training Facility.

Straight lane (fire lane) letter was resent as there was some confusion on it.

APPROVED on a motion by Commissioner Theobalt, Commissioner Donohue seconds to accept the resignation of assistant Chief John Boyzok. AIF

Asks Ed to have the Pavilion sprayed for mosquitoes a few days before the Department picnic.

Please get a number on the amount of EMS pants/jumpsuits needed.

Over/under dryer at Station 3 needs to be replaced.

Reads a letter of thanks from Mayor of Head of the Harbor Doug Dahlgard for the meeting with Commissioner Gabrielsen, Greg and Zack.

Chief Keegan asks the Board to please include the Chiefs office in any future meetings with Head of the Harbor.

New Business:

Greg mentions that the inventory system is working well, and he would like to add a computer station in the EMS supply room for inventory and asset management. Flexible Systems quote of \$1,167. This was **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.

Commissioner Theobalt motions to accept the July minutes as written, Commissioner Scomillio seconds, AIF.

9:18PM Commissioner Theobalt motions to go into executive session, Commissioner Scomillio seconds, AIF to discuss personnel transfers.

Back in session at 9:25PM

APPROVED on a motion by Commissioner Donohue, Commissioner Scomillio seconds, to accept Eric Orth as third assistant Chief-sworn in on 8/4/2023. Chief Keegan moves to 2nd assistant chief.

Meeting adjourned at 9:28PM on a motion by Commissioner Donohue, Commissioner Scomillio seconds, AIF.

Respectfully submitted,

Kelly Cassidy

District Secretary