

September 12, 2023

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

**PRESENT:** Commissioners Donohue, Scmillio, Gabrielsen, Theobalt and Young, EMS Coordinator Greg Companion, District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chiefs Sapienza and Keegan.

**ABSENT:** Chiefs Mills and Orth, District Manager Ed Hope

No guests present

**FACILITIES USE REQUESTS:**

8/23/2023 Station 2 Training room CPR Training - 6:00PM-10:00PM-emailed BOFC and Chiefs 8/18/2023. There are no conflicts on the calendar.

8/24/2023 Station 2 Training Room CPR Training-6:30PM-7:30PM-emailed BOFC and Chiefs 8/23/2023.

9/13/2023 Main House-Smithtown East Football Pasta Party 4:30-8:30PM-added on at meeting. There are no conflicts on the calendar.

9/14/2023 Main House Engine 1 Meeting moved from 9/12 to 9/14/2023.

9/17/2023 Main House – Eagle Scouts car wash 8:00AM-4:00PM-emailed BOFC and Chiefs 9/11/2023.

9/19/23 Main House- Football Pasta Party 4:00PM-8:00PM. Emailed BOFC and Chiefs 9/6/2023. There are no conflicts on the calendar.

9/24/2023 Main House parking lot – 6:00AM-2:30PM Bus to Tunnel to Towers-emailed BOFC and Chiefs 9/11/2023

10/4, 11/1 and 12/6 Main House Department Meetings-emailed BOFC and Chiefs 9/7/2023. No conflicts on calendar

10/6/2023 Main House Football 4:00PM-8:00PM-emailed BOFC and Chiefs 9/8/2023. No conflicts on the calendar.

11/18/23 Main House Boy Scouts 10:00AM-8:00PM-emailed BOFC and Chiefs 8/23/2023. No conflicts on the calendar.

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

**CORRESPONDENCE:**

Lexipol Seminar – emailed BOFC and Chiefs 8/16/2023.

Central Islip FD Raffle-emailed BOFC and Chiefs 8/16/2023.

9/9/2023 West Sayville FD Dueling pianos-emailed BOFC and Chiefs 8/16/2023.

9/16/2023 Hauppauge FD Cigar Night 6:30PM-11:00PM-emailed BOFC and Chiefs 8/23/2023.

9/30/2023 Fire Truck Pull for Special Olympics of NY at Pro-Fit Deer Park-emailed BOFC and Chiefs 9/6/2023.

10/14/2023 Hampton Bays Volunteer Ambulance Corp. Fundraiser for Walter Zamorksi III 4:00PM-8:00PM-emailed BOFC and Chiefs 8/23/2023.

Fire Districts Mutual of NY using new vendors Manageability, Inc. For medical care review and Prodigy Care Services, LLC for pharmacy benefits management.

Wyandanch FD 2007 Ford E350 Limo style bus bids are being accepted over \$45,000-emailed BOFC and Chiefs 8/25/2023.

10/14/2023 Islip Town Fire/EMS Museum-Firefighter Training Seminar- Command and Control-The Incident Commanders Role 10:00AM-1:00PM-emailed BOFC and Chiefs 8/25/2023.

11/5/2023 Safety Officer Class @ Hometown Firefighter Insurance Bohemia 5 Orville Drive, Suite 400, Bohemia, NY @ 8:00AM-emailed BOFC and Chiefs 8/28/2023.

Stony Brook Campus Fire & Emergency Services team will be hiring-exam is 9/6/2/23-emailed BOFC and Chiefs 8/30/2023.

Head of the Harbor Newsletter-emailed BOFC, Chiefs and Greg 8/30/2023.

Medical clearance for Meryl Montrose and Paul Mueller – emailed Chiefs 9/12/2023.

#### REQUEST TO BORROW DISTRICT PROPERTY:

Lenny Gombert 8 tables 9/22-9/24-emailed BOFC 8/30/2023

#### LEGAL:

Change of September BOFC meeting notice sent to Smithtown News 8/23/2023.

Certificate of insurance for Kidzplay for Department picnic-emailed to BOFC 8/25/2023.

Received letter from NYS Parks, Recreation and Historic Preservation to include the Main House on the National Register of Historic Places-added to website.

Received letter from DOT stating that they will reinstall the straight lane on Lake Avenue – this was installed on 8/28/23.

Sent notarized letter for the use of Mankuski training facility to Town of Smithtown attorney's office.

FOIL request for fire report for 104 Lennox Drive-emailed 9/1/2023

FOIL request for 40 Richie Court N. 7/19/2023-emailed no report 9/6/2023

#### Items To Surplus:

#### Chief's Report:

1. Update on ipad request-Greg is working on this and it should be completed by Friday.
2. Chief Sapienza and Greg are meeting with Avalon tomorrow (9/13) at 1:00PM to discuss setting up a drill.
3. Andrew Paulus and Dave Wasserman are cleared to drive.
4. Would like to purchase a manual stretcher for the EMS mannequin – please get pricing.
5. Doing a stand-by for Brookhaven FD 9/23/23 for their 100<sup>th</sup> Anniversary.
6. Dan Sarube passed his EMT class and is working on his 10 calls to get cleared.
7. New class A uniform for Chief Orth-**APPROVED** on a motion by Commissioner Theobalt, Commissioner Gabrielsen seconds, AIF to spend up to \$1,000 on a new uniform.
8. Brian O'Connell was moved to Life Status.
9. Dave Werner has resigned.
10. Would like to purchase a new 33 car – same spec as 4-3-104
11. Permission to take vehicles to Syracuse for Vital Signs (30, 32 and 10) Approved
12. Smithtown Chiefs Memorial will be held at Station 2 on 9/17/2023
13. Class A uniforms are being handed out – there is only one left.

After some discussion on the stretcher for the EMS mannequin the motion was **APPROVED** by Commissioner Young, Commissioner Theobalt seconds, to spend up to \$1,000 on a new or used stretcher AIF.

Chief Sapienza thanks the District employees for all their help in setting up the grounds for the recent Department events. Commissioner Gabrielsen asks the Chief to put a list together of what is needed for the Smithtown Chiefs Memorial of 9/17.

Asks about tax break for members – typically 5 years to qualify, but the Board has the ability to lower this to 3 years. The Board has the paperwork for this and must be filled out by 2025.

Ambulance billing – Board is looking into.

Have the two ladders which were approved at last month's meeting been ordered? Commissioner Gabrielsen will have Ed take care of this.

Commissioner Gabrielsen asks the Chiefs to let everyone know when they are doing a stand-by for another Department.

#### ADD-ONS

Chief Keegan would like permission to take his Chief's vehicle to the Henrietta Golf Outing 9/29-10/1. **APPROVED** on a motion by Commissioner Donohue, Commissioner Theobalt seconds, AIF.

#### District Manager's Report:

4-32 deck gun was repaired and is back on truck.

4-3-10 Front headlight replaced.

4-3-11 rear bed brackets were replaced, AC repaired.

4-3-13 Door lock repaired.

4-3-33 at Penny's for front end issued when braking

4-3-7 TIC camera charger awaiting replacement by vendor. Awaiting new hand light installation by Fully Involved.

Foam nozzle is out for repair

Flow testing was completed.

Gear cleaning is ongoing. Estimate 8-10 sets cleaned per week.

#### EMS Coordinator's Report:

**APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds to table the report due to late submission. AIF

#### Treasurer's Report:

LOSAP reports were received and emailed to BOFC. LOSAP statements were mailed out.

Installation dinner invitations were mailed out.

Auditors were here conducting field work for audit on 8/24 and 8/28. This should now be complete.

2024 budget is 2%

#### Add-ons:

Flow testing – SCBA into PS Trax

MES – flash drive report. MES is charging for batteries – we used to do them in-house.

Working on Installation Dinner program – companies, service awards. Asks Tom and Frank to write up something for the program.

Need to set up another budget meeting.

Asks Chief Sapienza to please provide an OSHA Report.

PLEASE sign vouchers – there are approximately 3 months of them yet to be signed.

**APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds to approve the August meeting minutes as written. AIF

#### COMMISSIONER SCOMILLIO:

Bill Glass is going over Employee Policy. The Medical Leave Policy was updated and approved.

#### COMMISSIONER THEOBALT:

Time clock question – use finger to sign in or can all sign in using computer? Greg explains that employees can sign in with finger scan or from their computers with a pin number. All have access to scan in this way. Only a Supervisor can review the time sheets.

Still working on new ambulance specs – once all information is in-house it will be brought to the Board for discussion.

Chief's car- looking into ambulance first, then will look into purchasing a Chief's car. Need to look at the budget. The spare vehicles are also driving poorly.

Uniforms – out of class A shirts.

Plates, papergoods, etc – need to be replenished and kept in stock.

After some discussion **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds to spend up to \$18,000 on 40 sets of bailout gear. AIF

Ex-Chiefs and Honorary Chiefs – need pictures.

Thank you to Chiefs for their work.

#### COMMISSIONER YOUNG:

Would like to purchase more patches **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, to spend up to \$1,000 on new patches. AIF.

Would also like every EMS member to have an EMS jacket, some of the gear is being taken and not put back. Commissioner Donohue tells the Chiefs to get some prices on jackets. (Approximately 20 members)

COMMISSIONER GABRIELSEN:

**APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Theobalt seconds to spend up to \$1,600 for repairs to the oil burner in order for it to pass inspection. AIF

Would like to have a meeting with the EMS Coordinator and the Board on Tuesday, 9/19/2023 at 6:00PM.

Quartermaster has no insulation – would like to install 2 new insulated doors.

**APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Young seconds, to spend up to \$20,000 on new doors. AIF

Will Simmen installed a temporary line from the rec room – in-house crew cannot do this. At full capacity in the electric panels.

Would like to hold an EMT class this year – some discussion on this. Typically need to guarantee a minimum of 20 people or State won't pay. Chief Keegan and Commissioner Gabrielsen to work on this.

COMMISSIONER DONOHUE:

NYS Historical Register letter

Town of Smithtown straight lane redrawn

Electrical engineer for generator and electrical upgrade – should have a report for next month's meeting.

New ambulance spec – would like to hire EVR. This was **APPROVED** on a motion by Commissioner Donohue to spend up to \$5,000, Commissioner Gabrielsen seconds, AIF

Thank you to all for their help with the 9/11 ceremony. The microphone is missing if anyone can locate it. If not order a new one.

Concrete ramp will be re-sealed as it is very slick.

Alpine is coming to install kiosks on Monday.

Radios – Motorola shipments are delayed.

Donna asks about pagers – if there is a ship date please let her know.

Internet/Verizon cable line in progress.

Celebrate St. James Dinner Commissioners Donohue and Theobalt to attend \$390

Meeting was adjourned at 8:55PM on a motion by Commissioner Donohue,  
Commissioner Theobalt seconds AIF.

Respectfully submitted,

Kelly Cassidy