

January 2, 2024

The organizational meeting of the St. James Fire District Board of Fire Commissioners was opened at 7:07 PM by District Secretary Kelly Cassidy.

**PRESENT:** Commissioners Donohue, Theobalt, Scmillio, Gabrielsen and Young, Treasurer Donna Gruner, Secretary Kelly Cassidy.

**ABSENT:** District Manager Ed Hope

**GUESTS:** No guests

- Nominations were opened for Chairman of the Board for 2024. **APPROVED** on a motion by Commissioner Scmillio seconded by Commissioner Gabrielsen, Commissioner Donohue was elected Chairman of the Board. All in favor.
- Commissioner Donohue assumed the chair of the meeting and called for nominations for Vice Chairman. Commissioner Young nominates Commissioner Theobalt. Commissioner Scmillio nominates Commissioner Gabrielsen, Commissioner Donohue seconds, Commissioner Gabrielsen was elected Vice Chairman of the Board. AIF
- Chairman Donohue appointed Kelly Cassidy as the District Secretary, **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Donohue, AIF.
- Chairman Donohue appointed Donna Gruner Treasurer of the Board, **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Scmillio. AIF.

Commissioner Young questions the appointment of employees – if they have to remain the same for the year. Commissioner Young then motions to appoint Donna Gruner to District Manager- some discussion on this. Also mentions appointing Dimitra for EMS Supervisor. Commissioner Donohue says that this would need to be brought up at a future meeting-would need a duties list, salary, etc.

- Paramedics salary will be \$33.62 per hour, overtime \$50.43 per hour
- EMTs salary will be \$24.17 per hour, overtime \$36.26 per hour
- District Secretary will be \$26.27 per hour, \$39.41 overtime per hour
- District Manager \$51.50 per hour
- Treasurer \$72,100 per year
- Custodians see attached sheet.

**APPROVED** on a motion by Commissioner Theobalt, Commissioner Scmillio

- The treasurer's security bond for \$3 million was renewed and is on file. **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Scmillio, AIF.
- William Glass Esq. was appointed legal advisor to the Board. **APPROVED** on a motion by Commissioner Donohue seconded by Commissioner Gabrielsen, Commissioner Theobalt votes no-some questions as to whether he is partially retired. Motion carried.
- The Smithtown News was named official news media for legal notices, etc. for the District with Smithtown Messenger as a secondary if needed. **APPROVED** on a motion by Commissioner Theobalt, seconded by Commissioner Scmillio, AIF.
- Capital One Bank was named official depository of District funds. **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Scmillio, AIF.
- Nationwide is appointed as the brokerage for holding deposits for the Length of Service Awards Program. **APPROVED** on a motion by Commissioner Scmillio, seconded by Commissioner Theobalt, AIF.
- Regular monthly meetings of the Board will be held on the second Monday of each month unless noted otherwise, **APPROVED** on a motion by Commissioner Gabrielsen seconded by Commissioner Theobalt. The schedule of meetings is as follows and will be published in the Smithtown News.

January 8<sup>th</sup>

February 12<sup>th</sup>

March 11<sup>th</sup>

April 8<sup>th</sup>

May 13<sup>th</sup>

June 10<sup>th</sup>

July 8<sup>th</sup>

August 12<sup>th</sup>

September 9<sup>th</sup>

October 21<sup>st</sup>

November 18<sup>th</sup>

December 16<sup>th</sup>

- Membership in the following councils or associations was **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Scmillio, AIF:
  - *Smithtown Fire District Officers Association*
  - *Suffolk County Fire District Officers Association*
  - *Smithtown Fire Chief's Council*
  - *Suffolk County Fire Chief's Council*
  - *New York State Fire Chief's Association*
  - *Association of Fire Districts of the State of New York*
  - *Fire District Instructors Conference (FDIC)*
  - *Fireman's Association of the State of New York*
  - *International Association of Fire Chiefs*

- *N.F.P.A.*
- *NYS Fire Department Safety Officer's Association*
- *Suffolk County District Manager's Association*
- *Suffolk County Fire District's Treasurer and Secretary workshops*

- The following contracts were **APPROVED** by the Board on a motion by Commissioner Theobalt seconded by Commissioner Scomillio, AIF:

- 1. William Glass, Esq legal counsel \$9,864
  - 2. Smithtown Highway Dept – Gas and Diesel Fuel Procurement
  - 3. MES/Coastal Fire Systems
  - 4. Day Elevator and Lift
  - 5. Stryker - Ambulance Equipment – look into Cotmedic if there is not an existing 3-year contract already in place with Stryker.
  - 6. Mankuski Park – Training Facilities 6.
  - 7. Winter Brothers – Dumpsters
  - 8. Installation Dinner – East Wind November 2, 2024 Raised price by \$5.00 per plate but no administration fee which is typically 20%.
  - 9. Alpine Software – Red Alert
  - 10. First Arriving for Website
  - 11. ZOLL Medical Equipment
  - 12. Appraisal Affiliates – Capital Assets Depreciation Report
  - 13. Universal Fitness \$995 – Gym equipment maintenance
  - 14. Waterway – Appliance & System Testing and Truck Weighing. Will look into other companies for hose testing since Surefire in Jersey took over hose testing.
  - 15. Flexible Systems – Computer/Technical Support
  - 16. Scientific Exterminating
  - 17. RJK Landscaping
  - 18. PIPS – Professional innovation Program for Treasurers software
  - 19. PS Trax
  - 20. When to Work
  - 21. ESO
  - 22. Easy workforce for payroll \$120/month
- Existing Regulations, Policies and Chiefs orders were **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds, AIF.
- Chairman Donohue made the following appointments **APPROVED** on a motion by Commissioner Theobalt, Commissioner Gabrielsen seconds, AIF:
    - Apparatus & Equipment: Commissioner Theobalt – 2<sup>nd</sup> Commissioner Donohue
    - Building & Grounds: Commissioner Gabrielsen
    - Fire Alarms & Alerting: Commissioner Theobalt - 2<sup>nd</sup> Commissioner Donohue
    - Uniforms/Badges and PPE: Commissioner Young
    - Insurance, Legislation and Grants: Commissioner Donohue - 2<sup>nd</sup> Commissioner Scomillio

- EMS: Commissioner Young
  - EMS and House and Grounds Personnel: Commissioner Gabrielsen
  - Office Personnel: Commissioner Scmillio
  - LOSAP, Volunteer personnel: Commissioner Theobalt
  - Training: Commissioner Scmillio.
  - Installation Dinner: Commissioners Donohue and Theobalt.
- EMS Chairman of the Board of Fire Commissioners appointed was Commissioner Young.
  - 2024 Auditing Firm is Satty & Levine
  - Physicals overseen by the Board – Medical Director Gus Mantia, MD. and NDI Diagnostics.
  - Actuary for 2024 is Firefly
  - Maintain our existing reserve funds (Apparatus & Equipment, Building & Grounds, Radio and Fund Balance) as previously established.
  - 2024 IRS Mileage reimbursement rate is: \$.68 per mile.
  - 2024 daily travel rate per diem will be determined by the current GSA travel rate determined by location.
  - The two Commissioners assigned to the Board of Ethics Committee for 2024 will be Commissioners Theobalt and Young.

Tax bills were **APPROVED** to be paid on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF.

The following conventions/trainings were **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds, AIF:

Vital Signs

Association of Fire Districts State of New York-Turning Stone, NY

New York State Chiefs

Apparatus Symposium Clearwater, FL

Staff & Command

Any other training/conference requests will be determined on a case-by-case basis.

Commissioner Gabrielsen motions, Commissioner Donohue seconds, AIF to go into executive session at 7:36PM to discuss paid personnel.

Out of Executive session at 7:45PM

**APPROVED** on a motion by Commissioner Young, Commissioner Scmillio seconds, AIF to an employee salary increase of 3%

The organizational meeting was adjourned at 7:46PM on a motion by Commissioner Scomillio, Commissioner Theobalt seconds, AIF.

Respectfully submitted,

Kelly Cassidy  
District Secretary