

March 11, 2024

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

6:30 Prior to the meeting a presentation on ProClaim was given by Frank Orlando. Commissioners Donohue and Scomillio, Commissioner Gabrielsen (7:15PM) Chief Sapienza via zoom, EMS Coordinator Laurent Barbou via zoom, District Treasurer Donna Gruner and District Secretary Kelly Cassidy were present.

PRESENT: Commissioners Donohue, Theobalt 7:50PM, Scomillio, Gabrielsen and Young, District Manager Ed Hope, EMS Coordinator Laurent Barbou, District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chiefs Sapienza 8:50PM Keegan and Orth.

ABSENT: Chief Mills

The meeting was opened with the Pledge of Allegiance.

Commissioner Donohue swears in new members Simritha Bandaru and Rich Smulczeski. Both are joining Ambulance Company 6.

FACILITIES USE REQUESTS:

2/27/2024 Main House – Smithtown LaCrosse First Aid Class 6:00PM-10:00PM
emailed BOFC and Chiefs 2/23/2024

2/28/2024 Station 2 Ambulance Meeting 6:00PM-10:00PM-emailed BOFC and Chiefs
2/23/2024

3/2/2024 Station 2 CPR Class 9:30AM-1:30PM-emailed BOFC and Chiefs 2/23/2024

3/27/2024 Station 2 Ambulance Meeting 6:00PM-10:00PM-emailed BOFC and Chiefs
2/23/2024.

3/30/2024 Station 2 BLS 12 Lead Training Program Volunteer & District Staff 9:30AM-
12:30PM-emailed BOFC and Chiefs 2/23/2024.

3/6-3/8/2024 Main House – St. Patrick’s Day set up-emailed BOFC and Chiefs 2/14/2024

3/9/2024 Main House – St. Patrick’s Day Parade-emailed BOFC and Chiefs 2/14/2024

3/20/2024 Station 2 – Engine 2 Company Meeting 7:00PM-10:00PM-emailed BOFC
and Chiefs 3/8/2024.

3/29/2024 Station 2 -Smithtown East Lacrosse pasta party 5:00PM-8:00PM-
emailed BOFC and Chiefs 3/6/2024

4/13/2024 Station 2 –Recruitment Event 9:00AM-3:00PM-emailed BOFC and
Chiefs 2/23/2024.

6/15/2024 Pavilion/Main House (if necessary) Birthday Party 12N-11:00PM-emailed
BOFC and Chiefs

Note: 3 Year and under meetings changed to the 2nd Thursday of every other month
beginning in April. Changes were made to the calendar.

CORRESPONDENCE:

2/16/2024 REMSCO Public Hearing for East Hampton Village-emailed BOFC, Chiefs and
Laurent Barbour 2/14/2024.

2/16/2024 Medical Classification for new recruit Simritha Bandaru-emailed Chiefs
2/16/2024.

Islip FD Funeral Richard Ackerson Jr. Monday 2/19/2024-emailed BOFC and Chiefs
2/16/2024.

Eastport FD Funeral Theodore Worthingham 2/25/2024, Center Moriches-emailed BOFC
and Chiefs 2/23/2024.

Eaton’s Neck FD Funeral-Joseph Cartolano 2/29/2024-emailed BOFC and Chiefs
2/26/2024

Nesconset Fire District Installation Dinner-4/13/2024 at the Watermill Cocktails 6:00PM
Dinner 7:00PM-emailed BOFC 3/1/2024.

Holtsville FD Funeral Steve Berube-March 5th-7-Emailed BOFC and Chiefs 3/4/2024.

Physicals sign-up sheet emailed to NDI Diagnostics 3/6/2024

Medical classification for new recruit Richard Smulczeski-emailed BOFC and Chiefs
3/6/2024.

East Islip FD Funeral – ex-Chief Busch 3/14/2024-emailed BOFC and Chiefs 3/8/2024.

INTENT TO FUNDRAISE:

Lotto Ticket Raffle – Engine Company 1 Sell raffles for Lotto scratch off tickets March – June
2024. Emailed BOFC and Chiefs 2/21/2024

Breakfast with Santa Engine Company 1 6:00AM-2:00PM December 2024 date TBA in December 2024 Selling pancakes. Emailed BOFC and Chiefs 2/21/2024.

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

REQUEST TO BORROW DISTRICT PROPRTY:

2 voting booths, voting ballot boxes, 1 8' table and 4 chairs. Will also need ambulance moved out of bay for Department voting on 4/4/2024-emailed BOFC 3/1/2024.

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

LEGAL:

FOIL request Lauro Pacheco-emailed Bill Glass and BOFC 2/14/2024. Emailed response that the proper paperwork must be filled out for a FOIL request 2/16/2024.

Town of Smithtown Inspection result for 221 Jefferson Avenue-emailed to BOFC 2/28/2024.

Town of Smithtown Permit 201593 for 221 Jefferson Avenue permit renewal-emailed BOFC 2/28/2024.

CHIEF'S REPORT:

1). Would like to put Engine 2 Company photographs on the wall above the gear racks. This was **APPROVED** on a motion by Commissioner Scomillio, Commissioner Gabrielsen seconds, AIF.

2). Cleaning supplies for clean up

3). EMS on the Hill 2024 \$735.50-Chief Keegan

4). NYSAFC 2024 6 members \$6,519 – includes all (conference, hotel, meals). Chief Keegan will be presenting.

Items 2, 3, and 4 were **APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Scomillio seconds, AIF.

DISTRICT MANAGER'S REPORT:

\$1,500 WTM Fire Protection

\$600 per year for monitoring

For Drum the name on the account needs to be changed from Department to District.
\$592.62

Bay door for ambulance needs to be replaced. This is a safety issue. **APPROVED** on a motion by Commissioner Donohue, Commissioner Gabrielsen seconds to spend up to \$3,000 for a new door for 4-3-6b.

EMS COORDINATOR'S REPORT:

Get a cost on the Train the Trainer class.

\$350 per person for the FDNY Search and Rescue course. Laurent and Zack would like to attend. **APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Donohue seconds, to send up to 6 people to the training. AIF.

Supplies:

Boundtree: \$2,340.27

Teleflex \$964.00

Supplies were **APPROVED** on a motion by Commissioner Donohue, Commissioner Young seconds, AIF.

Commissioner Theobalt asks why there is so much expired inventory on the rigs.

Please don't use the IV needles – very easy to stick yourself with them. Order the other brand that is safer.

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

TREASURER'S REPORT:

1. I-9 files still need to be completed for Cupo and Olson. Chris Valeo's personnel folder is now complete.
2. Audit package was finalized on 2/20/24. Need approval for Response to Management Letter to OSC.
3. G&M Dege bill paid minus bill for repairs 2/16/24.
4. Vacation days March 18-24
5. P.O. for Freedom Doors
6. Change bill delivery for PSEG to paperless-Department changed address to a PO Box-some District mail is being delayed.
7. LOSAP report needs to be approved.
8. Close the books for 2023?

9. Calling Post – has not been used in 2 years. It's \$150 per quarter. Do we want to leave this in place?
10. Need receipts for credit card purchases for the last 2 months.

An M&T Bank rep wants to come in regarding ambulance billing.

Monitor quote from Flexible-was already replaced.

Fax line – issue was discovered and repaired today.

Tony Hill would like a letter of recommendation to send to the Town of Islip. Commissioner Theobalt and Donna to write letter.

\$56.00 CPR cards reimbursement to Kate Keegan. This was **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds, AIF. In the future the Chiefs will put these on their credit cards.

COMMISSIONER SCOMILLIO:

New medic Zachary Peare was hired at \$32 per hour.

Asks Chief to have all companies put in facilities use forms for their meetings so they can be put on the District calendar.

Narcotics policy to be reviewed.

COMMISSIONER YOUNG:

Replaced treadmill in the gym – thank you for installing the outlet.

Would like to set up a meeting with the Board of Directors. Commissioners Donohue and Gabrielsen both say no.

COMMISSIONER THEOBALT:

Asks Laurent who is handling inventory – Courtney and Zack.

Who is doing the employee scheduling- Laurent and Zack.

New electrical wiring for the Main house – need to look into EV rigs and make sure there is capacity for that in the event that we need to go to electric vehicles.

Other matters for executive session.

COMMISSIONER DONOHUE:

We were able to get the ATG grant in on time. Pairing up with Kings Park, Commack and Nesconset.

40 sets of bunker gear

70 sets of bail out gear & harnesses

ESO and Red Alert do not communicate

APPROVED on a motion by Commissioner Donohue, Commissioner Theobalt seconds, to move forward with ProClaim for ambulance billing. AIF. Donna mentions getting pricing from other ambulance billing companies.

Please put 4-3-5 back in the bay. Commissioner Gabrielsen mentions that it won't start and may need \$20,000-\$80,000 in repairs to fix it.

COMMISSIONER GABRIELSEN:

Thank you to the Chiefs for the St. Patrick's Day Parade and clean-up.

Commends Laurent for doing a good job at getting up to speed.

Thank you to Ed and staff for snow removal.

Radio alcove project at Station 2 is complete.

Commissioner Theobalt mentions he would like the portables in their bases locked up. There are portables on every rig. Commissioner Gabrielsen left them out to make it more convenient for members.

Would like to replace the front door of the quartermaster not to exceed \$1,000.

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

Would like to purchase a utility closet for \$498 for station 2. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds to spend up to \$1,000 for 2 utility closets – one for each station. AIF

Need to surplus the treadmill at the next Board meeting.

Commissioner Theobalt motions, Commissioner Donohue seconds, to go into executive session at 8:45PM to discuss personnel. AIF. Commissioner Theobalt left the meeting at 9:00PM

Meeting was adjourned at 9:10 on a motion by Commissioner Scomillio, Commissioner Young seconds. AIF