

January 13, 2025

The organizational meeting of the St. James Fire District Board of Fire Commissioners was opened at 6:30 PM by District Secretary Kelly Cassidy.

PRESENT: Commissioners Donohue, Theobalt, Scmillio, Gabrielsen and Young; District Secretary Kelly Cassidy, District Treasurer Donna Gruner, District Manager Ed Hope and EMS Coordinator Laurent Barbou.

GUESTS: No guests

· Nominations were opened for Chairman of the Board for 2025. **APPROVED** on a motion by Commissioner Scmillio seconded by Commissioner Gabrielsen, Commissioner Donohue was elected Chairman of the Board. AIF.

· Commissioner Donohue assumed the chair of the meeting and called for nominations for Vice Chairman. **APPROVED** on a motion by Commissioner Donohue seconded by Commissioner Gabrielsen, Commissioner Scmillio 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 Young, AIF.

· Chairman Donohue appointed Donna Gruner Treasurer of the Board, **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Young, AIF.

7:15PM Commissioner Gabrielsen motions to go into Executive session to discuss employee salaries, Commissioner Scmillio seconds, AIF.

7:28PM Back in session

· Paramedics salary will \$33 per hour, overtime \$49.50 per hour approximately 3%

· EMTs salary will be \$24 per hour, overtime \$36 per hour approximately 4.5%

District Secretary will be \$26.80 per hour, overtime \$40.20 per hour 2%

District Treasurer will be \$73,542 per year 2%

District Manager is \$52.53 per hour, overtime \$78.80 per hour 2%

EMS Coordinator \$40.80 per hour overtime \$61.20 per hour 2%

Sean Sackman \$26.00 per hour \$overtime \$39.00 per hour

Chris Cupo \$33.52 per hour, overtime 50.28 per hour approximately 6.35%

Tim Olson \$28.27 per hour overtime \$42.41 per hour – approximately 7.55%

Zack Harrington – paramedic will be \$37.83 per hour overtime \$56.75 per hour 2%

New EMT Joe Di Gaetano \$25.00 per hour approximately 8.7%

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

· The treasurer's security bond for \$3 million was renewed and is on file. **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Donohue, AIF.

· William Glass Esq. was appointed legal advisor to the Board. **APPROVED** on a motion by Commissioner Scomillio seconded by Commissioner Gabrielsen, AIF.

· 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 Scomillio, AIF.

· Capital One Bank was named official depository of District funds. M&T Bank for Ambulance Recovery. **APPROVED** on a motion by Commissioner Scomillio seconded by Commissioner Theobalt, AIF.

· Nationwide is appointed as the brokerage for holding deposits for the Length of Service Awards Program. **APPROVED** on a motion by Commissioner Theobalt, seconded by Commissioner Gabrielsen, AIF.

· Regular monthly meetings of the Board will be held on the second Monday of each month. **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.

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|---------------|-------------|---------------|
| January 13th | May 12th | September 8th |
| February 10th | June 9th | October 6th |
| March 10th | July 14th | November 10th |
| April 14th | August 11th | December 15th |

· Membership in the following councils or associations was **APPROVED** on a motion by Commissioner Theobalt seconded by Commissioner Gabrielsen, all in favor:

- 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. Smithtown Highway Dept – Gas and Diesel Fuel Procurement
 - 2. MES/Coastal Fire Systems
 - 3. Day Elevator and Lift
 - 4. Stryker - Ambulance Equipment- contract is in effect through the end of 2025.
 - 5. Mankuski Park – Training Facilities 6.
 - 6. Winter Brothers – Dumpsters
 - 7. Installation Dinner – TBD
 - 8. Alpine Software – Red Alert
 - 9. First Arriving – website
 - 10. ZOLL Medical Equipment

- 11. Appraisal Affiliates – Capital Assets Depreciation Report
- 12. Universal Fitness – Gym equipment maintenance
- 13. Waterway – Hose Testing/Appliance & System Testing and Truck Weighing
- 14. Flexible Systems – Computer/Technical Support
- 15. Scientific Exterminating
- 16. RJK Landscaping
- 17. Clean Air - for exhaust system
- 18. PIPS – Professional innovation Program for Treasurers software
- 19. PS Trax
- 20. When to Work
- 21. ESO
- 22. GM Dege Tank Testing
- All policies will be reviewed on an annual basis and the Chief's Orders, Standard Operating Guidelines and the Department By-Laws are tabled for now.
- Chairman Donohue made the following appointments **APPROVED** on a motion by Commissioner Scomillio seconded by Commissioner Gabrielsen, AIF:
 - Apparatus & Equipment: Commissioner Scomillio
 - Building & Grounds: Commissioner Gabrielsen
 - Fire Alarms & Alerting: Commissioner Theobalt
 - Paid Personnel/Uniforms/Badges and PPE: Commissioner Young
 - Insurance, Legislation and Grants: Commissioner Donohue
 - LOSAP, Volunteer personnel: Commissioner Theobalt
 - Training: Commissioner Scomillio.

- Installation Dinner: Commissioner Donohue.
- EMS Chairman of the Board of Fire Commissioners appointed was Commissioner Young.
- 2025 Auditing Firm is Sattay
- Physicals overseen by the Board – Medical Director Gus Mantia, MD. And NDI
- Actuary for 2025 is Firefly.
- Maintain our existing reserve funds (Apparatus & Equipment, Building & Grounds, Radio and Unrestricted, Fund Balance) as previously established.
- 2025 IRS Mileage reimbursement rate is: \$.70 per mile.
- 2025 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 2025 will be Commissioners Young and Scmillio.

The organizational meeting was adjourned at 7:30PM on a motion by Commissioner Theobalt, Commissioner Young seconds, AIF.