

March 10, 2025

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

Prior to the meeting Commissioners Donohue and Scomillio met with Mark Rathjen of LPL Financial regarding investment of LOSAP funds.

Meeting was opened with the Pledge of Allegiance.

PRESENT: Commissioners Donohue, Scomillio, Gabrielsen, Young (7:47PM) and Theobalt. EMS Coordinator Laurent Barbou, District Manager Ed Hope, District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chiefs Keegan and Orth.

ABSENT: Chiefs Sapienza and Mills

GUESTS: John Stein and Lenny Gombert

COMMENTS: Lenny Gombert – Many vehicles are left outside on District grounds. Why make a museum out of an existing truck bay when it could be used to store vehicles?

FACILITIES USE REQUESTS:

3/11/2025 Station 3 Maze-Maze evolution for SCBA III 7:15PM-8:15PM-emailed BOFC, Chiefs and Ed Hope 2/27/2025. No conflicts on the calendar.

3/15/2025 St. Patrick's Day After Party-emailed BOFC and Chiefs 3/12/2025. No conflicts on the calendar.

3/29/2025 Station 1 Meeting Room – Edsell Family Birthday Party-5:00PM-12:00AM. Emailed BOFC, Chiefs and Ed Hope 2/12/2025. No conflicts on the calendar.

4/12/2025 Station 2 Truck Bay Clothing collection fundraiser 11:00AM-3:00PM-emailed BOFC, Chiefs and Ed 2/19/2025. No conflicts on the calendar.

4/13/2025 Station 1 Meeting Room Breakfast with the Easter Bunny fundraiser 6:00AM-2:00PM-emailed BOFC, Chiefs and Ed 2/10/2025. No conflicts on the calendar.

5/3 - 5/4 (rain date) Station 1 Scouts car wash 9:00AM-3:00PM

5/17 5/18 (rain date) Station 1 Eagle Scouts car wash 9:00AM-3:00PM

5/31 - 6/1 (rain date) Station 1 Eagle Scouts car wash 9:00AM-3:00PM

All of the above emailed BOFC, Chiefs and Ed 3/3/2025. No conflicts on the calendar.

10/18/2025 Station 2 and Picnic/Pavilion (weather permitting) Old Timer's Night 12:00N-12:00AM-emailed BOFC, Chiefs and Ed-3/5/2025.

12/6/2025 Station 1 and 2 all rooms – Department. No conflicts on the calendar.

Facilities use requests were **APPROVED** on a motion by Commissioner Donohue, Commissioner Young seconds, AIF.

CORRESPONDENCE:

Nesconset FD Installation Dinner April 12, 2025, at the Watermill 6:00PM Cocktails, 7:00PM Dinner. Commissioner Theobalt to attend.

Smithtown FD Installation Dinner 4/26 at Flowerfield. Commissioner Theobalt to attend.

Authorization form for the 2025 physicals sent to Maryann Lanni at NDI-2/21/2025.

Incident Safety Officer Classes – Sayville FD 4/29 and 5/17 8AM-4PM

Department Physicals sign-up sheets hung up at Station 1, 2/26/2025

Letter sent to Smithtown Fire District requesting a meeting to discuss dispatch 2/27/2025.

Suffolk County Legislature letter regarding IR 1997 a local law introduced to improve the county's affordable housing programs for volunteer firefighters and EMS personnel- emailed BOFC, Chiefs and Jay Fischler 3/3/2025.

Request for information on a save in Florida – Ex-Chief Bob DeMoustes saved the woman's mother from choking. Emailed BOFC and Chiefs 3/5/2025. Also emailed Dan Jordan 3/6/2025.

Hauppauge FD Installation Dinner – Saturday May 5th, 2025, Smithtown Landing, 7:00PM .

Doctor's note from Alyssa Byrus- administrative duties only 3/3/2025

Applicant employment verification for Mina Sharpe emailed to Nassau County PD 3/7/2025.

LEGAL:

Board of Fire Commissioners Special Meeting 2/19/2025. Posted at Stations 1 and 2 and on the District website 2/19/2025.

Paperwork for a PCR request for accident on 8/6/2023 sent to Laurent and Zack 2/19/2025. PCR request emailed to Lissette Davis at RYCB personal injury attorneys 2/21/2025.

Lease contract to Montauk Fire District for the old 4-3-3 signed and mailed back 2/26/2025.

RJK contract signed and mailed back 2/26/2025.

Paperwork for a PCR request for transport from 4/15/2024 sent to Laurent and Zack 2/26/2025. PCR request emailed to Magna RecordTrak 2/27/2025.

Colonial Surety Company – contract status inquiry-emailed BOFC and Wayne Alden 3/3/2025.

Town of Smithtown Inspection Result Notice-Inspection status is incomplete due to no certificate of occupancy.

REQUEST TO BORROW DISTRICT PROPERTY:

2 Voting stands and box for ballots for 4/3/2025-emailed BOFC 3/5/2025. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds. AIF

INTENT TO FUNDRAISE:

Breakfast with the Easter Bunny 4/13/2025 Station 1 Pancake breakfast 6:00AM-2:00PM Engine 3. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scmillio seconds. AIF.

Engine 2 Clothing Drive 4/12/2025 Station 2 Truck Bay Floor 11:00AM-3:00PM. **APPROVED** on a motion by Commissioner Scmillio, Commissioner Theobalt seconds, AIF.

CHIEFS REPORT:

Commissioner Gabrielsen asks who is responsible for the St. Patrick's Day Parade. Some discussion on this. Chief Keegan mentions the Chiefs Office. Commissioner Gabrielsen asks for a contact name. Chief Keegan asks what the issue is. Commissioner Gabrielsen says the place is left dirty every year. Commissioner Young mentions the Department has been hosting this for the past 40 years. Please fill out facilities use form.

- 1). 4-3-1 and 4-3-3 are in service. All previous operators are now qualified.
- 2). Operation Control Memorandum is attached.
- 3). Fingertip pulse oximeters 20 @ \$18.73 = \$374.60.
- 4). 100 CPR Keychain Face Shields \$54.95 on Amazon.
- 5). New Chiefs Car Command Box \$3,322.50 at Hendrickson.
- 6). New Chiefs Car Argus Mi-TIC \$6,069.55 Strategic Safety Dynamics (State Contract).
- 7). New Chiefs Car Drager X-am 2500 gas meter \$1,181.80 Strategic Safety Dynamics.

8). James O'Connell FDNY Medical Special Operations Conference April 24 & 25th \$215.26.

9). Request to upgrade 4-3-2 headlights to LED, it's becoming increasingly difficult to see at night.

10). Helmet, helmet shield and Class A Uniform for incoming Chief (TBD) not to exceed \$900.

11). 2025 NYS Chiefs Conference 5 members hotel registration and per diem \$5,615.00.

ADD-ON:

Recruitment and Retention would like to have save the date flyers printed up for the open house at a cost of \$1,175.

All of the above were **APPROVED** on a motion by Commissioner Donohue, Commissioner Scomillio seconds, AIF.

6 Alpha is in service.

Commissioner Donohue asks Ed to look into LED headlights upgrade for 4-3-2, and to get a price on a Chiefs helmet.

4-3-7 and 4-3-9 – would like to combine operations. Trial run on this beginning 4/3/2025. 4-3-7 officers will take control of 4-3-9. This will be re-evaluated to ensure that it works out. There is no plan on putting the trucks together.

Commissioner Donohue asks Ed to create more truck bay space.

Chief Orth to provide a list of the number of pants and boots required for EMS.

4-3-6A-Cosmetic damage on a hubcap. Chiefs are aware.

Commissioner Donohue mentions there is rust on 4-3-6-B. Please contact Pro-liner to look at this.

DISTRICT MANAGER'S REPORT:

Working with Commissioner Scomillio on a punch list for 4-3-1.

4-3-7 quote for new trunk charger.

Old gas can – excess? The sensor needs to go back to the Town.

Radio was removed from Chief Orth's car

Old 81 car – scrap it or use for a vehicle extrication course?

New radios for the Suburban – Commissioner Theobalt to discuss with Ed.

\$729.48 for cleaning supplies – **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.

\$1,063.70 for truck charger – this was tabled. Use a spare battery for now.

EMS COORINDATOR'S REPORT:

Fall Prevention presentation at Fairfield was well received. They requested a CPR class.

Would like to start using IV Tylenol – will need Medical Director approval. Commissioner Young agrees.

Cotmedic performed preventative maintenance on the stair chairs.

Looking for vendors to service the Lucas devices.

Supplies:

Boundtree: \$1,748.56

Teleflex: \$684.50

The above supplies were **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds, AIF.

Commissioner Young asks to meet with Laurent.

TREASURER'S REPORT:

1). LOSAP plan document and Nationwide Document, please sign-sent to Board in January.

2). Audit findings – need approval. This was sent to the Board 3 months ago-approved by Bill Glass.

3). Winter Brothers contract renewals were signed.

4). Maintenance and EMS employees were over their hours the weeks of 2/10 and 2/24.

5). Reminder – I will be out on vacation 3/19-3/25.

The 2024 LOSAP needs to be approved by the Chief and posted.

LOSAP report showed Kevin Peterson did not make his points in 2023 – this needs to be revised as he did make the points. There was a call near his house that he reported to. This

was reviewed and approved by the Chiefs Office. This was **APPROVED** on a motion by Commissioner Theobalt, Commissioner Young seconds, AIF.

Need to buy 10 additional pouches for vehicles to hold paperwork. Can only get blue. Board okays.

The bills for Penny's for 2024 is \$10,000.

All of the vehicles have been updated in PS Trax and Red Alert with insurance cards, inspections and registrations as requested by Commissioner Scomillio .

Do the three trailers need to be inspected? Ed says no.

Commissioner Theobalt motions, Commissioner Young seconds to **APPROVE** the LOSAP report. AIF.

CDJ Electric – Is this being paid out of the Building Reserve fund per the permissive referendum? Yes, this will be paid out of the Building Reserve and then reimbursed once the grant comes through.

Asks Chiefs about classification status of Alyssa Byrus – she is out on medical leave.

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

A vote was taken to put Commissioner Gabrielsen in charge of EMS and Maintenance Personnel. Some discussion on this. This was not mentioned at the Organizational Meeting. Commissioner Young mentions that too many Board members are involved in too many categories and going in all different directions. Commissioner Theobalt mentions that he is in charge of radios as per the Organizational Meeting. This was **APPROVED** on a motion by Commissioner Donohue, Commissioner Scomillio seconds. Commissioner Theobalt No. Motion carried.

COMMISSIONER SCOMILLIO:

Asks Ed to order 4 new 8-foot tables.

Blitz monitors for new engines

Quote for foam for new engines:

8 5-gallon buckets of training foam for both engines \$6,576 state contract – on hold.

APPROVED on a motion by Commissioner Donohue, Commissioner Theobalt seconds, to spend \$7,378 for portable monitors for the two new engines. AIF.

Produced updated Procurement Policy for all to sign.

Asks Commissioner Young if he would like Flexible to fix his District computer and phone. Yes, please.

Chief Keegan – text from the Department asking will the Board pay for the cost to shrink-wrap the sled? Some discussion on this. Commissioner Gabrielsen motions to spend up to \$600 to shrink wrap the sled, Commissioner Scmillio seconds, AIF. Chief Orth thanks the Board. Commissioner Young will get a provision put in place to do this every year.

Nationwide plan resolution to remove Ed Springer from the plan and change to Commissioner Donohue, Commissioner Scmillio and Donna Gruner. This was **APPROVED** on a motion

COMMISSIONER DONOHUE:	YES
COMMISSIONER SCOMILLIO:	YES
COMMISSIONER GABRIELSEN:	YES
COMMISSIONER THEOBALT:	YES
COMMISSIONER YOUNG:	YES

COMMISSIONER THEOBALT:

Setting up a meeting with Smithtown Fire District to discuss dispatch. Chief Orth would like to attend as well.

Ambulance company – would have been nice to have had the chance to get pictures taken with the old ambulances, as the engine companies did.

Radio – will discuss with Ed. Let's get it ordered and send documentation to FRES.

Some radios need to be re-programmed.

FRES dispatcher – have not gotten any response from FRES. Chief Keegan mentions that a letter of apology was sent and will forward it.

COMMISSIONER GABRIELSEN:

Maintenance staff and EMS are doing a wonderful job thank you.

Chief Keegan asks why the Department was not included in the fall prevention lecture at Fairfield. The Chief found out the meeting was in progress but was not alerted ahead of time. No response.

30 flashlights are missing from the Quartermaster. Commissioner Theobalt mentions if there were cameras in place this wouldn't happen. Chiefs clarify that the flashlights were given to the Chiefs office for distribution, not taken or missing.

COMMISSIONER DONOHUE:

EMS pants cost \$80. **APPROVED** on a motion by Commissioner Donohue, Commissioner Young seconds, AIF to purchase 50 pairs of pants for a total of \$4,000.

Chief Keegan to have all companies let him know how many pairs and what sizes are needed.

Bid opening on the Rec Room project will be held Wednesday, 3/12 at 3:00PM.

Commissioner Theobalt mentions there was a curb put in, but the job is not completed yet. Will need to splice in a PVC pipe. Just trying to be pro-active.

Will go out to bid on the 23-foot garage door.

Department physicals are scheduled for 3/19 and 4/19. Nick Kefalos to perform fit tests.

Flu shots – can be done in October. Commissioner Young can administer these if he is able to get the vaccine.

Spoke with Craig Dwyer about the furnace – trying to come up with an HVAC plan.

Engine 3 fan is not working. Ed changed out battery, but it still does not stay on. Chief Orth mentions that it may just need a new end on it.

8:54PM Commissioner Donohue motions, Commissioner Scmillio seconds to go into executive session, AIF to discuss members personal safety.

9:05PM Back in session.

APPROVED on a motion by Commissioner Donohue, Commissioner Young seconds, to purchase a new sink and faucet for Station 2 not to exceed \$1,000. AIF

APPROVED on a motion by Commissioner Donohue, Commissioner Young seconds to cut the granite sink for the faucet-not to exceed \$1,000. AIF

APPROVED on a motion by Commissioner Young, Commissioner Scmillio seconds to purchase 10 tickets for Long Island Fire Districts Legislative Committee 50th Anniversary Dinner at Land's End on May 21, 2025 at \$65 per for a total of \$650. AIF

Meeting was adjourned at 9:10PM on a motion by Commissioner Donohue, Commissioner Scmillio seconds AIF.