

April 14, 2025

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

PRESENT: Commissioners Donohue, Scmillio, Gabrielsen (7:49PM), Young and Theobalt. District Manager Ed Hope, District Treasurer Donna Gruner, District Secretary Kelly Cassidy, Chiefs Keegan (7:39PM) Orth and O'Connell.

ABSENT: Chiefs Sapienza and Mills and EMS Coordinator Laurent Barbou.

Meeting was opened with the Pledge of Allegiance.

FACILITIES USE REQUESTS:

3/26/2025 Station 1 Cub Scouts Meeting 6:30PM-8:30PM emailed BOFC, Chiefs and Ed 3/19/2025. No conflicts on the calendar.

4/19/2025 Station 1 Football coaches meeting 10:00AM-12Noon-emailed BOFC and Chiefs 4/11/2025. No conflicts on the calendar.

4/26/2025 Station 2 Recruitment and Retention Open House, 9:00AM-3:00PM-emailed BOFC, Chiefs and Ed 3/28/2025. No conflicts on the calendar.

5/17/2025 Station 2 and Picnic Area- 2nd Birthday Party – O'Connell-emailed BOFC, Chiefs and Ed Hope 3/14/2025. No conflicts on the calendar.

6/7/2025 Station 2 kitchen picnic/pavilion area Girl Scouts Meeting Jessica Kern 12:00PM-7:00PM-emailed BOFC, Chiefs and Ed 3/20/2025. No conflicts on the calendar.

All Fraternal Order of Police meetings will now be held at Station 2. No conflicts on the calendar.

All of the above requests were **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scmillio seconds, AIF.

CORRESPONDENCE:

Physicals sign-up sheet for 3/19/2025 emailed to NDI 3/14/2025.

Owen Shortell return to duty 3/20/2025.

Call from SCWA regarding water main replacement at Branglebrink and Fifty Acre Road, then onto Cordwood Path-emailed BOFC, Chiefs and Laurent 3/24/2025.

Smithtown FD Engine Company 1 Cash Bash – 5/16/2025 5:00PPM-10:00PM-emailed BOFC and Chiefs 3/28/2025

FRES EMS Insect bite notice – emailed Department members 3/28/2025.

Physical classification reports back from department physical date of 3/19/2025.

John Toomey moved to life plus status 4/6/2025-emailed BOFC 4/9/2025. Off of AFLAC plan.

Physicals sign-up sheet for April 19th, 2025 sent to NDI 4/9/2025.

LEGAL:

Fire report for 285 Fifth Street from April of 2016 emailed to Peter Schmitz 3/12/2025.

Scientific contract

Bid opening for rec room project was held on 3/12/2025. Bids are now being reviewed by the Alden Group.

Special meeting was held 3/31/2025 at 6:00PM to review bids for the rec room/office project at Station 1.

Rec Room/Office project awarded to Austin Interiors \$475,777.

Certificate of insurance issued to borrow the electronic sign from FRES 4/4/2025.

Fire report for 240 Cambon Avenue emailed to Robert Retnauer 4/9/2025.

NOTICE OF INTENT TO FUNDRAISE

Company 7 and Rescue 9 Raffle Yankee, Mets tickets- April 10th – June 17th ongoing. Emailed BOFC 4/9/2025.

Engine 3 Raffle (300 max) for 10 cash prizes and one grand prize. 4/15-7/15/2025.

Fundraising requests were **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.

CHIEF'S REPORT:

- 1). 4-3-6a Investigative report is attached.
- 2). Ex-Chief Springer Jr. EMT-CC to Paramedic Bridge Class – tuition is \$2,200, course material is \$1,076.95 for a total of \$3,276.95. To be discussed in executive session.
- 3). SUNY Stony Brook EMT Class – Fatemeh Dehpanah \$1,200. To be discussed in executive session.
- 4). Laser printer for Station 1 radio room \$119.00

5). Nameplate for FF Moran's gear.

6). Salvage covers for 4-3-1 (2) Blue 18 oz vinyl 12x18 \$195.59 = \$391.18 and (1) yellow 18oz vinyl 9 x 12 \$116.99 for a total of \$508.17 (quote attached)

7). Collar brass for Chief Sapienza and Ex-Chief Jo Kuethen

8). Can we please post pictures of District Personnel so members may become familiar with who they are? EMS and maintenance staff.

9). Shredder for Chief's office \$395.09

10). Class A uniforms for: Brian Kern, Mark Parris, Lorraine Gari, Ray Zizzo and Kevin Peterson.

11). Hat Devices for EMS Company – Star of Life (30) not to exceed \$1,000

12). Star of Life Officer Jacket Collar Brass for EMS Company officers (3) wasn't included on previous jacket brass order. Not to exceed \$300.

13). Female Class A shirts- will have members fitted when Class A uniforms are fitted at Firehouse. Dominick to come to Firehouse.

All of the above except numbers 2 and 3 were **APPROVED** on a motion by Commissioner Donohue, Commissioner Theobalt seconds, AIF.

Chief Keegan thanks the Board for allowing him to attend EMS on the Hill. He was the only attendee from Suffolk County. Discussion on being able to treat diabetics in place rather than transporting. Any use of an epi-pen should be followed-up by a hospital visit. Talking about making EMS an essential service.

Training door is getting picked up by the Chiefs next week. They will be trained on-site.

District employee damaged the step on 4-3-7 – no one was there to help backup when pulling into the building. \$175 to repair. No report filed.

DISTRICT MANAGER'S REPORT:

New coffee machine was purchased – old one was leased.

Alert system station 3 and the gym

Sink and faucet were installed in the bathroom at Station 2.

Air machine was certified.

4-3-1 Engine light was on again – not sure why.

4-3-33 New Chief's car nearly complete – Needs to be lettered and box is being installed.

4-3-11 and 4-3-12 new tires needed. \$1,600 quote from Penny's.

Supplies (Drum Industrial) in the amount of \$702.55 were **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds, AIF.

EMS COORDINATOR: Absent

Supplies: Boundtree \$1,434.97 were **APPROVED** on a motion by Commissioner Gabrielsen, Commissioner Scomillio seconds, AIF.

TREASURER'S REPORT:

1. Firefly document needs to be signed.
2. Day off May 5th – Approved
3. Budget Transfers **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.
4. AFR to Comptroller's Office completed
5. Auditors to begin 2024 Audit on May 6th
6. New company officers and Chief updated in Red Alert
7. New phone and credit card ordered for Chief O'Connell-already in possession. Business cards have been ordered.
8. Maintenance employees were over hours on the 4/7 payroll

Reminder I will be out beginning Wednesday 4/16 through 4/28 due to surgery.

LOSAP has been posted for 30 days – no discrepancies so far so they will be signed off on.

Surplus for 2024 of \$489,293.39

Commissioner Theobalt mentions to allocate as follows:

Radio Reserves \$100,000

Apparatus \$200,000

Buildings \$100,000

Board to discuss.

Commissioner Scomillio motions to pay the bills, Commissioner Theobalt seconds, AIF.

The March meeting minutes were **APPROVED** on a motion by Commissioner Theobalt, Commissioner Scomillio seconds, AIF.

COMMISSIONER SCOMILLIO:

2012 Chevy ambulance was sold for \$33,000. We netted \$29,700 after the broker's fee.

4-3-1 meeting with someone interested in purchasing on Wednesday.

LOSAP investment and Investment policies reviewed and signed by all Commissioners.

Policies to be reviewed next month: Medical leave, Firefighter Classification, Asset Management.

Employee handbook – can we approve this next month?

Knowbe4 Management Training - Training awareness – Flexible uses them. One year \$3,621 or 3 years at \$10,832. It's a 10-minute video for all employees to view. This was **APPROVED** on a motion by Commissioner Scomillio, Commissioner Theobalt seconds, AIF to spend \$3,621 on the one-year contract.

Did the Chiefs get a chance to review the HAZMAT and Respiratory Protection policies? They had not been reviewed by the Chiefs at the meeting yet.

One item for Executive session.

COMMISSIONER GABRIELSEN:

Upgrading station 2 to gas. PSEG is involved in the site plan. Would like Alden Group to take over this project. No price yet.

COMMISSIONER THEOBALT:

Hendrickson bill of \$28,000 includes radios, modules. There is \$230,000 in the Apparatus Reserve. Bill to be paid out of fund balance.

Dispatch – Smithtown fee to dispatch will be \$148,000 per year. Meeting with Smithtown Fire District tomorrow to discuss. Problems dispatching with County and having a hard time getting any answers from them.

Would like to purchase 2 new radios for the Suburban @ \$8,373.45 per year. **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds, to spend up to \$17,000 on 2 new radios. AIF.

COMMISSIONER YOUNG:

Uniforms –10 new last year. This year 5

Expiration on fire gear? 10 years – just ordered 70 sets.

Chief Keegan asks if we can put in for 10 new uniforms this year – everything in the closet is very large. Will go through the closet.

Can we discuss an item from the EMS Coordinators report in Executive session?

Commissioner Gabrielsen asks who ordered the new gear. No one seemed to know. All orders must go through Ed.

The 10-year expiration on gear is not true according to the NFPA. Chief Keegan mentions that according to OSHA and PESH it is 10 years. Also not 10 years for bailout gear.

Commissioner Theobalt mentions that if anyone has questions or concerns about the bailout gear please put it out of service and we can address it at the next meeting.

Commissioner Theobalt also mentions that the wrong truck was lettered. Neither truck was here that was supposed to be lettered.

COMMISSIONER DONOHUE:

Three quotes for cabinets for the rec room/office renovation:

Authentic Molding & Door Supply	\$37,400
ET Custom Millwork	\$38,000
CMD Cabinetry	\$31,800 – Wayne recommended them

APPROVED on a motion by Commissioner Donohue, Commissioner Gabrielsen seconds, to spend \$31,800 on cabinets. AIF

Rewiring of lights (put into a conduit) **APPROVED** on a motion by Commissioner Theobalt, Commissioner Donohue seconds to spend \$6,436.18. AIF

Paving in front of Main House Rec Room **APPROVED** on a motion by Commissioner Donohue, Commissioner Theobalt seconds, to spend up to \$4,443. AIF. Commissioner Theobalt to ask the Town to do removal.

The generator project is on-going. 5/25 is the expected delivery date, with a completion date of September.

8:30PM Commissioner Donohue motions to go into executive session, Commissioner Young seconds, AIF to discuss dispatching, radios, and duty crew response.

9:14PM back in session.

APPROVED on a motion by Commissioner Donohue, Commissioner Young seconds to pay for the Paramedic Bridge class for Ed Springer Jr. at a cost of \$3,276.95 and EMS class for Fatemeh Dephanah for \$1,200. AIF

Meeting was adjourned at 9:20PM on a motion by Commissioner Young, Commissioner Gabrielsen seconds, AIF.