**MINUTES OF THE MEETING OF THE BOARD OF FIRE COMMISSIONERS**

 **ISLIP TERRACE FIRE DISTRICT**

**June 24, 2019**

A regularly scheduled meeting of the Board of Fire Commissioners of the Islip Terrace Fire District was held on June 24, 2019 and called to order by Chairman Maieli at 7:09 p.m. at 264 Beaverdam Road Islip Terrace, N.Y., with the following present:

Chairman Tony Maieli

Commissioner Bart Gugel

Commissioner Ermanno Chimirri

Commissioner Keith Miller

Chief Tom Quagliara

2nd Asst. Chief Walter Redwood

District Secretary Lori Ann Messino

District Clerk Frank Cuoco

District Treasurer Bob Sick

District Manager Rob Simpson

District Counsel Bill Glass

Pledge to the Flag.

Moment of silence was led by Chairman Maieli

Warrants and claims in the amount of $104,233.50; 47 checks have been reviewed, approved and paid. Motion to approve made by Comm. Chimirri seconded by Comm. Miller with all in favor.

Motion to approve previous minutes dated June 10, 2019 made by Comm. Gugel seconded by Comm. Miller with all in favor.

District Treasurer:

* Submitted Revenue & Expense Report dated 5/31/19 for review. Held discussion. Advised we are on track to be under budget for the year.
* Held a discussion regarding audit report from Cullen and Danowski.
* Advised a response letter has been comprised and would like approval to send out.

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District Treasurer:

* Advised Audit Report has been filed with New York State.
* Advised Secretary has filed Audit Report to the Town Clerk
* Discussed tentative budget workshop dates.
* Held a discussion regarding Sexual Harassment training.

Motion to approve 2018 audit of financial statements and management letter from Cullen and Danowski made by Comm. Chimirri seconded by Comm. Miller with all in favor.

Motion to publish Public Notice regarding 2018 Audit Report in local newspaper made by Comm. Chimirri seconded by Comm. Miller with all in favor.

Motion to approve response letter to Cullen and Danowski made by Comm. Chimirri seconded by Comm. Miller with all in favor.

Motion to approve Addendum to Procurement Policy made by Comm. Chimirri seconded by Comm. Miller with all in favor.

Motion to adopt Section 125 Plan pending coverage of a plan document by Aflac made by Comm. Gugel seconded Comm. Miller with all in favor.

Correspondence:

* In receipt of Non Incident Event report for pager and request for new one/ Mark Keeley. Request approved by the BOFC.

Motion to approve Verbal/Electronic Approval for the purchase of Thermal Imaging Cameras mounting on 3-6-1, 2, 3, 4 and 6 NTE $1075.00 made by Comm. Chimirri seconded by Comm. Gugel with all in favor.

2nd Asst. Chief Redwood:

* Advised that Joe Falci from the Department has acquired a Shoprite Credit Card. Motion to approve reimbursement NTE $175.00 monthly made by Comm. Gugel seconded by Comm. Miller with all in favor.

Chief Quagliara:

* Nothing at this time

6/24/19

Comm. Miller:

* Advised that First Responder vehicles can carry oxygen for pets only.
* Held a discussion regarding the 30 day allowance to purchase from Coastal and All American. A template letter has been drafted and submitted to the Chief for future use.

Comm. Chimirri:

* Motion to approve an updated Return to Active Duty policy made by Comm. Miller seconded by Comm. Gugel with all in favor.
* Held a discussion regarding cabinet in truck house.
* Held a discussion regarding moving the diesel fuel tank from sub station to main house. District Manager will report back with codes and pricing.
* Held a discussion with Treasurer and District Manager regarding Losap increase.

Comm. Gugel:

* Held a discussion with District Counsel regarding legal letter drafted for return of equipment from past member.
* Held a discussion regarding the list of pagers from the Chiefs.
* Advised as soon as book is complete he will submit to District Clerk moving forward as the Board will handle equipment moving forward.

District Secretary:

* Advised she has received two quotes for sealcoating with the 3rd vendor as a no call back. A& L Sealcoating $9075.00, Appell $11,315.00.
* Advised we are in receipt of a credit refund from Citi Bank/Home Depot for $589.07.

Motion to approve sealcoating project with the lowest bidder, A&L Sealcoating NTE $9075.00 made by Comm. Gugel seconded by Comm. Miller with all in favor.

District Clerk:

* TICS in software downloadable
* Stock room cleaned, consumable with two cabinets
* Ball valves in 3-6-8 mounting (Frank Rucci) spare in stock
* Sprinklers all up and running for the season
* Pumphouse pressure washed by Steve, door fixed by G&M Doors
* Gear pants out the Hi Tech for Deus pocket. Frank Lau will be contacted one new gear is issued.

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District Clerk cont.

* 3-6-4 piston valve was surplus and out of inventory
* Museum in progress, 911 plaque completed, 100th anniversary plaques done

District Manager:

1. Island Tech Services (IT Company)
	* 10 workstations were upgraded with Think Center 8 (M710) and 2 (M910) on NYS contract Total $11,315.90. $8.25 per month, per workstation for Office 365 total monthly cost $82.50.
	* Approval to surplus old computers and accessories.
	* Cleaned out IT room downstairs with outdated computer equipment
2. Camera System
	* 7 failing cameras were replaced 6/13/19 as approved
	* Approval to add 5 additional cameras downstairs as requested by Chiefs office.
		+ RF Design Total cost $3,885.00
		+ Waiting for additional quotes
3. Purchased summer uniforms for staff from Pride Embroidery NTE $650.00
4. Spoke with Bob Sick and ADP Payroll representative we were able to reduce of cost by almost 50%. Will start paperless payroll next payroll as approved by BOFC.
5. Boiler at substation repaired by Soundview on 6/3/19 $906.00
6. 6 Thermal imaging cameras K-55 came in and will be installed on vehicles by RVI total cost $1,200.00
7. Frank Cuoco and Scott Crosby have been working on cleaning up equipment rooms.
8. Recliner for basement was replaced by Dreamseats at no cost to district.
9. New microwave purchased to replace old one in kitchen. Total cost $159.99 (Approval to surplus broken one)

District Manager cont.

1. Purchased 5 Fire Police LED wands from Global Industries NTE $100.00
2. Shredding of old PCR and Financial statements were completed on 6/7/19 Total cost $75.00

Motion to surplus piston intake valve on 3-6-4 made by Comm. Gugel seconded by Comm. Miller with all in favor.

Motion to approve the purchase of three (3) blades NTE $1500.00 made by Comm. Gugel seconded by Comm. Miller with all in favor.

Motion to approve the purchase of 5 cameras for the basement NTE $3885.00 pending two other quotes made by Comm. Miller seconded by Comm. Chimirri with all in favor.

Motion to surplus the microwave in kitchen made by Comm. Gugel seconded by Comm. Miller with all in favor.

Motion to approve District Diesel Fuel Report for May 2019 made by Comm. Gugel seconded by Comm. Miller with all in favor.

District Counsel:

* Held a discussion regarding NFPA, 10 year rule still in affect for gear.

Motion to move to executive session at 8:45 p.m. made by Comm. Gugel seconded by Comm. Chimirri with all in favor.

Motion to move out of executive session at 9:30 p.m. made by Comm. Miller seconded by Comm. Gugel with all in favor.

Motion to approve Robert Simpson at a fixed salary of $60,242.00 for approximately 25 hours per week made by Comm. Miller seconded by Comm. Chimirri with all in favor.

Motion to adjourn meeting at 9:32 p.m. made by Comm. Miller seconded by Comm. Chimirri with all in favor.

Respectfully,

Lori Ann Messino

District Secretary