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

 **ISLIP TERRACE FIRE DISTRICT**

**November 23, 2020**

A regularly scheduled meeting of the Board of Fire Commissioners of the Islip Terrace Fire District was held by virtual zoom on November 23, 2020 and called to order by Chairman Chimirri at 7:03 p.m. with the following present:

Chairman Ermanno Chimirri

Commissioner Bart Gugel

Commissioner Thomas Chance

Commissioner Walter Westhoff

1st Asst. Chief Bruno Rocco

2nd Asst. Chief Pete Peluso

District Treasurer Bob Sick

District Secretary Lori Ann Messino

District Manager Robert Simpson

District Clerk Frank Cuoco

District Counsel Bill Glass

Project Manager Wayne Alden

Virtual Pledge to the Flag led by Chairman Chimirri followed by a moment of silence.

District Treasurer:

* Held a discussion regarding Revenue & Expense Budget Analysis
* Advised through end of October we are under budget and will do budget amendment by end of year.
* Held a discussion with Board regarding Bond rating
* Held discussion regarding NYS Retirement contribution

Motion to approve the NYS Retirement contribution of $55,118.00 made by Comm. Westhoff seconded by Comm. Chance with all in favor.

Motion to accept Treasurers report made by Comm. Westhoff seconded by Comm. Chance with all in favor.

11/23/2020

Warrants and Claims in the amounts of $270,675.89; 31 checks have been reviewed, approved, and paid. Motion to approve made by Comm. Gugel seconded by Comm. Chance with all in favor.

Correspondence:

* Request received from Chief to purchase spare tips for battery operated spreader. Model numbers attached. Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor.
* Request received from Chief to purchase twenty-five (25) hurst tool qualification stickers at $3.59 per sticker. Motion to approve made by Comm. Westhoff seconded by Comm. Gugel with all in favor.
* Request received from Chief to purchase fifty (50) spring loaded window punches NTE $5.25 each for a total of $262.50. Motion to approve made by Comm. Westhoff seconded by Comm. Gugel with all in favor.
* Request received from Chief to purchase twenty-four (24) Mask Mate-Particulate-Blocking Hoods-PBI / Lenzing. Part number attached. Motion to approve made by Comm. Chance seconded by Comm. Westhoff with all in favor.
* Request received from Chief to purchase thirty-six (36) pairs of Pro Tech gloves. Sizes and model numbers attached. Motion to approve made by Comm. Chance seconded by Comm. Westhoff with all in favor.
* Request received from Chief to purchase six (6) sets of collar brass for the Fire Police officers NTE $18.00 each. Specs attached. Motion to approve made by Comm. Chance seconded by Comm. Westhoff with all in favor.
* Request received from Chief to purchase 50 cases of water. Motion to approve made by Comm. Chance seconded by Comm. Westhoff with all in favor.
* Request received from Chief to purchase 36 pairs of Extraction gloves. Sizes attached. Motion to approve NTE $2000.00 made by Comm. Chance seconded by Comm. Westhoff with all in favor.
* Request received from Chief to purchase one complete high-rise kit for 364. Motion to approve purchase pending more information from the Chiefs office made by Comm. Gugel seconded by Comm. Westhoff with all in favor.
* Request received from Chief to purchase holidays lights at needed for both stations NTE $500.00. Motion to approve made by Comm. Gugel seconded by Comm. Chance with all in favor.

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Correspondence cont.

* Request received from Chief for a NTE $1000.00 for Signal 8 Annual Department meeting. Motion to approve made by Comm. Chance seconded by Comm. Westhoff with all in favor.
* Request received from Chief for FF Anthony Siegler to start drivers training on Department/District vehicles. Motion to approve made by Comm. Westhoff seconded by Comm. Gugel with all in favor.
* Request received from Chief to use spare Chief vehicle on 12/12/20 to tow trailer during annual Santa run. Motion to approve made by Comm. Westhoff seconded by Comm. Gugel with all in favor.

1st Asst. Chief Rocco:

* Inquired about status of storage for CPR dummies. Chairman advised its being worked on.
* Held discussion regarding Echo calls and allowance to have activation on them in our district only.

2nd Asst. Chief Peluso:

* Reminded the Board of Blood drive on 12/11/20
* Advised he is meeting with Frank Lau this week.

Comm. Chance:

* Nothing to add

Comm. Westhoff:

* Happy Thanksgiving to all

Comm. Gugel:

* Held a discussion regarding the purchase of new helmets for probationary members, probationary names tags and 12 helmet shields, hurst tool tips and FF gloves that were previously approved.

Motion to approve purchase NTE $12,000 for made by Comm. Chance seconded by Comm. Westhoff with all in favor.

11/23/2020

Comm. Chimirri:

* Held a discussion regarding update on electrical panels. District Manager advised work will begin, waiting on materials.

Project Manager Wayne Alden:

* Held a discussion with BOFC regarding Electrical bids received.
* Read aloud each proposal with everything that is included in price:

 Below are the amounts and I attached the proposals for you.

 Hollborn Electric $12,525.00

 Lechner Electric $10,595.00

 United Electric $ 19,150.00

Motion to approve Hollborn Electric NTE $12,525.00 for made by Comm. Gugel seconded by Comm. Chance with all in favor.

District Secretary:

* Advised 300 ballots will be ordered for Commissioner Election on 12/8/20.

District Clerk:

* Light fixtures are in, will be installed
* Joe Carpinelli gear is in and inventoried
* Frank Lau (repairs to gear)
* Washing machine had been repaired
* Xmas decorations will be purchased and put up
* Advised radios will be programmed
* Ansul system tested and certified in kitchen
* Held discussion regarding 12 2.5 couplings

Motion to approve purchase NTE $482.80 for purchase of couplings made by Comm. Westhoff seconded by Comm. Chance with all in favor.

District Manager:

* Amazon purchases approximately $375.00 – Storage drawer for Chiefs office, Glad air fresheners, 2 thermostats for truck house, surgical masks, and three wall mounted inferred thermometers.

District Manager cont.

* Dispatch replacement countertop was re-installed, they refunded us 10% for the inconvenience.
* 3-6-5 reflective stripes that are damaged were replaced by Norris Lettering.
* Frank Lau will be here tomorrow to repair gear as approved at last meeting.
* Electrical panel upgrades at headquarters will begin early next month they are waiting for equipment to arrive. (Triple J Electric)

Plow for pickup truck

* + Proliner
		- Western 8ft Pro Plus $6,499.00
	+ Trius
		- Western 8ft Pro Plus $5,800.00
* Landscaping bids 2021
	+ Superscapes (current vendor) HQ’s only
		- $6,000.00
	+ Ace Landscaping HQ’s only
		- $6,400.00
* New training computer for Chiefs office has been ordered $749.99
* Rucci has been doing a great job in the basement
	+ Repairing sheetrock
	+ Painting walls and trim as needed
	+ Replacing wall switches
	+ Replaced thermostats
	+ Replaced exhaust switch on truck room floor
* Islip Fire Dept. Drill Team wanted to know if we had any spare parts for the B –Truck that we would be willing to donate.

District Manager cont.

* Purchased additional 30 boxes of surgical masks $405.00 (Hammer Medical)
* APX8000 portable radios will be reprogramed next week with new fireground frequency for East Islip.
* Worked with Wayne Alden on getting spec for power supply to Bellmore facility.
* Employees are continuing doing temperature checks on every shift.
* Self-distancing and mask being used
* Buildings continued to be cleaned daily for Covid-19

Motion to approve Superscapes for landscaping services NTE $6000.00 for the 2021 year Headquarters only made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

Motion to approve plow for pickup with installation NTE $5800 from Trius made by Comm. Gugel seconded by Comm. Chance with all in favor.

District Counsel:

* Held a discussion regarding public meeting on 12/10/2020 and Thomas Blore.

Motion to adopt New Records Retention Schedule made by Comm. Westhoff seconded by Comm. Gugel with all in favor.

Motion to move into executive session on 8:21 p.m. made by Comm. Westhoff seconded by Comm. Chance with all in favor.

Motion to move out of executive session at 8:57 p.m. made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

Comm. Chimirri advised the executive session was held to discuss personnel matters and policies.

11/23/2020

Motion to have district pay up to 10 days of compensation for employees effected by COVID related illness or COVID required quarantine with proof of need supplied to the district. Proof of need would include a positive COVID test result or similar documentation from a physician for the employee or for an immediate, resident, family member of the employee. Compensation would be paid at the employee’s normal rate of pay for the number of hours typically worked by that employee for days missed related to COVID illness or quarantine. This time will not be charged against the employee’s paid time of benefits.

Motion to adjourn meeting at 8:59 p.m. made by Comm. Westhoff seconded by Comm. Chance with all in favor.

Respectfully,

Lori Ann Messino

District Secretary