**Agenda for the Organizational Meeting of the**

**Islip Terrace Fire District**

**January 10, 2021**

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

**ISLIP TERRACE FIRE DISTRICT**

**January 10, 2021**

An Organizational meeting of the Board of Fire Commissioners of the Islip Terrace Fire District was held on January 10, 2021 at 264 Beaverdam Road Islip Terrace, N.Y. with the following present:

Commissioner Keith Miller

Commissioner Ermanno Chimirri

Commissioner Bart Gugel

Commissioner Thomas Chance

Commissioner Walter Westhoff

District Treasurer Bob Sick

District Deputy Treasurer Michelle Isoldi

District Secretary Lori Ann Messino

District Clerk Frank Cuoco

Chief Frank Russo

1st Asst. Chief Bruno Rocco

2nd Asst. Chief Peter Peluso

* MEETING CALLED TO ORDER BY CHAIRMAN at. 9:05 A.M.
* PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE
* ADMINISTRATION OF OATH OF OFFICE OF NEWLY ELECTED MEMBER OF BOARD OF

FIRE COMMISSIONERS.

* *I,* ***Bart Gugel****, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Fire District Commissioner of the Islip Terrace Fire District, to the best of my ability, so help me God.*
* *I,* ***Walter J. Westhoff****, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Fire District Commissioner of the Islip Terrace Fire District, to the best of my ability, so help me God.*
* *I,* ***Thomas Chance****, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Fire District Commissioner of the Islip Terrace Fire District, to the best of my ability, so help me God.*
* MOTION for Chairman of the Islip Terrace Fire District. Motion TO APPOINT KEITH MILLER, CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS OF THE Islip Terrace Fire District FOR THE YEAR 2021 MADE BY cOMM. GUGEL SECONDED BY cOMM. CHANCE wITH ALL IN FAVOR.
* MOTION for vice chairman of the islip terrace fire district. motion TO APPOINT BART GUGEL VICE CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS OF THE ISLIP TERRACE FIRE DISTRICT FOR THE YEAR 2021 MADE BY cOMM. CHIMIRRI SECONDED BY cOMM. CHANCE WITH ALL IN FAVOR.
* Motion to accept all Previously approved policies and procedures set forth by the Board of Fire Commissioners for the 2021 year MADE BY cOMM. GUGEL SECONDED BY cOMM. CHANCE WITH ALL IN FAVOR.
* **RESOLUTION 1.1**

BE IT RESOLVED that the regular meetings of the Islip Terrace Fire District will be held on the second and fourth Monday of the month, with the exception of October which will be held 10/12 at 7 p.m.at the Islip Terrace Fire District Offices, located at 264 Beaver Dam Road, Islip Terrace, New York 11752. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change. Motion to approve made by Comm. Chance seconded by Comm. Westhoff with all in favor.

* **RESOLUTION 1.2**

**Motion to appoint Robert Sick as Treasurer made by Comm. Westhoff seconded by Comm. Chance with all in favor.**

BE IT RESOLVED that ***Robert Sick*** is hereby appointed Treasurer of the Islip Terrace Fire District. The duties of District Treasurer will include all financial aspects of the Fire District including but not limited to; Banking, Account Receivables, Account Payables, bookkeeping, financial reporting to Board, Vouchers, Payroll and Audits and Budget preparation. Motion to approve made by Comm. Chimirri seconded by Comm. Westhoff with all in favor.

**Chairman administers oath of office:**

*I,* ***Robert Sick*** *do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Fire District Treasurer of the Islip Terrace Fire District, to the best of my ability, so help me God.*

* **RESOLUTION 1.2a**

**Motion to appoint Michelle Isoldi as Deputy Treasurer made by Comm. Chimirri Seconded by Comm. Chance with all in favor**.

BE IT RESOLVED that ***Michelle Isoldi*** is hereby appointed Deputy Treasurer of the Islip Terrace Fire District. The duties of Deputy District Treasurer will include but are not limited to the preparation of all vouchers for payment, issuing of checks, preparation of payroll, and preparation of bank reconciliations, general filing and other financial functions of the Fire District as needed. Motion to approve made by Comm. Gugel seconded by Comm. Chance with all in favor.

**Chairman administers oath of office:**

*I,* ***Michelle Isoldi*** *do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Fire District Deputy Treasurer of the Islip Terrace Fire District, to the best of my ability, so help me God.*

* **RESOLUTION 1.2b**

**Motion to appoint Lori Ann Messino as District Secretary made by Comm. Chance seconded by Comm. Westhoff with all in favor.**

BE IT RESOLVED that ***Lori Ann Messino*** is hereby appointed District Secretary of the Islip Terrace Fire District. The duties of District Secretary will include but is not limited to the recording and preparation of all board meeting minutes, attendance at all Board meetings, opening and preparing all correspondence for the board meetings, typing and mailing of all correspondence, contacting the media for all required notifications as needed, assisting in preparation of all vouchers for payment, and general filing. This is a full-time position of 40 hours per week. Said Secretary Position is also appointed the Public Information Officer of the Islip Terrace Fire District. Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

**Chairman administers oath of office:**

*I,* ***Lori Ann Messino*** *do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, and I will faithfully discharge the duties of Fire District Secretary of the Islip Terrace Fire District, to the best of my ability, so help me God.*

* **RESOLUTION 1.3**

**Motion to appoint William F. Glass as District Counsel made by Comm. Gugel seconded by Comm. Chimirri with all in favor.**

* BE IT RESOLVED that William F. Glass, Jr. is hereby appointed attorney for the Islip Terrace Fire District for the year 2021. There will be an annual retainer fee of $ 15,000 and an hourly rate of 300.00 for services that are out of the scope of the retainer schedule. Motion to approve made by Comm. Gugel seconded by Comm. Chimirri with all in favor.
* **RESOLUTION 1.4**
* BE IT RESOLVED that The Islip Bulletin is designated Official Newspaper of the Islip Terrace Fire District. This publication is in general circulation within the Islip Terrace Fire District. Newsday is designated as a secondary official newspaper of the Islip Terrace Fire District. Motion to approve made by Comm. Chimirri seconded by Comm. Gugel with all in favor.
* **RESOLUTION 1.5**
* BE IT RESOLVED that the Islip Terrace Fire District may maintain membership in the following organizations:
* Association of Fire District of the State of New York (AFDSNY)
* Fireman’s Association of the State of New York (FASNY)
* Suffolk County Association of Fire District Officers (SCFDOA)
* Suffolk County Volunteer Firemen’s Association (SCVFA)
* Islip Town Fire District Association (ITFDA)
* Suffolk County District Managers Association
* Suffolk County Treasurer/Secretary Association
* Fireman’s Association of the State of New York

Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

* **RESOLUTION 1.6**
* BE IT RESOLVED that the Islip Terrace Fire District may support membership by the Chief in the following Organizations:
* New York State Association of Fire Chiefs
* International Association of Fire Chiefs
* Islip Town Fire Chief’s Association
* Suffolk County Fire Chief’s Association

Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

* **RESOLUTION 1.7**

BE IT RESOLVED that upon review, the Islip Terrace Fire District approves the payment directly to gym for members annual membership. Motion to approve made by Comm. Gugel seconded by Comm. Chimirri with all in favor.

* **RESOLUTION 1.8**
* BE IT RESOLVED that upon review, for the year 2021, the Islip Terrace Fire District approves the following yearly contracts, leases, and services: “Subject to compliance with New York State competitive bidding laws and/or District Procurement Policy...
* Contract with Alpine for Red Alert Alarm, Inventory, and Repair software
* AFLAC,NY-- for members and full time employees cancer insurance
* All American Awards
* High Tech Fire Safety for fire fighter turn out gear
* Harbor Insurance Agency, LLC. for LOSAP program
* Contract with Jet Sanitation Services Corp for refuse removal
* Glatfelter Insurance Group (VFIS), COMMERICAL POLICIES
* Island Tech Service, Inc. for computer, network, and software support
* Sound Medical Services for fire department and district members physicals
* Guelfi’s Wheel Alignment, Small vehicle repairs
* Lund Fire Services, Ansul System
* Allen’s Communications, Radio Repair
* Harrington’s Pest Control, Exterminator Services
* Rescue Vehicles Inc. of Bohemia, NY – Vehicle Maintentance
* Phillips AED Service
* A-1 Sewer and Drain for plumbing
* South Shore Fire Equipment for firefighting equipment
* WB Mason for office supplies
* The Fire Store for firefighting equipment
* Wex Fuel Program
* Marshall Coffee
* D & S Mechanical for HVAC Services
* Romeo Fuel for all Diesel fuel services
* Power Pro for all generator(s) services
* DMGT for telephone communications
* Terrace Bagelry and Deli
* Ronco Paper for paper products
* Superscapes for Landscaping services
* Coastal for firefighting equipment
* Grainger for industrial equipment
* Technical Business Machines for copier services
* RF Design Consulting for radio communications
* Hello Alert/Avtec for dispatch recorders
* Netsource Partners for Building control Management
* G&M Doors for overhead bay doors
* Cardmember Services (Sterling Bank)

Motion to approve made by Comm. Chance seconded by Comm. Gugel with all in favor.

* **RESOLUTION 1.9**

BE IT RESOLVED by this Board of Fire Commissioners of the Islip Terrace Fire

District, pursuant to Town Law Section 176(4-a), no claim may be presented for payment unless such claim is audited and verified under oath by the Board of Fire Commissioners, or in lieu of such verification, certified to be true and correct in a statement signed by, or on behalf of, the claimant. Motion to approve made by Comm. Westhoff seconded by Comm. Chance with all in favor.

* **RESOLUTION 2.0**

* BE IT RESOLVED, as provided in Town Law 176 (4-a), that the Treasurer or Deputy Treasurer of the Islip Terrace Fire District is authorized to pay in advance of verification by the Board of Fire Commissioners and prior to the regularly scheduled board meeting the following:

1. Utility payment to PSE&G Long Islandfor electric service
2. Utility payment to National Gridfor natural gas service
3. Telephone payment to Verizon/Cablevision for Internet and Telephone services
4. Payment to the U.S. Postmaster for postage expenses
5. Lease and Contractual Agreements
6. Other recurring invoices due and payable prior to the regularly scheduled board meetings

All such invoices paid, will be presented to the Board of Fire Commissioners for audit and verification after payment. Motion to approve made by Comm. Chimirri seconded by Comm. Gugel with all in favor.

* **RESOLUTION 2.1**

* BE IT RESOLVED that the Treasurer or Deputy Treasurer of the Islip Terrace Fire District is authorized to pay all payroll and related expenses for employees approved to work by the Board of Fire Commissioners based upon payroll and time records prepared and reviewed by the District Secretary and District Manager in advance of verification and approval by a Board member.

The above would apply to all of the following:

* Fixed salaries
* Compensation for services of officers or employees regularly engaged by the fire

District at agreed upon wages by the hour, day, week, month or year.

* New York State Retirement System contributions
* NYS Deferred Compensation contributions
* Employee Benefits such as health insurance
* Applicable payroll taxes and payroll processing fees

Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

* **RESOLUTION 2.2**

BE IT RESOLVED that the Fire District Treasurer is hereby authorized within sixty days after the end of the fiscal year to submit to this Board of Fire Commissioners a copy of the annual report required by General Municipal Law, in lieu of a written statement showing the receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this Board of Fire Commissioners. The District Treasurer at his sole discretion may request an extension of time for the filing of the annual report with the State of New York, if necessary. Motion to approve made by Comm. Chimirri seconded by Comm. Gugel with all in favor.

* **RESOLUTION 2.3**

BE IT RESOLVED that Chase Bank is designated to be the bank used by the Islip Terrace Fire District for its General Fund Checking, Payroll Fund Checking, Building Reserve Fund, and Equipment Reserve Fund and Sterling Bank for bond proceeds for the year 2021. Motion to approve made by Comm. Chimirri seconded by Comm. Chance with all in favor.

* **RESOLUTION 2.4**

BE IT RESOLVED that WEX Fuel Card Program is implemented for the purchasing of fuel and ancillary vehicle maintenance for District vehicles. Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

* **RESOLUTION 2.4a**

BE IT RESOLVED that Cardmember Services (Sterling National Bank) is the designated Purchase and Travel Card holder of the Islip Terrace Fire District. Motion to approve made by Comm. Gugel seconded by Comm. Chimirri with all in favor.

* **RESOLUTION 2.5**

BE IT RESOLVED that the Procurement Policy for the Islip Terrace Fire District as adopted shall be strictly adhered to at all times. All expenditures shall be pre-approved if appropriate, and a minimum of three (3) members of the Board of Fire Commissioners of the Islip Terrace Fire District will pre-approve all Purchase Orders on the appropriate form. All claim vouchers must be reviewed by the District Secretary and/or District Manager when appropriate and then verified to be true, accurate, and signed by the District Secretary or District Manager of the Islip Terrace Fire District prior to being processed for payment. Motion to approve made by Comm. Chimirri seconded by Comm. Westhoff with all in favor.

* **RESOLUTION 2.6**

BE IT RESOLVED that Chris Reino, Certified Public Accountant of Cullen and Danowski LLP from Port Jefferson Station, be appointed to evaluate payroll, tax matters, and all other monetary transactions for the New York State Comptroller’s Office as prepared for review by the Secretary/Treasurer of the Islip Terrace Fire District. Motion to approve made by Comm. Gugel seconded by Comm. Chimirri with all in favor.

* **RESOLUTION 2.7**
* BE IT RESOLVED that Chris Reino, Certified Public Accountant, of Cullen and Danowski LLP from Port Jefferson Station, be appointed to perform the annual audit of the District financial statements. Motion to approve made by Comm. Chimirri seconded by Comm. Chance with all in favor.
* **RESOLUTION 2.8**

BE IT RESOLVED that there will be one polling place, the Islip Terrace Fire Department, 264 Beaver Dam Road, Islip Terrace, New York, that no absentee ballots will be permitted for any district election and district vote for the Islip Terrace Fire District, that the polling hours for district elections will be determined at the time of posting of the notice of election with hours for elections being set during reasonable hours, local time. The Islip Terrace Fire District offices, located at 264 Beaver Dam Road, Islip Terrace, New York will be used for all district business. Motion to approve made by Comm. Chance seconded by Comm. Chimirri with all in favor.

* **RESOLUTION 2.9**

BE IT RESOLVED that all committees will represent the actions of the Fire District and will make a report to the Board of Fire Commissioners at all regular or special board meetings as needed. All information will be presented to the Board in order for the Board to make an informed decision. Day to day business (maintenance of what is already in service and part of standing policies) will be handled by the committee as necessary and appropriate. New purchases assigned to the committee will be part of a Board discussion and decision at its next meeting. Decisions that need immediate action will be referred to

the Board Chairman who will poll the board for a decision. All actions of this board require an approval of at least three board members. Any/All correspondence from the Islip Terrace Fire Department will be addressed to and from the Chairman of the Board of Fire Commissioners. Motion to approve made by Comm. Gugel seconded by Comm. Chance with all in favor.

BE IT FURTHUR RESOLVED that the following board members will serve on the

Committees as outlined below for the year 2021.

Building and Grounds: Miller/Gugel

Fire Apparatus and Equipment: Gugel/Chance

Uniforms / Fire and Rescue PPE: Miller/Westhoff

Insurances: BOFC

LOSAP / Red Alert: Chimirri/Gugel

Safety / OSHA Westhoff/Chimirri

Communications: BOFC

Computer Upgrade: Chimirri/Miller

Employees/Civil Service BOFC

Budget: BOFC

Grants: Westhoff/Chimirri

New Apparatus: BOFC

* **RESOLUTION 3.0**

BE IT RESOLVED THAT the financial reporting requirements of GASB statement 54 are

adopted by the Board of Fire Commissioners. Motion to approve made by Comm. Gugel seconded by Comm. Chance with all in favor.

* **RESOLUTION 3.1**

BE IT RESOLVED THAT the following out of district members be approved to continue

their membership in the Islip Terrace Fire Department. (List as submitted by the chief of the department.)

Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor

* **RESOLUTION 3.2**

BE IT RESOLVED that the provisions of Section 178-d of the Town Law and Section 18

Of the Public Officers Law, providing for the defense and indemnification of fire district

Officers, employees, fire department officers and volunteer firemen be applicable to the

Islip Terrace Fire District and Islip Terrace Fire Department and be it further RESOLVED

this resolution shall remain in force and effect until rescinded. Motion to approve made by Comm. Gugel seconded by Comm. Chimirri with all in favor.

* **RESOLUTION 3.3**

Motion to accept the Islip Terrace Fire Department’s nomination of Frank Russo,

as the Chief of the Islip Terrace Fire Department.

Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

Motion to accept the Islip Terrace Fire Department’s nomination of Bruno Rocco

as 1st Asst. Chief of the Islip Terrace Fire Department.

Motion to approve made by Comm. Westhoff seconded by Comm. Gugel with all in favor.

Motion to accept the Islip Terrace Fire Department’s nomination of Peter Peluso

as 2nd Asst. Chief of the Islip Terrace Fire Department.

Motion to approve made by Comm. Chance seconded by Comm. Gugel with all in favor.

BE IT RESOLVED that Frank Russo be appointed to serve as Chief of Department for the Islip Terrace Fire Department for the year 2021, Bruno Rocco be appointed to serve as First Assistant Chief for the Islip Terrace Fire Department for the year 2021, Peter Peluso be appointed to serve as Second Assistant Chief for the Islip Terrace Fire Department for the year 2021, and be governed by the resolutions of the Board of Fire Commissioners of the Islip Terrace Fire District, the Bylaws and Rules and Regulations of the Islip Terrace Fire Department.

* ADMINISTRATION OF OATH OF OFFICE OF NEWLY ELECTED FIRE CHIEF
* *I, Frank Russo, Bruno Rocco and Peter Peluso due solemnly swear that I will support the Constitution of the United States, the Constitution of the State of New York, the policies, resolutions and directives of the Islip Terrace Fire District Board of Fire Commissioners, the Bylaws and Rules and Regulations of the Islip Terrace Fire Department, and I will faithfully discharge the duties of Fire Chief of the Islip Terrace Fire Department that I have been elected, to the best of my ability, so help me God.*
* **RESOLUTION 3.4**

BE IT RESOLVED, that the Board of Fire Commissioners will retain as employees, at the rates of compensation, per the attached schedule. All new pay rates to be effective with the first full pay period in January 2021. Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

* **RESOLUTION 3.5**

BE IT RESOLVED that the Board of Fire Commissioners sets the standard work day as follows: Treasurer 6 hours, Secretary 8 hours, Dispatchers 8 hours, and all other district position at 8 hours. “The board accepts based upon the time records presented that 3.85 days per month will be reported to the NYS Retirement System for Robert Sick. Motion to approve made by Comm. Gugel seconded by Comm. Westhoff with all in favor.

* **RESOLUTION 3.6**

BE IT RESOLVED, that the Board of Fire Commissioners acknowledges the existence of, and intends to maintain, the Equipment and Building Reserve accounts for the purpose of accumulating and managing funds for the payment of equipment, building improvements and construction in accordance with the plans for equipment and building projects as developed during the budget process. Motion to approve made by Comm. Chance seconded by Comm. Gugel with all in favor.

***MOTION TO APPROVE ALL RESOLUTIONS 1.1 - 3.6 made by Comm. Chimirri seconded by Comm. Gugel with all in favor.***

*Motion to adjourn at 9:33 a.m. made by Comm. Westhoff seconded by Comm. Gugel with all in favor.*

**2020**

**MEMBERS RESIDING OUTSIDE**

**OF DISTRICT**

**Motion 2ND Opposed**

**Steven Affelt Chimirri Westhoff**

**Richard Burch Chance Westhoff**

**Anthony DiSanti Gugel Chance**

**John Faracco Chance Gugel**

**Greg Gallelli Chimirri Westhoff**

**John Koenigsdorf Gugel Westhoff**

**Ed Maxner Chimirri Gugel**

**William Moon Chimirri Chance**

**Anton Nadvornik, Jr. Gugel Westhoff**

**Joe Rosadio Chimirri Chance**