

**ORGANIZATIONAL MEETING OF THE
ISLIP TERRACE FIRE DISTRICT
JANUARY 1, 2013**

- MEETING CALLED TO ORDER BY TEMPORARY CHAIRMAN RICK HOLLBORN @ 11:00AM
- PLEDGE OF ALLEGIANCE / MOMENT OF SILENCE
- ADMINISTRATION OF OATH OF OFFICE OF NEWLY ELECTED MEMBER OF BOARD OF FIRE COMMISSIONERS.
 - *I Robert Schmidt, due 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 TO APPOINT RICKIE J. HOLLBORN, CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS OF THE ISLIP TERRACE FIRE DISTRICT FOR THE YEAR 2013.
- MOTION TO APPOINT LARRY ALPER, VICE CHAIRMAN OF THE BOARD OF FIRE COMMISSIONERS OF THE ISLIP TERRACE FIRE DISTRICT FOR THE YEAR 2013.
- 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, held at 7:00 p.m. at the Islip Terrace Fire Department Fire Headquarters, 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 by Comm. Alper, seconded by Comm. Chiofalo, with all in favor.
- RESOLUTION 1.2
 - BE IT RESOLVED that Penny Cascio hereby appointed 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, opening and preparing all correspondence for the board meetings, typing and mailing of all correspondence, contacting the media for all required notifications as needed, preparation of all vouchers for payment, and general filing. This is a full time position of no more than 40 hours per week. Said secretary is also appointed the Public Information Officer of the Islip Terrace Fire District. The rate of pay for this position is fixed at \$ 15.45 per hour. Motion made by Comm. Alper, seconded by Comm. Chiofalo, with all in favor.
 - *I Penny Cascio, due 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

- BE IT RESOLVED that William F. Glass, Jr. is hereby appointed attorney for the Islip Terrace Fire District for the year 2013. There will be an annual retainer fee of \$ 12,000.00 and an hourly rate of \$ 250.00 for services that are out of the scope of the retainer schedule. Motion made by Comm. Alper, seconded by Comm. Faracco, 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. Motion made by Comm. Alper, seconded by Comm. Schmidt, with all in favor.

- RESOLUTION 1.5

- BE IT RESOLVED that the Islip Terrace Fire District will 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)Motion made by Comm. Alper, seconded by Comm. Schmidt, with all in favor.

- RESOLUTION 1.6

BE IT RESOLVED that the Islip Terrace Fire District will 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
- Suffolk County Safety Officers Association

Motion made by Comm. Alper, seconded by Comm. Chiofalo, with all in favor.

BE IT FURTHER RESOLVED that the Islip Terrace Fire District will support the Members of the Islip Terrace Fire Department in the Fireman's Association of the State of New York. Motion made by Comm. Alper, seconded by Comm. Chiofalo, with all in favor.

- RESOLUTION 1.7

BE IT RESOLVED that upon review, the Islip Terrace Fire District approves the Reimbursement to members for their annual membership at East Islip Health and Fitness or Islip's Golds Gym with the documented minimum of 100 visits for physical Fitness training completed annually. Motion made by Comm. Alper, seconded by Comm. Faracco, with all in favor.

- RESOLUTION 1.8

BE IT RESOLVED that the Islip Terrace Fire District will support the Islip Terrace Fire Department/Drill Racing Team. Motion made by Comm. Chiofalo, seconded by Comm. Alper with all in favor.

- RESOLUTION 1.9

- BE IT RESOLVED that upon review, the Islip Terrace Fire District approves the following yearly contracts, leases, and services:
 - Lease with General Welding Supply Corp for welding tanks and equipment
 - Contract with Alpine for Red Alert Alarm, Inventory, and Repair software
 - AFLAC – NY for members cancer insurance
 - Contract with Clinical Clean for the ambulance sanitizing
 - Commander Power Systems Corp for generator service
 - Elite Uniform for new uniforms and alterations
 - High Tech Fire Safety for fire fighter turn out gear
 - Firematic Supply for fire apparatus service and repair
 - Harbor Insurance Agency, LLC. for LOSAP program
 - Contract with Jet Sanitation Services Corp for refuse removal
 - McNeil & Company for group life insurance
 - Infrastructure Solutions, Inc. for computer, network, and Software support
 - Contract with Priority Dispatch ESP card set maintenance
 - Saint James Medical Services for fire department and district members physicals
 - Saint James Medical Services for ambulance medical director services
 - New York State Empire Plan

Motion made by Comm. Alper, seconded by Comm., Schmidt, with all in favor.

- RESOLUTION 2.0

BE IT RESOLVED that by this Board of Fire Commissioners of the Islip Terrace Fire District that pursuant to Town Law Section 176(4-a), no claim may be presented, audited, or paid unless such claim is verified under oath, or in lieu of such verification, certified to be true and correct in a statement signed by, or on behalf of, the claimant. In addition, all claims are to be verified to be true and correct in a statement signed by the District Secretary of the Islip Terrace Fire District on said voucher for payment. Motion made by Comm. Alper, seconded by Comm. Chiofalo, with all in favor.

- RESOLUTION 2.1

- BE IT RESOLVED that the Treasurer/Deputy Treasurer of the Islip Terrace Fire District is authorized to pay in advance of an audit by the Board of Fire Commissioners of the Islip Terrace Fire District prior to the regularly scheduled board meeting for audit:
 - i. Utility payment to LIPA for electric service
 - ii. Utility payment to National Grid for natural gas service
 - iii. Telephone payment to AT&T for wireless services
 - iv. Telephone payment to Verizon for land line services
 - v. Payment to the U.S. Postmaster for postage expenses
 - vi. Payment to Cablevision for internet, telephone and cable television services.
 - vii. Lease and Contractual Agreements

Motion made by Comm. Alper, seconded by Comm. Schmidt, with all in favor.

- RESOLUTION 2.2

- BE IT RESOLVED that the Treasurer/Deputy Treasurer of the Islip Terrace Fire District is authorized to pay without voucher with a required second signature by the Chairman or Vice Chairman of the Board of Fire Commissioners after the District Secretary of the Islip Terrace Fire District reviews all certified time cards or the report as printed from the Red Alert Attendance program submitted to by the Islip Terrace Fire District employees to be true and accurate in advance of an audit by this Board of Fire Commissioners of the Islip Terrace Fire District. Such claims including a summary of each employees' weekly hours worked, preapproved overtime, preapproved holiday pay, preapproved vacation pay, preapproved sick pay, and preapproved personal time, and must be presented at the next meeting of the Board of Fire Commissioners of the Islip Terrace Fire District for audit:

- Fixed salaries.
- Compensation for services of officers or employees regularly engaged by the fire District at agreed wages by the hour, day, week, month or year.
- New York State Retirement System.
- Employee Benefit Division

Motion made by Comm. Alper, seconded by Comm. Chiofalo, with all in favor.

- RESOLUTION 2.3

- BE IT RESOLVED that the Fire District Treasurer/Deputy 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 Section 30, 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. Motion made by Comm. Schmidt, seconded by Comm. Chiofalo, with all in favor.

- RESOLUTION 2.4

- 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, Capital Reserve Building Fund, and Equipment Reserve Fund for the year 2013. Motion made by Comm. Chiofalo, seconded by Comm. Schmidt, 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 maintenance mechanic when Appropriate and then verified to be true, accurate, and signed by the District Secretary of the Islip Terrace Fire District prior to being processed for payment. Motion made by Comm. Faracco, seconded by Comm. Schmidt, with all in favor.

- RESOLUTION 2.6

- BE IT RESOLVED that Chris Reino, Certified Public Accountant of Cullen and Danowski 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 Treasurer/Deputy Treasurer of the Islip Terrace Fire District. Motion made by Comm. Schmidt, seconded by Comm. Chiofalo, with all in favor.

- RESOLUTION 2.7

- BE IT RESOLVED that Chris Reino, Certified Public Accountant, of Cullen and Danowski from Port Jefferson Station, be appointed to perform the annual audit. Motion made by Comm. Schmidt, seconded by Comm. Chiofalo, 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 open at 3pm and close at 9pm local time, and that the Islip Terrace Fire District offices, located at 264 Beaver Dam Road, Islip Terrace, New York will be used for all district business. Motion made by Comm. Schmidt, seconded by Comm. Chiofalo, 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 pose the board for a decision. All actions of this board require an approval of at least three Commissioners of the Islip Terrace Fire District. All day to day repair orders performed by our employees will be initiated by the board in an order of priority as agreed upon at the board meetings. Motion made by Comm. Schmidt, seconded by Comm. Chiofalo, with all in favor.

BE IT FURTHER RESOLVED that the following board members will serve on the Committees as outlined below for the year 2013.

Building and Grounds: Commissioner Alper and Commissioner Chiofalo

Building Construction: Board of Fire Commissioners

Fire Apparatus and Equipment: Commissioner Alper and Commissioner Faracco

Medical Equipment / Supplies: Commissioner Faracco and Commissioner Chiofalo

Uniforms / Fire and Rescue PPE: Commissioner Schmidt and Commissioner Chiofalo

Insurances: Commissioner Hollborn and Commissioner Faracco (Auto Ins. Ck with BOFC)

LOSAP / Red Alert: Commissioner Hollborn and Commissioner Faracco

Safety / OSHA: Commissioner Chiofalo and Commissioner Schmidt

Communications: Commissioner Hollborn and Commissioner Schmidt

Computer Up-grade: Commissioner Hollborn and Commissioner Schmidt

AVTEC up-grade: Commissioner Hollborn and Commissioner Schmidt

Employees: Commissioner Alper and the BOARD OF FIRE COMMISSIONERS

Budget: BOARD OF FIRE COMMISSIONERS

Grants: Commissioner Alper and Commissioner Schmidt

New Apparatus: BOARD OF FIRE COMMISSIONERS

- RESOLUTION 3.0

BE IT RESOLVED THAT the financial reporting requirements of GASB statement 54 are adopted by this Board of Fire Commissioners. Motion made by Comm. Alper, seconded by Comm. Chiofalo, with all in favor.

RESOLUTION 3.1

BE IT RESOLVED THAT the following 16 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 made by Comm. Chiofalo, seconded by Comm. Schmidt, 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 that this resolution shall remain in force and effect until rescinded. Motion made by Comm. Alper, seconded by Comm. Schmidt, with all in favor.

- RESOLUTION 3.3

Is there a motion to accept the Islip Terrace Fire Department's nomination of Frank Cuoco as the Chief of the Islip Terrace Fire Department. Motion to accept made by Comm. Chiofalo, seconded by Comm. Schmidt, with all in favor

Is there a motion to accept the Islip Terrace Fire Department's nomination of William Norton as 1st Assist Chief of the Islip Terrace Fire Department. Motion to accept made By Comm. Chiofalo, seconded by Comm. Schmidt, Comm. Alper opposed, Comm. Faracco opposed, and Comm. Hollborn will not break the tie.

Is there a motion to accept the Islip Terrace Fire Department's nomination of Thomas Quagliara as 2nd Assist Chief of the Islip Terrace Fire Department. Motion to accept Made by Comm. Alper, seconded by Comm. Chiofalo, with all in favor.

- BE IT RESOLVED that Frank Cuoco be appointed to serve as Chief of Department for the Islip Terrace Fire Department for the year 2013, Thomas Quagliara be appointed to serve as Second Assistant Chief for the Islip Terrace Fire Department for the year 2013, 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 Cuoco and Thomas Quagliara/ 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.*

Chief's were directed to hold a Department nomination for 1st Assistant Chief on January 10, 2013 and Department election for 1st Assistant Chief on January 17, 2013.

Motion made for Thomas Quagliara to move his office no later than January 11, 2013 made by Comm. Faracco, seconded by Comm. Alper, with all in favor.

Motion to adjourn at 12:05p.m. made by Comm. Alper, seconded by Comm. Faracco, with all in favor.

RESPECTFULLY SUBMITTED, PENNY CASCIO, DISTRICT SECRETARY.

12/31/12-2338-RJH