

**MINUTES OF THE MEETING OF THE BOARD OF FIRE COMMISSIONERS
ISLIP TERRACE FIRE DISTRICT**

February 25, 2013

A regular meeting of the Board of Fire Commissioners of the Islip Terrace Fire District was held on February 25, 2013 and called to order by Chairman Hollborn at 7:05 pm at 264 Beaverdam Road Islip Terrace with the following present:

Chairman	Rick Hollborn
Vice Chairman	Larry Alper
Commissioner	John Faracco
Commissioner	Bob Schmidt
District Secretary	Penny Cascio
Chief	Frank Cuoco
2 nd Asst Chief	Tom Quagliara

In Attendance: District lawyer Bill Glass and Lisa Garraway

Pledge to the Flag.

Moment of silence was led by Chairman Hollborn.

Motion made to approve previous meeting minutes of February 11, 2013 made by Comm. Alper, seconded by Comm. Faracco, with all in favor.

Chiefs:

Tentative meeting for March 14, 2013 with the paid EMS and Volunteer Members with the Chief.

Tentative date for TIPS training minimum of 20-30 members cost is \$20.00 per person.

Lost Haligen on a 24-13-35 to C.I. Chief gave police report.

Motion to purchase a replacement pulse ox not to exceed \$100.00 was made by Comm. Alper, seconded by Comm. Faracco, with all in favor.

Chief Cuoco thanked the BOFC for the engraving machine.

Chief asked about white gloves, Comm. Schmidt will write a PO to purchase the gloves.

Chiefs to inventory new fire fighting equipment and District will hold the backup supply in District locker, including the backup Deus Equipment.

Comm. Faracco thanked the Chiefs for there general help with the department and inventorying of equipment.

Correspondence:

Received letter in response to Louis Barbato.

Letter received on Radio Interoperatbility UHF/VHF/800, we will participate when we get our antenna tower installed as part of the future construction project.

Received quote from South Shore Fire & Safety to take 4 100 ft. 5" hose and cut them down to 8 50ft. 5" hose, Motion to approve was made by Comm. Faracco, seconded by Comm. Alper, with all in favor.

EMS Coordinator:

OSHA Training Scott and Rob will meet with Chief to review EMS OSHA Training Standards, for both paid and volunteer personnel.

Hazmat Awareness: EMS personnel will receive the necessary training, and refresher training as needed.

Matt Sedaducotti-PESH Dept Labor

Hazmat Operations: Class A/B Fire Fighters

Personnel Files of department members are kept by the Chiefs.
Personnel Files of paid EMT's are kept by the BOFC.

EMS Coordinators are continuing the application process for hiring additional EMTS.

There are scheduled interviews for Wednesday for EMT's.

Motion to purchase a four drawer locking file cabinet from Staples for EMT Coordinators was made by Comm. Alper, seconded by Comm. Faracco, with all in favor.

Motion to go into Executive Session at 8:05 pm was made by Comm. Hollborn, seconded by Comm. Schmidt, with all in favor.

Motion to come out of Executive Session at 8:50 pm was made by Comm. Schmidt, seconded by Comm. Alper, with all in favor.

Resolution was made for authorizing Vice Chairman Larry Alper as primary card holder for the Chase Credit Card and (1) one additional card to be issued to Chairman Rick Hollborn, Motion to approve was made by Comm. Faracco, seconded by Comm. Schmidt, with all in favor.

Motion to correct the district mechanic's salary as it was found to be incorrect in the Organizational Meeting Minutes of January 1, 2013, from \$52,675.00 to \$60,175.00, was made by Comm. Alper, seconded by Comm. Faracco, with all in favor.

Motion to approve Positive Pay for Chase Bank Checking, was made by Comm. Alper, seconded by Comm. Schmidt, with all in favor.

Motion to move \$300,000.00 from MMA to General Fund for the purpose of keeping a positive balance in checking account, was made by Comm. Alper, seconded by Comm. Schmidt, with all in favor.

Motion to approve a previous transfer of \$505,000.00 from MMA to General Fund to cover checks written and to keep a balance in checking account, now that Positive Pay is in place, was made by Comm. Alper, seconded by Comm. Schmidt, with all in favor.

Motion to approve automatic transfer of \$17,000.00 every two weeks from General Fund Checking to Pay Roll Account, was made by Comm. Alper, seconded by Comm. Schmidt, with all in favor

Motion to approve a previous transfers of \$40,000.00 and \$35,000.00 from MMA to Payroll account to cover Payroll and Payroll taxes and move back from Payroll \$40,000.00 to MMA now that Automatic payroll transfer is in effect, was made by Comm. Alper, seconded by Comm. Faracco, with all in favor.

Motion to hire Craig ,Fitzsimmons & Michaels, LLP to assist in accounting services not to exceed \$5,500.00 was made by Comm. Alper, seconded by Comm. Faracco, with all in favor.

Motion by Comm. Alper, seconded by Comm. Faracco to hire Lisa Garraway as District Treasurer for the year of 2013 of the Islip Terrace Fire District at a rate of \$28.00 per hour, with all in favor.

Oath of Office of Treasure was administered by Chairman Hollborn to Lisa Garraway.

Comm. Alper:

Health Department inspection has been completed and will receive paperwork soon.

New Chiefs car will arrive in two weeks.

Meeting Room storage closet near completion.

Exterior lighting at Station 2: One light up the other had to be re-ordered.

Jonathan Shultz will be going out on medical in about 2 months and will be out about 2 months. Working on a replacement to fill in on Dispatching.

Need to schedule an Employee meeting.

Need a new Master Employee list, title/position and phone number.

Perry Rocco new Supervisory Position is working well.

Motion to purchase tyvec suits, safety goggles, and laundry tub for working with the new in house laundry system for turn out gear not to exceed \$1,000.00, was made by Comm. Alper, seconded by Comm. Schmidt, with all in favor.

Comm. Alper to contact Wayne Alden and Tom Biore to submit a proposal to write the spec's for building construction.

Motion by Comm. Alper, seconded by Comm. Faracco to adopt the following Resolution, with all in favor.

**NOTICE OF RESOLUTION
ADOPTED SUBJECT TO
PERMISSIVE REFERENDUM**

NOTICE IS HEREBY GIVEN that the Board of Fire Commissioners of the Islip Terrace Fire District, at a regular meeting thereof, held on February 25, 2013 duly adopted the following resolution:

BE IT RESOLVED, pursuant to the provisions of the General Municipal Law and the Town Law of the State of New York, that a sum not to exceed \$15,000.00 be expended from the Building Reserve Fund of said Fire District for preliminary architectural services for a proposed building project for said Fire District, and be it

FURTHER RESOLVED, that this resolution is adopted subject to a permissive referendum as provided in the General Municipal Law of the State of New York, and be it

FURTHER RESOLVED, that the Secretary of the Fire District shall, within ten working days of the adoption of this resolution, publish a notice within the official newspaper of the Fire District setting forth the date of the adoption of the resolution and an abstract of the resolution concisely stating the purpose and effect thereof and that the resolution was adopted subject to a permissive referendum.

Comm. Schmidt:

Waiting on wire for phones and computers.

Motion to approve funding of TIPS program to be initiated March 4, 2013 with a fee not to exceed \$20.00 per member, was made by Comm. Schmidt, seconded by Comm. Alper, with all in favor.

Motion to adjourn at 10:00 pm was made by Comm. Schmidt, seconded by Comm. Faracco, with all in favor.

Respectfully Submitted

Penny Cascio
District Secretary
Rv3