

2015 Minutes of the CUTCHOGUE FIRE DISTRICT Page 1 of 8

October 13, 2015

The October meeting of the Cutchogue Fire District was called to order by Commissioner James R. Fogarty Jr., at the Cutchogue Firehouse, at 8 pm with the Flag Salute.

Roll call was taken as follows:

James R. Fogarty Jr. Commissioner	Present
Joseph S. Zuhoski Jr., Commissioner	Present
Sanford Friemann, Commissioner	Present
Andrew McCaffery, Commissioner	Present
Robert A. Fisher, Commissioner	Present
Peter Zwerlein, Treasurer	Present
Matthew J. Martin, Secretary	Present

Motion was in order to accept the previous minutes and treasurers' report as distributed to commissioners. Motion by Commr Zuhoski seconded by Commr Friemann, motion carried unanimously.

Treasurer Zwerlein read current bills for board approval totaling \$74,622.98 and so moved by Commr Fisher seconded by Commr Zuhoski motion approved unanimously.
A copy thereof is on the last page of these minutes as Attachment #1.

The district's treasurer reported that when the 2016 proposed tentative budget was adopted on September 17, 2015, the district's tax cap levy limit had not yet been calculated. At that point, the proposed tentative budget tax levy was established at \$1,388,650. He had since accessed the NYS comptroller's property tax cap website to calculate the 2016 state tax levy limit for the district.

The calculated state tax levy for 2016 is \$1,370,905 - a difference of \$17,745 from the proposed tentative budget tax levy that the board adopted and filed with the town clerk. It was the opinion of the treasurer that it would be reasonable and responsible to apply \$17,745 of the general fund's unassigned fund balance to offset next year's tax levy and stay within the state tax levy limit.

A **motion** was made by Commr Friemann and seconded by Commr McCaffery to amend the 2016 tentative proposed budget by applying \$17,745 of the general fund's unassigned fund balance to offset the tax levy and stay within the state tax levy limit, making the revised 2016 proposed tentative budget tax levy \$1,370,905.

Correspondence:

Letter from United Fire Co. #1 informing that Jeffery Smith (306) is moving from the District and requesting Honorary Membership effect October 16th, 2015, granted by the fire company. Discussion followed and the Chief reported that Mr. Smith has encountered some delays in leaving town and requested the letter be tabled till an update is received. Motion by McCaffery, seconded by Fisher to table the request, motion carried unanimously.

VFIS, our insurance carrier, notice of privacy policy for our organization.
VFIS also notice of LOSAP product sales seminar on October 22nd in Ronkonkoma.

Mattituck Fire District copy of legal notice of their public hearing on the Budget pursuant to Town Law 175c-[2].

Received from Southold Town Planning Board requesting review of site plan for a Commercial Solar Energy System at Southold Town Landfill. Commr Fisher to respond without objection.

Letter from Al Krupski acknowledging our request for a left turn signal on Rt. 48 & Depot Lane.

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October 13, 2015 continued:

Quotation received from REVCO Electrical Supply representing PSEG having an upgrading plan to install LED type lighting bulbs inside our firehouse as follows:

- Approximately 355 LED lamp replacements for \$6,088.25.
- Estimated PSEG rebate of \$5,325.00
- Total out of pocket expense to Cutchogue Fire District \$762.22.
- Quotation is for bulbs only, does not include installation that can be done by our employees.

Discussion followed and it was noted that the energy savings amount to 38% per year over present lighting. Commr Friemann thought this was a good plan for the district and moved that we engage REVCO Electrical Supply to initiate the plan with PSEG to effect the savings. Motion seconded by Commr Fogarty and unanimously carried. Secretary to contact REVCO.

Notice from the Board of Elections that they will be using our premises for the November 3rd election from 5:00am to 10:00pm. Custodians have been informed to open the building by 5:00 am.

Commissioner's reports:

Commr Fogarty announced that department physicals for all members will commence on January 1st, 2016 and to be scheduled by the Chiefs Department Office. He anticipates 1 or 2 weekends to do all members and will have the staff of Nassau Diagnostics speak to the fire company and explain the process. A contract is expected in the near future. Secretary to contact their office to initiate the process.

Commr Fogarty went on to reiterate that we have received two FEMA grants enabling the district to purchase approximately 38 Self Contained Breathing Apparatus (SCBA) and 40 sets of Turn out Gear.

Commr Zuhoski informed that our fire ladders have been tested by an approved agency and found to pass the necessary inspections for fire service. Well pumping and testing is in process. District mechanic is making necessary repairs on our vehicles and equipment and to repair Light Bar on 8-5-6. Zuhoski said he will hire another mechanic if needed.

Commr Friemann advised that he is reviewing our Buildings and Ground needs for the immediate future. Security cameras are being installed and company room floor, walls and ceiling under consideration.

Commr McCaffery introduced the much need upgrading of our present radio room to meet new standards and operation. He stated that Greenport Fire Department accommodated by providing a 100 ft. Aerial Ladder used to inspect and repair our antenna system on the pole. It was determined that the present antennas were in very good condition and working properly. Some earth grounding was being made to improve safety from atmospheric issues. A brief outline of the project is as follows:

- Finalizing the Radio Console
- Construct a Temporary Radio Cubical
- Expect 4-6 months for job completion
- Electrical contractor work
- Furniture replacement
- Painting and decorating of present radio room
- Radios to be in out-building and remoted to radio room
- Training of personnel when system is complete.
- Remote control of building lighting, etc. from new console.
- All work to be under New York State Bid Contracts.

At this time, Attorney Lark was present and presented the following resolution concerning the Radio Room Project.

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October 13, 2015 continued:

At a Regular Meeting of the Board of Fire Commissioners of the Cutchogue Fire District, Town of Southold, Suffolk County, New York, held at the Cutchogue Firehouse, New Suffolk Road, Cutchogue on the 13th day of October, 2015, at 8:00 P.M., prevailing time.

PRESENT: James R. Fogarty, Jr.

Joseph S. Zuhoski, Jr.

Sanford H. Friemann

Andrew McCaffery

Robert A. Fisher

ABSENT: NONE

Also present was the Fire District Secretary, Matthew J.

Martin and Treasurer, Peter Zwerlein.

WHEREAS, at a regular meeting on September 8, 2015, the Board of Fire Commissioners determined that the existing fire/emergency/police communication systems and equipment located at the Cutchogue Firehouse at 260 New Suffolk Road, Cutchogue, New York, are inefficient and becoming obsolete due to the fact that low band radio frequency equipment is being phased out by Suffolk County and the Town of Southold and is being replaced by high band type of equipment for fire/ emergency/police services; and

WHEREAS, the Fire District needs to upgrade and replace the present fire/emergency/police communications systems and equipment; and

WHEREAS, the Board at its regular meeting on September 8,

2015, retained Dennis Kenter of Long Island Telecommunications & Electronic Services, Inc., as a Project Manager to oversee the replacing and upgrading the existing fire/emergency/ police communications systems and related equipment; and

WHEREAS, the Project Manager, Dennis Kenter, has estimated and reported to the Board that the costs to be incurred in connection in replacing and upgrading the existing fire/ emergency/police communication systems and associated electronic equipment at the Cutchogue Firehouse, 260 New Suffolk Road, Cutchogue, New York, including, but not limited to construction of temporary communications terminal; temporary relocation of equipment; rewiring to accommodate new system and devices;

Constructing and installing radio console, related equipment and furniture; removal of all existing radio communication equipment; installation of new telephone system IP based to integrate with console;

Project Manager and legal fees; together with all costs incidental thereto, will not exceed \$200,000.00; all of which may be properly financed from said "Capital Reserve Apparatus and Equipment Fund", subject to a permissive referendum; and

WHEREAS, a capital reserve fund of the Cutchogue Fire District was heretofore established pursuant to Section 6-g of the General Municipal Law for the acquisition of apparatus, equipment and supplies designated as "Capital Reserve Apparatus and Equipment Fund"; and said capital reserve fund has a present balance of \$448,356.25.

NOW, on motion of Commissioner McCaffery, seconded by Commissioner Friemann, all members present voting therefor, it is

RESOLVED, that subject to a permissive referendum as provided for pursuant to Section 6-g of the General Municipal Law, there be and hereby is appropriated out of the capital reserve fund designated as "Capital Reserve Apparatus and Equipment Fund" of the Cutchogue Fire District, Town of Southold, Suffolk County, New York, a sum not to exceed \$200,000.00 for the replacing and upgrading the existing fire/ emergency/police communication systems and equipment at the Cutchogue Firehouse at 260 New Suffolk Road, Cutchogue, New York; and it is further

RESOLVED, that within ten (10) working days from the date of the adoption of the foregoing resolution the Fire District Secretary shall cause to be published in The Suffolk Times, a newspaper having

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October 13, 2015 continued:

a general circulation in said District, a notice which shall set forth the date of the adoption thereof and contain an abstract of this resolution concisely setting forth the purposes and effect thereof and that such resolution was adopted subject to a permissive referendum; and it is further

RESOLVED, that the said resolution shall not take effect until thirty (30) days after its adoption; or if there be filed with the Fire District Secretary, a petition requiring the affirmative vote of a majority of the electors of the Fire District as required by law; and it is further

RESOLVED, that upon said resolution becoming effective as above provided and upon the presentation of proper vouchers the Treasurer of the Fire District be and hereby is authorized and directed to make payments out of the capital reserve fund of the Fire District entitled "Capital Reserve Apparatus and Equipment Fund" and said payments not to exceed \$200,000.00 for replacing and upgrading the existing fire/emergency/police communication systems and equipment at the Cutchogue Firehouse, 260 New Suffolk Road, Cutchogue, New York, including all costs incidental thereto.

The question of the adoption of the foregoing resolutions was put to a vote on roll call, which resulted as follows:

<u>James Fogarty Jr</u>	<u>Voting Aye</u>
<u>Joseph Zuhoski Jr</u>	<u>Voting Aye</u>
<u>Sanford Friemann</u>	<u>Voting Aye</u>
<u>Andrew McCaffery</u>	<u>Voting Aye</u>
<u>Robert Fisher</u>	<u>Voting Aye</u>

The resolutions were thereupon declared duly adopted.

I, MATTHEW J. MARTIN, as Secretary of the Board of Fire

Commissioners of Cutchogue Fire District, Town of Southold, Suffolk County, New York, do hereby certify that I have compared the foregoing resolution adopted at a regular meeting of the Board of Fire Commissioners of the Cutchogue Fire District on

October 13, 2015, with the original thereof on file in my office and that the same is a true and correct transcript therefrom and of the whole of said original resolutions; and that due notice was given to all members of the Board of Fire Commissioners of the Cutchogue Fire District of the foregoing meeting.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Board this 13th day of October, 2015.

Matthew J. Martin, Secretary

Commr McCaffery went on to advise that he has researched the necessary communications dispatch console and room furniture and found that the Evans Console Company is an authorized vendor for this equipment under NY State Contract #PT64773. They have quoted a price of \$19,985.04 for the console and furniture and can expedite delivery. Commr McCaffery motioned to accept the quotation from Evans Console Company at \$19,985.04, seconded by Commr Friemann and carried unanimously.

Commr Fisher informed the board that one of the district's permanent, full time, custodians has been on extended medical leave since March of this year and he is projected to remain on medical leave for as long as an additional six months. It is his opinion that it is time to hire a temporary, full-time, custodian for the firehouse 2nd shift, the length of employment for which will last for the duration of the permanent employee's medical leave. Discussion ensued and it was determined to place an ad in the local newspaper for this position.

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October 13, 2015 continued:

Motion by Commr Zuhoski that the district hire a temporary, full-time, custodian for the 2nd shift to last for the duration of the permanent employee's medical leave, and to place an ad in the Suffolk Times for this position. Motion seconded by Commr Fisher and unanimously carried.

Commr Fisher now introduced site plans for a 45.9 acre gated residential development called the "Heritage at Cutchogue Condominiums" with provisions for 124 senior citizens and 55+ condominiums. The site consists of vacant, undeveloped land that was formerly farmed and is located on the north side of the intersection of Griffing Street and Schoolhouse Road, Bordered on the West by residential homes on Highland Rd, in the hamlet of Cutchogue. Commr Fisher asked the board "what are our concerns"?

It was noted that a Nurses/Medical office should be within to help minimize and keep ambulance calls to a necessity. Also, present emergency exit roads are not adequate for heavy fire trucks and sprinkler system should be installed in all meeting rooms over 100 occupants. Fire Hydrants will be located with Suffolk County Water Authority. Board to discuss this further with the Chiefs and that a letter should be sent to VHB Engineers informing that the board has taken this project under review and will advise in the near future.

Commr Fisher also noted that we have been requested to review the site plan for a Solar Panel Installation at the Town Landfill. He noted that the area has two fire wells providing adequate protection and sees no problem with the installation. **Motion** by Commr McCaffery that the board sees no further fire protection for this installation and that a letter be sent to the Planning Board Office advising of this. Motion seconded by Commr Fisher and unanimously carried.

Chief William Brewer's report:

Activities:

1. Fire Prevention: Saturday October 13-14th
2. Vital Signs Conference: October 22-26th
3. Southold Town Fire Chiefs Council Meeting at CFD – Monday October 19th
4. Brookhaven Drill Team Captain Assoc. Meeting at CFD – Thurs. October 22nd.

Training:

1. Flashover Drill at SCFA: Thursday October 15th
2. Man in Machine Lecture at Centereach FD: Wed. October 14th
3. NYS Backboard Protocol Training: October 16th & 27th at CFD
4. Taxpayer Drill at SCFA: Tuesday Nov. 3rd

Misc. for approval:

1. Annual Halloween Parade: Friday October 31st 6pm. Request use of building and insurance coverage.
2. Use of 8-5-19 or 8-5-6 for Vital Signs transportation.
3. Use of 8-5-19 and Chiefs Vehicle for Transportation to NYS Parade & Drill Teams Captains Association Awards Dinner Sat. Nov. 6th in Albany.

Motion by Commr Fogarty to approve the Activities, Training and Misc. stated above, seconded by Commr Zuhoski and unanimously carried.

Chiefs Requests:

1. Discussion and response to the Cutchogue Heritage Proposal

Repairs:

1. See Attached Vehicle Report; Commissioner Zuhoski was notified.
2. Wells: Alvah's Lane and Route 48 – Possible motor or electrical issue
Route 25 and Depot Lane – Electrical Short
3. 8-5-5- Re-occurring Charging issue
4. Gas Meter mounting in 8-5-4 and 8-5-5.

Commr Zuhoski to review and repair as needed.

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October 13, 2015 continued:

Updates:

1. Congratulations to the CFD Panthers Drill Team on being awarded the “Joe Bennett Award” for Sportsmanship by the New York State Parade and Drill Team Captains Association.
2. 8-5-3 Truck Committee Meeting: Monday October 26th

New Business:

Annual Election Resolution:

Upon a motion by Commissioner Fisher,

Whereas: The Annual Election for Fire Commissioner is to be held on

Tuesday December 8th between the hours of 3-9 pm.

It is therefore necessary, in accordance with town law, to appoint an election committee for this purpose.

Be it resolved: that the following persons be appointed as a committee for the District elections on December 8, 2015:

Chairperson	John Lademann
Tellers	Carolyn Lubanski
	Everett Glover
Inspectors	Christopher Talbot
	Mary Colombo

Be it resolved: that each committee member is compensated \$50.00 for their services in accordance with town law.

Be it further resolved: That any candidate for the office shall file with the Fire District Secretary a petition containing the name and signed by 25 qualified registered voters and must be submitted on behalf of the candidate at least 20 days prior to the election.

Seconded by Commissioner McCaffery. Chairman Fogarty called for a voice vote as follows:

James R Fogarty Jr.	voting Aye
Joseph S Zuhoski Jr.	voting Aye
Sanford H. Friemann	voting Aye
Andrew McCaffery	voting Aye
Robert Fisher	voting Aye

Chairman Fogarty declared the motion carried and instructed the secretary to carry out the election process. Legal notice to be in the Suffolk Times Newspapers on Nov. 5th.

On September 23, 2015 Capital Bank requested we close the safe deposit box immediately due to the bank closing the Cutchogue Office. Secretary Martin retrieved the contents of the box to the districts office in the firehouse. Question being, does the board wish to open another box in a local bank or keep the records in the fire proof file cabinet in the districts office? Discussion followed after the secretary read the contents of the documents and it was determined that storage in our fire proof file cabinet would be adequate.

Commr Friemann stated that in light of the forth coming radio room project it will be necessary to create a temporary communications room till the new room is operational. **Commr Friemann moved** that the board authorize construction of a temporary communications cubical for the duration of the project and that contractor Joseph Henry be retained for the job. Motion seconded by Commr Fisher and carried unanimously.

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October 13, 2015 continued:

With no further business to come before the Board of Fire Commissioners, Chairman Fogarty called for adjournment at 9:22pm, so carried unanimously.

Matthew J. Martin,
Fire District Secretary

Attachment No. 1

Cutchogue Fire District Abstract of Transactions For Approval October 13, 2015

Pay To	Amount
ACADEMY PRINTING.....	\$ 127.00
BARADZI GLASS INC.....	\$ 17,316.00
BOUND TREE MEDICAL LLC.....	\$ 773.90
CABLEVISION OF RIVERHEAD.....	\$ 366.71
CAPITAL ONE, N.A. CORP. CARD.....	\$ 1,905.04
COASTAL FIRE SYSTEMS INC.....	\$ 1,316.40
COLONIAL COFFEE SERVICE.....	\$ 164.85
DEB SYSTEMS LTD.....	\$ 800.00
EASTERN TIRE.....	\$ 182.81
FIRE END & CROKER.....	\$ 1,717.25
FIREMATIC SUPPLY.....	\$ 3,030.20
GLOVER EVERETT.....	\$ 100.00
GRAINGER.....	\$ 132.43
HARTFORD THE.....	\$ 127.29
HELLO ALERT.....	\$ 1,204.05
IMPERIAL BAG & PAPER CO LLC.....	\$ 352.31
J. ZEE'S PLUMBING & HEATING.....	\$ 1,984.02
J.R. HOME IMPROVEMENTS.....	\$ 1,834.06
KOLB MECHANICAL.....	\$ 11,800.00
L.I. TELECOMMUNICATIONS & ELEC.....	\$ 2,000.00
LOYAL BUSINESS MACHINES.....	\$ 725.30
MATTITUCK ENVIRO SERVICES.....	\$ 569.16
NFPA.....	\$ 165.00
NOFO WELLNESS CENTER.....	\$ 450.00
NORTH FORK WATER SUPPLY CORP.....	\$ 684.00
NYS DEPT. OF CIVIL SERVICE.....	\$ 1,614.33
NYS EMPLOYMENT TAXES UI.....	\$ 79.57
PAYROLL.....	\$ 13,022.40

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PETRO COMMERCIAL SERVICES.....	\$ 1,228.37
PRIME CARE MEDICAL OF LI.....	\$ 902.00
PSEG LONG ISLAND.....	\$ 2,079.17
QUEST DIAGNOSTICS.....	\$ 315.87
RICHARD SECURITY, INC.....	\$ 60.00
RICH'S QUALITY AUTO BODY.....	\$ 550.00
ROSLAK ELECTRIC, INC.....	\$ 1,312.85
S & L IRRIGATION INC.....	\$ 82.24
SAFETY & ENV. SOLUTIONS, INC.....	\$ 60.00
SOUTHOLD PHARMACY.....	\$ 87.00
SUFFOLK COUNTY FIRE ACADEMY.....	\$ 400.00
UNITED STATES TREASURY EFTPS.....	\$ 996.15
US BANK EQUIPMENT FINANCE.....	\$ 1,438.56
VERIZON WIRELESS.....	\$ 162.23
VILLAGE OFFICE SUPPLY.....	\$ 409.46
Total bills for approval 10/13/2015.....	\$74,627.98