

**2020 Minutes of the CUTCHOQUE FIRE DISTRICT Page 1 of 6**  
**March 10th, 2020**

The regular meeting of the Cutchogue Fire District was called to order by Commissioner-Chairman Matthew Martin, at the Cutchogue Firehouse, at 8 pm with the pledge to the Flag.

Roll call of the Officers taken as follows; Matthew Martin, present; Joseph Zuhoski Jr, present; Sanford Friemann, present via video Skype from his location in Florida; David Blados, present; Michael Finnican, present; Treasurer Peter Zwerlein, present and Secretary Matthew Martin, present. A quorum was declared.

Motion to accept the February 2020 minutes as Emailed to commissioners.

Motion by Comr. Zuhoski seconded by Comr. Blados, motion carried unanimously.

Motion by Comr. Blados to approve the March Treasurer's report as printed and submitted to the Commissioners. Motion seconded by Comr. Finnican, carried unanimously.

Motion to approve the total of the February/March Audited Bills, \$ 137,971.38 presented by Treasurer Zwerlein. Motion by Comr. Zuhoski seconded by Comr. Finnican, motion carried unanimously. A copy thereof is on the last page of these minutes as Attachment #1.

**Correspondence:**

Letter received from 2<sup>nd</sup> Assistant Chief Michael Boken resigning from his position as 2<sup>nd</sup> Assistant Chief. Discussion followed, Comr. Blados spoke with Asst. Chief Boken about his resignation and it was decided to allow him to think it over for another 10-days. Motion by Comr. Blados to table the letter for 10-days, at that time, should there be no change in his decision, his resignation will be accepted. The Department is to be requested to convene a meeting for nominations to fill the position at 2<sup>nd</sup> Assistant Chief, seconded by Comr. Finnican, carried unanimously

Notice received from Southold Town Assessors of the yearly renewal for tax credit for 5-yr minimum membership in the Department and a homeowner on the tax rolls. Secretary to update the list.

Letter from CPA's Sheehan & Company summing up the results of our 2019 internal Audit. Basically, we are following correct procedure for our financial control with a few minor exceptions and adjustments to be made.

Received 5-documents from L.I. Tower Partners to initiate Southold Town Planning Board Permitting process for the previously approved cell tower. The applications require signatory from 2-commissioners. Chairman Martin and Vice Chairman Zuhoski to sign.

**Commissioner's reports:**

**Comr. Zuhoski:** 8-5-1 has returned to service from extensive repairs. 8-5-12 to have batteries relocated for easier access. 8-5-15 rear door has missing roller and to be replaced, also the coat compartment and flashlight rack needs modifications. Thanks to the Chiefs for an excellent Steak Night fund raiser. 8-5-16 charger cover needed replacement and 8-5-3 has a coolant leak.

**Comr. Friemann:** PESH training will be planned for both April and May. Dates to be determined.

**Comr. Blados:** Discussed the age and condition of the districts pick up truck being 20-yrs old and should be replaced. He noted that this vehicle must tow the fire boat and needs a tow hitch for 10,000 lbs. A Ford 450 series, or similar, is adequate. A brief discussion ensued with all agreed to draw up specifications for a replacement vehicle. Motion by Comr. Blados to create a set of specifications for a replacement truck. Motion seconded by Comr. Finnican, unanimously carried. All board members to act as committee.

Comr. Blados also asked the Chiefs about the existing EMS Coveralls and their use and condition. Chief said they are no longer approved for use and should be destroyed. Chief is to see to their destruction.

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**Comr. Finnican:**

- Discussed the retention of employees, noting that the pay scale was too low to keep any personnel. He has reviewed the current payrolls and suggests an increase to be made to our full-time and part-time employees. Motion by Comr. Finnican to pay the Full Time Employee \$27.00/hr. and the Part-time employees \$20.00/hr. and to become effective on April 1<sup>st</sup>, 2020. Motion seconded by Comr. Blados, unanimously carried.
- Employee uniforms are needed for all paid employees and is requesting an allowance of \$2500.00 to purchase employee Pants and Shirts as needed for summer & winter wear. Motion by Comr. Finnican to purchase district uniforms for all paid employees, not to exceed \$2500.00, seconded by Comr. Blados, unanimously carried.
- The condition of the floors on all the engine stalls has deteriorated and unsightly due to the failed condition of the present floor washing machine, also the type soap used. The present 25-yr old machine and not economical to repair. A janitorial supply company demonstrated the technique and machinery needed to maintain our floors properly. Motion by Comr. Finnican to purchase a Karcher B60-WBP self-propelled floor cleaner for approximately \$10,000.00. The machine is presently on the BOCES bidding schedule for Suffolk County. Seconded by Blados, unanimously carried. Treasurer to allocate funding within our budget.

**Comr. Martin:**

- The Assoc. of Fire Districts NYS is hosting the annual memorial service for deceased members. Ex-Chief, Ex-Commissioner Gerald S. Wells name has been entered and remembered in this program. Gerald Wells was a 62-year member.
- On December 23<sup>rd</sup>, 2019 Gov. Cuomo signed into law an amendment to the Cancer Disability Law. This amendment provides an alternative to determine coverage for the Interior firefighters who cannot substantiate health history from the fire department records. The Office of Fire Prevention and Control shall promulgate rules and regulations as to an acceptable combination of alternative documentation. (ref: S-4173-a/A-5957 into law a Chapter 738 of the Laws of 2019.
- Travel reimbursement is now \$.575 per driven business mile, per IRS.
- Referencing Mutual Calls, GML 209, the Home Department who initiates the call can be charged for any loss or damage to, or expense incurred in the operation of, fire apparatus or other equipment answering a call for assistance from and outside territory (claim must be filed within 60-days of loss.) Personnel injury is covered by the members department insurance, not the Home Department.
- Signing of the individual payment vouchers, by each board member, has been a long-standing process. Now, with the increase in monthly vouchers, the time to do this has greatly increased. Having checked with our Treasurer and the State Laws, an alternate procedure can be used. Therefore, on a motion by Comr. Martin, to request that the Treasurer establish an “Abstract Form Document” itemizing the payment of all monthly invoices/vouchers that will require only the signature and date of the board members present for approval to pay, to be effective immediately. Motion seconded by Comr. Blados, unanimously carried.
- NYS DOH is suggesting EMS agencies to adopt policies and procedures regarding response and treatment of all patients with communicable diseases. Necessary personal protective equipment such as N95 respirators. Chief noted that he is requesting a sanitizing service to disinfect the Ambulances. This is in his budget requests. District will contact a service. Chairman Martin

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emphasized the importance of proper gear for members and sanitary procedures.

- Within the next few months, we would like to have old an obsolete district records destroyed. A door to door service is available for \$85.00 for the first container and \$40.00 for each subsequent container. Records will be destroyed per the State Archives and Records Guidelines. Motion by Comr. Zuhoski to permit the secretary and treasurer to destroy the appropriate records per NYS guidelines. Motion seconded by Comr. Friemann, unanimously carried.

**Chief Thomas Shalvey's Report:**

Fire School/Training:

1. 07-Apr. Yaphank Fire School

Activities:

1. 24-Mar. Suffolk Vollies @ Brentwood
2. 28-Mar. Rt 48 road cleanup.

Motion by Comr. Blados to approve the above training and activities, seconded by Comr. Finnican, carried unanimously.

Equipment/Repairs:

1. 8-5-5 locking latch on circuit breaker box on drivers' side front compartment broken
2. 8-5-15 Rear rollup door is missing pin roller.
3. 8-5-15 Scanner, in cab, not working.
4. 8-5-12 pump engine running intermittently.
5. 8-5-12 Front differential not locking, possible air leak.
6. 8-5-4 Trouble closing Deck Gun.

Comr. Zuhoski to review all repairs.

Purchases:

1. New traffic ball style caps for fire police \$500.00.
2. Start quarterly disinfection of Ambulances.
3. 6 Replacement Batteries needed for Stream Light \$40. Each.
4. New Turn-Out Gear for new members.

Requests:

1. Request committee be formed to investigate replacement of unit 8-5-5.
2. Hold a special Department Election to replace 2<sup>nd</sup> Assistant Chief.
3. Additional Training for EMS from Audrey Wigley.
4. 4-EMS Helmets for the Ambulances, \$100.00 each.
5. Pediatric restraint for each ambulance per the new NYS protocols, \$355.00 ea.

Motion by Comr. Blados to approve all the above Purchases 1-4 and Requests 1-5, seconded by Comr. Finnican, unanimously carried.

Old Chief's Business: Comr. Martin informed that the town and fire district are still working on installing the town wide paging frequency. There seems to be delays with the town's process.

**New Business**

Comr. Martin advised that our kitchen utensils need replacement due to wear and loss. Motion by Comr. Blados to allow our custodian to purchase the needed utensils for the kitchen, approximately \$400.00 seconded by Comr. Finnican, discussion followed noting that a glass washer is included for the lounge area, unanimously carried. Also discussed, the purchase of stainless-steel dinner plates to replace the present china plates. Suggestion to obtain sample plates for evaluation. Comr. Finnican to do so.

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Discussion on the Audit Results:

- Reporting on Fixed Assets disposal
- Payroll timecard reviewed by another commissioner, when needed.
- Travel Expenses non-reimbursable for spouses attending events.
- Corrections being made where required.

**Old Business:**

A yearly stipend has been given to the Rescue Captain for maintaining the inventory of Rescue Supplies over the past years. This was overlooked in 2019 and not authorized for 2020 and beyond. A brief discussion followed. Motion by Comr. Friemann to pay Captain Michalak \$800.00 for year 2019 services and to continue with the yearly stipend of \$1,000.00 yearly, until discontinuance by the board. Motion seconded by Comr. Zuhoski unanimously carried.

Request from Assistant Chief Meringer to enter an Executive Session to discuss a personnel issue.

Motion by Comr. Blados to adjourn the regular meeting at 9:15pm to enter Executive Session, seconded by Comr. Zuhoski, carried unanimously.

Matthew J. Martin  
Fire District Secretary  
**Attachment #1**

**Cutchogue Fire District**  
**Abstract of Transactions for Approval**  
**March 3, 2020**  
**Warrant 20-03**

<b>Pay To</b>	<b>Amount</b>
<b>ALBERTSON MARINE, INC.....</b>	<b>\$4,979.34</b>
<b>ALL POWER PERFORMANCE.....</b>	<b>\$400.00</b>
<b>BAR BOY PRODUCTS.....</b>	<b>\$162.65</b>
<b>BIG GEYSER INC.....</b>	<b>\$232.40</b>
<b>BOUND TREE MEDICAL LLC.....</b>	<b>\$2,481.34</b>
<b>CAPITAL ONE, N.A. CORP. CARD.....</b>	<b>\$783.82</b>
<b>COLONIAL COFFEE SERVICE.....</b>	<b>\$140.80</b>
<b>CUTCHOGUE HARDWARE.....</b>	<b>\$40.53</b>
<b>DEB SYSTEMS LTD.....</b>	<b>\$1,799.00</b>
<b>EASTERN TIRE.....</b>	<b>\$57.20</b>
<b>FIREMATIC SUPPLY.....</b>	<b>\$71.10</b>
<b>IMPERIAL BAG &amp; PAPER CO LLC.....</b>	<b>\$863.62</b>
<b>INTEGRITY REPAIR CORP.....</b>	<b>\$710.00</b>
<b>J. ZEE'S PLUMBING &amp; HEATING.....</b>	<b>\$1,669.80</b>
<b>MARTIN C. AUTOMOTIVE SUPPLY.....</b>	<b>\$205.27</b>
<b>MASON W.B.....</b>	<b>\$299.28</b>

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MATTITUCK ENVIRO SERVICES.....	\$448.85
MICHALAK KATARZYNA HAWRYLUK (2019 EMS supply) .....	\$800.00
NASSAU DIAGNOSTICS, INC.....	\$9,770.00
NOFO WELLNESS CENTER.....	\$550.00
NORTH FERRY COMPANY, INC.....	\$52.00
NORTH FORK WELDING & STEEL SPL.....	\$6,058.00
NORTH SHORE EXTERMINATING.....	\$69.00
NYS DEPT. OF CIVIL SERVICE.....	\$1,031.82
NYS EMPLOYMENT TAXES UI.....	\$97.70
OCEAN JANITORIAL SUPPLY INC.....	\$202.48
OPTIMUM.....	\$479.23
OSPREY SECURITY SYSTEMS, INC.....	\$6,076.00
PAYCHEX.....	\$111.92
PAYROLL.....	\$16,280.08
PECONIC AUTOMOTIVE.....	\$37.00
PETRO COMMERCIAL SERVICES.....	\$1,527.94
PSEG LONG ISLAND.....	\$1,951.44
REEVE AGENCY.....	\$63,419.90
RIVERHEAD BRAKE SERVICE LLC.....	\$412.02
ROSLAK ELECTRIC, INC.....	\$3,750.04
SAFETY & ENV. SOLUTIONS, INC.....	\$1,345.00
SHEEHAN & COMPANY.....	\$3,750.00
SOUTH SHORE FIRE & SAFETY.....	\$1,301.38
SOUTHOLD PHARMACY.....	\$19.00
STRATEGIC SECURITY SYSTEMS.....	\$452.00
SUFFOLK COUNTY WATER AUTHORITY.....	\$123.28
UNITED STATES TREASURY EFTPS.....	\$1,245.43
VALERO.....	\$484.25
VAN DUZER GAS SERVICE.....	\$1,066.98
VERIZON WIRELESS.....	\$162.49
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Total bills for approval 3/10/2020.....	\$137,971.38
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**EXECUTIVE SESSION**

Chairman Martin called the Executive Session to order at 9:20pm.

Attending were: Commissioners Martin, Zuhoski, Friemann, Blados and Finnican. Also present was Chief Shalvey, Assistant Chief Meringer and District Treasurer Zwerlein.

Purpose of this session is to discuss personnel at the request of Assistant Chief Amos Meringer. Chairman Martin recognized Chief Meringer to give his statement to the Board.

Chief Meringer gave an informative insight as to what circumstances lead up to the resignation from 2<sup>nd</sup> Assistant Chief Boken at tonight's meeting. Chief Meringer reported, Chief Boken has been upset with the operations of the department and stated several times that "he was no longer content" with the way the department was operating.

Chief Meringer thought we should have accepted Chief Boken resignation and get on with business. However, the District thought to extend a 10-day period for his reconsideration and that Meringer would comply with the board's decision.

Chairman Martin thanked Chief's Shalvey and Meringer for their candid thoughts and enlightenment to the Board of Fire Commissioners on this untimely resignation of Chief Boken.

No further comments were offered, thereby Chairman Martin called for adjournment of the Executive Session at 9:40pm. Motion by Comr. Blados, seconded by Comr. Zuhoski to adjourn, unanimously carried.

Matthew J. Martin  
District Secretary