

2020 Minutes of the CUTCHOQUE FIRE DISTRICT Page 1 of 5
July 14th, 2020

The regular monthly meeting of the Cutchogue Fire District was called to order by Matthew Martin, Chairman of the Board of Fire Commissioners at 8pm. The Chairman stated the monthly meeting was an essential function of the Cutchogue Fire District and was being held in the Company room which allows for social distancing during the Covid19 pandemic.

The meeting is being attended by the Board of Fire Commissioners as the Fire Chiefs and other interested parties have been afforded the opportunity to send in written reports or make telephone calls during the meeting requesting any information they wish to be presented to the Board.

Roll call of the Officers taken as follows; Matthew Martin, present; Joseph Zuhoski Jr, absent; Sanford Friemann, present; David Blados, present; Michael Finnican, present; Treasurer Peter Zwerlein, present and Secretary Matthew Martin, present. A quorum was declared. Treasurer Zwerlein attending via Skype for health reasons. Chiefs Shalvey present along with Captain Voegel and Rescue Captain Michalak.

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

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

Motion by Comr. Blados to approve the June/July Treasurer's report as printed and submitted to the Commissioners. Motion seconded by Comr. Friemann, carried unanimously.

Motion to approve the total of the June/July Audited Bills presented by Treasurer Zwerlein in the amount of \$128,337.48. Motion by Comr. Friemann seconded by Comr. Blados, motion carried unanimously. A copy thereof is on the last page of these minutes as Attachment #1.

Correspondence:

Letter received from the United Fire Co. #1 informing:

- Three members have died: J. Kane, 3/16; T. Beebe 3/19 and P. Kapustka 4/29.
- Beth Young was elected new member #597 on July 2, 2020.
Motion by Comr. Friemann to approve Beth Young #597 as a new Active member on Probation, seconded by Comr. Finnican, carried unanimously.
- The Fire Company to hold the Installation Dinner on January 9th, 2021 at Raphael Winery. Motion made by Comr. Friemann to approve the Installation of Officers Dinner on January 9, 2021 with funding per our budget for year 2021. Motion seconded by Comr. Finnican, carried unanimously.

Financial report for this year's Installation of Officers Dinner held on January 11, 2020 totaling, \$20,865.15, for filing only. Motion by Comr. Blados to accept the 2020 report, seconded by Comr. Friemann, carried unanimously.

Quotation received from Commander Power Systems to repair the Cooling System on the house Generator in the amount of \$651.67, parts and labor. Motion by Comr. Friemann to approve the Generator repair, as quoted, seconded by Comr. Blados, carried unanimously.

Notice received of Southold Town Fire District Assn. meeting on July 16th at Mattituck.

Letter of Resignation received from Custodian Christopher Voegel to become effective July 16, 2020 and to request the continuation of his health insurance under COBRA commencing on August 1st, 2020. Motion by Comr. Friemann, to accept his Resignation, effective July 16, 2020 and to approve his request for Cobra Health Insurance Commencing on August 1st, 2020 seconded by Comr. Finnican, carried unanimously.

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Guidelines for reopening the Firehouse during the Covid pandemic received from Chief Shalvey. Discussion ensued, whereby the Chief was informed that his office is to administer the enforcement of the rules for the Department and that the firehouse doors will be unlocked, and the rules posted therein. (A copy of rules, see attachment 2.) After an alarm or meeting, etc. the Custodian is to set up a table, near the apparatus for access to the Decontamination supplies, that are to be used after each alarm incidents, training and meetings. Motion by Comr. Friemann to approve the “Guidelines for the reopening of the Firehouse” and to unlock the firehouse entry doors. Motion seconded by Comr. Blados, carried unanimously.

Commissioner’s reports:

Comr. Martin: The old laptop in the company meeting room has been replaced allowing access via Skype or Zoom to the public. The computer is also used for Training Classes.

Comr. Friemann: The South firehouse roof requires shingle replacement in two areas and will be done this week.

Comr. Blados: No report.

Comr. Finnican: In reference to the resignation of our Custodian, a replacement is quickly needed. Presently we have a part time employee who can fulfill the position immediately. Discussion ensued. Motion by Comr. Finnican to hire Lawrence Behr as a full-time custodian, commencing immediately, seconded by Comr. Friemann, carried unanimously. Training and a list of duties to be implemented as soon as possible.

Comr. Finnican discussed the condition of the carpet in the South Lounge areas floor. The carpet has become a hazard and should be replaced immediately. Also, the air ducting has not been cleaned since new and suggests that this also be done immediately. Motion by Comr. Finnican to obtain quotes for the carpet replacement and the air ducts cleaning. Seconded by Comr. Friemann, carried unanimously.

Chief Thomas Shalvey’s Report:

Fire School/Training:

1. 27-Jul Taxpayer drill @ Yaphank W/Mattituck.

Activities:

1. 09-Aug Highway clean-up per contract w/Suffolk County.

Equipment/Repairs:

1. 8-5-5 6-Bank portable radio charger not working. May need replacement.
2. 8-5-30 Car siren not functioning properly. (Pro-Liner to repair)
3. 8-5-17 Low band antenna broken. (Repaired)

Purchases:

1. Replacement 6 bank charger for 8-5-5 \$379.00. (To be replaced.)
2. Reeves stretcher (replacement) \$569.99 Bound Tree
3. Masimo SET rainbow sensor for Lifepak 15” on ambulances \$575-32 ea. \$1,150.70 total.

Motion by Comr. Friemann to approve purchases 1-3, seconded by Comr. Finnican, carried unanimously.

Requests:

1. Book 8 rooms for EMS’s personnel to attend Vital signs conference.
Motion by Comr. Blados to authorize 8 members of the Rescue Squad to attend the Vital Signs Conference commencing on October 29, 2020. Seconded by Comr. Finnican, carried unanimously.

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2. Review proposed plan for reopening firehouse. Completed on page 2, these minutes.
3. New thermal imaging camera for 8-5-3 was supposed to be purchased when truck went into service. (current camera is nearly 20 years old) FLIR model K55 \$5995.00. Under further consideration.

Old Business:

- 1 Status of request to allow Chief’s access to in-house CCTV system.
- 2 Status of larger office space for Chief’s. (RVAC has trailer on site for Officers. (No action taken at this time).
- 3 Status of fixing compartment lights on 8-5-5. (Electrician to repair)
- 4 Status of 25 helmets approved at January Board Meeting. (Arrived and in storage.)

Hearing no new business, chairman Martin called for adjournment.

Motion to adjourn at 8:50pm by Comr. Blados, seconded by Comr. Friemann, carried unanimously.

Matthew J. Martin
 Fire District Secretary

Attachment #1:

Cutchogue Fire District
Abstract of Transactions for Approval
July 14, 2020
Warrant 20-07

Pay To	Amount
BOUND TREE MEDICAL LLC.....	\$928.84
CAPITAL ONE, N.A. CORP. CARD.....	\$477.70
COLONIAL COFFEE SERVICE.....	\$255.00
COMMANDER POWER SYSTEMS.....	\$240.00
CUTCHOGUE HARDWARE.....	\$52.32
EASTERN TIRE.....	\$20.20
FIRE DIST. OF NY MUTUAL INS CO.....	\$77,836.00
FIREMATIC SUPPLY.....	\$37.00
GLOVER EVERETT (lawn maintenance)	\$300.00
HARTFORD THE.....	\$159.31
IMPERIAL BAG & PAPER CO LLC.....	\$353.91
INTEGRATED WIRELESS TECHNOLOGI.....	\$1,395.45
JABLONSKI PAUL (computer setup).....	\$75.00
LARK & FOLTS, ESQS.....	\$3,753.75
MARTIN C. AUTOMOTIVE SUPPLY.....	\$65.45

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MASON W.B.....	\$363.95
MATTITUCK ENVIRO SERVICES.....	\$448.85
NASSAU DIAGNOSTICS, INC.....	\$200.00
NATIONAL GRID.....	\$438.82
NOFO WELLNESS CENTER.....	\$550.00
NYS EMPLOYMENT TAXES UI.....	\$38.89
OPTIMUM.....	\$481.30
PAYCHEX.....	\$114.51
PAYROLL.....	\$18,711.00
PETRO COMMERCIAL SERVICES.....	\$746.96
PSEG LONG ISLAND.....	\$2,089.07
RICHARD SECURITY, INC.....	\$117.72
ROGER RADIO, INC.....	\$190.00
ROSLAK ELECTRIC, INC.....	\$112.00
S & L IRRIGATION INC.....	\$40.00
SOUTHOLD PHARMACY.....	\$45.00
SUFFOLK COUNTY WATER AUTHORITY.....	\$14,978.70
TELEFLEX.....	\$1,115.50
UNITED STATES TREASURY EFTPS.....	\$1,431.41
VERIZON WIRELESS.....	\$149.74
WEST MARINE PRO.....	\$24.13
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Total bills for approval 7/14/2020.....	\$128,337.48
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Attachment #2

GUIDELINES FOR REOPENING OF FIREHOUSE

- **Masks are to be worn at all times while in the building (except for when consuming food or beverage). Masks will be available in the radio room**
- **Social distancing is always to be practiced inside the building.**
- **Groups of members may not loiter in the firehouse unless on official business or training.**
- **Social distancing and use of masks are required for all meetings.**
- **Any member that feels they may have been exposed to COVID-19 shall self-quarantine for a minimum of 14 days and report quarantine status to Chief's Office.**
- **Members that are feeling sick or displaying any symptoms of virus are not to respond to any alarms, meetings or trainings.**
- **Any member that tests positive for COVID-19 should report information to Chief's Office.**
- **Members that travel to reported "hot spots" as defined by NYS should self-quarantine at home for a minimum of 14 days and report quarantine status to Chief's Office.**

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- Touch areas of vehicles are to be wiped down with disinfectant after each use.
- Masks will be worn at all calls whenever practical.
- Company Room will remain closed until further notice.
- Company feeds are suspended until further notice.
- In-House training will be limited to 15 members per session.
- Yaphank training will be limited to amount set by fire academy.
- Sign up list for training and events will be done electronically.