

2020 Minutes of the CUTCHOGUE FIRE DISTRICT Page 1 of 5
September 8th, 2020

The regular monthly meeting of the Cutchogue Fire District was called to order by Matthew Martin, Chairman of the Board of Fire Commissioners with the flag salute. 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, absent, a quorum was declared. Chiefs Shalvey and Meringer were present.

Motion to accept the August 2020 minutes as Emailed to commissioners. Motion by Comr. Blados seconded by Comr. Finnican, motion carried unanimously.

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

Motion to approve the total of the August/September Audited Bills prepared by Treasurer Zwerlein, totaling \$47,972.93. Motion by Comr. Friemann seconded by Comr. Finnican, motion carried unanimously.

A copy thereof is on the last page of these minutes as Attachment #1.

Correspondence:

Quotes received from Star Mechanical, Cutchogue, NY for:

- 1, Maintenance & Cleaning of HVAC ducting in the South members lounge for \$650.00
- 2, Removal and replacement of existing ceiling diffuser and duct work for \$1400.00.

Quote received from Jose Luis Sinchi Painting Contractor to strip and paint walls in the South building's second floor for a total of \$2,000.00.

Meeting notice from Southold Town Fire Districts Assoc. of a special meeting concern the involvement of Stony Brook EMS with the town fire departments. To be held on September 10th at Greenport HQ at 7pm.

Request from Southold Town Planning Board for Fire Department concerns for new lot subdivisions located on Griffing Street, north of the Post Office. Specifically noted was to convert the existing Electric Fire Well, on Griffing Street, to a Public Water supplied Hydrant. Comr. Blados to review and advise.

Quotation received from National Auto Fleet Group a 2021 Chiefs Vehicle, Ford F-150 XLT-4WD-Super Crew Box and to include Proliner Equipment for fire department specifications. Total price \$66,792.54.

Notice of a Fall Seminar at the Turning Stone Resort on October 14th 9am to 5pm. Topics concerning Fire District administration, practices, and agreements, etc. Cost \$225.00 per person. Plus, travel and lodging. In the event of a closing, the event will be held online.

Received from United Communications Corp, rebate check for \$1000.00 for Minitor purchases. Motion by Comr. Blados to accept the refund check, in the amount of \$1,000.00, seconded by Comr. Finnican, unanimously carried.

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Commissioner's reports:

Comr. Martin: Reported that Verizon will no longer support the 3G network at years end and suggest we take advantage of their free upgrade offer, as soon as possible. Discussion ensued on the necessity of the two ambulances and heavy rescue truck to have cell phones since they are no longer used and EMT's have personal phones. This will save the district the Verizon monthly billing.

Discussed the present condition of our Computer equipment and software. We have been advised that our present server is due for replacement and its operating system is long overdue for upgrading. I am recommending that we change our present provider to Adept Technology of Hauppauge, NY and to allocate approximately \$71,000.00 for this change over which includes the replacement department recording keeping software. Funding to come from our Unexpended Fund Balance Account. Change over to start this month and be completed by December.

Motion by Comr. Blados to proceed with Adept Technology of Hauppauge, NY to maintain our computer system for the district and to upgrade our present server hardware and software as soon as possible. Also, to allocate the funding of \$71,000.00 from the unexpended fund balance. Motion seconded by Comr. Finnican, unanimously carried.

Budget Review for 2021:

Comr. Martin advised the board of receipt of the new *Retention and Disposition Schedule for New York Local Government Records (LGS-01)*. The Schedule is now in effect through out the state however, a resolution is required, by the Board of Fire Commissioners, to implement the Schedule for our use in disposing of past records.

Commissioner Matthew Martin moved to adopt the following Resolution:

RESOLVED, By the Board of Fire Commissioners of Cutchogue Fire District that *Retention and Disposition Schedule for New York Local Government Records*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein.
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Resolution seconded by Commissioner Blados and unanimously carried by voice vote of the Board.

Comr. Friemann: Advised the Board that we should place the order now for the new Chief's vehicle to arrive by December. The National Auto Fleet Group is a national vehicle sales organization that works with New York State Bid vendors and has quoted us a 2021 Ford F-150XLT, Super Crew Box, 4-WD with Proliner firematic equipment as specified. The total amount is \$66,792,54, delivered. Therefore, upon a motion by Comr. Friemann to purchase the above specified vehicle, as quoted, seconded by Comr. Blados, unanimously carried. The Treasurer is to prepare a formal Purchas Order and send to Proliner, Inc for processing. Motion unanimously carried.

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Comr. Friemann also discussed the redecorating of the South Buildings 2nd wall painting \$2,000.00, HVAC ducts cleaned, and ventilators replaced for \$2,050.00. Ceiling tiles to be replaced and grid aligned by Eastbay Builders. Ceiling tiles to be purchased from Home Depot. Motion by Comr. Friemann to approve the above supplies and costs, seconded by Comr. Finnican, unanimously carried.

Comr. Blados: Fire Well maintenance to begin shortly and test pumping of the wells. Discussed the water requirements for the Griffing Street proposed business 4-lot layout. Secretary is to contact Suffolk County Water Authority for maps and plans for water mains in the area. Physicals will resume in December and to include Blood Typing for each member. Drug testing to be done annually.

Commented [MM1]:

Comr. Finnican: Personnel staffing is presently adequate.

Chief Thomas Shalvey's Report:

Fire School/Training:

- 1) 10-Sep: Class-A drill Yaphank
- 2) 17-Sep: In house training

Equipment/Repairs:

Requests:

1) Request Water can Harness 8-5-3	\$47.99
2) SCBA bracket 8-5-3	\$163.99
3) Stream light flashlight 8-5-3	\$89.99
4) 10' Pike pole 8-5-3	\$279.99
5) Saw blade bracket 8-5-5	\$88.59
6) Multi gas meter 8-5-5	\$639.00
7) Ego Blower 8-5-5	\$299.00
8) DeWalt angle grinder 8-5-5	\$299.00
9) Husky 3.5-ton floor jack 8-5-5	\$249.00
10) (6) Batteries for light boxes @\$4.33 ea.	\$25.98
11) (10) batteries for HT-750 Radios \$34.00	\$340.00
12) (10) Batteries for HT1250 @&\$34.00	\$340.00
Totaling	\$2862.53

Motion by Comr. Blados to approve the above items for immediate purchase totaling \$2862.53, seconded by Comr. Finnican, unanimously carried.

Notifications:

- 1) Helmets ordered earlier this year are the wrong color. Need to swap 35 black helmets for 35 yellow helmets. Sales Company to be contacted for exchange.

Chief Meringer discussed the assignment of the 32 car for officer's use. The board will wait till the elections are completed.

Chief Shalvey discussed that the vacancy for 2nd Assistant Chief is of concern and the position should be filled, if only till the annual Department elections in December. The Chief requests that a Department meeting be held for the purpose to nominate a 2nd Assistant Chief. Following a discussion on the present by-laws pertaining to this vacancy, Comr. Friemann made motion that the Chief of the Department is to hold a department meeting on September 17th, at 7pm, for the purpose of nominating a 2nd Assistant Chief whose term shall run until the Annual Department Meeting and Elections on December 2rd, 2020. Motion seconded by Comr. Martin, unanimously carried.

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Chairman Martin stated that is imperative that the board hold a special meeting on September 17th, at 8pm, for the purpose of approving the position of 2nd Assistant Chief, effective immediately upon his swearing in. A motion was made by Comr. Blados to hold the meeting on September 17th at 8pm, seconded by Comr. Finnican, unanimously carried.

Motion to adjourn at 9:12 pm by Comr. Blados, seconded by Comr. Finnican, carried unanimously.

Matthew J. Martin
Fire District Secretary

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Attachment

Cutchogue Fire District
Abstract of Transactions For Approval
September 8, 2020
Warrant 20-09

#1

Pay To	Amount
ALL POWER PERFORMANCE.....	\$2,845.00
BIG GEYSER INC.....	\$316.80
BOUND TREE MEDICAL LLC.....	\$1,538.70
CAPITAL ONE, N.A. CORP. CARD.....	\$4,183.92
COLONIAL COFFEE SERVICE.....	\$113.75
EASTBAY BUILDERS INC.....	\$5,310.00
ECLIPSE ELEVATOR CO. LLC.....	\$631.50
FIREMATIC SUPPLY.....	\$850.50
GLOVER EVERETT (lawn maintenance).....	\$100.00
HENDRICKSON FIRE RESCUE EQUIP.....	\$472.86
J. ZEE'S PLUMBING & HEATING.....	\$528.15
LONG ISLAND CAULIFLOWER ASSOC.....	\$76.00
MARTIN C. AUTOMOTIVE SUPPLY.....	\$161.95
MASON W.B.....	\$165.94
MATTITUCK ENVIRO SERVICES.....	\$448.85
MULLEN MOTORS, INC.....	\$149.95
NATIONAL GRID.....	\$227.76
NEW SUFFOLK SHIPYARD.....	\$136.00
NOFO WELLNESS CENTER.....	\$550.00
NYS EMPLOYMENT TAXES UI.....	\$54.28
OCEAN JANITORIAL SUPPLY INC.....	\$619.28
OPTIMUM.....	\$481.30
OSPREY SECURITY SYSTEMS, INC.....	\$135.00
PAYCHEX.....	\$148.00
PAYROLL.....	\$17,810.00
PETRO COMMERCIAL SERVICES.....	\$950.41
PSEG LONG ISLAND.....	\$2,319.51
ROGER RADIO, INC.....	\$95.00
SAFETY & ENV. SOLUTIONS, INC.....	\$35.00
SINCHI, JOSE LUIS.....	\$2,000.00
SOUTHOLD PHARMACY.....	\$19.00
SPEEDY SIGN FX.....	\$30.00
STARZEE DONALD DBA STAR MECH.....	\$2,325.00
SUFFOLK COUNTY WATER AUTHORITY.....	\$178.52
TAPS WELDING SERVICES LLC.....	\$458.00
UNITED STATES TREASURY EFTPS.....	\$1,362.48
VERIZON WIRELESS.....	\$144.52
Total bills for approval 9/8/2020.....	\$47,972.93