

2021 Minutes of the CUTCHOGUE FIRE DISTRICT Page 1 of 4

January 7th, 2021

The **2021 Organizational Meeting** of the Cutchogue Fire District was called to order, by Secretary Martin at the firehouse on the above date at 7:10 pm with the Flag Salute.

Roll Call: Commissioners present; Joseph Zuhoski Jr, Sanford H. Friemann, present; David A. Blados, present; Michael Finnican, present; Christopher Talbot, present; Secretary Matthew Martin, present.

Board Chairman

Motion by Comr. Friemann to appoint Joseph Zuhoski as chairman of the board, seconded by Comr. Blados, motion carried unanimously.

The newly elected chairman's initial duty was to ensure that proper notification of this meeting was posted in the Suffolk Times; secretary informed that it was posted in the December 24th, 2020 edition and so certified by a notary for the newspaper and on file with legal notices.

Chairman Zuhoski welcomed commissioner elect Christopher Talbot to the board.

Board Vice Chairman

Motion by Comr. Blados to appoint Comr. Sanford Friemann as vice chairman of the Board, seconded by Comr. Finnican, unanimously carried.

Appoint Secretary, Treasurer

Motion by Comr. Blados to appoint Matthew J. Martin Secretary for 2021 at the annual salary as set forth in the budget.

And to appoint Peter Zwerlein Treasurer for 2021 at the yearly salary as set forth in the budget, seconded by Comr. Finnican, motion carried unanimously.

Board Meetings

Motion by Comr. Zuhoski to hold the Monthly Board Meetings at 8:00pm on the second Tuesday of each month except for the Third Tuesday on December 21st, 2021. Schedule for the year to be posted in the local newspaper, on the district Website and outside Sign Board by the secretary, seconded by Comr. Blados, motion carried unanimously.

Payroll

Motion by Comr. Blados, to pay the full time, part time Firehouse Attendants, Mechanics, and Technicians at the rate set forth in the 2021 budget, seconded by Finnican, carried unanimously.

Holidays and Vacations:

Motion by Comr. Friemann to have full time employees receive paid holidays and paid vacations per the district work policy now in effect. Seconded by Comr. Blados motion carried unanimously.

January 7th, 2021

Banks & Depositories

Motion by Commissioner Blados to have the Capital One Bank, Peoples United Bank and Bridgehampton National Bank as the primary depositories, seconded by Comr. Friemann, motion carried unanimously.

Official Newspaper

Motion by Commissioner Blados to have The Suffolk Times and Newsday, having circulation in the district, as the official newspapers of the district, seconded by Comr. Friemann, motion carried unanimously.

Attorneys

Motion by Commissioner Blados that the office of Lark & Folts, of Cutchogue, be appointed attorneys for the Cutchogue Fire District for the year 2021 at the hourly billing rate of \$300.00/hr. and a Legal Assistant at \$140.00/hr. seconded by Comr. Finnican, motion carried unanimously.

Video Conferencing

Motion by Commissioner Finnican to permit the use of Video Conferencing by a commissioner upon his written request a minimum of 5 days in advance of the meeting. Motion seconded by Commissioner Blados, carried unanimously.

Organizations:

Motion by Comr. Friemann to designate the following Organizations and pay for membership in 2021.

- 1) Association of Fire Districts, State of NY (AFDSNY)
- 2) Fireman's Association, State of NY (FASNY)
- 3) Suffolk County Fire Districts Association (SCFDA)
- 4) Southold Town Fire Districts Officers Association (STFDOA)
- 5) National Fire Protection Agency (NFPA)
- 6) Support Southold town Fire Chiefs Council (STFCC)
- 7) Support the NYS Fire Chiefs Association (NYSFCA)
- 8) Support Suffolk County Fire Chiefs Association. (SCFCA)

Motion seconded by Comr. Blados and unanimously approved.

Committees appointed:

Chairman Zuhoski appointed his committees for the year as follows:

Trucks & Equipment;	Joseph Zuhoski	&	David Blados
Personnel;	Michael Finnican	&	David Blados
Water & Physicals;	David Blados	&	Joseph Zuhoski
Insurance/ LOSAP	Sanford Friemann	&	Christopher Talbot
Building & Grounds;	Sanford Friemann	&	Michael Finnican
Technology & Communications	Christopher Talbot	&	Sanford Friemann

January 7th, 2021

Yearly Contracts

Motion by Commissioner Friemann that the Cutchogue Fire District approves the following yearly contracts and leases:

- Service Contract with TKE Elevator Corp for elevator safety inspection.
- Service Contract with Fire Rescue Systems for software maintenance.
- Service Contract for Financial Software yearly maintenance, PIPs.
- Service Contract on all copiers and office equipment with Loyal Business.
- Service Contract for Avtech Radio Console Maintenance & Software with IWT.
- Retain Adept Technology as Computer Network administrator for the ensuing year with fees related thereto including maintenance contract.
- Renewal of the registration of the Domain name and access for the District website.
- Retain the services of Sheehan & Company, CPA's for 2021, to assist in performing the 2020 Audit, the Annual 2020 Update Document and the 2020 Enhanced Note Disclosure for the LOSAP program as required by law: Yearly charge of \$14,000.00
- Authorize the treasurer to utilize the services of Sheehan & Company, CPA's during 2021, as needed, at their standard hourly billing rates. (The rates are broken down into 4 tiers depending on who does the work on a task.)
- Continue Annual Support for "District Finance" with PIPS for the Financial Software Programs. (Plan B with payroll)
- Continue Physical Fitness Program conducted by "NoFo Wellness Center".
- H-GAC Cooperative Purchasing Program (8-5-3 purchase)
- Cox Lane Property yearly lease to 8-Hands Farm for \$1,000.00 plus taxes.
- Renew lease with WATERWAY, Inc to test all hose yearly.
- Annual pump tests for 4-pumpers totaling \$1200.000 by Waterway, Inc.
- To retain Commander Electric to monitor the building generator operations remotely connected to our radio console.
- To provide Cancer Insurance Coverage for all applicable Interior Firefighters commencing yearly on January 1st.
- Annual Maintenance Service on Accounting and Insurance appraisals for the fire districts property provided by Appraisal Affiliates, Inc, Floral Pk., NY.

Motion seconded by Comr. Blados, unanimously carried.

Paid in advance claims

Motion by Comr. Finnican that the Treasurer is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Cutchogue Fire District the following claims; such claims must be presented to the next meeting of the Board for audit:

- Utility payment to PSEG for light & gas.
- Telephone billing.
- Payment to the USP Postmaster
- Payment to freight companies as required.
- Fixed Salaries
- Compensation for services of officers or employees regularly engaged by the fire district at agreed wages by the hour, day, week, month or year.

Motion seconded by Comr. Blados; motion carried unanimously.

January 7th, 2021

General Approvals

Motion by Comr. Finnican to permit the town of Southold Police department the use of our communications pole for public service radio communications until further notice. Motion seconded by Comr. Blados, carried unanimously.

Reaffirmation of Board Policies:

Motion by Comr. Friemann to reaffirm the following policies,

- Code of Ethics
- Discrimination/Harassment (Updated January 2019)
- Investments
- LOSAP Explanations & changes to the point system per NYS
- Personnel
- Physicals for members & employees & Classifications.
- Medical Inactive procedure
- Procurement
- Substance Abuse for members & employees
- Travel Policy (Rev. 12-20-2018)
- Workplace Violence
- Freedom of Information (FOIL) Access
- Infection Control Policy
- Valid Driver's License Program (LENS Program NYS)
- To abide by all PESH laws & training applicable to the volunteer fire service.
- To participate in Covid-19 safety regulations and sanitary procedures.

Motion seconded by Comr. Finnican, carried unanimously.

District Elections:

Motion by Comr. Friemann that the polling hours for the fire district elections be held from 3:00 pm to 9:00 pm on the second Tuesday in December in accordance with current NYS Laws, motion seconded by Comr. Finnican, carried unanimously.

District Officers Training

Motion by Comr. Friemann to pay online or classroom expenses for elected/appointed District Officers who attend the mandatory training courses offered by the Association of Fire Districts, State of New York, seconded by Comr. Blados, carried unanimously.

Motion by Comr. Blados to continue with Suffolk County FRESC and Combined Radio to dispatch all calls, for the Cutchogue Fire Department, directly through the Southold Town Police Departments dispatch system. The Sunday Test Signal 19 at 6:05 pm and daily tests at 6:02pm can remain as is. Seconded by Comr. Talbot and carried unanimously.

Motion by Comr. Zuhoski to adjourn the meeting at 7:35 pm, motion, seconded by Comr. Finnican, carried unanimously.

Matthew J. Martin
Fire District Secretary