

**2022 Minutes of the CUTCHOGUE FIRE DISTRICT Page 1 of 5**

January 6th, 2022

The **2022 Organizational Meeting** of the Cutchogue Fire District was called to order, by Secretary Matthew Martin at the firehouse on the above date at 7:00 pm with the Flag Salute.

**Roll Call:** Commissioners present; David A. Blados, present; Michael Finnican, present; Christopher Talbot, present; Lawrence Behr, present, Steven Harned; Secretary Matthew Martin, present and Treasurer Zwerlein

**Board Chairman**

Motion by Comr. Finnican, to appoint Comr. David Blados as chairman of the board, seconded by Comr. Harned, 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 16th, 2022 edition and so certified by a notary for the newspaper and on file with legal notices.

Chairman welcomed commissioners elect to the board, Lawrence Behr and Steven Harned.

**Board Vice Chairman**

Motion by Comr. Talbot to appoint Comr. Michael Finnican as vice chairman of the Board, seconded by Comr. Harned, unanimously carried.

**Appoint Secretary, Treasurer**

**Motion** by Comr. Finnican to appoint Matthew J. Martin Secretary for 2022 at the annual salary as set forth in the budget.

Motion by Comr. Finnican to appoint Peter Zwerlein Treasurer for 2022 at the yearly salary as set forth in the budget, seconded by Comr. Talbot, motion carried unanimously.

**Board Meetings**

**Motion** by Comr. Talbot to hold the Monthly Board Meetings at 8:00pm on the second Tuesday of each month except for the Third Tuesday on December 21<sup>th</sup>, 2022. 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. Talbot, to pay the full time, part time Firehouse Attendants, Mechanics, and Technicians at the rate set forth in the 2022 budget, seconded by Comr. Blados, carried unanimously.

**Holidays and Vacations:**

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

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**Banks & Depositories**

**Motion** by Commissioner Harned to have the Capital One Bank, Peoples United Bank and Dime Community Bank as the primary depositories, seconded by Comr. Talbot, motion carried unanimously.

**Official Newspaper**

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

**Attorneys**

**Motion** by Commissioner Finnican that the office of Lark & Folts, of Cutchogue, be appointed attorneys for the Cutchogue Fire District for the year 2022 at the hourly billing rate of \$300.00/hr. and a Legal Assistant at \$140.00/hr. seconded by Comr. Harned, 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 Harned, carried unanimously.

**Organizations:**

**Motion** by Comr. Talbot to designate the following Organizations and pay for membership in 2022.

- 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. Behr and unanimously approved.

**Committees appointed:**

Chairman Blados appointed his committees for the year as follows:

Trucks & Equipment;	David Blados	& Lawrence Behr
Personnel;	Michael Finnican	& Christopher Talbot
Water: Hydrants & Wells	Steven Harned	& Christopher Talbot
Physicals;	David Blados	& Michael Finnican
Insurance/ LOSAP	Lawrence Behr	& David Blados
Building & Grounds;	Michael Finnican	& Christopher Talbot
Technology & Communications	Christopher Talbot	& Steven Harned

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**Yearly Contracts**

**Motion** by Commissioner Talbot 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 Integrated Wireless Tech.
- 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 2022, to assist in performing the 2021 Audit, the Annual 2021 Update Document and the 2021 Enhanced Note Disclosure for the LOSAP program as required by law: Yearly charge of \$
- Authorize the treasurer to utilize the services of Sheehan & Company, CPA's during 2022, 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 & Exterior Firefighters commencing yearly on January 1<sup>st</sup>.
- Annual Maintenance Service on Accounting and Insurance appraisals for the fire districts property provided by Appraisal Affiliates, Inc, Floral Pk., NY.
- To continue the Length of Service Awards Program (LOSAP).

Motion seconded by Comr. Harned, 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.

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- 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. Behr; motion carried unanimously.

**General Approvals**

**Motion** by Comr. Talbot 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. Harned , carried unanimously.

**Reaffirmation of Board Policies:**

**Motion** by Comr. Blados 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. Talbot, carried unanimously.

**District Elections:**

**Motion** by Comr. Talbot 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. Talbot 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. Finnican, carried unanimously.

Motion by Comr. Talbot to continue with Suffolk County FRESC and Combined Radio to dispatch all calls, for the Cutchogue Fire Department, directly through the Southold Town

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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. Harned and carried unanimously.

Motion by Comr. Talbot to adjourn the meeting at 7: 20 pm, motion, seconded by Comr. Harned, carried unanimously.

Matthew J. Martin, Fire District Secretary