

MINUTES

Cutchogue Fire District

04/09/2024 0700pm | *Meeting called to order by* Christopher Talbot, Chairman of the Board
Meeting opened with a Salute to the Flag

In Attendance

Christopher Talbot, Chairman, David Blados, Michael Finnican: Commissioners

Absent Lawrence Behr, Steven Harned: Commissioners

Thomas Shalvey Jr. Secretary, Peter Zwerlein, Treasurer

Chief William Brewer

Approval of Minutes

Minutes from the March 2024 meeting were approved as distributed (24-400)

Approval of Treasurers Report and Audited Bills

See attachment

Treasurers reports and audited bills for General Fund and Capitol Projects fund for March 2024 approved as distributed (24-401)

Correspondence Received

- 3-15-24: From USPS proof of certified deliveries to members #516. #517.#561 & #590.
- 3-15-24: From Southold FD, Invitation to their annual installation dinner.
- 3-15-24: From Lupton and Luce, cancer forms for member #555.
- 3-20-24: From Southold Town Fire Marshall, invitation for Department rep to tour Verizon facility to inspect new fire alarm system.
- 3-20-24: From Ultimate Power, certificate of insurance for new building project.
- 3-20-24: From Fire District Attorney William Glass, opinion on member holding dual officer positions with Board and Fire Company.
- 3-20-24: From Chief's Office. member #448 has been placed on medical inactive list.
- 3-27-24: From Ford Motor invoice for repairs for recent recall on 8-5-23 (utility vehicle).
- 4-1-24: From Lupton and Luce, 2024 proof of insurance.
- 4-1-24: From Otis Ford recommendation to replace tires on 8-5-23 (utility vehicle).
- 4-2-24: From Firefly/EEFG, March statement (distributed to Board via e-mail).
- 4-5-24: From Southold Tax Assessor, request to certify membership status of members applying for property tax reduction for 2024.
- 4-8-24: From Hartford insurance, proof of insurance for Relay Communications
- 4-8-24: From Otis Ford quote for replacement tires for 8-5-23 (utility vehicle) turned over to Commissioner Blados for review.
- 4-9-24: From Alan Rich, revised Sourcewell contract for purchase of new ambulance.

- 4-9-24: From William Glass, approval of revised Sourcewell contract for new ambulance.
- 4-9-24: From Firefly Admin. Inc, with the 2023 LOSAP report.
- 4-9-24: From United Fire Company, Minutes for April 4, 2024, Company meeting.

Correspondence Sent

- 3-13-24: To member #561 update regarding suspension status.
- 3-25-24: To Alan Rich, recommendations from Fire District Attorney William Glass for changes to Sourcewell contract for purchase of new ambulance.
- 4-5-24: To Complete Wireless, forwarding 12 minitor pagers for repair.
- 4-9-24: To Fire District Attorney William Glass, updated Sourcewell contract from Alan Rich.

Secretary Report

- Received 3 bids for combined lawn care for Annex property and the 355 New Suffolk Road Firehouse property. (see attached)
- Problem with vendor receiving order in November for new radios for Pumper 8-5-4. Radios reordered.
- The cleaning company reports annex vacuum not working properly. New vacuum ordered. (24-107)

Treasurers Report

- Needs clarified invoice from Stryker to be able to pay invoice for new power-load stretchers.
- Board needs to pass resolution for bond counsel services from Muinstat in regard to the sale of a \$14.5 million bond anticipation note for the New Firehouse Building Project (24-04-01).

Board Discussion

- Discussion on leasing Class "C" fire truck to Riverhead FD. Adam Kaelin reported that Riverhead FD and racing team mechanic inspected truck and found it suitable for their needs going forward but given the time of the year and repairs needed they will not be able to use it this year but would be open to leasing it and storing it for use at a future date. The board suggested they would prefer to have an outright sale of the vehicle and future discussions would be better served by having the Boards of each District be in direct communication with each other.
- Discussion was held about gym memberships at Wicked Fit in Mattituck, NY the Board is paying for. Possible that some gym memberships that the Board is paying for are not being utilized by the members. Assistant Chief Dinizio will investigate.
- Discussion was held with Past Rescue Squad Captain Patrick Kaelin on upcoming new requirements for completing electronic pre-hospital care reports (PCR's). Could potentially add 30 plus minutes to time required by EMT's to complete the forms.
- Discussion held on recent website post showing new equipment installed on marine unit 8-5-10. Suggested cameras be installed at the dock area to continuously monitor the unit.
- Full time employee has requested District to provide medical insurance. The districts personnel policy provides for medical insurance for full time employees. Treasurer to handle.

- Commissioner Talbot requested updated District policies be printed and distributed to membership and be made available to members on the Department website.

Motion

- 24-400: Motion to approve distributed minutes for March 2024 meeting. Motion by D. Blados, Seconded by M. Finnican. All present in favor, motion passed.
- 24-401: Motion to approve treasurer's report and audited bills for General Fund and Capitol Projects Fund for March 2024, as presented. Motion by C. Talbot Seconded by L. Behr. All present in favor, motion passed.
- 24-402: Motion to approve purchase of 2 game style cameras from Amazon for \$71.99 to continuously monitor Marine Unit 8-5-10 while docked. Motion by C. Talbot, Seconded by M, Finnican. All present in favor, motion passed.
- 24-403: Motion to pay amended Stryker bill of \$79,477.71 for Power-load stretchers for both District ambulances. Motion by M. Finnican, Seconded by C. Talbot. All present in favor, motion passed.
- 24-404: Motion to continue suspension of member #561 until the May 14, 2024 meeting of the Board. Motion by S. Harned, Seconded by L, Behr. All present in favor, motion passed.
- 24-405: Motion to approve revised medical inactive policy with changes suggested by Attorney Glass. Motion by C. Talbot, Seconded by M. Finnican. All present in favor, motion passed. (see attached)
- 24-406: Motion to purchase new vacuum from Amazon for \$169.00 for use at Annex. Motion made by M, Finnican seconded by C. Talbot. All present in favor, motion passed.
- 24-407: Motion to rescind motion #24-207 purchase 2-year builders risk policy. Policy be provided by contractors. Motion by M. Finnican, seconded by L., Behr. All present in favor, motion passed.
- 24-408: Motion to purchase a storage shed for Annex property at a cost not to exceed \$5,000.00. Motion by C. Talbot seconded by S. Harned. All present in favor, motion passed.
- 24-409: Motion to accept quote from Jon Lake and Sons Property Maintenance to maintain grounds at the fire district property located at 355 New Suffolk Road, Cutchogue for 2024 at a yearly cost of \$3500.00. Motion by D. Blados seconded by C. Talbot. All present in favor, motion passed.
- 24-410: Motion to approve items for 1-3 Training on Chief's report (see attached). Motion by L. Behr seconded by S. Harned. All present in favor, motion passed.
- 24-411: Motion approve items 1-4 activities on Chief's report (see attached). Motion by M. Finnican, seconded by S. Harned. All present in favor, motion passed.
- 24-412: Motion to approve purchase of firefighting hoods, firefighting gloves and hydrant adaptor from Fire Penny group for \$2,789.27 on the Chief's report (see attached). Motion made by M. Finnican, seconded by M. S. Harned. All present in favor, motion passed.
- 24-413: Motion purchase 2 hose rollers from Feld Fire for \$399.00 on the Chief's report (see attached). Motion made by M. Finnican, seconded by M. S. Harned. All present in favor, motion passed.
- 24-414: Motion to purchase 9 name plates for new PFD's 8-5-10 (Marine unit) at a cost of \$29.00 each. Motion made by D. Blados, seconded by L. Behr. All present in favor, motion passed.
- 24-415: Motion to purchase 10 minitor VI portable pagers from Mayday Communications at \$419.95 each as requested by the Chief's Office in their report. (see attached) Motion made by S. Harned, seconded by D. Blados. All present in favor, motion passed.
- 24-416: Motion to allow water rescue officers to spend up to \$100.00 for cleaning tools for use on Marine Unit 8-5-10 as requested in the Chief's Report (see attached). Motion made by S. Harned, seconded by D. Blados. All present in favor, motion passed.

- 24-417: Motion to purchase two outboard motor covers for Marine Unit 8-5-10 from Amazon for \$90.00 ea. As requested in the Chief's Report (see attached). Motion made by S. Harned, seconded by D. Blados. All present in favor, motion passed.
- 24-118: Motion to have Osprey Security Systems install surveillance to monitor North side of buildings A & C at a cost of \$899.00 with 2-year warranty on camera. Motion by C. Talbot, seconded by M. Finnican. All present in favor motion passed.
- 24-119: Motion to adjourn made at 0835 hrs. Motion C. Talbot, seconded by S. Harned. All present in favor motion passed.

• Resolutions

- 24-04-01: Acquire \$14.5 million bond anticipation note for the New Firehouse Building Project to cover contracted expenses. (see attached)
- M24-04: David Wilburn Jr. #628

Commissioners Report's

Commissioner Blados

- 8-5-5 Is out for repair of generator PTO at Hendrickson Equipment.
- 8-5-19 Had light bar repaired by CMJ enterprises.
- 8-5-4 Had minor repairs done in house.
- 8-5-1 and 8-5-15 Had new mud flaps installed in house.

Commissioner Talbot

- Asked status of old car behind building B. Chief reported will be used a future fire school.

Commissioner Behr

No Report

Commissioner Harned

- No Report

Commissioner Finnican

- Abandoned fuel tank uncovered during demolition of old fire house. Looking for solutions for removal.
- Cesspool rings for new firehouse building project to be delivered soon.
- Excess fill from the old firehouse demolition was used to regrade area where new propane tanks were installed behind building B.

Chief's Report

See Attachment

- **8-5-30**
- See report
- **8-5-31**
- Absent.
- **8-5-32**
- Absent

Captain Report

- Absent.

Next Meeting

05/14/24, At CFD Annex 32470 Main Road Cutchogue @ 7:00 pm

Respectfully Submitted;

Thomas Shalvey Jr.

Thomas Shalvey Jr.

Secretary

Cutchogue Fire District
 Abstract of Transactions For Approval
 General Fund, April 9, 2024
Warrant 24-04

<u>Pay To</u>	<u>Amount</u>
ALL POWER PERFORMANCE	1,791.00
AZAMA DE CHAPETON MARGARITA	330.00
BIG GEYSER INC	409.50
BREWER WILLIAM	1,500.00
CAPITAL ONE, N.A. CORP. CARD	5,550.23
CASSONE LEASING, INC	1,033.00
CMJ EMERGENCY LIGHTING	940.00
COMMANDER POWER SYSTEMS	325.00
CUTCHOGUE HARDWARE	38.97
FETTEN SIGN COMPANY, INC.	1,720.00
FIREHOUSE TRAINING PLUS+	2,750.00
FIREMATIC SUPPLY	883.75
GLASS JR. WILLIAM F. ESQ.	557.00
HARTFORD THE	148.99
HENDRICKSON FIRE RESCUE EQUIP	3,033.19
ISLAND PORTABLES, INC.	250.00
ISLAND TECH SERVICES	1,396.00
LAKE JON & SONS PROP. MAINT.	4,700.00
LUPTON & LUCE, INC.	693.00
MARTIN C. AUTOMOTIVE SUPPLY	723.84
MATTITUCK ENVIRO SERVICES	428.76
NASSAU DIAGNOSTICS, INC.	225.00
NATIONAL GRID	37.86
NYS EMPLOYMENT TAXES UI	313.18
OSPREY SECURITY SYSTEMS, INC	314.00
PAYCHEX	131.78
PAYROLL	18,005.86
PECONIC ENERGY CORP	511.63
PECONIC PROPANE INC	2,349.87
PETRO COMMERCIAL SERVICES	316.19
PSEG LONG ISLAND	2,016.63
SOUTHOLD HARDWARE	16.99
SPRAGUE OPERATING RESOURCES	803.74
UNITED STATES TREASURY EFTPS	1,377.01
VERIZON LAND LINES	103.76
VERIZON WIRELESS	97.08
XCL BUSINESS TECHNOLOGIES INC	121.16
<u>Total bills for approval 4/9/2024.....</u>	<u>\$55,943.97</u>

Cutchogue Fire District
Abstract of Transactions For Approval
Capital Projects Fund, April 9, 2024
Warrant 24-04

Pay To	Amount
COMMANDER ELECTRIC, INC.....	\$62,325.00
PARK EAST CONSTRUCTION CORP.....	\$73,232.00
STALCO CONSTRUCTION, INC.....	\$461,691.40
ULTIMATE POWER, INC.....	\$187,064.50
<u>Total bills for approval 4/9/2024.....</u>	<u>\$784,312.90</u>

04-08-2024
10:02:54

Cutchogue Fire District

WC/AP Journal - Detail for Account CPF NFBP M&T Checking

Year: 2024

Merge Prepaid: 03-13-24 - 12-31-24

Status	Date	Amount	GLCode	Fund	Invoice	PO	Memo	Claim#
<u>COMMANDER ELECTRIC, INC.</u>								
Write	04-06	62,325.00	803.230	Capital	1		NFBP, Electrical Construction	24-04
<u>PARK EAST CONSTRUCTION CORP</u>								
Write	04-06	73,232.00	803.040	Capital	CFD-10		NFBP, Construction Mgt. Fee (10% completed)	24-04
<u>STALCO CONSTRUCTION, INC.</u>								
Write	04-06	461,691.40	803.210	Capital	1		NFBP, General Construction	24-04
<u>ULTIMATE POWER, INC.</u>								
Write	04-06	187,064.50	803.270	Capital	1		NFBP, HVAC contract	24-04



CUTCHOQUE FIRE DEPARTMENT

Office of the Chief

260 NEW SUFFOLK ROAD
CUTCHOQUE, L.I., N.Y. 11935
(631) 734-6907 • FAX (631) 734-2818
• EST. 1928 •



William Brewer
Chief

Christian Voegel
1st Assistant Chief

Christopher Dinizio
2nd Assistant Chief

Michael C. Boken
Department Secretary

Thomas Roslak
Chaplain

www.CutchogueFireDept.org CutchogueChiefs@yahoo.com

April 2024

Fire School/Training

- 1- Class A Drill @ Yaphank - Tuesday April 9th
- 2- Monthly Training -Ventilation / Window Entry – Thursday April 18th @CFD
- 3- Flashover Drill – Tuesday May 7th @ Yaphank

Activities:

- 1- Southold Town Fire Chiefs Council Meeting @ CFD – Monday April 15th
- 2- Peer Support / CISM team Meeting @CFD – Tuesday April 16th 7pm
- 3- Southold FD Installation Stand-by - Sunday April 21st 2-10pm (Engine & Ambulance)
- 4- North Fork Vol. Firemans' Assoc. Meeting @CFD Wed. April 24th

Equipment/Repairs:

1. 8-5-5 generator not working
2. 8-5-5 winch needs service / release lever need lubrication
3. Adjustment of 2nd power load stretcher for 8-5-17.

Requests:

Consider the purchase of small shed for rear of annex for storage of BBQ grill and tables etc.

Purchases:

1. Request to purchase (10) additional Motorola pagers
2. Purchase (10) nomex hoods
3. Purchase (10) large and (10) x-large firefighting gloves
4. (2) covers for 8-5-10 new motors \$90.00 each
5. Purchase assorted fittings to flush motors for boat 8-5-10
6. Purchase nameplates for new PFD's on Boat \$29.00 ea.
7. Purchase (2) LDH hose rollers for 8-5-3 & 8-5-4 - \$199.00 ea.
8. Purchase 4 ½ inch hydrant to 5" storz adapter for 854

Respectfully Submitted:

Chief William A. Brewer



Over 90
Years of
Service

CUTCHOGUE FIRE DISTRICT

260 New Suffolk Road, Cutchogue, NY 11935
Telephone (631) 734-6907 • Fax (631) 734-7079
E-mail: cutfd@optonline.net
www.cutchoguefiredept.org

Resolution 24-04-01

Be it resolved that at a regular meeting of the Board of Fire Commissioners of the Cutchogue Fire District. It was determined to enter into an agreement with Munistat Municipal Advisory Service to provide services in preparing bonds for the new firehouse building project.

Chairman	Talbot	aye
Vice-Chairman	Behr	aye
Commissioner	Blados	aye
Commissioner	Harned	aye
Commissioner	Finnican	aye

Thomas Shalvey jr.

Thomas Shalvey Jr.
Secretary
Cutchogue Fire District

9th. Day of April 2024

**Medical Inactive Policy for the
Cutchogue Fire District
Town of Southold
County of Suffolk
State of New York**

POLICY

The Cutchogue Fire District is establishing a policy for the transfer of active and probationary volunteer firefighter members of Cutchogue Fire Department, United Fire Company No. 1 to the Medical Inactive List by the Chief of the Cutchogue Fire Department.

CRITERIA FOR PLACEMENT ON THE MEDICAL INACTIVE LIST

Any active or probationary member, who for any reason is unable to perform his or her duties, as a volunteer fireman due to a physical or mental situation, shall inform the Cutchogue Chief's Office. A Cutchogue Fire Chief shall: (a) inform the member and have the member sign a copy of this Medical Inactive Policy to be placed in his/her file; and (b) notify, in writing, the Fire District Secretary that the active or probationary member is being placed on the Medical Inactive List.

Any active or probationary member who is transported to a hospital as a patient, in an ambulance, shall automatically be placed on the Medical Inactive List, until cleared by the District medical provider.

If the member is placed on the Medical Inactive List, it is the member's responsibility to see their personal physician for clearance to return to duty, clearance will be forwarded to District medical provider to ascertain when the member can be removed from the Medical Inactive List.

WHILE ON THE MEDICAL INACTIVE LIST

1. Upon the member's receipt of the Fire Chief's notification that the member is being placed on the Medical Inactive List, the member shall immediately cease in the performance of any volunteer firefighter duties or functions including, but not limited to: reporting to any fire/rescue alarms, participating in company training, driving district vehicles, attending any company meetings, events, fundraisers, sporting events or any company or department activities.

2. Any member while on the Medical Inactive List is permitted to visit the firehouse, the firehouse grounds or the Cutchogue Fire Department Annex at public functions and by doing so acknowledges the member is visiting in the status as a private citizen and not as an active or probationary firefighter of the Cutchogue Fire Department, United Fire Company No. 1. Members on medical inactive covered by workman's compensation may attend feeds or meetings after signing a waiver.

3. Any member on the Medical Inactive List for more than six (6) months shall have their condition re-evaluated by their treating physician and approved by the Fire District physician to continue current status.

4. The Fire District sponsors a Length of Service Award Program (LOSAP), and has adopted a LOSAP Point System. Under the Point System, active members can earn points for attending certain activities as outlined in the Point System document. Since LOSAP points can only be earned for attending activities as an active volunteer firefighter, a member on the Medical Inactive List will not have the opportunity to earn points while on the Medical Inactive List. However, if the member suffered a line-of-duty injury, the member may be eligible to receive points during the period the member is injured and on the Medical Inactive List pursuant to the LOSAP Point System. 5 points for each complete month that the member is deemed to have a "total and temporary" or a "partial and permanent" disability as certified by Workers' Comp Board.

6. If the member is a probationary member when placed on the Medical Inactive List, he/she shall continue his/her probationary period will be extended by the amount of time member was on medical when resuming active member status.

7. If any active member is placed on the Medical Inactive List and has remained for a continuous one (1) year period of time from placement and is unable to return as an active volunteer firefighter then said member shall be required to make an application to become an Inactive Member, or Honorary or Veteran firefighter. In the alternative, the active member may submit his/her resignation from the United Fire Company No. 1 of the Cutchogue Fire Department.

8. In the event that an active member is placed on the Medical Inactive List and fails to comply with the requirements of this policy, the member may be dropped from the rolls. Further, in the event that an active member is placed on the Medical Inactive List and remains for a continuous one (1) year period of time from placement and is unable to return as an active volunteer firefighter, and such member does not avail him/her self of the options set forth in paragraph "7" above, then the member shall be dropped from the rolls.

CRITERIA FOR REMOVAL FROM THE MEDICAL INACTIVE LIST

The Fire Chief shall remove a member from the Medical Inactive List only when the Fire Chief is in receipt of written notification from the Fire District physician indicating that the firefighter is cleared to resume duties as a volunteer firefighter. Upon removal of the member's name from the Medical Inactive List, a Cutchogue Fire Chief shall notify the Fire District Secretary, in writing.

LINE OF DUTIES INJURIES

If a member has been injured either going to an alarm, during the alarm, or returning from an alarm, the member must notify the Officer in Charge to complete the proper injury forms to be sent to the insurance carrier and Fire District Secretary. Volunteer Firefighter Benefits Law (VFBL) guidelines shall be followed.

Member to sign form below and submit to Chief's Office

NOTIFICATION

Any member who has been injured or disabled for any reason or at their personal employment who is subject to the rules of Workers Compensation Board shall inform the Cutchogue Fire Chief's Office as soon as possible of their condition for possible placement on the Department's Medical Inactive List.

Any member who shall fail to promptly notify the Cutchogue Fire Chiefs Office of injuries or illness for any reason shall be subject to disciplinary action.

X

Member

X

Date



Over 90
Years of
Service

CUTCHOQUE FIRE DISTRICT

260 New Suffolk Road, Cutchogue, NY 11935

Telephone (631) 734-6907 • Fax (631) 734-7079

E-mail: cutfd@optonline.net

www.cutchoguefiredept.org

Resolution 24-04-01

Be it resolved that at a regular meeting of the Board of Fire Commissioners of the Cutchogue Fire District. It was determined to enter into an agreement with Munistat Municipal Advisory Service to provide services in preparing bonds for the new firehouse building project.

Chairman	Talbot	aye
Vice-Chairman	Behr	aye
Commissioner	Blados	aye
Commissioner	Harned	aye
Commissioner	Finnican	aye

Thomas Shalvey jr.

Thomas Shalvey Jr.
Secretary
Cutchogue Fire District

9th. Day of April 2024



UNITED FIRE COMPANY NO. 1
CUTCHOQUE FIRE DEPT.
CUTCHOQUE, L.I., N.Y. 11935
(631) 734-6907

April 8, 2024

Board of Fire Commissioners
Cutchogue Fire District
260 New Suffolk Road
Cutchogue, NY 11935-2037

Re: Regular Company Meeting #1149
April 4, 2024

Gentlemen:

Please be advised of the following action that took place at the above referenced meeting or as noted.

➡ David A. Wilburn, Jr. was elected as a new member and assigned company number 627. I have attached the district's copy of his application. **Attachment 1**

I have enclosed a copy of the calendar of events for the current month. Chief Brewer or Captain Hinton can inform you of any changes, additions or deletions. **Attachment 2**

Please contact me if I can be of any further assistance or you may direct your inquiries to Captain Hinton or Chief Brewer.

Firematically yours,
THE UNITED FIRE COMPANY No. 1

Tom

Thomas Cybulski
Recording Secretary

cc: Chief William Brewer
Captain Joseph Hinton

Attachment(s) 2