

# MINUTES

## Cutchogue Fire District 2024 Organizational Meeting

1/3/2024 7:00 pm | Meeting called to order by Secretary Thomas Shalvey Jr.  
Salute to Flag

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### In Attendance

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Michael Finnican: Chairman Christopher Talbot: Vice -Chairman

Lawrence Behr, Steven Harned: Commissioners

Thomas Shalvey Jr. Secretary, Peter Zwerlein, Treasurer

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### Board Actions

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Chairman Talbot appointed his committees for 2024 as follows:

<b>Trucks &amp; Equipment:</b>	Lawrence Behr	&	David Blados
<b>Personnel:</b>	Michael Finnican	&	Christopher Talbot
<b>Water &amp; Physicals:</b>	David Blados	&	Steven Harned
<b>Insurance &amp; LOSAP:</b>	Lawrence Behr	&	David Blados
<b>Buildings &amp; Grounds:</b>	Christopher Talbot	&	Michael Finnican
<b>Community Relations:</b>	Michael Finnican	&	Steven Harned
<b>Computers &amp; Communication:</b>	Steven Harned		

### Yearly contracts and leases. (Motion 24-113)

- I. Service contract with SCM for fire dispatch and LOSAP software for 2024.
- II. Service contract with Emerald Document Imaging on Canon copiers and business equipment @ \$350.00 yearly and XCL Business Technologies for Xerox copiers for 2024.
- III. Service contract with Integrated Wireless Technology (IWT) for radio console and ambulance modems for 2024.
- IV. To contract with Lupton and Luce of Riverhead for District 2024 insurance needs.
- V. Renew for 2024 domain name and access for District website.
- VI. Retain services of Sheehan and Company, CPA's to preform 2024 audit, prepare the annual 2023 update document and 2023 enhanced note disclosure as required by law: \$13,500.00.
- VII. Designate [www.cutchoguefiredistrict.org](http://www.cutchoguefiredistrict.org) as official website of the District for 2024.
- VIII. Authorize the Treasurer to utilize services of Sheehan and Company CPA's during 2024 as needed, at their standard hourly billing rates. (The rates are broken down into 4 tiers depending on who works on a particular task.)
- IX. Contract with Wicked Fit gym of Mattituck to provide fitness programs for members.

- X. 2024 support for "District Finance" financial software.
- XI. Contract with Nassau Diagnostics (NDI) to provide medical physicals to all active members for 2024.
- XII. Join HGC buying group for 2024.
- XIII. Lease Cox Lane property to 8 Hands Farm for 2024-2025 @ \$2,000.00 per year.
- XIV. Renew service contracts with Waterway for hose testing, pump testing & weighing vehicles for 2024-2027.
- XV. Agree to service contract with Commander electric @ \$875.00 annually to service generator located behind building B @ 355 New Suffolk Road.
- XVI. To provide cancer coverage for all applicable interior firefighters for 2024 commencing on 1-1-2024.
- XVII. To retain FIREFLY as managers of the District LOSAP program for 2024 at a cost \$4250.00 annually.
- XVIII. To retain East End Financial as investment manager for 2024 of all District LOSAP funds.
- XIX. Retain Island Tech Services (ITS) to maintain and support District computer systems and equipment for 2024.
- XX. Retain Grant Guys to apply for Federal grant for 2024 to replace engine 8-5-1.
- XXI. Maintain service contract for 2024 with Stryker medical for life packs, Lucas, AED and stretchers.

**Authorized in advance payments. (Motion 24-114)**

- I. PSEG gas and electric.
- II. Payments to USPS postmaster.
- III. Payment to freight companies as required.
- IV. Fixed salaries.
- V. Compensation for services of officers or employees engaged by the Fire District at agreed wages by hour, day, week, month or year.
- VI. Payment of any Southold Town property due by January 10<sup>th</sup> yearly.

**Board policies. (Motion 24-115)**

- I. Code of ethics
- II. Discrimination/Harassment (Updated October 2023.)
- III. LOSAP plan and changes per NYS (updated January 2022.)
- IV. Physicals for members and employees & Classifications.
- V. Travel policy (Rev. 12-20-2018.)
- VI. Infection control policy (Updated 1-2024.)
- VII. Investment.
- VIII. Personnel.
- IX. Procurement.
- X. Workplace violence.
- XI. Freedom of information (FOIL)
- XII. Valid drivers license program (LENS program NYS.)
- XIII. Medical policy (Updated 10-2023.)

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## Motions

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1. 24-100: Motion by Steven Harned to appoint Commissioner Christopher Talbot as Chairman of the Board for 2024. Seconded by David Blados. All present in favor. Motion passed.
2. 24-101: Motion by Steven Harned to appoint Commissioner Lawrence Behr as Vice-Chairman for 2024. Seconded by Michael Finnican. All present in favor. Motion passed.
3. 24-102: Motion to appoint Thomas Shalvey Jr. as District Secretary for 2024. at the rate set forth on the adopted 2024 budget. Motion by S. Harned, seconded by L. Behr. All present in favor. Motion passed. at the rate set forth on the adopted 2024 budget
4. 24-103: Motion to appoint Peter Zwerlein as District Treasurer for 2024 at the rate set forth on the adopted 2024 budget. Motion by S. Harned, seconded by L. Behr. All present in favor. Motion passed.
5. 24-104: Motion to hold 2024 monthly meetings on the second Tuesday of each month except for December when the meeting will be held on the third Tuesday. All meetings will start at 7:00pm. Schedule for year will be posted in the Suffolk Times. Motion by S. Harned, seconded by D. Blados. All present in favor. Motion passed.
6. 24-105: Motion to pay the full-time custodian the rate set forth on the adopted 2024 budget Motion by S. Harned, seconded by C. Talbot. All present in favor. Motion passed.
7. 24-106: Motion to have full-time employees receive paid holidays and paid vacations per the district work policy now in effect. Motion by S. Harned, seconded by L. Behr. All present in favor. Motion passed.
8. 24-107: Motion to name M&T bank as the primary depository for district funds. Motion by D. Blados, second by S. Harned. All present in favor. Motion passed.
9. 24-108: Motion to name the Suffolk Times, having circulation in the district in both print and on-line as the official newspaper for the Cutchogue Fire District. In the event the Suffolk Times cannot print a legal notice in a timely manner. Newsday having circulation in the district is designated as the secondary newspaper. Motion by M. Finnican, seconded by L. Behr. All present in favor. Motion passed.
10. 24-109: Motion to name William Glass, of Port Jefferson as legal counsel for the District for 2024 at a salary of \$557.00 monthly and \$300.00 per hour billed per quarter hour for additional services listed in the executed contract between Mr. Glass and the Board. Motion by M. Finnican, seconded by D. Blados. All present in favor, motion passed.
11. 24-110: Motion to approve memberships and pay dues for the following organizations.
  - A. Association of Fire Districts, State of NY (AFDSNY)
  - B. Fireman's Association State of New York (FASNY)
  - C. Suffolk County Fire Districts Association (SCFDA)
  - D. Southold Town Fire Districts Officers Association (STFCC)
  - E. National Fire Protection Association (NFPA)
  - F. Support Southold Town Chief's Council (STFCC)
  - G. Support NYS Fire Chief's Association (NYSFCA)
  - H. Support Suffolk County Fire Chief's Association (SCFCA)Motion by D. Blados, seconded by M. Finnican. All present in favor, motion passed.
- 13 24-111: Motion to approve submitted lists of duly elected officers of the Cutchogue Fire Department and United fire Company #1 for 2024. See appendix A (Chief's) and appendix B (Company) Motion by S. Harned, seconded by M. Finnican, all present in favor, motion passed.

- 14 24-112: Motion to approve annual contracts and leases. Motion by S. Harned, seconded by M. Finnican. All present in favor, motion passed. (See list in District actions.)
- 15 24-113: Motion to allow Treasurer 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 at next meeting of the Board for audit. Motion made by S. Harned, seconded by C. Talbot. All present in favor, motion passed. (see list in District actions.)
- 16 24-114: Motion by D. Blados to reaffirm District policies for 2024. Seconded by S. Harned. All present in favor, motion passed.
- 17 24-115: Motion that District elections be held December 10, 2024, from 3-9 pm as per New York State law. Motion made by L. Behr, seconded by S. Harned. All present in favor, motion passed.
- 18 24-116: Motion to pay for online training for elected/appointed district officers who attend mandatory training courses pertaining to their duties as required by Association of Fire District, NY. Motion made by M. Finnican, seconded by S. Harned. All present in favor, motion passed.
- 19 24-117: Motion to continue to have Suffolk County Fire Rescue (FRES) and combined radio to dispatch all calls for the Cutchogue Fire Department, directly through the Southold Town Police Dispatch Center, with daily tests at 1802 hours and a FRES test at 1805 on Sunday only. Motion made by L. Behr, seconded by M. Finnican. All present in favor, Motion passed.
- 20 24-118: Motion to allow Fire Company to use Annex for monthly meetings on the first Thursday of every month at 8pm in 2024. Motion made by S. Harned, seconded by M. Finnican. All present in favor, Motion passed.
- 21 24-119: Motion to allow Fire Department to hold its annual meeting on the first Thursday of December at the Annex at 7:30 pm. Motion made by S. Harned, seconded by M. Finnican. All present in favor, Motion passed.
- 22 24-120: Motion to allow Ladies Auxiliary to hold meetings on the second Thursday of the month at the Annex at 6:30 pm. Motion made by S. Harned, seconded by M. Finnican. All present in favor, Motion passed.
- 23 24-121: Motion to allow Junior Fire Department to hold monthly meetings at the Annex on the third Wednesday at 7:00 pm. Motion made by S. Harned, seconded by M. Finnican. All present in favor, Motion passed.
- 24 24-122: Motion to adjourn at 7:35 pm. Motion made by S. Harned, seconded by M. Finnican. All present in favor, motion passed.

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## Next Meeting

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1-09-24, Cutchogue Fire Department Annex  
32470 Main Road Cutchogue, NY 11935 @ 7:00pm  
Motion to adjourn made at 2055 hours.

Thomas Shalvey  
Secretary