

REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS

SEAFORD FIRE DISTRICT: June 22, 2022

Present: Chairman Robert Powell
Vice Chairman Peter Mangiolino
Fire Commissioner Silvio Bellissimo
Fire Commissioner George von Glahn
District Manager Paul Lochner
District Treasurer Michael Murphy
District Secretary Michael R. Foran

Chairman Robert Powell called the Regular meeting to order at 20:00.

Communications Received

- Chiefs report for May 2022. (Attached to June 6th Interim BOFC / Chiefs minutes.)
- Operations Report for June 2022
- Treasurer Report for June 2022
- RS Abrams & Co., LLP Financial Statements (Regulatory Basis) and Supplementary Information with Independent Auditor's Report for the Year Ended December 31, 2021.
- Bill of Sale – Beale Township Fire Company 5 / 1998 Pierce Lance 1500/750 Pumper.
- Richner Communication Re: Affidavit of Publication BOFC June 2022 Meeting Date Change.
- F.O.I.L. Request: Giordano, Glaws & Fenstermacher, LLP. File No. AAP 035. PCR Request.
- McNeil & Company, Inc. Re: Policy Change Addition of 2021 Rosenbauer Commander Pumper.
- Seaford Fire Department Change in Status – Joseph McLaughlin.
- Chief Thomas deHaan Re: Suspended Member.
- Chief Thomas deHaan Re: Probationary Member.
- Chief Thomas deHaan Re: Lt. Lochner Paramedic Reimbursement Program.
- Board of Elections – June 28, 2022 General Election.
- Board of Elections – August 23, 2022 Polling Place Agreement Letter.
- Michael J. Murphy, District Treasurer, Seaford Fire District Request for Proposal for Professional Auditing Services.
- R.S. Abrams & Co. Re: RFP for Professional Auditing Services
- Sheehan Accountants & Advisors Re: RFP for Professional Auditing Services
- Marvin & Co. Re: RFP for Professional Auditing Services
- Cullen & Danowski, LLP Re: RFP for Professional Auditing Services.
- Letter from Michael J. Murphy, District Treasurer to R.S. Abrams & Co. Re: Audit RFP Respondant
- Letter from Michael J. Murphy, District Treasurer to Sheehan & Co. Re: Audit RFP Respondant
- Letter from Michael J. Murphy, District Treasurer to Craig, Fitzsimmons & Meyer Re: Audit RFP Respondant
- Letter from Michael J. Murphy, District Treasurer to Marvin & Co. Re: Audit RFP Respondant
- Letter from Michael J. Murphy, District Treasurer to Office of NYS Comptroller, Re. Form 5127
- Letter from Ex-Chief John Brooks, Re: Request for Extension for Training Material

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Secretary Report

- Motion by Commissioner Peter Mangiolino, second by Commissioner Silvio Bellissimo to accept the minutes of the May 23, 2022 BOFC meeting and the June 6, 2022 BOFC / Chiefs meetings. Unanimously carried.
- District budget workshop to be held on Monday, July 25, 2022 and August 22, 2022 at 6:30 P.M., preceding the monthly BOFC meeting.
- Primary election on June 28th and August 23rd. Phil Nicola and Jeff Fannon scheduled attendants for Election duty.
- Article VII, Section 11 of the bylaws modified as per the May 23, 2022 BOFC meeting.
- Modification to Honorary Membership Application pending.

Operations Report (Provided by District Manager Paul Lochner)

- See New Business.

Legal Report (Provided by Joseph Frank, Esq.)

- Counsel not present.

Treasurer Report

- General Fund Warrant: \$117,340.06
- Apparatus Warrant: \$0.00
- Building Warrant: \$0.00
- Motions
 - At the request of the Treasurer motion by Commissioner George von Glahn, second by Commissioner Silvio Bellissimo to increase Gas & Oil \$6,000.00 and decrease Repairs to Apparatus \$6,000.00; increase Maintainer PT \$17,000.00, increase Secretary \$3,000.00 and decrease Turnover / Projects \$20,000.00. Unanimously carried.
 - At the request of the Treasurer motion by Commissioner Peter Mangiolino, second by Chairman Robert Powell to authorize full access to all Seaford Fire District Chase bank accounts in person and online to the Deputy Treasurer in accord with the policies of the District. Furthermore, authorize the Deputy Treasurer in as an additional signatory on District bank accounts in accord with policies of the District. Unanimously carried.
 - At the request of the Treasurer motion by Commissioner Peter Mangiolino, second by Commissioner George von Glahn to transfer 2021 budget surplus of \$225,000.00 to Capital Reserve account from NYSLRS \$42,950.00, Conferences \$30,900.00, Benefits \$23,700.00, Personal Services \$20,850.00, Maintenance supplies \$11,300.00, W. Comp. \$11,200.00, Outside Agency \$9,800.00, Acc. & Sick Insurance \$9,400.00, Telephone \$9,100.00, Equip. 8,000.00, Drills, Insp. Parades \$7,800.00, Office Supplies \$7,400.00, Fire Training & Dues \$7,200.00, Utilities \$7,000.00, Hydrant rent \$6,200.00, Repairs to Bldg. \$5,700.00, Repairs to Equip. \$4,600.00, Gas & Oil \$1,900.00. Unanimously carried.
 - At the request of the Treasurer motion by Commissioner Peter Mangiolino, second by Commissioner Silvio Bellissimo to transfer \$230,000.00 budgeted reserves to Building reserve account and \$50,000.00 to Apparatus reserve account. Unanimously carried.

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- Motion by Commissioner George von Glahn, second by Commissioner Peter Mangiolino to accept Treasurer Report and RS Abrams & Co., LLP Financial Statements (Regulatory Basis) and Supplementary Information with Independent Auditor's Report for the Year Ended December 31, 2021. Unanimously carried.

Old Business

- Secretary Michael Foran advises he has not researched into becoming a Notary and will do so as soon as possible.
- List of District / Department members attending Patriot Award Dinner on Tuesday, June 28th.
 - Commissioner George von Glahn
 - Commissioner Silvio Bellissimo
 - Commissioner Michael Bellissimo
 - 1st Assistant Chief Keith Kern
 - 2nd Assistant Chief Thomas Cottone
 - Honor Guard Tyler Gerhard
 - Honor Guard Mark Elliot
 - Honor Guard Rob Romano
 - Honor Guard Jack Golden
 - Ex-Commissioner Frank Allaire

Commissioner Reports

- **Chairman Robert Powell**
 - Vehicle Maintenance / Portable Equipment
 - Advises the Chiefs' Office is responsible for decision regarding Ex-Chief John Brooks' request for extension for training material. Secretary Michael Foran advised the Chief's Office was copied on the request from Ex-Chief Brooks.
 - New Engine 682 progressing nicely. Dedication to be held when Engine officially goes into service. Will work with Chiefs Office regarding dedication and possible wet down ceremonies.
 - Bell removed from old Engine 682. To be mounted on a base along with a plate dedicating the bell to the members of the Seaford Fire Department.
- **Vice Chairman Peter Mangiolino**
 - Uniforms / PPE
 - Continued sporadic receipt of uniforms and gear due to supply chain issues. Looking into alternative vendors.
 - Medicals / Medical Director
 - Working with District Secretary regarding revised policy. Will present to BOFC and Department as it progresses.
 - EMS
 - No report.
 - District Employees
 - No report.
- **Commissioner George von Glahn, Jr.**

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- Grants
 - No report.
- Legal
 - No report.
- Physical Fitness
 - No report.
- Building Maintenance
 - 9/11 Memorial has issues, a two stones have separated. Vendor to review on July 12th.
- Public Relations / Member Retention
 - No report.
- LOSAP
 - No report.
- Other
 - Working with Diane Setter of Wells Fargo to review District accounts with Shelter Rock in order to see if any alternative financial options can be offered. District Treasurer Michael Murphy advised he forwarded Shelter Rock information to Ms. Setter.
 - Discussed issue with radio reception at the North end of the district. Two (2) options available, adding a 2nd repeater or simulcasting Seaford's main band. Simulcasting is the better option and will provide better range outside of the District as well. See Operation Report.
- **Commissioner Silvio Bellissimo**
 - Insurance
 - Requests District Manager check with Hometown Insurance to verify "old" Engine 682 is removed from the policy.
 - Travel
 - FASNY – August 10th – August 13th, Westchester, NY
 - Commissioner Peter Mangiolino will not be attending.
 - I.A.F.C – August 24th – August 26th, San Antonio, TX
 - Firehouse Expo, September 27th – October 1st, Columbus, OH
 - Commissioner Peter Mangiolino to attend. Chief Thomas deHaan and Commissioner Silvio Bellissimo to attend. See new business.
 - Inspection / Installation
 - April 2023
 - Cell Phones
 - No report.
 - 3 Towns Training Center
 - No report.
- **Commissioner Michael Bellissimo (Not present)**
 - Communications, Radio, IT
 - No report.
 - Building Security
 - No report.
 - Fire Alarms
 - No report.

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- Financial Statements / Audit
 - See Treasurer's Report.
- Bylaws / Policies
 - See new business.

New Business

- F.O.I.L. Request: Giordano, Glaws & Fenstermacher, LLP. File No. AAP 035. PCR Request. Motion by Commissioner Peter Mangiolino, second by Commissioner George von Glahn to process the FOIL request as received.
- Motion by Chairman Robert Powell, second by Commissioner George von Glahn for Commissioner Peter Mangiolino, Commissioner Silvio Bellissimo and Chief Thomas deHaan to attend Firehouse Expo, September 27th – October 1st, Columbus, OH. Unanimously carried.
- Secretary Michael Foran presented the following policies;
 - Controlled Substances Protocol PolicyPolicy reviewed by Board of Fire Commissioners. Motion by Commissioner Pete Mangiolino, second by Commissioner Silvio Bellissimo to adopt the policy as modified / presented. Unanimously carried.

Secretary Michael Foran advised he will be working on the Physical Examination Policy and Salary and Benefit Rules for Employee Policy with Commissioner Peter Mangiolino and hope to present these policies at the July meeting. Further, there are nineteen (19) remaining policies to be reviewed.

Chiefs' Report (May 2022)

- BOFC reviewed open items on Chiefs' Report.
 - Firefighters Medical Leave – Members currently on sick / medical leave must sign and return Department sick / medical leave letter. Secretary Michael Foran to notify Chiefs Office. Chiefs Office to note the date of last letter received from a member's medical doctor on monthly Chief's report.
 - Chiefs Office to review Covid-19 absentee period.
 - Chiefs Office to correct May Department Percentage Report, repost and resubmit to the District.

Prior to the close of the meeting Chairman Robert Powell requested Lt. Peter Lochner enter the meeting at which time Chairman Powell congratulated Lt. Lochner for being the first recipient of the Paramedic Training Course Reimbursement program. Chairman Powell recognized Lt. Lochner's continued efforts in providing emergency services within the Seaford Fire District.

With no further business to discuss, a motion was made by Commissioner Peter Mangiolino, second by Commissioner George von Glahn to close the meeting at 22:13 hours, June 22, 2022. Unanimously carried.

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Respectfully submitted,

A handwritten signature in dark ink that reads "Michael R. Foran". The signature is written in a cursive style with a large initial 'M' and a long, sweeping underline.

Michael R. Foran
Secretary
Seaford Fire District