

AGENDA FOR THE BOARD OF FIRE COMMISSIONERS MEETING SEAFORD FIRE DISTRICT: Monday, August 22, 2022

Communications:

- Chiefs report for July 2022.
- Operations Report for August 2022.
- Treasurer Report for August 2022.
- F.O.I.L. Request: Duffy & Duffy – Request for ambulance report 07/06/22.
- Helwig, Henderson & Gray, LLP: Michael Venditto, Esq. – Professional Services.
- Letter – Chief of Department – Member Relieved of Duty.
- Craig, Fitzsimmons & Meyer, LLP – Sealed Technical / Cost Proposal for Seaford Fire District for Professional Auditing Services.
- Cullen & Danowski, LLP - Sealed Technical / Cost Proposal for Seaford Fire District for Professional Auditing Services.

Secretary:

- Approval of Board Meeting minutes of the July 25, 2022 BOFC meeting and the August 1, 2022 BOFC / Chiefs meeting.
- Primary election on August 23rd. Phil Nicola and Jeff Fannon for standby duty.
- BOFC / Chiefs, Monday, September 12th. (First Monday is Labor Day.)
- BOFC on Monday, September 26th date to change to Tuesday, September 27th at 8 PM. (Motion required.)
- Policy Update
 - Controlled Substances Protocol Policy approved / pending finalization.
 - Physical Examination Policy - Working with Commissioner Mangiolino
 - Salary and Benefit Rules for Employee Policy – Working with Commissioner Mangiolino.
 - Applicant Permission to Perform Background Check Policy / Form needs clarification / review.
 - Accounting Policy approved at July 25th meeting and in policy book.
 - Suspension Orders Issued by Chiefs approved at July 25th meeting and in policy book.
 - Alcohol Guidelines & Drug Free Workplace Policy requesting approval.
 - Capital Asset Inventory Policy requesting approval.
 - Code of Ethics Policy requesting approval.
 - Fund Balance Policy requesting approval.
 - Internet Communication Policy requesting approval.

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Operations Report given by Paul Lochner (attached)

Legal Report (Joe Frank)

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Treasurer's Report

- General Fund Warrant _____
- Capital Fund _____
- Audit Update:
- Resolutions:

- Approve 2023 Budget / Tax Cap

Old Business:

- Request for Secretary Michael Foran to become a Notary.

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Reports by Commissioner:

Chairman Robert Powell:

- Vehicle Maintenance / Portable Equipment

Vice Chairman Peter Mangiolino:

- Uniforms / PPE
- Medicals, Medical Director
- EMS
- District Employees

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Commissioner George von Glahn Jr.

- Grants
- Legal
- Physical Fitness
- Building Maintenance
 - 9/11 Memorial repair update.
- Public Relations / Member Retention
- LOSAP
- Other
 - Wells Fargo update.
 - Radio reception update.

Commissioner Silvio Bellissimo

- Insurance
- Travel
 - I.A.F.C., San Antonio, TX on August 24th – August 26th.
 - Commissioner Peter Mangiolino to attend. (Approved 07/25/22)
 - Firehouse Expo, Columbus, OH on September 27th – October 1st.
 - Chief deHaan and Commissioner Silvio Bellissimo (approved 06/22/22) to attend in addition to Commissioner Peter Mangiolino (approved 5/23/22).
 - EMS World Expo, Orlando, FL on October 10th – October 14th.
 - Commissioner Silvio Bellissimo to attend. (Approved 07/25/22)
 - VCOS Symposium in the Sun, Clearwater Beach, FL on November 10th – November 13th.
 - No interest at this time.
- Inspection / Installation
- Cell Phones
- 3 Towns Training Center

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Commissioner Michael Bellissimo

- Communications, Radio, IT
- Building Security
- Fire Alarms
- Financial Statements / Audit
- Bylaws / Policies

New Business:

- F.O.I.L. Request: Duffy & Duffy – Request for ambulance report 07/06/22. Motion by [REDACTED], second by [REDACTED] to process the FOIL request as received.
- Policy approval
 - Alcohol Guidelines & Drug Free Workplace Policy requesting approval.
 - Capital Asset Inventory Policy requesting approval.
 - Code of Ethics Policy requesting approval.
 - Fund Balance Policy requesting approval.
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Review of Chiefs Report dated July 2022.

- Equipment Request – Technical rescue training equipment. \$1,825.00

Action Item Status Update

Action Item	Date	Status	Comments
Firefighters Medical Leave	01/03/22	Open	Chief's Office to provide monthly letter from members' doctor regarding medical leave. Provide signed sick / medical leave letter from members currently on sick / medical leave.

July 2022 Schedule

- BOFC / Chiefs, Monday, September 12th. (First Monday is Labor Day.)
- BOFC Tuesday, September 27th.