

SEAFORD FIRE DISTRICT
AGENDA THE ANNUAL ORGANIZATION MEETING RESOLUTIONS
January 9, 2025

WHEREAS, Section 174, sub-paragraph 2, of the Town Law calls for the Board of Fire Commissioners of the Seaford Fire District to hold an annual organization meeting during the first fifteen days of January, and

WHEREAS, this Board of Fire Commissioners has previously set January 3, 2025 as the date for said meeting, and

WHEREAS, the Secretary of the Fire District has previously caused a notice of this meeting to be given in accordance with the requirements of the Public Officers Law, and a copy of the legal notice and affidavit of publication of same will be duly attached to the minutes of this meeting at the time that a copy of this resolution is attached to the said minutes, and

WHEREAS, certain business of the Fire District must be transacted at this meeting in order to organize operations for the 2025 calendar year;

IT IS HEREBY RESOLVED that the Fire District Secretary shall serve as temporary chairman of this meeting;

IT IS HEREBY FURTHER RESOLVED that Temporary Chairman will entertain nominations for the office of Chairman of the Board of Fire Commissioners;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that Commissioner Silvio Bellissimo be seated as the Chairman for 2025;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that Commissioner Michael Bellissimo be seated as the Vice Chairman for 2025;

IT IS HEREBY FURTHER RESOLVED that the OATH OF OFFICE was administered to the newly elected Commissioner Stephen Feil and Commissioner George V. Kern by Chairman Silvio Bellissimo.

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that Michael R. Foran be appointed as Secretary / Deputy Treasurer of the Board of Fire Commissioners for the 2025 calendar year, and that his annual salary be set at \$ _____ for the performance of his statutory duties;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that Patrick Cunningham be appointed as Treasurer of the Fire District for the 2025 calendar year, and that his annual salary be set at \$ _____ for the performance of his statutory duties;

IT IS HEREBY FURTHER RESOLVED that Chairman Silvio Bellissimo be called upon to assist the newly appointed Secretary / Deputy Treasurer, and Treasurer in taking their respective constitutional oaths of office, and that being completed that each be authorized to commence upon their duties for the 2025 calendar year subject to the Treasurer obtaining and filing his surety bond with the Town Clerk and this Board and that he/she file with this Board a receipt from the Town Clerk showing that same has been filed;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Secretary be directed to file the oaths of office of any newly elected commissioner and any newly appointed Secretary / Deputy Treasurer and Treasurer with the Town Clerk, and that he obtain and file with this Board a receipt from the Town Clerk showing that same has been filed;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the surety bond of the Treasurer be approved in the amount of \$2,000,000.00;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the monthly meetings of the Board of Fire Commissioners shall be held on the **fourth Monday of each month**, and the Secretary is directed to publish the appropriate legal notices / notify the media and post notice of same as required by the Public Officers Law, and that he/she obtain affidavits of publication for any such legal notices published and file same in the records of the Fire District;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the monthly Interim meetings of the Board of Fire Commissioners and Chiefs shall be held on the **first Monday of each month**, and the Secretary is directed to publish the appropriate legal notices/ notify the media and post notice of same as required by the Public Officers Law, and that he/she obtain affidavits of publication for any such legal notices published and file same in the records of the Fire District;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Annual Fire District Budget Hearing to be conducted by the Board of Fire Commissioners shall be held any day during the third week of October 2025, commencing at 7:00 p.m., and the Secretary is directed to publish the appropriate legal notices/ notify the media, notify the Town Clerk in accordance with law and post notice of same as required by the Public Officers Law and Town Law [including website and signboard posting as well as posting by Town Clerk], and that he obtain affidavits of publication for any such legal notices published and file same in the records of the Fire District;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Secretary be the District Custodian of Records or Records Access Officer as that term is defined under the Freedom of Information Law (FOIL) and that he further be the Records Retention Officer and maintain the records of the Fire District in accordance with Records Retention Schedule LGS-1 as promulgated by S.A.R.A.;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirm its prior adoption of Records Retention Schedule LGS-1 as promulgated by S.A.R.A. as the basis upon which the District will retain and preserve the records of the District;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the law firm of Sapienza and Frank, 400 Broadhollow Road, Suite 2, Farmingdale, New York 11735, be retained as General Counsel to the Fire District at the annual rate of \$_____.

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Treasurer to directed to submit the annual financial report for the 2024 calendar year by March 1, 2025 and that said report be filed with this Board, the Town Clerk and the Office of the State Comptroller in accordance with law, and that the

Treasurer submit to this Board during the 2025 calendar year a monthly report at each monthly Board meeting detailing the finances of the fire district and that she be present thereat to answer any questions relative to the financial condition of the District;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Seaford Herald / Citizen and / or Newsday be the official newspaper(s) of the District (a newspaper or newspapers having a general circulation throughout the District);

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that Flushing Bank, P.O. Box 9000, East Meadow, NY be designated the official bank or trust companies within the state where the District will deposit its funds during the year.

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms its investment policy for use in the upcoming year, and in addition, the Board reaffirms its collateral agreements with the banks it is continuing to do business with and directs the Treasurer to obtain new agreements from new depositories named;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms the resolutions that established the District's General Fund, Capital Reserve Fund, Reserve Apparatus Fund, Employee Accrued Benefits Reserve Fund;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms the resolutions establishing Capital Reserve Funds, Permissive Referendum and legal notices for Capital Reserve Expenditures.

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the policy for signing checks of the Fire District shall be as follows: the Chairman, a Commissioner, the Treasurer / Deputy Treasurer;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Chairman or Vice Chairman, in his or her absence, be empowered to sign any contracts of the District on behalf of the District whenever such contracts are approved by at least three members of the Board at a meeting of the Board during the

2025 year;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that membership in the following associations and the payment of any and all dues required for such membership be continued:

1. The Association of Fire Districts of the State of New York
2. The Nassau County Fire District Officers Association
3. Association of Fire Districts of Nassau County
4. ISFSI
5. NFPA
6. International & NYS Chiefs Associations
7. FDSOA
8. 6th Battalion
9. FASNY
10. Nassau County Firefighters Museum & Education Center

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that attendance by Board members, district officers and employees, chiefs and volunteer firefighters at District expense subject to the District travel and convention policy is approved for the following conventions, seminars, training meetings, etc.:

1. FDSOA Health & Safety Forum – St. Pete Beach, FL, - Jan. 13, 2025 – Jan. 16, 2025.
2. F.D.I.C. – Indianapolis, IN – April 7, 2025 – April 12, 2025.
3. Hurricane Conference, New Orleans, LA – April 14, 2025 – April 17, 2025.
4. NYS Chiefs – Syracuse, NY – June 4, 2025 – June 7, 2025.
5. N.F.P.A. – Las Vegas, NV – June 16, 2025 – June 18, 2025.
6. APCO – Baltimore, MD – July 27, 2025 – July 30, 2025.
7. FASNY – Hauppauge, NY – August 7, 2025 – August 9, 2025.
8. I.A.F.C. – Orlando, FL – August 13, 2025 – August 16, 2025.
9. EMS World Expo – Indianapolis, IN – October 20, 2025 – October 24, 2025.
10. AFDSNY – Saratoga, NY – October 2, 2025 – October 4, 2025.
11. Fire Fusion – Charleston, SC – October 13, 2025 – October 16, 2025.
12. VCOS Symposium in the Sun – Clearwater Beach, FL – November 13, 2025 – November 16, 2025.

No assistant chief or volunteer firefighter will be approved for attendance at such conventions, conferences, training seminars, etc., unless his or her attendance is specifically requested by the Chief of Department and approved by the Board, and no Secretary, Treasurer, Deputy Treasurer or Employee of the District may attend such conventions, conferences, training seminars, etc., unless his or her attendance is specifically approved by the Board. In accordance with recent statutory amendments,

volunteer firefighters below the rank of assistant chief will not be approved to attend a training program or seminar outside of New York State unless in-state training opportunities are properly evaluated (the Chief to complete the report to the Office of Fire Prevention and Control [OFPC]), and all district funded travel will be based upon the most cost effective and reasonable method as determined by the Board;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the District travel policy is reaffirmed and the mileage rate is set at \$0.67 (67 cents) per mile as per applicable I.R.S. regulation or notice (IR-2023-239, December 14, 2023) for 2025 and said standard rate will be subject to adjustment during the calendar year if subsequently amended by the I.R.S.;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the operating committees for the year for the Board are as follows:

Chairman Silvio Bellissimo	Vice Chairman	Michael Bellissimo
Committee	Chairman	Vice Chairman
Local Government Community Relations	All Commissioners. Chairman Silvio Bellissimo	
Grants	George V. Kern	Silvio Bellissimo
Legal	Stephen Feil, Joe Frank	Silvio Bellissimo
Uniforms - PPE	Michael Bellissimo	Stephen Feil
Insurance	Silvio Bellissimo	Stephen Feil
Medicals, Medical Director	Stephen Feil	George V. Kern
Physical Fitness	George V. Kern	Silvio Bellissimo
Communications, Radios, IT	Robert Podesta	George V. Kern
Vehicle Maintenance / Portable Equipment	Robert Podesta	Stephen Feil
Building Security	Michael Bellissimo	Silvio Bellissimo
Building Maintenance	George V. Kern	Robert Podesta
EMS	Stephen Feil	Michael Bellissimo
Fire Alarms	Michael Bellissimo	George V. Kern
Travel	Silvio Bellissimo	Michael Bellissimo
Inspection/Installation	Silvio Bellissimo	Stephen Feil
Cell Phones	Silvio Bellissimo	Stephen Feil
Public Relations / Member Recruitment & Retention	George V. Kern	Stephen Feil
District Employees	Stephen Feil	Robert Podesta
Financial Statements	Michael Bellissimo	Stephen Feil
By Laws	Michael Bellissimo	Stephen Feil

3 Towns Training Center	Silvio Bellissimo	Michael Bellissimo
LOSAP	Stephen Feil	Silvio Bellissimo
Financial Audit	Michael Bellissimo / Patrick Cunningham	George V. Kern
Drill Team	Michael Bellissimo	George V. Kern

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IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms the District purchasing procedure/procurement procedure adopted pursuant to statute;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board approved the services of the following consultants based upon contracts on file or to be obtained for 2025:

Heating, ventilation and air conditioning - All Weather Temperature Control, Inc.
Network support services – Adept Technology Consulting Inc.
Mechanized systems service and support - Hello Alert, Inc.
Inter district systems service and support – SCM Products, Inc.
Inter district training center – Massapequa Fire District
Inter district alarm & dispatch service – No. Massapequa Fire District
Network server & monitoring Avtec console -SJC Computing
District IT Provider – Adept Technology of Hauppauge, NY
Truck service – Gabrielli Truck Sales Ltd.
Ambulance service – Gabrielli Truck Sales Ltd.
District insurance agent or broker - Hometown Insurance Agency of LI, McNeil & Co.
Insurance and Risk Services
District, architect - H2M Architects + Engineers
District engineer - H2M Architects + Engineers
District physician/medical authority - Massapequa Internal Medicine / Dr. Fahim Ahmed
Investment Advisor Services - Royal Alliance Associates, Inc.
Printing and stationary and imprinted supplies – Viking
Uniforms – All American Awards & Uniforms Inc.
Cleaning and building maintenance supplies – Emerald Island Supply Co.
Firematic protective equipment – Hi-Tech Fire & Safety Inc.
Specialty insignia for equipment and personnel – Precision Art Ltd.
Awards, plaques – Bill Fox & Co.
Duct cleaning – Cunningham Duct Cleaning
Landscape services – Steve Sander Landscaping
Audio Video Systems – Blackdog
Vehicle fuel – Wex
Auto supplies – One Stop Auto
Auto repairs – P&G Grippo, Inc.

Diesel fuel – Global Montello Group Corp.
Scott pack, hose, and firematic equipment services – So.Shore Fire&Safety Equipment Dist., Inc.
Electrical repairs & services – South Shore Electric
Physical training – Long Island Health and Racquet Club
Alarm systems – Lowitt Alarm
Landline carrier – Verizon
Cellular service – Verizon Wireless
Internet, cable service – Cablevision Lightpath
Plumbing repairs & services – Dolan Plumbing
Ambulance vehicles – Specialty Hearse & Ambulance Sales Corp.
L.I. Telecommunications & Electronic Svc. Inc.
Waterway – NFPA standards compliance and testing
Nassau County Boces;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board approved the services of the following accounting firm to conduct the audit of district finances in 2025 for the 2024 calendar year based upon the auditing practices for fire districts set up by the Office of the State Comptroller in accordance with statutory requirements and based upon a contract entered into for such services in 2022, with the option to renew for the subsequent four fiscal years ending 2023 – 2024 – 2025 & 2026], same being selected based upon a request for proposals process:

District accountant/ accounting firm: RS Abrams & Company, LLP [RSA] of 3033 Express Drive North, Suite 100, Islandia, NY 11749.

In the event that no contract was entered into the district shall conduct a request for proposals (“RFP”) for such accounting services based upon the format approved by the Office of the State Comptroller in accordance with current law.

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board amend the auditing contract by change order and hereafter amend the RFP for accounting services format in order to include an annual audit of the finances of the Length of Service Awards Program (“LOSAP”) and that said report will be due at the time the external audit for 2024 is due (June 30, 2025);

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the salaries for District employees shall remain at current approved levels and that the Board shall review employee performance reviews prepared by staff as wells as current contractual obligations and future negotiation before making any changes to the salary structure of the District. See 2025 Salary Schedule.

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____ and on unanimous vote of the said Board the list of eligible Per Diem employees for 2025 at a rate of \$20.60 per hour with a minimum four (4) hour call in.

- Thomas Cottone
- William Nickdow
- Jeff Fannon
- Tyler Gerhard
- Pietro Bizzarro
- Robert O’Keefe
- Phil Nicola
- Brian Winter
- Jack Findiesen

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms a Commissioner shall be designated as the contact / liaison with the NYS Deferred Compensation Plan; Commissioner Michael Bellissimo;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Treasurer shall be required to periodically submit certified payroll records to the Nassau County Civil Service Commission as per the Civil Service Law;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms benefits / pension for eligible employees through NYSLRS & NYSHP;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms a District / Exempts lease contract is in place. (Expiration 12/31/2026);

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms it will maintain its registration domain name @seafordfire.com and @seafordfd.org.

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms the Employee Handbook [adopted by Board resolution June 23, 2014];

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms it shall pursue monetary grant assistance vial local, regional and national legislative resources;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms arson and sex offender background check of Department applicants through the Nassau County Sheriffs;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms the Rules & Regulations & Bylaws (revised 2023) for the operation of the Fire Department;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms a lock-out / tag-out – a safeguard procedure notifying others of this activity;

IT IS HEREBY FURTHER RESOLVED that on motion of Commissioner _____, seconded by Commissioner _____, and on unanimous vote of the said Board that the Board reaffirms the following policies and directives:

Policy Name	No. Pages	Date Approved
Accounting Policy	9	05/29/24
Alcohol Guidelines & Drug Free Workplace	7	06/26/24
Alerting Procedures for Dispatching	4	06/26/24
Annual Firefighters' Inspection Dinner	5	04/22/24
Applicant Permission to Perform Background Check	8	03/27/23
Capital Asset Inventory	2	07/22/24
Cash Management	3	08/26/24
Cellular Telephone Use	4	06/26/24
Code of Ethics	9	07/22/24
Controlled Substances (Narcotic) Protocol	33	05/29/24
Credit Card	3	03/25/24

Driver's License Requirements for Members	2	04/22/24
Drug Testing	3	04/22/24
Equal Employment Opportunity Policy	8	07/22/24
Fitness Wellness		07/22/24
F.O.I.L. Request	17	05/29/24
Fund Balance	4	07/22/24
Internet Communication	6	07/22/24
Investment Management	7	09/23/24
Line of Duty Injury	2	04/22/24
Long Term Parking	2	05/29/24
Marijuana In The Workplace	3	03/25/24
Medical & Military Leave	6	07/24/23
New Membership	1	03/27/23
Notice of Privacy Practices	10	09/23/24
Off Duty and On Duty Conduct that is Injurious to Operations	3	03/25/24
Paramedic Reimbursement Program	8	04/22/24
Physical Examination Policy	7	08/26/24
Procurement & Purchasing Policy & Procedures	7	02/26/24
Records Retention & Disposition Schedule		01/03/24
Rules & Regulations for Elections	7	02/26/24
Salary & Benefit Rules for Employees	7	08/26/24
School Leave	3	10/28/24
Sexual Harassment	16	07/24/23
Social Media Policy	4	02/26/24
Suspension Orders Issued By Chiefs	6	06/26/24
Travel Policy	9	09/23/24
Use of Alcohol	3	03/25/24
Use of Dunlap Hall	4	09/23/24
Vehicle Use	6	08/26/24

The foregoing resolutions were duly put to a vote and on roll call the vote was as follows:

Chairman Silvio Bellissimo)
Commissioner Michael Bellissimo)
Commissioner Robert Podesta)
Commissioner Stephen Feil)
Commissioner George V. Kern)

The aforesaid organizational resolutions were thereupon declared duly adopted.

Dated: Seaford, New York
January 9, 2025

Attest:

MICHAEL FORAN
Fire District Secretary