

South Hempstead Fire District Board of Fire Commissioners Organization Meeting Minutes

Meeting Called to Order on January 8, 2024 @ 17:35.

In Attendance: Commissioner Thomas Maher
Commissioner Peter Bové
Commissioner Michael DellaRocca
Commissioner Frank Russo
Commissioner Anthony DePellegrin
Secretary/Treasurer Jessica Occhiuto

Swearing in of newly elected member of the Board: Commissioner Bove administered the oath to Commissioner Maher.

Swearing in of Secretary/Treasurer: Commissioner Maher administered the oath to Jessica Occhiuto.

Motion made by Commissioner Bove, seconded by Commissioner DellaRocca to elect Commissioner Maher as Chairman of the Board of Fire Commissioners.

Motion made by Commissioner Maher, seconded by Commissioner DePellegrin to elect Commissioner Bove as Vice Chairman of the Board of Fire Commissioners.

The following was voted on and will be in place for the 2024 year:

Organizational meeting date & time was set on December 11, 2023.

Media was notified of meeting date on December 12, 2023 – see attached.

Appointment of District Secretary/Treasurer – Jessica Occhiuto (see attached salaries)

Appointment of Attorney for the District – Joseph Frank of Sapienza & Frank (see attached retainer)

Appointment of Financial Consultant – Kyle Brengel of Gentile, Brengel and Lin LLP
(see attached retainer)

Appointment of District EMS Medical Director – Dr. David Neubert

Appointment of District Physician – Dr. Ray Basri

Appointment of Medical Officer – Jan Cartier

Appointment of LOSAP Liaison – Commissioner DePellegrin

Designate Official Newspaper – Newsday

Designate Bank –Flushing Bank

Determine monthly meeting dates – media to be notified –

1st Monday following the 1st Tuesday of each month at 5:30pm with the exception of September when it will be held on 9/10

1/8; 2/12; 3/11; 4/8; 5/13; 6/10; 7/8; 8/12; 9/10; 10/7; 11/11; 12/9

Approved Membership in County and State Organizations:

Assoc. of Fire Districts of Nassau County

Assoc. of Fire Districts on New York State

Fireman’s Assoc. of the State of New York (FASNY)

Nassau County Fire Museum

National Fire Protection Assoc. (NFPA)

Review and re-examine all leases, contracts and preferred vendors:

Ambulance Sanitizing – Clinical Clean

Apparatus Painting & Gold Leafing – M. Norris & Sons

Apparatus Emergency Lighting – Sagamore Lights

Apparatus Maintenance/Repairs

-Rosenbauer Engine – Gabrielli Truck Sales/Baldwin Fire Department

-Pierce Pumper – Firematic/Baldwin Fire Department/ Gabrielli Truck Sales

Audit - Craig, Fitzsimmons & Meyer, LLP

Defibrillators – Stryker

Elevator – Island Elevator

EPCR-ESO Solutions

Exercise - Sportset

Fire Alarm Maintenance – Briscoe

Garage Doors – Tierney & Courtney Doors

Generator –Power Pro Service Company

HVAC – All Weather

Hose Testing – Waterway

Ladder Test – John Brown

Landscape – South Side Giants Landscaping

Lawn Sprinkler – Automatic Irrigation

LOSAP Investments – East End Financial Group (EEFG)

LOSAP Management - Firefly

Pest Control - Yankee Exterminating

Radios – Multimedia Communications & Comm Tech Communications

SCBA – South Shore Fire & Safety

Software – Fire Rescue Systems

Stretchers & Stair Chairs – Emsar

Termite Traps – Terminix Exterminating

Website – 911webs.com

Reaffirmed all Board Policies

Set and determine all committees:

Purchasing– Commissioners DellaRocca/Russo

Inventory – Commissioners DellaRocca/Russo

Medical & Narcotics-Gerard Sikorski

Equipment & Apparatus – Chairman Maher/DellaRocca/Bové/DePellegrin

Insurance & Law – Commissioners Maher/Bové

House & Grounds – Commissioners Maher/DellaRocca/Russo

Communications/Website – Commissioner Russo

Trainings – Commissioners Maher/DePellegrin

Annual registration of domain name – www.SouthHempsteadFD.org – 911 Webs.

Bills approved to be paid prior to monthly meeting/to be read off at Monthly meeting:

- Canon Financial Services
- Elan Financial
- PSE&G of Long Island
- Liberty Utilities
- National Grid
- NY State
- NYS Employee Retirement System
- Optimum
- US Treasury
- US Postal Service
- Verizon (alarm phone)
- Verizon Wireless

Salaries/Retainers:

District Secretary - \$36.05 hourly

District Treasurer - \$12,000 Yearly Salary

District Attorney - \$4,000.00 Yearly Retainer

District Financial Consultant - \$17,000-\$21,000 Yearly Salary

Resolution made to pay only verified or certified claims

Resolution made to pay claims in advance of audit

Motion made by Commissioner Bove, seconded by Commissioner Russo to adjourn meeting. Meeting adjourned at 17:50 hours.

**South Hempstead Fire District: Resolution: Fire District
Treasurer Is to Pay Only Verified or Certified Claim**

BE IT RESOLVED by this Board of Fire Commissioners of the South Hempstead Fire District that pursuant to Town Law Section 176 (4-a), no claim may be presented, audited or paid unless such claim is verified under oath, or, in lieu of such verification, certified to be true and correct in a statement signed by, or on behalf of, the claimant.

Chairman Thomas Maher)
Commissioner Peter Bové)
Commissioner Michael DellaRocca) AYES
Commissioner Franklin Russo)
Commissioner Anthony DePellegrin)

The resolution was thereupon duly adopted

Date: January 8, 2024

South Hempstead Fire District Resolution for Fire District Treasurer to Pay Claims in Advance of Audit

BE IT RESOLVED that the Treasurer or the South Hempstead Fire District is authorized to pay, in advance of an audit by this Board of Fire Commissioners of the South Hempstead Fire District, the following claims. Any such claims must be presented to the next meeting of the Board of Fire Commissioners of the South Hempstead Fire District for audit.

- i. Utility payment to PSE&G for lights & electric.
- ii. Telephone payments to Verizon and Verizon Wireless.
- iii. Utility Payment to National Grid for natural gas charges.
- iv. Payment to Canon Financial for copier maintenance.
- v. Payment to Optimum for Phone, Television and Internet
- vi. Payment to Liberty Utilities for water
- vii. Payment to US Postmaster for Postage Expenses.
- viii. Payment to US Treasury and NYS for Tax payments.
- ix. Payment to East End Financial Group and Firefly for LOSAP administration.
- x. Payment to New York State for retirement system.
- xi. Payment to Elan Financial for business credit cards.

Chairman Thomas Maher)
Commissioner Peter Bové)
Commissioner Michael DellaRocca) AYES
Commissioner Franklin Russo)
Commissioner Anthony DePellegrin)

The resolution was thereupon duly adopted

Dated: January 8, 2024



SOUTH HEMPSTEAD FIRE DISTRICT

555 MAY STREET
SOUTH HEMPSTEAD, NY 11550
OFFICE: 516-486-3406 / FAX: 516-486-6482
SHFIREDISTRICT@OPTONLINE.NET
WWW.SOUTHHEMPSTEADFD.ORG

December 12, 2023

Chairman

Thomas Maher

Commissioners

Peter Bové

Michael DellaRocca

Frank Russo

Anthony DePellegrin

Secretary/Treasurer

Jessica Occhiuto

Attorney

Joseph Frank

Newsday
235 Pinelawn Road
Melville, NY 11747
Attention: News Editor

Re: Organizational Meeting-South Hempstead Fire District


To Whom This May Concern,

Please take notice that the organizational meeting for the South Hempstead Fire District of the Town of Hempstead, County of Nassau, New York, will be held at 5:30pm on the 8th day of January, 2024, at South Hempstead Fire District Headquarters, 555 May Street, South Hempstead, New York.

This notification is being given to the news media pursuant to the provisions of Section 104 of the Public Officers Law of the State of New York.

By order of the Board of Fire Commissioners of the South Hempstead Fire District.

Sincerely,


Jessica Occhiuto
District Secretary/Treasurer
South Hempstead Fire District

South Hempstead Fire District 2024 Organizational Meeting Checklist

	ACTIVITY	SUMMARY
**	*****	ACTIVITIES BEFORE ORGANIZATIONAL MEETING
1	Organizational Meeting date January 8, 2024	Set by second meeting in December. Organizational meeting date must be within first 15 days of January.
2	Notify the media of date December 12, 2023	Must be notified by December 15th (Written notice with receipt preferred).
**	*****	ACTIVITIES AT ORGANIZATIONAL MEETING
3	Designate temporary chairman to open meeting Commissioner Bove	Choose elected treasurer as temporary chairman first; if no elected treasurer, choose one of the commissioners as temporary chairman.
4	Swear in newly elected member of board Commissioner Maher	Have commissioner sign oath. See <i>Fire District Officers Guide</i> , Form 1 -1.
5	Elect chairman of Board of Fire Commissioners Commissioner Maher Vice Chair-Commissioner Bove	Must be majority vote. Proposed chairman can vote. Elected chairman now presides over meeting.
6	Notice to media placed in the minutes See Attached	Notice to media (# 2 above) in the minutes.
7	Appoint the secretary Jessica Occhiuto \$36.05 per hour	Appoint secretary, fix salary and secretary should take oath of office. See <i>Fire District Officers Guide</i> , Form 1 -2.
8	Appoint the attorney Joseph Frank \$4000/yr	Appoint attorney and fix retainer or rate.
9	Appoint the Treasurer Jessica Occhiuto \$12,000	Appoint the treasurer (if appointed), fix salary and take oath of office (see <i>Fire District Officers Guide</i> , Form 1-3), review duties, ascertain status of annual report for prior year, review and approve surety bond for sufficiency of amount, expiration date and renewal.
10	Appoint Financial Consultant Gentile, Brengel & Lin \$1,750	Works with District Treasurer regarding district finances. Suggests proper handling of district funds. Reviews district financial policy. Defer to engagement letter
11	Appoint District Medical Director Dr. Dave Neubert	District Medical Director to work with Board of Fire Commissioners regarding EMS Protocols, EMS and QI Training.
12	Appoint District Physician Dr. Ray Basri	District Physician/Surgeon/Medical Director to work with District Medical Officer regarding Department Physicals, back to duty, good and welfare of the members.
13	Appoint District Medical Officer Jan Marie Cartier	Officer to represent the Fire District and work with District Physician regarding Department Physicals, back to duty, member good and welfare. Confer with members re: their well-being.
14	Appoint LOSAP (<i>Officer/Liaison</i>) Commissioner DePellegrin	Responsible for all NFIRS Reporting, reports progress and/or conflicts directly to the BOFC.

15	Designate official newspaper Newsday	Name the district's official newspaper. Must be in general circulation within district.
16	Designate bank Flushing Bank	The district's bank or banks should be designated. Treasurer and a Board member must sign all checks. Verify no conflicts of interests with any Commissioners.
17	Determine monthly meeting dates, acknowledge media to be notified 1 st Monday following the 1 st Tues of each month, to begin at 5:30pm with the exception of Sept, 9/10 ----- 1/8; 2/12; 3/11; 4/8; 5/13; 6/10; 7/8; 8/12; 9/10 10/7; 11/11; 12/9	Monthly meeting dates are to be selected. Secretary to notify media of future meeting dates by written notice with receipt.
18	Approve membership in county and state organizations Assoc. of Fire Districts State of NY Assoc. of Fire Districts of NC Nat'l Fire Protection Assoc. (NFPA)- Fireman's Assoc. State NY-FASNY Nassau County Fire Museum	Membership in the local or county organization of fire districts as well as the Association of Fire Districts of New York State is encouraged.
19	Review and reexamine all leases/preferred vendors and contracts. Re-approve if required Ambulance Sanitizing – Clinical Clean Apparatus Painting & Gold Leafing – M. Norris & Sons Apparatus Emergency Lighting – Sagamore Lights Apparatus Maintenance/Repairs Pierce Pumper –Firematic/Baldwin FD/ Gabrielli Trucks Rosenbauer Engine – Gabrielli Trucks/ Baldwin FD Audit - Craig, Fitzsimmons & Michaels, LLP Computer Network – Adept Technology Defibrillators – Stryker Elevator – Island Elevator Exercise – Sportset EPCR-ESO Solutions Fire Alarm Maintenance – Briscoe Garage Doors – Tierney & Courtney Doors Generator –Power Pro Service Company HVAC – All Weather Hose Testing – Waterway Ladder Test – John Brown Landscape – South Sid Giants Landscaping Lawn Sprinkler – Automatic Irrigation LOSAP Invest. – East End Financial Group (EEFG) LOSAP Management – Firefly, Admin	Leases of the apparatus room, if the company owns the building, and any other contracts that need renewal should be approved at this meeting.

	<p>Medical Stretchers & Stair Chairs – Emsar Pest Control – Yankee Exterminator Radios – Multimedia Communications/ - Emergency Communication Solutions SCBA – South Shore Fire & Safety Software – SCM Products - Fire Rescue Systems Termite Traps – Terminix Website – 911webs.com</p>	
20	<p>Review all board policies All Policies in District Policy Folder</p>	<p>Review procurement policy, substance abuse policy, investment procedures, or any other policy used in the operation of the fire district.</p>
21	<p>Set and determine all committees -Purchasing/Inventory –Commissioner DellaRocca/Russo -Medical/Narcotics—Gerard Sikorski -Apparatus & Equip – Commissioner Maher/DellaRocca/Bové/DePellegrin -Insurance & Law – Commissioner Maher/Bové -House & Grounds – Commissioner Maher/DellaRocca/Russo -Communications/Website – Commissioner Russo -Training –Maher/DePellegrin</p>	<p>Board should set up working committees for the coming year, such as apparatus committee, alarm committee, budget committee, building committee and capital improvement committee.</p>
22	<p>Annual Registration of Domain Name www.SouthHempsteadFD.org 911 Webs.com</p>	<p>Since most domain names may require annual registration requirements, the organizational meeting is an appropriate time for this reminder.</p>
23	<p>Bills approved to be paid prior to Monthly meeting and read off at Monthly Meeting Canon Financial Services Elan Financial Liberty Water National Grid NY State NYSLRS Optimum PSEG of LI US Postal Service US Treasury Verizon Verizon Wireless</p>	