

# South Hempstead Fire District Board of Fire Commissioners Organization Meeting Minutes

Meeting Called to Order on January 5, 2026 @ 17:30

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

Temporary Chairman Kelly

Motion made by Commissioner Russo seconded by Commissioner Della Rocca to elect Commissioner Maher as Chairman of the Board of Fire Commissioners for 2026. All in favor. Motion carried.

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

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

Motion made by Commissioner Della Rocca seconded by Commissioner Kelly to elect Commissioner Russo as Vice Chairman of the Board of Fire Commissioners. All in favor. Motion carried.

*The following was voted on and will be in place for the 2026 year:*

Organizational meeting date & time was set on **November 10, 2025**.

Media was notified of meeting date on **December 12, 2025**.

Appointment of District Secretary/Treasurer – Jessica Occhiuto

Appointment of Attorney for the District – Joseph Frank of Sapienza & Frank

Appointment of Financial Consultant – Kyle Brengel of Gentile, Brengel and Lin LLP

Salaries/Retainers:

*District Secretary – 70K annually with medical benefits (dental and vision NOT included)*

*District Treasurer \$12,000 annually*

*District Custodian - \$16,900 annually*

Motion made by Commissioner Della Rocca, seconded by Commissioner Kelly to accept the salaries listed above. All in favor. Motion carried.

District Attorney - \$4,000.00 Yearly Retainer

District Financial Consultant - \$19,500 - \$26,400 depending on the district's treasury function needs

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 the 8th and October when it will be held on the 13th

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

**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:**

Review and reexamine all leases/preferred vendors and contracts. Re-approve if required

- Ambulance Sanitizing – Clinical Clean
- Apparatus Painting & Gold Leafing – M. Norris & Sons/ Advanced Signs & Graphics
- Apparatus Emergency Lighting – Sagamore Lights
- Ambulance Maintenance (Stretchers & Stair Chairs)-EMSAR
- Apparatus Maintenance/Repairs
- Rosenbauer Engine – Firematic /Gabrielli Truck Sales/Baldwin Fire District
- Pierce Pumper – Firematic/Baldwin Fire District/ Gabrielli Truck Sales
- Audit - Craig, Fitzsimmons & Meyer, LLP
- Copier Lease-Canon Financial Services
- Defibrillators – Stryker
- Elevator – Island Elevator
- EPCR-ESO Solutions
- Exercise - Sportset
- Fire Alarm Maintenance – A-Pye Barker Company (Briscoe)
- Garage Doors – Tierney & Courtney Doors
- Generator –Power Pro Service Company

- HVAC – All Weather
- Hose/Weight Testing – US Fire Services (Waterway)
- IT Support-Adept Technologies
- Ladder Test – John Brown
- Landscape – South Side Giants Landscaping
- Lawn Sprinkler – Automatic Irrigation
- Coffee lease- Leaf
- Copier Maintenance- LDI Connect
- LOSAP Investments – East End Financial Group
- LOSAP Management - Firefly
- Pest Control - Yankee Exterminating
- Phone System-CommPath
- Physicals-Health & Safety Specialists
- Radios – Multimedia Communications/Emergency
- Communication Solutions
- Roof Preventative Maintenance-Above All Gutters
- SCBA – South Shore Fire & Safety
- Snow Removal-Donald Spatz
- Software – Fire Rescue Systems (SCM)
- Termite Traps – Terminix Exterminating
- Website – First Arriving

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/DePellegrin/Kelly

Insurance & Law – Commissioners Maher/Kelly

House & Grounds – Commissioners Maher/DellaRocca/Russo

Communications/Website – Commissioner Russo

Trainings – Commissioners Maher/DePellegrin

Annual registration of domain name – [www.SouthHempsteadFD.org](http://www.SouthHempsteadFD.org)

**Bills approved to be paid prior to Monthly meeting and read off at Monthly Meeting**

- Payment to PSE&G for Utilities-Lights & Electric
- Payment to Verizon and Verizon Wireless for Phone Service
- Payment to National Grid for Natural Gas Charges
- Payment to LDI Connect for copier maintenance
- Payment to Optimum for Phone, Television and Internet
- Payment to Liberty Utilities for Water
- Payment to US Postmaster for Postage Expenses
- Payment to US Treasury and NYS for Tax payments
- Payment to East End Financial Group for LOSAP administration
- Payment to Firefly for LOSAP administration
- Payment to New York State for Retirement System
- Payment to Elan Financial for business credit cards
- Payment to Leaf for Coffee Machine Lease
- Payment to Canon Financial Services for Copier Lease
- Payment to Fire Districts Mutual for Worker's Compensation
- Payment to AIS Administrators for Cancer Coverage
- Payment to McNeil & Company for Insurance
- Payment to Hometown for Veso Life Insurance
- Payment NYSHIP for Medical Coverage

**Emergency Communication Solutions**

- Programming of 5 new channels on 36 radios
  - \$1,152.00

**Motion made by Commissioner Kelly, seconded by Commissioner Russo to have Emergency Communication Solutions program radios with new channels. All in favor. Motion carried.**

**ProClaim**

- Feedback on surface received

**Motion made by Commissioner DePellegrin, seconded by Commissioner Della Rocca to use 2 surface pros provided by ProClaim for \$125.00 each per month using EMS account. All in favor. Motion carried.**

**GBL**

- Received and reviewed 2026 engagement letter

**Motion made by Commissioner DePellegrin, seconded by Commissioner Della Rocca to accept the 2026 Engagement letter from Gentile, Brengle and Lin. All in favor. Motion carried.**

**Members Room**

- Permissive referendum was published in Newsday on 11/14/25

**Motion made by Commissioner Kelly, seconded by Commissioner Della Rocca to move 20K from B&G to GF for member's room renovation. All in favor. Motion carried.**

**Minuteman Press**

- Installation Dinner Invitations
  - 150 for \$270

**Motion made by Commissioner DePellegrin, seconded by Commissioner Della Rocca to purchase invitations from minuteman press. All in favor. Motion carried.**

**EMSAR**

- 2026 Renewal; \$1320, per visit \$1320 (up \$379 from last year but quote includes 5 hours of labor never has been over 1.5 hours)

**Motion made by Commissioner Kelly, seconded by Commissioner Della Rocca to renew our EMSAR contact for 2026. All in favor. Motion carried.**

**ADFNC**

- LI Leg Meeting (worker's compensation)
  - 1/7/26 @ Nesconset; 7pm

**Personnel**

- 7 sick days, 8 personal days; 14.9 comp hours from previous years
  - If approved 2026; 11 sick days, 13 vacation days, starting with 14.9 comp hours

**Motion made by Commissioner DePellegrin, seconded by Commissioner Kelly to allow the secretary to carry over sick, vacation and comp time. All in favor. Motion carried.**

Resolution made to pay only verified or certified claims

Resolution made to pay claims in advance of audit

Motion made by Commissioner DePellegrin seconded by Commissioner Kelly to adjourn meeting. Meeting adjourned at 18:33.

## **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 Franklin Russo	)
Commissioner Anthony DePellegrin	) AYES
Commissioner John Kelly	)
Commissioner Michael DellaRocca	)

The resolution was thereupon duly adopted

Date: January 5, 2026

## **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. Payment to PSE&G for Utilities-Lights & Electric
- ii. Payment to Verizon and Verizon Wireless for Phone Service
- iii. Payment to National Grid for Natural Gas Charges
- iv. Payment to LDI Connect 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 for LOSAP administration
- x. Payment to Firefly for LOSAP administration
- xi. Payment to New York State for Retirement System
- xii. Payment to Elan Financial for business credit cards
- xiii. Payment to Leaf for Coffee Machine Lease
- xiv. Payment to Canon Financial Services for Copier Lease
- xv. Payment to Fire Districts Mutual for Worker's Compensation
- xvi. Payment to AIS Administrators for Cancer Coverage
- xvii. Payment to McNeil & Company for Insurance
- xviii. Payment to Hometown for Veso Life Insurance
- xix. Payment NYSHIP for Medical Coverage

Chairman Thomas Maher	)
Commissioner Franklin Russo	)
Commissioner Anthony DePellegrin	) AYES
Commissioner John Kelly	)
Commissioner Michael DellaRocca	)

The resolution was thereupon duly adopted  
Dated: January 5, 2026