

Montauk Fire District

June 28, 2017

Commissioners Workshop Meeting 19:00 hours

MINUTES

Commissioners Present: Joseph Dryer, Chairman
Michael Mirras
Richard Monahan
Richard Schoen

Also Present: John Kosinski, Jack Kosinski and Ernest Vorpahl all of East End Financial Group, Chief Vinny Franzone, 1st Asst. Chief Dave Ryan and Secretary/Treasurer Dawn Lucas

Call Meeting to Order:

Chairman Dryer called the meeting to order at 19:00 hours asking everyone to stand for the Pledge of Allegiance.

Open to Floor:

John Kosinski of East End Financial came to talk to us about LOSAP program. He has been in the business for 38 years a family owned company with his two sons working with him and their specialty is LOSAP. Ernie Vorpahl heads up the East Hampton location and they have two offices in Riverhead. You need to understand the team approach, AnnMarie does all our servicing with 6 people under her and they have 5 full time advisers. We have been successful in the LOSAP area because we never used insurance products and always taken a different approach using well diversified portfolios and addressing emerging liabilities. Taking a look at an actuarial report you can anticipate when you will need money for benefit payments. So what they have done is laddered the portfolios with bond maturities to make sure cash is available to payout the emerging liabilities so we are not stuck in a down market and selling out assets that we really do not want to sell out. John stated that our plan is 73% funded which is not bad, it dropped from 90% because of the interest change in mortality table and the actuarial rate dropping, which will help the plan in the long run. Ernie started to talk about the actuarial rate that is now 5.5% for 2017. Year to date we are up 6%. The breakdown of our portfolio is our Pershing Account 1 is a fully diversified portfolio, a mixture of stocks and bonds across all asset categories and the Pershing Account 2 is a third party money manager called Hilton Asset Management which is an alternative income portfolio that brings juice to the yield, good for plans that pay out each month.

Commissioner Monahan asked aren't we supposed to have a certain percentage fixed guaranteed, Commissioner Mirras and Ernie said yes. Half of the portfolio is invested in fixed income and half is invested in stocks. Bond rating is triple B rated. Jack stated over the long term all their plans have hit the assumed interest rate each year. John said they have covered our benefit payments for five years as the portfolio is structured right now. Our contribution for 2018 is \$361,974, the increase is based on the change in mortality table used to value the plan liabilities, the change in interest rate assumption, and return on investment. Commissioner Schoen asked if we took in a new member today what effect will it have on this cost, if he was 25 years old. John said very minimal, remember your entitlement

age is 65 so you have 40 years to fund his benefit. John stated to get the plan healthy again, get rid of that deficiency, get that million two back to zero. Chairman Dryer wanted to mention we had a tremendous presentation from the LOSAP people.

Secretary's Report:

Approval of Minutes: Chairman Dryer wanted to note the minutes were well written, a lot of detail but not too much. Commissioner Mirras motioned to approve the June 13, 2017 Commissioner Meeting minutes, seconded by Commissioner Schoen; motioned/passed/carried.

Time off request: Chairman Dryer read the time off request for Brent for July 1st, 2017. Commissioner Mirras asked if we have coverage, Ms. Lucas replied, Rex will be working. Chairman Dryer motioned to approve; seconded by Commissioner Mirras; motioned/passed/carried.

Building Use Request: Ms Lucas read the request for September 18th, 2017, the Battalion Chief Larry Stack Foundation (killed in the line of duty on 9/11/01) for the use of the greens outside, checks were received. Chief Franzone said the Montauk Fire Department is going to give their check back. Commissioner Schoen motioned to also give back our check; seconded by Commissioner Mirras; motioned/passed/carried. Chief Franzone read another building use request, Montauk Lighthouse July 15, 2017 from 12-4pm, set up at 11am for Triathlon packet pick up. Dick White is sponsoring, contact person is Johnson Nordlinger, we received check for \$150.00. Chairman Dryer motioned to approve request; seconded by Commissioner Schoen; motioned/passed/carried.

Audit of Bills: Ms. Lucas read aloud invoices totaling: \$369,541.64 (see attached journals). Commissioner Schoen motioned to approve payment on the invoices totaling \$369,541.64, seconded by Commissioner Mirras; motioned/passed/carried. Chairman Dryer stated great job to Ms. Lucas.

Workshop topics:

- Ladder/recall 9-3-14- Commissioner Monahan stated Pierce will get back to us
- Van Seat- Commissioner Monahan was thinking about replacing with a mechanical (manual one), just received quotes from E-Bay will discuss further at next meeting. He said another option would be to get a frame and weld our seat onto it, he is looking into that option too.
- Paid ALS Report as per Commissioner Mirras, we will be getting at the Tuesday Commissioners meeting from now on.
- Background check form from lawyer, Chairman Dryer asked about, its something we all have to look at and will discuss at next meeting.
- 2% money verse Fire Protection money- Chairman Dryer stated 2% money comes from out of state insurance companies that homeowners pay a premium too, goes into a fund, gets re-distributed to fire departments throughout the state. The money goes to a non-profit corporation which in our case is the Benevolent Association. Chairman Dryer stated the Fire Protection money as the law says; is distributed between the District and the Fire Department. The District decides the percentage, the Fire Department can receive up to 35% of that money. Commissioner Mirras stated 2 things , the amount we get from the town, that we negotiate is under contract, as is the amount the department gets. Chairman Dryer said we discussed changing it, but when contract is up is when we would discuss.
- Elevator proposal- Ms Lucas was waiting for our current contract with Otis so we can compare the two. Right now we paid \$4,527.48 which expires May 2018 for service. Eclipse Elevator will charge \$200 per month, \$2,400 per year. We will discuss at next meeting.
- Chairman Dryer wanted to discuss shed placement, Brent suggested we put in parking lot area. The area Commissioner Marino suggested covers a window and the grade doesn't make it feasible. Commissioner Schoen thought that area was going to be used for the extrication pad, the square footage is double what they have. Chairman Dryer said it might be double the footage but the area

they use to prep is actually double or triple the size. He is only stating we need to find an area so we can move forward. Chairman Dryer wants everyone to think about it and we can discuss.

- Chairman Dryer is asking for shelving for Brent so he can get stuff out of his office and around the fire house into the room in the garage. Brent is requesting 6 pieces at \$280.95 each totaling \$1,686 from Global. Commissioner Mirras motioned to approve; seconded by Commissioner Monahan; motioned/passed/carried.
- Chairman Dryer wants us to consider and think about the layouts for the storage areas for downstairs and upstairs. Commissioner Mirras stated there is some concern about the overhead doors and the fact the Tower ladder just barely fits. Chairman Dryer stated the truck would not stay there, if need be move other trucks in so you can work on 14 where it is now. He is asking everyone to take a look on what is being proposed on the sketches. The other scenerio is for the upstairs storage, proposals were given for steel cages with sliding doors. Chairman Dryer said these can be clarified better, it's only informational stuff but we need to start thinking about it. This would be a way to utilize the upstairs area and keep it neat.
- Chairman Dryer mentioned that one of our firefighters is very interested in making the work bench that Brent will need. He will make it 12' long. Commissioner Mirras would like to know more about the weight specs.
- Ms. Lucas stated we just got information from Intelli-Tech about the security for the back garage. Chairman Dryer said to wait until next meeting so Commissioner Marino is here.
- Commissioner Mirras talked about the audit from Cullen and Danowski, he stated it was a very good.
- A couple of things that were noted, which we have been doing but not signing off on is the signing off of the checks and bank reconciliations. We just need to do going forward. Another item that was stated is 10% on sample testing did not have signed packing slips attached to invoices, but basically they said GOOD JOB. Commissioner Mirras said one thing we need to discuss is the fund balance at the end of the year (surplus) of \$526,644.00. Ms. Lucas sat with us and participated in the meeting, it was very helpful. Commissioner Mirras stated how much of the surplus are we applying forward to the 2018 budget to reduce the costs to the taxpayers. We should take \$300,000.00, we have always said we do not want to take the whole thing you want to leave a little bit of the surplus, but this is a decent surplus more then we expected, Commissioner Mirras thinks we can take a good part of it. Chairman Dryer disagrees thinks it's too much. Commissioner Schoen agrees with Commissioner Mirras because of our upcoming costs with radios and the Paramedic program. Commissioner Mirras is stating that we will come up with a budget and take part of that surplus we have to defray the costs to the taxpayers. Commissioner Mirras said not using the surplus is not justice to the taxpayers. First we will need to do budget, to find out how much surplus we will actually need to use.
- Commissioner Mirras has stated he just started the budget process, asked Dawn to get a year to date budget of what we spent so far in 2017 before he can finish filling out each line item. He has also asked Commissioner Schoen to help out with insurances. Chairman Dryer thanked Commissioner Mirras, it's a lot of work and nice to get started on the budget.
- Commissioner Mirras wants to talk about the First Responder Program, that's a lot of work. We had 100 % of our shifts covered in June and then we had someone call in for their shift stating they were sick and later posted on social media pics of themselves out drinking. They are no longer on the schedule. Then another issue arose, Commissioner Mirras got a text on his phone no 9-3-80 until 6am next morning, he didn't understand we were supposed to have full coverage. He texted Emily what's going on, Nick is supposed to be here, she said he was going away upstate and trying to get coverage and if he can't he will be here. Nick then called at 6:30pm, ½ hour after his shift started stating he felt too tired and was afraid he was going to fall asleep driving down and was not going to cover his shift. Commissioner Mirras said this is very frustrating, and that is the guy that is the supervisor of East

Hampton Ambulance. These Part timers and Per diems do not have the allegiance like the Full timers do, it's not all of them. Commissioner Mirras and Commissioner Monahan are interviewing as many people as they can, will basically hire anyone that comes through the door and let the tree shake. Commissioner Schoen asked have we reached a point where we should have 4 full timers. Commissioner Mirras stated that is what I am proposing in the budget, the actual payroll wouldn't change they would all still be getting \$27.50 per hour whether they were full time, part time or per diem, what changes are the benefits. He is working it up both ways, but leaning toward 4 full timers. Chairman Dryer, Commissioner Schoen and Commissioner Mirras all feel its coming down to this route. Commissioner Mirras stated there is an issue, we do not have a Senior EMT, only Senior EMT's are suppose to do scheduling and any supervisory work. There is a county list, only 7 people are on it, we need to send letters to them, which Dawn did an example of and Commissioner Mirras has to look at, go over, approve and then send to those 7 people. Commissioner Mirras wanted to keep everyone informed on what is going on.

- Commissioner Mirras also stated there are some minor problems going on between the paid people and the volunteers, there is always going to be certain situations and problems. Us as Commissioners in the past had nothing to do with day to day operations, that was the Chiefs job. We have been going through Captain Alversa, but some of the paid paramedics state we do not work for Captain Alversa, we work for the District, yes he has some say but the final say is from the Commissioners. Commissioner Mirras thought about it and they are correct. He is also getting complaints from the paid staff that the rigs are not being checked before people leave a shift. Commissioner Mirras is changing handbook to read they must check everything when they get in and right before their shift is going to end so next person is not stuck if they have a call right away. Also in regards to QI (Quality Improvement)/QA (Quality Assurance) it's suppose to be a requirement that started years ago and as far as Commissioner Mirras is concerned we are not following what is recommended. Once a month one representative from each department would go to Southampton Hospital and review PCR's with a doctor. Commissioner Monahan stated Captain Alversa is doing that now, Commissioner Mirras said yes, but he wants to change that, he thinks a supervisor, if necessary a Commissioner, the Captain and two people from the company that alternates so they can speak their peace, the problem right now is that they are not communicating with each other which is creating situations that could be corrected if brought out into the open. Chief Franzone asked if the electronic PCR will solve some of the problems, Commissioner Mirras said yes some but not all. The problem is certain calls that volunteers thought were ALS calls and Paramedics said no they are BLS calls, you can handle it. So Commissioner Mirras wants to put in the handbook the question the Paramedic asks during a call are you comfortable taking this call and if the EMT states no I am not, then the Paramedic goes whether they think the call is BLS or not. Chairman Dryer then stated the EMT that did not feel comfortable going should be counseled or re-trained so that won't happen, because its defeating our whole purpose having the paramedic leave town. Commissioner Mirras does not disagree, he also wants to add to the handbook that the Paramedics meet the crew at the end of each call to discuss the call.

- Commissioner Mirras did not like what happened, Chief at last meeting asked if he could come and speak at the company four meeting, had a speech prepared, went to Kenny, the Captain and he said no that is my job. Went to meeting and thinks Kenny pissed them off even more, stating why did you go out of command, you come to me. They went to Kenny and didn't feel he was taken care of the situation so that's why they went to the Chief. Commissioner Mirras feels that it was OK. Chairman Dryer stated one thing we have to remember is that this is new to us, new to all of the East End and have to learn how to deal with it so in two or three years from now its all ironed out, we are doing that right now. Commissioner Mirras also wanted to say one of our employees got laid off from another department not because he was a bad CC but because of a posting on Facebook. Our policy on social media, any Facebook postings at all you are dismissed. Zero tolerance in regards to social media.

- Commissioner Schoen discussed wanting a resolution typed up for next meeting, it discusses how to fill out a petition for a district office. Commissioner Mirras motioned to write resolution, seconded by Commissioner Monahan; motioned/passed/carried.
- Commissioner Schoen also wanted to inform us that there are two bills being pushed through the Senate, the Cancer bill and Ambulance billing. This bill will allow volunteer departments/districts to bill for ambulance use.
- Commissioner Schoen also wanted to discuss the lack of ambulance drivers, maybe we should develop an Auxiliary for drivers, Chief Franzone stated it was thought about before but something to do with insurance was the problem. Commissioner Schoen will find out about this.

Chief's Report

- Chief Franzone first would like to take Tom Dess Jr off the rolls he is not a member of the department anymore.
- On 7/12/17 there will be a meeting at the firehouse between the Marine Patrol and Fire Boat Crew that was picked @6pm, then at 7pm Marina owners will be invited so we can find out where shut off valves are at the docks and go over things.
- 7/26/17 Boat dedication @ Coast Guard Station, will be dedicated to John Behan as per the supervisor of the Town. Chief will have times at next meeting.
- Chief Franzone said Ed Michaels was talking about getting some of the marina owners to donate the equipment we would like to have on the boat. Commissioner Mirras asked who is maintaining it after it is donated, Chief said the Town. The ambulance stuff and hoses would be maintained by Montauk Fire Department. Chief Franzone stated it would be a cooperative agreement between Marine Patrol and Montauk Fire Department on the protocol, it is not set in stone, just getting everything in order.
- As per Chief Franzone no more department meetings and drills for a couple of months, but officers will still be meeting first Monday of the month. The first meeting is coming up, Chief also signed off on all the paperwork for the fireworks display for the Town and the Chamber of Commerce. We will have trucks as usual standing by, 2 Brush trucks, an Ambulance, Engine and a Tanker.
- Chief spoke with SeaHag about the heat issue with the freezer, thought it might have done something to the compressor. SeaHag said absolutely not, it is a none issue, it may become a little less efficient, but it will not blow up the compressor or any of the machinery that is in that room. He also said Kolb should stick to AC stuff not refrigeration.
- Chief discussed packing slips and receiving packages. He wants the blessing of the Commissioners to have Bent secure the packages either in the District, Chiefs office or Captains room. The District office will receive all packages and sign for all packages then we will have the packing slips to marry to the bills.
- Chief Franzone presented a purchase requisition for 2 nozzle tips, totaling \$146.26, Commissioner Schoen motioned to approve; seconded by Commissioner Mirras; motioned/passed/carried.
- The next requisition is for 2 hooks (pipe poles) for the boat, totaling \$178.00 was presented. Chairman Dryer stated pipe poles have a blunt end and is dangerous, better off with boat hooks, have rounded edges, safer, can grab the dock and be strong. Commissioner Mirras motioned to approve amount to get boat hooks; seconded by Chairman Dryer; motioned/passed/carried.
- The next requisition is for AED & training DVD and student handbooks totaling \$478.00, Chairman Dryer motioned to approve; seconded by Commissioner Mirras; motioned/passed/carried.
- The next requisition is for UPS Freight totaling \$65.00, Commissioner Mirras motioned to approve, seconded by Chairman Dryer; motioned/passed/carried.
- The last requisition is for the Team Extrication Event at Hagerman totaling \$400.00, Commissioner Schoen motioned to approve; seconded by Chairman Dryer; motioned/passed/carried.

- Chief Franzone stated at last department meeting, five new EMS members, Nick B, Helen Turnbull, Emerald Turnbull, Chris Conroy and London Rosiere were all approved by the membership. Chairman Dryer asked if they will fit into the 30 people, Chief Franzone said yes they will fit as soon as he does the transfers. Chief said two will be transferring into Fire Police, Kathy Weiss and Bob Sanchez. Tom Barbieri will be going to company three and Donna Hitscherich will be going to company two. Commissioner Schoen motioned to accept them once spots become available in company four; seconded by Commissioner Mirras; motioned/passed/carried.

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Open to the Floor:

Commissioner Schoen motioned to adjourn, seconded by Commissioner Mirras; motioned/passed/carried.

Adjourned 21:42 hours