
Public Meeting of the Board of Fire Commissioners

**GORDON HEIGHTS FIRE DISTRICTY
BOARD MEETING MINUTES
March 13, 2024**

ATTENDANCE: Commissioners Carter Brown, Erton Rudder, Carmetta Freeman, District Treasurer Colleen Pearsall and District Secretary Diana Brown

CALL TO ORDER: Chairman Brown called the meeting to order at 6:30pm

- Pledge of Allegiance
- Moment of Silence

APPROVAL OF MINUTES:

Comm. Freeman motioned, Comm. Rudder seconded to approve the 01-17-2024 Workshop Meeting Minutes pending necessary corrections; all in favor, motion carried

Comm. Freeman motioned, Comm. Rudder seconded to approve the 02-07-2024 Board Meeting Minutes pending necessary corrections; all in favor, motion carried

CORRESPONDENCE:

1. Ridge FD Installation Dinner-Saturday, April 13, 2024 at the East Wind Caterers located in Wading River, NY. Cocktail hour starts at 6:30pm
2. The Yaphank FD Installation Dinner-Saturday, March 30, 2024 at Giorgio's located in Baiting Hollow, NY. Cocktail hour starts at 6:30pm
3. Roosevelt FD Installation Dinner-Saturday, April 20, 2024 at the Jericho Terrace in Mineola, NY. Cocktail hour starts at 6:30pm
4. Selden FD Installation Dinner-Saturday, April 6, 2024 at the East Wind Caterers located in Wading River, NY. Cocktail hour starts at 7pm
5. Letter from Longwood Central Schools-Please be advised at the January 25, 2024 Longwood Board of Education meeting, the Board approved the following tax exemption to certain qualified volunteer firefighters.
NY Real Property Tax Law §466-a / Volunteer Firefighters and Volunteer Ambulance Workers

APPROVE MINUTES

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6. Cullen & Danowski is pleased to announce the appointment of three new partners. Timothy Danowski, Jennifer Ditta and Kim Scharf

ATTORNEY'S REPORT:

1. None

TREASURER'S REPORT:

Mrs. Pearsall read the Treasurer's report for March 13, 2024; the Treasurer's Report is attached to the minutes

Comm. Freeman motioned, Comm. Rudder seconded to accept the Treasurer's report; all in favor, motion carried

Comm. Freeman motioned, Comm. Rudder seconded to approve all invoices listed on the Warrants & Claims Journal for payment; all in favor, motion carried

AREA REPORTS:

Buildings & Grounds-Commissioner Carter Brown

1. There are several areas of the firehouse that needs to be organized. Commissioner Brown asked the Board if they would agree to have Victor Pinto come in to assist Sylvester in organizing /cleaning up in the firehouse. The boiler room needs to be cleaned up as well as the upstairs.

Business Administration-Commissioner Joyce Boyd
(Absent)

1. Island Tech Services will be coming to install the server

Communications-Commissioner Carlyle Preudhomme
(Absent)

1. The camera work is 98% finished

Fire & Rescue-Commissioner Erton Rudder

1. The mask bags and glove holders were received.
2. Commissioner Rudder requested quotes from South Shore for lighter nozzles; they will give the same water flow.

ACCEPT TREASURER'S
REPORT

APPROVE ALL
INVOICES LISTED ON
THE WARRENTS &
CLAIMS JOURNAL

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3. There is a defibrillator on both of the Engines.
Commissioner Rudder is planning on purchasing a defibrillator for the Ladder Truck and the Heavy Rescue Truck. He is also planning to update the portable lighting on the Ladder Truck.
4. There was no resolution of what happened to the Video Laryngoscope, therefore, it has to be replaced.

Vehicles-Commissioner Carmetta Freeman

1. The tail light on Chief Rivers vehicle was repaired
2. The fuel ring on unit 5-9-15 was repaired and the PM service was completed
3. The mechanics are working on putting a new plunger switch on Ladder 1, it can be done in-house
4. 5-9-8 is going to CD Automotive on Tuesday for the inspection

CHIEF'S REPORT:

1. Both Chiefs are at the SCFA for a drill this evening.
Chief Rivers left her report which is attached to the minutes

OLD BUSINESS:

1. Comm. Rudder motioned, Comm. Freeman seconded to re-hired Victor Pinto as the maintenance assistant at \$20/hr., it was approved on January 6, 2024 but was not included in the January minutes.

NEW BUSINESS:

1. Ihsan Sanal received his paramedic certification

Comm. Rudder motioned, Comm. Freeman seconded to approve a salary increase for Ihsan Sanal at \$30/hr. effective this pay period; all in favor, motion carried

Comm. Freeman motioned, Comm. Rudder seconded to not order fuel or diesel from the Town of Brookhaven for the inventory balance sheet of December 31, 2023; all in favor, motion carried

APPROVE SALARY
INCREASE FOR IHSAN
SANAL

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Comm. Freeman motioned, Comm. Rudder seconded to approve the Fleet Pride “Hydraulic Night” class for John Brown & James Murphy to attend and use their TD Bank Visa Credit card to pay \$20.00 each for the course; all in favor, motion carried

Comm. Freeman motioned, Comm. Rudder seconded to approve to amend the ALS 1st Responder Handbook for mutual aid to the Medford Volunteer Ambulance to respond to Delta & Echo only; all in favor, motion carried

2. The Board discussed the time line for the Volunteer Firefighter / Ambulance Worker Property Tax Exemption. The steps are as follows:
 - a. Schedule a public hearing. The hearing may be held at any date and time that you consider convenient.
 - b. Provide notice of the public hearing
 - c. The notice must be published at least ten (10) days and no more than twenty (20) days prior to the Public Hearing. You must also post the notice within the same time span in at least three public places within the District, *e.g.*, firehouse, post office, library, deli., wherever.
 - At least 15 days before and no sooner than 20 days before the Public Hearing the notice must be:
 - Post notice on the official signboard of the Fire District (if any)
 - Post on the Fire District’s website (if any)
 - Send to the Town Clerk for posting on the website of the Town
 - d. Conduct the Public Hearing
 - e. Adopt the Resolution
 - f. Send the adopted Resolution to the Town

APPROVE TO USE
CREDIT CARD

AMEND THE ALS 1ST
RESPONDER
HANDBOOK

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The Public Hearing will be on July 17, 2023 at 6:30pm

Comm. Freeman motioned, Comm. Rudder seconded to approve the use of the Meeting room to Chief Rivers and the department president, Patricia Brown-Claude on July 25, 2024 between the hours of noon and 5pm; all in favor, motion carried

APPROVE TO UTILIZE
THE MEETING ROOM

Comm. Rudder motioned, Comm. Freeman seconded to approve FP member Yvonne Simpson to use the Meeting room on June 22, 2024 for a baby shower; all in favor, motion carried

APPROVE TO UTILIZE
THE MEETING ROOM

3. Comm. Rudder motioned, Comm. Freeman seconded to approve to purchase a plaque for Mangano's to be presented to them at the GHF Department Installation Dinner for their service to the community; all in favor, motion carried

APPROVE TO
PURCHASE PLAQUE

4. Per Commissioner Rudder, Commissioner Sheila Skidmord of the Yaphank Fire District used to cover the GHF District for EMS on a per call basis on the overnights prior to GHFD starting its 24 hours EMS program. He would like to present her with a plaque at the GHF Department Installation Dinner

APPROVE TO AMEND
PERSONNEL
EQUIPMENT
INVENTORY CONTROL
POLICY #92-5

Comm. Rudder motioned, Comm. Freeman seconded to amend the Personnel Equipment Inventory Control Policy #92-5; all in favor, motion carried (Policy attached)

MOTION TO ADJOURN:

Comm. Freeman motioned, Comm. Rudder seconded to adjourn the meeting at 7:30pm; all in favor, motion carried

APPROVE TO
ADJOURN

Respectfully submitted

Diana Brown

District Secretary

Treasurer's Report for April 3, 2024

We have **\$560,714.40** in the General Fund account which includes outstanding purchase orders and warrants and claims to be paid.

❖ Outstanding Purchase Orders for the General Fund for 2024	\$ 49,819.19
❖ Warrants & claims to be paid from the General Fund tonight	\$ 41,472.20
❖ Outstanding purchase orders for the Building Reserve Fund	\$ 275,000.00
❖ Warrants & Claims to be paid from the Building Reserve tonight	\$0.00
❖ Outstanding purchase order for the Equipment Reserve Fund	\$0.00
❖ Warrants & Claims for the Equipment Reserve Fund	\$0.00
❖ Outstanding purchase orders for the Apparatus Reserve Fund	\$0.00
❖ Warrants & Claims for the Apparatus Reserve Fund	\$0.00

The Reserve Fund Balances as of April 3, 2024 which includes outstanding purchases orders are as follows:

Building Reserve Fund	\$ 393,235.91
Equipment Reserve Fund	\$ 103,740.18
Apparatus Reserve Fund	<u>\$ 45,684.09</u>
Total Reserve Fund Balances	\$ 542,660.18

Outstanding Permissive Referendum for the Building Reserve Fund: Board Approved 8/2/23-\$250,000.00 for roof repairs.

Outstanding Permissive Referendum for the Building Reserve Fund: Board Approved 8/2/23-\$25,000.00 for purchasing and installing security equipment.

All accounts are reconciled through March 31, 2024

Petty Cash:

Treasurer Pearsall	\$100.00
Chief Rivers	\$100.00
Chief Lee	<u>\$100.00</u>
Total Petty Cash	\$300.00

Chief's Agenda

3/13/2024

- February Fire-9 EMS044
- (2) Rec room request-see attached
- (7) Shape up letters sent out
- Dinner coverage -EMS: Mastic Beach Fire: Coram
- Water rescue with SCFA date TBA, will do ice rescue in colder weather(next season)
- New York State Volunteer Firefighter Stipend Program-see attached, annual demographic report sent