

**MINUTES**  
**REGULAR MEETING**  
South Farmingdale Board of Fire Commissioners  
August 8, 2023

At 6:00 PM Commissioner Heffel called the meeting to order, recited the Pledge of Allegiance, followed by a moment of silence.

Commissioner Mike Suwalski, Commissioner Ed Purpora, Commissioner Gary Forry, Commissioner Jeff Tasch, and District Manager Karen Green were present. Attorney Joseph Pusateri, Esq. was present. Dr. Jorge Gardyn was present as well, George Frontino was here.

Chairman Fred Heffel asked if anyone is recording the meeting.  
Everyone present responded no.

The BOFC went into Executive session at 6:05 p.m. to speak with Pinsky Law about HR policies. The board exited executive session at 6:30 p.m. There will be further discussion on the policies.

There was no Treasurer's Report.

The warrant for August 8, 2023, totals \$ 50,567.30

<b>Ace Hardware</b>			442.53
<b>Advance Auto Parts</b>			337.66
<b>Anton Community Newspaper</b>			62.4
<b>AT&amp;T MOBILITY</b>			535.22
<b>ATLANTIC PC, INC.</b>			1,464.60
<b>CAPITAL ONE, N.A. CORP CARD</b>			4,525.93

<b>COMMANDER FLEET CORP.</b>			2,493.40
<b>DIALOGUE VOICE LLC</b>			80
<b>Edward Purpora</b>			75
<b>Firefighters' Equip</b>			1,577.17
<b>Francesco's</b>			181.06
<b>FRED HEFFEL</b>			75
<b>Gary Forry</b>			75
<b>Global Montello Group</b>			1,346.60
<b>HENDRICKSON</b>			145.98
<b>IOMR</b>			50
<b>Jeffrey Tasch</b>			75
<b>Joseph F. Pusateri, Esq</b>			1,000.00
<b>KAREN GREEN</b>			Under review
<b>LONG ISLAND SODA SYSTEMS</b>			168
<b>Mario's Pizzeria of Melville</b>			244.87
<b>Michael Suwalski</b>			75

<b>PKF O'CONNOR DAVIES</b>			9,500.00
<b>Salerno</b>			1,225.00
<b>South Shore Fire Equip. Dist.</b>			188.75
<b>Van Buren Buick GMC</b>			3,317.92
<b>Visual Information Services</b>			15,526.00
<b>Wex Bank</b>			1,214.53
			<b>46,002.62</b>
			4564.68
			<b>50,567.30</b>

Motion by Commissioner Tasch, seconded by Commissioner Forry to accept the warrant and pay all bills with the exception of check # 13568 for \$1500.00 that is under review.

All in favor. Motion passed.

The minutes from June 27<sup>th</sup> were discussed.

Motion by Commissioner Tasch, seconded by Commissioner Forry to approve the minutes of June 27<sup>th</sup>. All in favor. Motion passed.

#### **Legal report – Joseph Pusateri, Esq.:**

#### **Communications and Petitions –District Manager Green**

Sent items regarding benevolent website portal update.

#### **Apparatus - Commissioner Forry**

971: Commander Fleet looked at the engine for a burning smell. The mechanic found the insulation between the underneath of the cab and the engine fell down melted and was found on the chassis rail. He re-secured the insulation underneath the cab.

976: Had a check engine light indicating a nox sensor code. Van Buren replaced the number one nox sensor, the indirect fuel injector, clutch fan assembly, fan blade and performed service regeneration.

977: Went to Hassett Ford Truck Service Center in Wantagh for the emission recall. It did not need a module. It just needed a computer update.

9701: Went to CMJ Emergency Lighting to take care of a problem with the light bar.

9712: Tomorrow will be going to Scotsman's Auto Body to take care of the driver's side view mirror assembly.

Brian is waiting to meet with the engine company engine committee to start the prebuild specs. He also waiting to meet with the truck company heavy rescue committee to start the pre build specs. It will be taking place at Hendrickson Fire Rescue Equipment during the week.

### **Building & Grounds - Commissioner Heffel**

A new sign has been installed at Station 2 and is in service.

The floor in the IT room has been installed by our personnel. Looks great. I have also installed a new exhaust fan in the ceiling of that room that is temperature controlled. While installing found that the air system was disconnected. I have instructed the contractor to hook it back up with a damper. for the winter months.

2 sensors for the thermostats have been installed in the captains and Benevolent rooms.

The upstairs hallways will be painted this week.

Men's room on first floor auto flush on toilet needed to be replaced and still not working.

### **Communications & Alerting – Commissioner Purpora**

Problem with the batteries with dispatch booth. Battery backup has to be replaced. IWT was hired to handle the dispatch booth and all base station radios They also repair the portable radios and pagers.

### **Equipment - Commissioner Suwalski**

I am setting up an appointment to meet with radiation detector vendor after 8/22

We will be purchasing 2 thermal imaging cameras.

The Chiefs' shirts have been purchased and distributed to Chief Fullshire.

Waterway hose testing dates.

Wheels for hot table are in and need to be installed.

Flow test quotes are being received.

### **Capital Improvement – Commissioner Purpora**

Back yard project still in permit process.

### **Insurance and Personnel - Commissioner Tasch**

Kayley Flockhardt on Medical Leave from 7/27, paperwork in her file.  
Eshan Eliminabawy on Educational Leave from 8/4, paperwork in her file.  
Vincent Grauso on Educational Leave from 7/25, no paperwork submitted.  
Nadine Purpora on Personal Leave from 8/1, no paperwork submitted.

Insurance Accord for Softball Tournament taken care of  
Insurance Accord for Open House for use of smoke trailer from Jericho

### **LOSAP – no report**

### **Inventory – Commissioner Purpora – no report**

### **Members Meeting Hall- Commissioner Tasch- no report**

August 17<sup>th</sup> – Blood Drive from 2 to 8 p.m.  
August 19<sup>th</sup> – Junior's breakfast 9am to 1 pm  
August 22 – Special Election 6 to 9 pm

### **Legal /Government -Commissioner Suwalski**

Poll workers have been hired for the August 22<sup>nd</sup> election Shaina Koch and Steven Tarricone.  
Voter rolls and ballot boxes were picked up.

Motion by Commissioner Suwalski, seconded by Commissioner Forry to appoint Shaina Koch, election chairperson. All in favor. Motion passed.

Motion by Commissioner Suwalski, seconded by Commissioner Forry to appoint Shaina Koch, and Stephen V. Tarricone as election workers for the special election on August 22, 2023. All in favor Motion passed.

### **Policy & Procedure - Chairman Heffel –no report**

### **District Records – District Manager K Green**

I purchased files for the 2 lower file cabinets northeast wall of our office. I stated at last meeting that the secretary is set it up for all the vendors. Each vendor will have the last 3 years' files in each in separate folders placed in there with the paid bills. They will be in put in alphabetical order clearly marked. There are 3 file sizes 1", 2" and 3" based on needs. As of this meeting, this project has not been started.

### **IT Computers/Printers/Hardware/ Mgt. System – Comm. Heffel –**

The dashcams for all department and district vehicles are being installed by Chief Fullshire as he offered to do that job.

Purchase of department and district camara's have been placed into all department vehicles.

General Security was here last week to install the new storage unit for the Camara system. While going through the system, they found that someone had changed the setting for recording from motion to constant which caused the

system to lose months of recording. Thankfully I had already backed up everything in May.

**Emergency Preparedness – Commissioner Tasch**

No report

**Fuel – Commissioner Tasch**

Fuel Global Mondello informed to take us off automatic replenishment.

**Physicals – Medical Screenings -Commissioner Tasch- no report**

No report

**Phone Lines**

Apollo has corrected the doorbells. All the doorbells ring at all three doors.

**Audit/Bonds – Treasurer/BOFC — no report**

**UNFINISHED BUSINESS**

We have interviewed a person for the Clerk Typist position. Her name is Kiki Psorakis. She will work 2 Five-hour days each week starting 8/14/23.

We need to prepare the 2024 budget.

Please complete the viewing of the new district policies so that they can be put into place for September 2023.

Motion by Commissioner Forry, seconded by Commissioner Tasch to move forward with the new EPCR program at a cost of \$3,498 annually. There is also a first year set up fee

District Manager Green will be out of the office through August 29<sup>th</sup> and provided Commissioner Heffel, per his request, with a list of procedures, both daily and weekly, of necessary tasks that need to be done in her absence such as payroll, posting to the website, and email address creation.

District Manager Green provided those instructions and questioned the Chairman as to why her Nassau County Civil Service access and credentials and wanted to know if she was being punished? Commissioner Heffel stated that after sitting with the Civil Service people and Commissioners Suwalski and Purpora for 4 hours, it was decided that both Commissioner Heffel and Commissioner Suwalski were going to handle the Civil Service affairs for now.

### Public Comment

Dr. Jorge Gardyn commented as to the need for the Board to adhere to the Open Meetings Law, and quoted the Open Meetings Law, Section 105 of the State of New York , the Board of Fire Commissioners shall enter executive session for the purposes of reviewing the medical, financial, credit or employment history of a particular person or corporation, matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Dr. Gardyn suggested that it was an improper use of executive session to discuss HR policy in an employment handbook. Dr. Gardyn also informed the Board that public session must be held in the public meeting room with ease of access to the meeting, unfettered by a locked front door. Furthermore, when going into executive session under the proper rationale as stated above, the Board of Fire Commissioners should be the ones who exit the public space and go into their commissioner's board room for privacy. Additionally, Dr. Gardyn informed them that if any actions are taken in executive session, it must be recounted via executive session minutes and is reportable within 15 days.

Commissioner Heffel replied that the board would confer with district counsel for opinion

Chiefs McFarlane and Fullshire entered the meeting at 7:35 p.m. and joined by Chief Mackie at 7:45.

### Chiefs Report

We have one member resigning will advise when he submits his letter and we get his items back.

### Training and Preparedness

- A. EVOC Part 2 has been completed.
- A. We will be doing roof drills for a department meeting.

### Vehicles and Equipment

- A. 971 has insulation repaired which dropped down and caused odor of burning.
- A. 976 has recall work completed.
- A. 9701 had lightbar repaired.

### Radio and Communications

- A. Permit is being secured for Tower Project and we will be moving forward.
- B. We are awaiting the password for Console in dispatch off from mayday to give it to IWT. It's the admin password. I contact mayday just awaiting password will advise once we have it.
- C. The UPS on the second floor for the radios might be going bad IWT changed out the batteries on the unit on Friday.

#### Buildings and Grounds

- A. Blood Drive on August 17th.
- B. Department Picnic will be September 9<sup>th</sup> rain date of the 23<sup>rd</sup>.
- C. Open house will be September 30<sup>th</sup>.

#### Miscellaneous

- A. Pump test for 971 and 972 have been scheduled for September 12<sup>th</sup> and 18<sup>th</sup>.
- B. The Motorola situation has been handled member has been removed from the account. I spoke to the rep myself and she notified me it's done.

Motion by Commissioner Suwalski, seconded by Commissioner Tasch to adjourn the meeting at 8:07 p.m.

Karen C. Green  
District Secretary