

**ROOSEVELT FIRE
DISTRICT BOARD
MEETING
March 09, 2016**

Meeting was called to order at 8:17 P.M. by Vice-Chairman, Tracy Bowdwin

Pledge to Flag led by Commissioner Pamela Williams followed by a moment of silent prayer for departed members.

Roll Call: Commissioners Nelson, Williams, and Commissioner Bowdwin were present. Commissioner Moore is at work and Commissioner Tyler is out of town. Also present were District Secretary Clara Eromosele, District Clerk Dena Alexander, Treasurer John Whitchett, and Deputy Treasurer Trina Sutherland. Attorney Lance D. Clarke was also present.

MINUTES: Regular meeting February 10, 2016 –Commissioner Nelson made a motion to approve the report. Commissioner Williams seconded the motion, 3 ayes.

Staff meeting February 10, 2016 –Commissioner Williams made a motion to approve the report. Commissioner Nelson seconded the motion, 3 ayes.

TREASURERS' REPORT: February 2016 Report –Treasurer John Whitchett reported that the 1st half taxes \$37,882.37 short. Payment expected was \$1,066,168.50, we received \$1,028,286.13. Treasurer Whitchett stated that he would follow up with the Town of Hempstead on the matter. Commissioner Nelson made a motion to approve the report. Commissioner Williams seconded the motion, 3 ayes

COMMISSIONERS REPORTS:

Commissioner Williams: Commissioner Williams indicated GE Pickering came in and gave a demo on the new AEDs he will be willing to come to discuss with the Board if possible. The issues with the Police room with the Heat. The NC Police room is still cold and needs to be addressed. The socket burned out in the room and could have caused a serious fire. They are using a portable heater to heat the room. This is an urgent matter to be addressed.

Commissioner Nelson – Submitted a written report see attached

Commissioner Tyler –Submitted a written report see attached

Commissioner Bowdwin: 60-70% of the items requested for the Junior Firefighters were delivered. The Explorers went to Dinner at the Hewlett a couple of weeks prior. The balance of the items have come in so a POP is being issued for payment to be delivered. We have already outfitted 8 students and 3 more will be requested In the future dependent on their attendance. They will be training next week with Hose & Engine Company #3. April 3 is the Fundraising Pancake breakfast event from 8:00 AM until 10:00AM at Applebee's in Baldwin NY, the cost is \$10.00 per person. The training with the Red Alert software was to be last night however the cars were not available and was rescheduled for March 16, 2016 at 6:00 PM

ATTORNEY REPORT – Attorney Clarke reported that he reviewed the policies submitted to him by the District Secretary for Workforce Violence, Driving and Purchasing. He also reviewed

the DICE Contract for the phones, which is State Bid. No automatic renewal clause however, they have a 3 month grace period to renew after that a 30% startup charge or reactivation charge unless we give them a 3 year deal. Counsel also sent letters to the adjacent properties to Hose & Engine Company #1.

CHIEFS' REPORTS- Chief Fennell was excused. Chief Wint submitted the LOSAP report via email. The LOSAP report was submitted however the Chiefs were requested to send a letter to the Board stating that the numbers are final. Chief Riddick- Submitted the Chiefs Agenda with requests and personnel matters.

OLD BUSINESS

- **Hose #1 / Headquarters Project**

- Update with Elite Construction
 - Commissioner Bowdwin reviewed the most current agreement and noted items that Elite must complete. An email was sent to the Board regarding the Headquarters and Hose #1 project and indicated that the Board should sent up a meeting with Elite and Attorney Clark to review progress and discuss his obligations up to construction process. A monthly update meeting should be held each month as there should be some collaboration between Elite and Angelo Corva & Associates. Commissioner Tyler had a conversation with Angelo Corva and the rendering should be available by Monday next week.
- Acquisition of additional property
 - District Secretary sent letters of inquiry to meet with the property owners. Counsel was requested to send a letter to property owners as follow-up.

- **Headquarters and Hose #3 Lighting Retrofit Project**

- Application and schedule for PSEG Inspection- The materials have been ordered and on hand. We are still waiting for PSEG to complete their first inspection. Hold up is getting PSEG to get the inspection done and getting their certification to begin work.

- **Workplace Violence Procedures, Vehicle Driving Policy and Purchasing Policy**

- Commissioner Nelson made a motion to accept and approve the Workplace Violence Procedures Policy. Commissioner Williams seconded the motion, 3 ayes.
- Commissioner Nelson made a motion to accept and approve the Purchasing Policy. Commissioner Williams seconded the motion, 3 ayes.
- The Attorney needs to make changes to the Driving policy prior to presentation to the Board for a vote.

- **Referendum for LOSAP age change**

- Commissioner Nelson made a motion to approve the vote and language for the referendum for the 12/2016 election. Commissioner Williams seconded the motion, 3 ayes.

NEW BUSINESS -

- Quote to purchase Global 20" Heavy Duty Automatic Floor Scrubber \$4,569.00 (Motion to table by Commissioner Williams for three quotes. Commissioner Nelson seconded the motion, 3 ayes)
- Quote to purchase services to install antenna, cables and brackets for cell service in cellar (Commissioner Nelson made a motion to approve the purchase by A+ Technology in the amount of \$2,400.00. Commissioner Williams seconded the motion, 3 ayes)
- Quote for Maintenance contract DICE Communications (Commissioner Nelson made a motion to approve the contract with DICE communications for the level three contract for a period of one year in the amount of \$3,328.80. Commissioner Williams seconded the motion , 3 ayes)
- Policy Changes for access to keys for Nassau County Police (Motion by Commissioner Nelson to change the policy regarding the allocation of access keys to Police officers and to send a letter to the Commanding Officer of the first Pct. And have him send the District a written request keys for any members assigned to the Town of Roosevelt to have access. Commissioner Williams seconded the motion, 3 ayes.)
- Quote for Installation and preparation (Commissioner Williams made a motion to accept the quote for installation and preparation for the stripping for Safety Car in the amount of \$1,495.00, Commissioner Nelson seconded the motion, 3 ayes.)
- Commissioner Nelson made a motion to accept the quote for installation of the radios by Mayday Communication in the amount of \$2,088.75 in the new Safety car. Commissioner Williams seconded the motion, 3 ayes.
- Commissioner Nelson made a motion to accept the bid for the installation of all the equipment, siren and light package contingent on the receipt of the state bid contract number in the amount of \$14,332.75. Commissioner Williams seconded the motion, 3 ayes
- Claim received Christina Moone Evans 29 Hausch Blvd. 09-07-2015 to be submitted to the insurance company with updates

ITEM NO. 1: PAYMENT OF CLAIMS - 2016- 131 through 2016-221 Motion made by Commissioner Nelson to approve payment of claims. Commissioner Williams seconded the motion, 3 ayes.

ITEM NO. 2: PERSONNEL ISSUES: Were reviewed in Executive Session

At 9:05 PM Commissioner Williams made a motion to go into executive session to discuss personnel and legal items. Commissioner Nelson seconded the motion, 3 ayes.

At 10:22 PM Commissioner Nelson made a motion to reconvene. Commissioner Williams seconded the motion, 3 ayes.

ITEM NO. 3 FACILITY RENTAL REQUESTS-

- Sanitation District # 2- July 28 , 2016 election 1:30 PM to 10:30 PM (Three tables and American Flag)
 - Commissioner Nelson made a motion to approve the request. Commissioner Williams seconded the motion, subject to schedule and

receipt of insurance certificate. 3 ayes.

ITEM NO. 4 UPCOMMING TRAINING TRIPS FOR APPROVAL -

- The Association of Fire Districts of NYS- Thursday April 28, 2016 to Sunday May 01, 2016- Albany, NY
 - Attending Commissioners, Nelson, Treasurer Whitchett, Secretary Gillens. Commissioner Nelson made a motion to approve, commissioner Williams seconded the motion, 3 ayes.

ITEMS DISCUSSED IN EXECUTIVE SESSION:

1. Commissioner Nelson made a motion to accept the Chiefs request to add Malik Duff as a Chauffeur for Tower Ladder 735 operator subject to receiving an abstract of his driving record. Commissioner Williams seconded the motion, 3 ayes
2. Commissioner Nelson made a motion to accept the Chiefs request to add Ewan Dawkins as a Chauffeur for Tower Ladder 735 operator subject to receiving an abstract of his driving record. Commissioner Williams seconded the motion, 3 ayes
3. Commissioner Bowdwin requested that the Chiefs send a certified and regular mail notification to FF Brian Bates to return a signed and dated copy of his resignation to the District.
4. Commissioner Nelson made a motion to that beginning in 2017 to require as minimum qualifications that the candidates for chiefs must successfully complete the Command Leadership Course and the Strategy and Tactics course the Chief's course given by Nassau County.
5. The letter from Ex-Captain Allen Williams should be returned to the Chief's office for normal chain of command.

ADJOURNMENT

At 10:38 PM Commissioner Williams made a motion to adjourn the meeting. Commissioner Nelson` seconded the motion, 3 ayes.-