

Regular Meeting

February 13, 2024

Chairman James Rogers called the Regular Meeting of the Board of Fire Commissioners of the North Merrick Fire District to order at 8:00 PM. Those present were; Commissioner Brian Ellensohn, Commissioner James McCauley, Commissioner Scott Rockwin, Commissioner James Rogers and Commissioner Paul Wilders. Also present were; District Treasurer Maura Fabian, District Auditor Patrick Cunningham, District Attorney Joseph Pusateri, and District Clerk David Ward.

A salute to the flag led by Commissioner Wilders.

A motion by Commissioner Ellensohn, seconded by Commissioner Rockwin, unanimously passed to accept the following reports: *(Commissioner Ellensohn – yes, Commissioner McCauley – yes, Commissioner Rockwin – yes, Commissioner Rogers – yes, Commissioner Wilders - yes).*

The Bank Account Book Balances dated February 13, 2024.

The Minutes from the Interim Meeting Minutes dated February 6, 2024.

The Minutes from the Board Business Meeting dated January 9, 2024.

The “Expenses by Vendor Detail” dated February 13, 2024.

**READING OF COMMUNICATIONS:**

**At this time all correspondence was read; any requiring further action will be handled under new business.**

The Four Towns Meeting Minutes dated January 9, 2024.

A flyer for a seminar concerning ambulance billing from Fire News.

A request for use of the hall on April 7, 2024 from The Boy Scouts of America, pack 206.

A request for use of the hall for a Narcan Workshop, on Wednesday May 15, 2024 from Legislator Michael Giangregorio.

A letter from Waterway.

A letter and estimate for tree and shrub spraying from Nick LiBretto Inc.

A letter from Charles Schumer, United State Senate concerning grants.

**APPLICATIONS FOR MEMBERSHIP:**

David Ward reported the status of 2 new applications for membership.

**Lost and Damaged Reports:**

David Ward reported on work orders.

**Local Government and Community Relations(AC):**

Commissioner Wilders reported progress.

David Ward reported on grants.

**Building(BE,SR,JR):**

Commissioner Rockwin reported on building hvac systems.

Commissioner Wilders reported on the firefighter monument, it was decided a dedication date will be discussed with the Chiefs.

**Chief's and District Vehicles (BE,SR, PW):**

Commissioner Rockwin reported the following;

The 2022 Chevrolet Tahoe was serviced at Jerry's Car Care.

The 2018 Chevrolet Tahoe was serviced and repaired by Jerry's Car Care.

The 2008 Chevrolet Express Van was serviced by Jerrys Car Care.

**Equipment (BE,SR):**

A discussion was held on the new Chiefs Car for 2025.

Commissioner Ellensohn reported on radio equipment for the 2025 Chief Car. It was decided pricing will be obtained.

**Fire Department Personnel (JM,PW):**

A discussion was held on personnel.

**Recruitment & Retention (BE, PW):**

Commissioner Ellensohn reported the next meeting will be held on February 25<sup>th</sup> at 11 am.

**Uniforms (BE,JR,PW):**

David Ward reported on uniform equipment.

**Fire Apparatus and Ambulance Repairs (BE, SR, PW):**

Commissioner Rockwin reported the following:

The 2010 Spartan (unit 678) was serviced/repared by Hendrickson Truck.

The 2019 Pierce was repaired.

Commissioner Ellensohn reported on the replacement 674 truck committee.

**Utilities (BE, PW):**

**Auditing (KB, MF):**

Maura Fabian reported on progress.

Patrick Cunningham reported on auditing, and the 2023 audit.

**Legal (JP):**

At this time 20:35, a motion by Commissioner Wilders, seconded by Commissioner McCauley unanimously approved to go into executive session, and returned at 2050. (Commissioner Ellensohn – yes, Commissioner McCauley – yes, Commissioner Rockwin – yes, Commissioner Rogers - yes, Commissioner Wilders – yes).

Joseph Pusateri reported on a letter he sent to a former member requesting district equipment to be returned.

**Insurance (JM, JR):**

Commissioner McCauley reported on insurances.

**Computers and Web Site (BE,PW):**

Commissioner Ellensohn reported on computers and the website.  
Commissioner Ellensohn reported on server battery replacements.

**Training (Fire and Administrative) (PW):**

Commissioner Wilders reported on training.

**Four Towns (JM,PW):**

Commissioner Wilders reported on the Four Towns Training Center.

**Radio (JM,SR):**

Commissioner Rockwin reported on radios.

**Purchasing Policies & Procedures (SR,JR):**

Commissioner Rockwin reported on purchasing.

**Medical Equipment (JM, JR):**

Commissioner Rogers reported on medical equipment.

**District Employees (C.O.B, SR,JR):**

Commissioner Rockwin reported on District Employees.

**District Policies and Procedures (AC):**

Maura Fabian reported the following Account Transfer/Electronic Debit:

| Date      | From  | To                               | Amount       |
|-----------|-------|----------------------------------|--------------|
| 2/13/2024 | FNBLI | FNBLI (General Account Transfer) | \$ 64,000.00 |
| 2/7/2024  | FNBLI | ADP                              | \$ 13,235.07 |
| 2/6/2024  | FNBLI | FNBLI (General Account Transfer) | \$ 50,000.00 |
| 2/2/2024  | FNBLI | ADP                              | \$ 128.85    |
| 1/31/2024 | FNBLI | ADP                              | \$ 114.95    |
| 1/24/2024 | FNBLI | ADP                              | \$ 13,789.03 |
| 1/22/2024 | FNBLI | FNBLI (General Account Transfer) | \$ 50,000.00 |
| 1/19/2024 | FNBLI | ADP                              | \$ 126.75    |

|           |       |                                  |               |
|-----------|-------|----------------------------------|---------------|
| 1/12/2024 | FNBLI | FNBLI (General Account Transfer) | \$ 250,000.00 |
| 1/12/2024 | FNBLI | FNBLI (General Account Transfer) | \$ 700,000.00 |
| 1/10/2024 | FNBLI | FNBLI (General Account Transfer) | \$ 50,000.00  |

A discussion was held on the Routine Washing, Maintenance, and apparatus Checks Service Agreement for Fire Apparatus.

**Inventory Control (SR, JR):**

David Ward reported the following changes to inventory; Carbon Monoxide Detector s/n SC21470075 reached end of life, replaced with new Laptop computers, reached end of life, discarded s/n NY05Y9GXML; C02SV7TUG8WN A motion by Commissioner Wilders, seconded by Commissioner McCauley unanimously passed for the disposal/surplus of the inventory listed above.

(Commissioner Ellensohn – yes, Commissioner McCauley – yes, Commissioner Rockwin – yes, Commissioner Rogers - yes, Commissioner Wilders - yes).

**Installation Dinner (AC):**

Commissioner McCauley reported on the Installation Dinner. Maura Fabian reported on the Installation Dinner.

**Length of Service Awards Program (BE, JM,):**

Commissioner McCauley reported on the Length of Service Awards Program. David Ward reported the 2023 list was posted on Monday February 12, 2024.

**EMS Certifications and Ambulance Narcotics (C.O.B, BE, JR):**

Commissioner Ellensohn reported progress.

**EMS Cost Recovery (JR, SR):**

Commissioner Rogers reported on EMS Cost Recovery.

**Old Business:**

A discussion was held on 100 anniversary badge equipment.

**New Business:**

A motion by Commissioner McCauley, seconded by Commissioner Ellensohn unanimously approved to approve the estimate for tree and shrub spraying from Nick Libretto in the amount of \$ 875.00

(Commissioner Ellensohn – yes, Commissioner McCauley – yes, Commissioner Rockwin – yes, Commissioner Rogers – yes, Commissioner Wilders - yes).

A motion by Commissioner Wilders, seconded by Commissioner Ellensohn unanimously approved the updated (2/13/2024) the Routine Washing, Maintenance, and apparatus Checks Service Agreement for Fire Apparatus.

(Commissioner Ellensohn – yes, Commissioner McCauley – yes, Commissioner Rockwin – yes, Commissioner Rogers – yes, Commissioner Wilders - yes).

A motion by Commissioner Rogers, seconded by Commissioner McCauley unanimously approved the following purchase requisitions;

*(Commissioner Ellensohn – yes, Commissioner McCauley – yes, Commissioner Rockwin – yes, Commissioner Rogers – yes, Commissioner Wilders - yes).*

Clean Air Company                      \$ 1,849.50

A motion by Commissioner McCauley, seconded by Commissioner Ellensohn unanimously approved to send Ex-Captain Michael Brinkley, and Commissioner Paul Wilders to the Fire Department Instructors Conference in Indianapolis Indiana April 14, 2024 to April 20, 2024.

*(Commissioner Ellensohn – yes, Commissioner McCauley – yes, Commissioner Rockwin – yes, Commissioner Rogers – yes).*

With no further business, the meeting was adjourned at 10:05 PM

Respectfully Submitted  
David M. Ward  
District Clerk



APPROVED 2/13/2024

REPLACED PREVIOUS POLICY DATED 1/7/2023

NORTH MERRICK FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS

*Routine Washing, Maintenance, and Apparatus Checks*

*Service Agreement for Fire Apparatus*

**OBJECTIVE:**

The North Merrick Fire District, Board of Fire Commissioners (“District” and/or “Board”, respectively) will consider the expenditure of District funds on the routine washing, maintenance, and regular apparatus checks for the District’s fire apparatus when the business and needs of operating the District and the fire protection related operations of the North Merrick Fire Department (“Department”) so require.

**SCOPE:**

The Department shall be responsible for providing scheduled and routine washing, maintenance and apparatus checks on the attached list of vehicles. Routine maintenance, as referred to herein, shall *not* include any other maintenance services, such as: oil changes, lubrication, and inspection of vehicles to identify problems, potential problems, and repair of minor issues.

No expenditure will be considered a District charge until the Board ratifies an expenditure that was incurred. All expenditures shall be supported by an itemized voucher from the Department, as well as a list of the personnel in attendance at such routine washing, maintenance, and regular apparatus check events. Approval of a claim voucher will mean that the Board approved the event(s) and the expenditure(s) incurred.

**PROCEDURES:**

Every three (3) months, the Board will remit the sum of \$3,000.00 to the Treasurer of the Department, for the routine washing, maintenance, and apparatus checks of the District’s fire apparatus in accordance with this policy.

The Treasurer of the Department will establish a separate bank account in the name of the Department at the First National Bank of LI located in North Merrick, New York for the deposit of all monies remitted by the Board hereunder. This separate account shall only permit the Treasurer and the President of the Department with banking authority to access and expend funds deposited into this account.

The Chief of the Department will meet with the District Treasurer and/or members of the Board on a quarterly basis. The Chief of the Department shall provide written and itemized vouchers at such meetings. Said vouchers will detail the date, the routine washing, maintenance, and apparatus check services rendered by the Department. Moreover, the Chief of the Department, shall provide a detailed report of all Department members partaking in the routine washing, maintenance, and apparatus checks service events in accordance with this policy.

If at any time the District determines that any funds provided to the Department pursuant to this policy are not being properly utilized as authorized herein, the District shall have the right to notify the Chiefs' Office and request that all funds (as of the date of the notification), within the First National Bank of LI account be immediately refunded to the District.

1 of 4

**APPROVED LIST OF VEHICLES:**

|                             |                              |
|-----------------------------|------------------------------|
| Engine <b>671</b>           | Ambulance <b>677</b>         |
| Engine <b>672</b>           | Heavy Rescue Unit <b>678</b> |
| Ladder <b>673</b>           | Ambulance <b>679</b>         |
| Engine <b>674</b>           | Medic Fly Car <b>6799</b>    |
| Fire Police Unit <b>675</b> |                              |

Adopted by the North Merrick Fire District Board of Fire Commissioners on January 7, 2024.

|                                    |       |
|------------------------------------|-------|
| James W. Rogers, Chairman          | - YES |
| James P. McCauley, Vice – Chairman | - YES |
| Brian Ellensohn, Commissioner      | - YES |
| Paul G. Wilders, Commissioner      | - YES |
| Scottmichael Rockwin, Commissioner | - YES |



NORTH MERRICK FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS

*Routine Washing, Maintenance, and Apparatus Checks*

**Company Quarterly Certification**

Company Captains are responsible for submitting this certification quarterly for Routine Washing, Maintenance, and Apparatus Check services rendered. Captain must attach the supporting documentation as per the Routine Washing, Maintenance, and Apparatus Checks Service Agreement.

| Month | Routine Washing (Monthly)<br>(Non-Incidents) | Maintenance (As Needed)<br>(Vector Check-It Print Outs) | Apparatus Checks (Weekly)<br>(Vector Check-It Print Outs) |
|-------|--|---|---|
|       |  |   |   |
|       |  |   |   |
|       |  |   |   |

By signing below you certify that the above Routine Washing, Maintenance, and Apparatus Checks were completed satisfactorily and documented as per the attached maintenance records. In addition you certify member attendance as per the attached Non-Incident forms.

Company Approval

Company: \_\_\_\_\_

Company Officer: \_\_\_\_\_

Signature: \_\_\_\_\_





Date: \_\_\_\_\_

Chief's Office Approval:

Approving Chief: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3 of 4

NORTH MERRICK FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS

*Routine Washing, Maintenance, and Apparatus Checks*

**Chiefs Office - Quarterly Department Voucher**

The Chief's Office is responsible for submitting this voucher quarterly for Routine Washing, Maintenance, and Apparatus Check services rendered. The Chief's will attach the supporting documentation received by the Department companies as per the Routine Washing, Maintenance, and Apparatus Checks Service Agreement.

| Quarter | Month 1 | Month 2 | Month 3 |
|---------|---------|---------|---------|
|         |         |         |         |

| Company         | Routine Washing (Monthly)<br>(Non-Incidents) | Maintenance (As Needed)<br>(Vector Check-It Print Outs) | Apparatus Checks (Weekly)<br>(Vector Check-It Print Outs) |
|-----------------|--|---|---|
| Engine 1        |  |   |   |
| Engine 2        |  |   |   |
| Hook & Ladder 1 |  |   |   |

|               |  |  |  |
|---------------|--|--|--|
| Rescue 1      |  |  |  |
| Fire Police 1 |  |  |  |

By signing below you certify that the above Routine Washing, Maintenance, and Apparatus Checks were completed satisfactorily and documented in the attached maintenance records. In addition you certify the attendance as per the attached Non-Incident forms.

Chief's Office Approval:

Approving Chief: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_