Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: January 11, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffery Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: James Mallilo, David Kaufmann, Andrew Campagnola, Fiona Witkowski, John Palmieri, Lehti Laas and
Attorney's Timothy Glynn & Jacqueline Fink from Glynn Mercep & Purcell, LLP.

Meeting called to order at: 1932 hours

For disposition of new members see the Secretary's Report.

Motion by Robert Franz and seconded by Chief Casey Orr to approve the minutes of December 13th, 2017 as amended.
Yes: RF, RS, RW, AS, CO, BC Abstain: JD
MOTION APPROVED

Motion by Roger Winter and seconded by Brian Canty to enter into Executive Session with Attorney's Timothy Glynn & Jacqueline Fink from Glynn Mercep & Purcell, LLP, John Palmieri and Fiona Witowski at 1934 hours.
MOTION APPROVED UNANIMOUSLY

At 2044 hours all guests in the Executive Session left.

Executive Session ended at 2050 hours.

Paramedic Hire- Cono Cimino
Motion by Chief Casey Orr and seconded by Brian Canty to hire Cono Cimino as a Lead Paramedic at $30.00 per hour.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Proposals-
Banking Resolutions with HCFAS's Designated Banks
Motions for Consideration Format
Email Distribution of 2018 BOD Meeting Reminders and Pending Motions
Fuoco Group LLP 2018 HCAD
Fuoco Group LLP 2018 HCFAS
Employment Contract Renewal
Attend the NYSVA&RA Board Meetings
Driving Status to those in Pilot Driving Program
Removal of Manuel Aviles as Post 215 Associate Advisor

Banking Resolutions with HCFAS's Designated Banks
Motion by Brian Canty and seconded by Ann Schwartz to authorize and approve the President, Vice President, Secretary and Treasurer to execute the required banking resolutions with HCFAS's designated banks (Bank of New York, M & T Bank, and TD Bank). The resolutions shall specify that all withdrawals (payment orders, wire transfers etc.) and borrowing will require the authorized signatures of any two corporate officers listed above. A printed confirmation of all transfers will be sent by the bank to the Treasurer directly. Only one signature is required for intra-bank transfer between all HCFAS & HCAD Accounts.
MOTION APPROVED UNANIMOUSLY (Chief Orr out of the room)

Motions for Consideration Format
Motion by Seth Fischer and seconded by Brian Canty that:
1. All motions for consideration at a Board meeting must be submitted to the Google Docs Motions Folder in electronic format, no later than 12:00PM Monday before a Thursday meeting, and by 12:00PM Friday for a Sunday meeting. All Board members are encouraged to check the folder prior to scheduled meetings.
2. All supporting documentation for Board motions must be signed by all the appropriate personnel and put in Google Docs proposal folder prior to meetings no later than 12:00PM Monday before a Thursday meeting, and by 12:00PM Friday for a Sunday meeting. All Board members are encouraged to check the folder prior to scheduled meetings.
3. Emergency Motions will be considered by the President.
4. As always any motion can be presented by any Director at the Meeting if the President and Board of Directors deem it necessary providing proper documentation is distributed forty-eight (48) hours prior to the meeting.
5. All meetings shall cease at 10:30PM unless a motion to extend is approved.
MOTION APPROVED UNANIMOUSLY (Chief Orr out of the room)

Email Distribution of 2018 BOD Meeting Reminders and Pending Motions
Motion by Keith Tamayo and seconded by Roger Winter to send out an email to the active HCFAS membership prior to each 2018 Board of Directors meeting. The email will include a reminder of the next meeting date and time, as well as summary of each preliminary motion proposed at the time of distribution. The email will include a disclaimer stating that these preliminary proposed motions may not be inclusive of all motions presented, and any motion may be withdrawn (not presented) or amended at the Board meeting. Distribution of email reminders will apply only to regularly scheduled BOD meetings that are open to the membership. Vice President Ann Schwartz will be responsible for email distribution and emails will be sent out no later than 48 hours prior to the Board meeting.
Rationale: Most HCFAS members have never attended a BOD meeting. Some express little interest, but many are surprised to learn that meetings are open to the membership. Most have no idea when the meetings are scheduled to take place. Both the Board and membership suffer from this illusion of inaccessibility. Providing our membership with the information they need to see who we are and what we do allows for a more transparent process that builds trust within the organization.
MOTION APPROVED UNANIMOUSLY (Chief Orr out of the room)

Fuoco Group LLP 2018 HCAD
Motion by Brian Canty and seconded by Keith Tamayo to engage the services of the Fuoco Group LLP for the purpose of the 2017 audit as outlined in their letter of engagement for the Huntington Community Ambulance District Division of Huntington Community First Aid Squad, Inc. dated December 13, 2017, distributed, as provided by Maryann Cassea, CPA. The estimated fee for the service is $13,400.00 (same as 2016 audit). Report to be received by May 1, 2018.
HCAD funds
MOTION APPROVED UNANIMOUSLY (Chief Orr out of the room)

Fuoco Group LLP 2018 HCFAS
Motion by Brian Canty and seconded by Richard Stone to engage the services of the Fuoco Group LLP for the purpose of the 2017 audit and tax return preparation as outlined in their letter of engagement for the Huntington Community First Aid Squad, Inc. dated December 13, 2017, distributed, as provided by Maryann Cassea, CPA. The estimated fee for the service is $2,300.00 (same as 2016 audit). Report to be received by May 1, 2018.
HCFAS funds
MOTION APPROVED UNANIMOUSLY

Employment Agreement

Motion by Brian Canty and seconded by Ann Schwartz to continue our agreement of employment with Jamie McCrae as an employee of the Huntington Community First Aid Squad as a Full Charge Bookkeeper/ Office Manager. The terms of the employment agreement are outlined in the agreement document and have been supplied to all members of the Board of Directors. Benefit days may only be used after they are accrued. The rate of pay is to remain at $35.00 per hour, with an increase of 2 PTO Days effective January 1, 2018 and a rate of pay increase to $35.50 per hour as of January 1, 2019. The hours are not to exceed thirty hours per week. This agreement will stay in effect until December 31, 2020 and new agreements will be entered into on a bi yearly basis. Either party has the right to cancel the agreement two (2) weeks after the presentation of a notice of cancellation in writing to the other party.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Attend the NYSVA&RA Board Meetings

Motion by Robert Franz and seconded by Roger Winter to authorize and approve NYSVA&RA District 7 Delegate Andrea Golinsky and Alternate Delegate Robert Franz to attend the NYSVA&RA Board meetings near Albany, NY on February 11, 2018 (or other alternate dates). Further to authorize and approve the use of a Squad vehicle (with more than one driver) at the discretion of the Chief or mileage reimbursement for one personal vehicle, plus tolls and parking, the reimbursement of hotel accommodations on February 10, 2018 or alternate date at an amount not to exceed a base room rate of $125.00 per person and the reimbursement on February 10 and 11, 2018 or alternate dates of the GSA per diem rate for meals and incidentals (current rate is $59.00 per day) less 25% for travel days. The NYS exempt organization sales tax certificates must be obtained from the Treasurer and used where applicable. Original receipts must be provided as applicable within ten days of this event and the Treasurer will provide the BOD an accounting of this event at the next Board meeting immediately following the request for reimbursement for the event. Delegate and 1st Alternate Delegate are authorized to extend an invitation to other NYSVA&RA delegates, officers or members and other VAS or FD members to ride in an authorized Squad vehicle or personal vehicle to attend this event provided there is adequate room to accommodate them. Further, Delegate and 1st Alternate are authorized and approved to attend other quarterly board meetings in accordance with the above and the BOD will be informed in advance of these meetings.

HCAD Funds

Yes: RF, RS, RW, AS, CO, JD, KT No: BC

MOTION APPROVED

Note: The following motion was made during the Secretary's Personnel report

Driving Status to those in Pilot Driving Program

Motion by Brian Canty and seconded by Keith Tomayo to grant driving status to those that successfully completed the Pilot Driving Program (Seth Fischer, Susan Martin, Bazeel Walters) established on March 16, 2017 and amended on August 13, 2017 and October 13, 2017.

2/3 Vote Required

MOTION APPROVED UNANIMOUSLY (Note: Richard Stone out of the room)

Note: The following motion was made after the Executive Session at the end of the meeting

Removal of Manuel Aviles as Post 215 Associate Advisor

Motion by Robert Franz and seconded by Roger Winter to remove Manuel Aviles as an Associate Advisor to Post 215 effective immediately.

MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Chief Casey Orr to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

HCAD Transactions (53) Checks & (5) Direct Debits Totaling $98,521.36
Payroll $5,225.23 12/10/17 thru 12/16/17 Pay date 12/22/17
Payroll $5,998.49 12/17/17 thru 12/23/17 Pay date 12/29/17
Payroll $6,323.91 12/24/17 thru 12/30/17 Pay date 01/05/18

HCFAS Transactions (8) Checks & (0) Direct Debits Totaling $2,270.43

MOTION APPROVED UNANIMOUSLY

Past Due Invoices:

Adept	Date 9/28/17	Invoice # 2016-4862	Total $250.00
	10/27/17	2016-4950	$715.75
LI Screen Printing	Date 10/02/17	Invoice # 43755	Total $773.50
	10/04/17	# 43668	$309.60
	10/10/17	# H 43958	$840.00
VCI	Date 09/07/17	Invoice # 99747	$1,438.25
Vygon	Date 10/06/17	Invoice #356975-IN	Total $542.01

These purchase orders are still outstanding.

Transfers: None

Chief's Report – Casey Orr:
-2017 ended with 6212 calls & only 47 mutual aids - 0.75% 24 rate.
-E-PCR's went live on 1/2/18
-2017 4th quarter hours are being evaluated and will be preented to the Officer's at our 1st meeting on 1/17/18 at 6:30 P.M.
-Company 8 report will be presented at the next BOD meeting.
-Overdue LOA's will be discussed under the Secretary's report

Secretary's Report –Robert Franz:

Status Change:

Motion by Robert Franz and seconded by Keith Tamayo to grant the following Status Change:
Edward Billia #896
Active Life Member to Inactive Life Member, effective 4/27/16 as per SCM personnel records as reported by 1st Deputy Chief Elizabeth Mohr.
MOTION APPROVED UNANIMOUSLY

Resignation:

Motion by Robert Franz and seconded by Chief Casey Orr to accept the resignation of Maria Del Carmen Valentin #1355, resignation letter dated 1/1/18 (Emailed to Secretary on 1/7/18), Effective 1/11/18. (Continued ansense after extended MLOA from 6/22/17 was denied by BOD).
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to accept the resignation of Jasmeet Talwar #1448, resignation emailed to Day Captain 4/7/17 as of last duty tour 7/8/16, Effective 1/11/18
MOTION APPROVED UNANIMOUSLY

Insurance:

Computer claim: As soon as I receive Jamie's time, I will submit a claim to our insurance carrier's claims processing company. Holidays and weather slowed the process.

MVA - On 12/27/17 while leaving a Huntington Hospital ED angled parking lot space, 2-15-19 clipped the front driver's side parking headlight of a parked unoccupied Emergency Service van ambulance. A claim was made to our insurance carrier. The right side damage estimate for 2-15-19 amounted to $ 914.25. Our insurance carrier reimbursed us $664.25 net of our deductible on 1/2/18. Ambulance has not been repaired.

Suffolk REMSCO Meeting January 9, 2018:
- Four CPR Lifesaving Awards were presented to 3 agencies (2 to Medford VAC).

- Tom Lateulere Memorial Best Practices Educational Conference is planned for Saturday 9/22 or 9/29/18 at Community Ambulance of Sayville.
- REMSCO approved a Protocol for "Closed Call Rules for EPCR completion" as per the attached. These are the minimum data fields that are required by Suffolk County before an EPCR is closed. Notification will be sent to all agencies shortly. In the near future, in addition to sending the EPCR to NYS, it will also be sent to SC for data analysis /study. SC has signed an agreement with Image Trend for this process.
- NYS DOH SEMSCO award nominee applications will be going out soon. As in the past, nominations will be submitted to REMSCO for their award and winners will be sent to SEMSCO to be considered for a state award.

Ambulance NYS DMV Registrations – Ambulance renewal registrations were completed before the year end and were put on the ambulances by the Third Deputy Chief.

2018 / 2019 Volunteer Ambulance Workers (VAWs) 10% Property Tax Exemption Application Forms – I will be distributing applications to new 5 year eligible members and to new 20 year eligible members. I will also be renewing the current 5 year exemptions and 20 year exemptions. A notice was put in the January Pulse and was posted on the bulletin board and mentioned at the January GMM.

NYS Income Tax Claim for Volunteer Ambulance Workers (VAWs) $200 refundable Credit for 2017 -A notice was put in the January Pulse & mentioned at the January GMM. NYS tax form IT-245 with instructions is posted on the bulletin board and copies are on top of the mail folder cabinet.

SC Recruitment Committee
The deadline for the spring semester is February 1st as per the SERVES Administrative Guide which is posted on the bulletin board or available at www.suffolksbravest.com/pdf/currentSERVESguide.pdf.

President's Report – Seth Fischer:
-Committee List distributed to the Board.

Director Tamayo Report:

The ford dealer received the MSO for the new bus from ford today and we should have the title by the end of the week.

In the interim, VCI brought back old 16 for our use until new 16 is in service. They will allow us to use old 16 for as long as we may need as they know a few of our ambulances are out of service regardless of when new 16 goes into service. That decision would be with 33 but it's a nice option to have.

I would like to thank Chief Brenner for his help getting old 16 back in service. Due to VCI driving old 16 5 hours to us on Friday and Chief Brenner's quick work, we were able to save 3 24s that otherwise would have been given away this weekend due to lack of ambulances.

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.

Awards:

- **Life Membership Plaque (BOD):** The plaque will be removed and the life Member(s) will be engraved
- **Length of Service (Andrea Golinsky)**: No report received
- **Memorial Wall (David Mohr)** David will mount the three names of members who have passed away.
- **Plaques & Certificates BOD/Chief Officer Corps Christine Roulo):** no report
- **Pins and badges (Roger Winter):** The badges have been received and given to Chief Casey Orr
- **Veterans Plaque:** I have four names to be engraved for the plaque.

ID/Accountability Cards (Roger Winter): The cards for 2018 have been processed.

LED Sign (Diane Tanko): Diane comes in usually weekly on Saturday to update the sign. If you would like to see a special message please let her know several days even a week in advance.

Public Relations/Public Information Officer (Andrea Golinsky): No Report.

Historian (Martha Brenner): Martha is working on organizing the room and files. At this time Martha has members working on organizing material

Fund Drive: Report (Mary Brenner and Pete Nakelski: WE are receiving monies from our last mailing. We have exceeded the $100,000 mark.

Flag Etiquette (/Roger Winter): The committee is now, Roger Winter-Chair, Bob Biersack, Jeff Brenner, Keith Rubenstein and Andy Ball when available. The MIA flag was raised on 12/1/2017

Squad Photos (Roger Winter): The only picture left is Drew Silverman; I have contacted him in regards to the picture several times.

Building:

Committee Members as of 1/7/2018

Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.

- **Plowing** is up to date Harbor Irrigation has been prompt for every snowfall. the only issues will be cars parked in the lot for weeks on end. Apparently, there is a van in the lot with a HCFAS tag in the window. Who belongs to the van or who gave permission is a question. It should be moved out.
- **Shore line malfunction South Bay 3**. Resolved by Bob Loysch, defective pig tail cord.
- **Door closer in the Quiet Room** has been dismantled or is broken. We will investigate the issue.

- **Drains** in front of the Bays have been cleaned out by our landscaper Soundview Gardens. This all happened before the snowfalls.
- **A door plate** is needed for the door that leads to the truck room by the dispatch office. The door is taking abuse from carts and other moving devices.
- **Cabinet Handles** have been placed on the cabinet doors behind the 2nd floor bar to ease the opening of the sliding cabinet doors. Thank you, Paul Bayer.
- **Traditional Air conditioning** is gathering the material to fix the circulating pump in the mechanical room. We are to be scheduled soon for the repair.
- **Garage doors** are scheduled to have a complete maintenance checkup. I am waiting to be scheduled.

Proposed Projects

- **New Cleaning Contract –** Thank you Bob Franz and Jeff Daniels for your input. The proposal is not completed yet.
- **LOGO Entry Mat for the front foyer –** we are investigating the purchase of a new entry floor mat for the main entrance foyer.
- **Lighting proposals General Membership Meeting room-** we are putting together a lighting replacement for the high hats in the meeting room. We have one quote from R& T Electric.
- **Crack in Building wall –** An investigation is necessary by an engineer to repair a crack in an interior wall in the emergency stairwell exiting the GMM room. There is a crack in the interior wall that is adjacent to the truck room.

Old Business:

-Looking for RFP for computer consultants.
-TOH amended the 2017 contract for $100,000.00 and the 2018 contract.
-We will see if Thomas Hogan is available to investigate the property next door.
-Patrick Stanton hearing is postponed until the 1/28/18 BOD meeting.

New Business: None

Motion by Brian Canty and seconded by Chief Casey Orr to enter into Executive Session at 2141 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2148 hours.

The next Board meeting is scheduled for Sunday, January 28, 2018. There is a hearing ;scheduled for that meeting.

Motion by Chief Casey Orr and seconded by Brian Canty to adjourn the meeting at 2148 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: January 26, 2018

Amended and approved: January 28, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: January 28, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**Via phone**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffery Daniels (JD)	**PRESENT**
Richard Stone (RS)	**ABSENT**
Keith Tamayo (KT)	**PRESENT**
Roger Winter (RW)	**0955 hours**
Chief Casey Orr (CO)	**PRESENT**

Guests: Ryane Como, John Palmieri, Andrew Taylor, Michael Como, Andrew Campagnola, David Kaufman and Lehti Laas (via phone).

Meeting called to order at: 0935 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of December 15th, 2017 as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of December 21st, 2017 as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of December 21st, 2017 – BOD 2018 Officer Elections as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of January 11th, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals-

H2M Architects & Engineers Professional Consulting Services Wall Crack Inspection and Repair
Recliners / Sofa Purchase (Tabled)
Disc Jockey Installation & Inspection Dinner
Strobe Light Installation GMM
Super Bowl Sunday Allowance
E-PCR Hardware & Cradles (Tabled)
E-PCR Hardware - Laptop
Authorize the SCM Products Annual Maintenance Contract
Transmission Repair for 2-15-21
Replacement Desktop for President's Desk
Engine Repairs to 2-15-18
General Meeting Room Use Request Saturday 05/05/18 – Thomas Romano #939

H2M Architects & Engineers Professional Consulting Services Wall Crack Inspection and Repair
Motion by Robert Franz and seconded by Keith Tamayo to engage the services of H2M Architects & Engineers, 538 Broad Hollow Road, 4th Floor East, Melville, NY 11747. The purpose of the engagement is for a proposal for professional consulting services for wall crack inspection and repairs at the Huntington Community First Aid Squad, H2M proposal No.: LP#180061 at a cost of $1,600.00.
Please see contract as attached.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Recliners / Sofa Purchase
Motion by Jeffery Daniels and seconded by Chief Casey Orr to purchase six (6) recliner chairs and two (2) sofas from vendor 3, Fire Station Outfitters, PO Box 175, Empire, CA 95319 at a cost of $6,390.00. These would be replacement furniture for the first-floor ready room. See attached paperwork for warranty information and request for Purchase Approval and bid forms. Director Daniels will be responsible for installation and ongoing maintenance.
HCAD Funds

Motion by Keith Tamayo and seconded by Robert Franz to table the motion.
MOTION APPROVED UNANIMOUSLY

Disc Jockey Installation & Inspection Dinner
Motion by Jeffery Daniels and seconded by Robert Franz to accept the recommendation of the Special Event Committee Chairperson Brian Canty and to accept the bid of Get Your Groove on Inc., Lindenhurst, NY and enter into an agreement/purchase order for their services as the DJ for the 2018 Installation and Inspection Dinner on 03/03/2018 from 6:00PM to 12:00 AM at a cost not to exceed $ 1,295.00. The HCFAS cancellation policy will be part of contractual agreement.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Strobe Light Installation GMM
Motion by Chief Casey Orr and seconded by Keith Tamayo to have VSS, Val Rodrigues, vss44@optonline.net, 44 Spruce Street, Selden, NY 11784, P: 631-698-3968 install ceiling strobes in the General Membership Room to alert on-duty crew members of an impending call to be received. VSS will supply the install two (2) strobes in the General Membership Meeting Room on the second floor. The strobe output will follow the incoming (hot-line) telephone signal in response to a medical emergency call. Total cost for parts and installation outlines in the documents provided, $1,100.00
HCAD Funds

Motion by Ann Schwartz and seconded by Robert Franz to table the motion.
Yes: RF, AS, JD, KT, BC Abstain: CO
MOTION APPROVED

Note- The above motion was untabled at the end of all proposals after Director Winter's arrival.
Motion by Robert Franz and seconded by Keith Tamayo to untable the motion.
MOTION APPROVED UNANIMOUSLY

On the original motion:
MOTION APPROVED UNANIMOUSLY

Super Bowl Sunday Allowance
Motion by Chief Casey Orr and seconded by Brian Canty to allow the Sunday Captain to purchase food for the crew members and any members who wish to watch the event at headquarters at a cost not to exceed $300.00. Itemized receipts and any funds left over are to be returned to the treasure within 10 days after the event.
HCFAS FUNDS
MOTION APPROVED UNANIMOUSLY

Director Winter arrived at 2155 hours.

E-PCR Hardware & Cradles
Motion by Chief Casey Orr and seconded by Jeffery Daniels to accept the recommendation of the ePCR committee and the computer committee to purchase 12 replacement rugged laptops (Getac V110g3) for the use of crews completing ePCRs from Island Tech Services at the cost of $38,415.00, further to accept the recommendation of the ePCR committee to contract with Island Tech Services to retrofit ambulances with new cradles to hold new laptops at the cost of $7,210.00.
HCAD FUNDS

Purpose:

The current state of our ePCR hardware is critical. The hardware is outdated and is causing failures in the field, crew stress, and longer turnaround times. 1 Laptop has already failed completely. We also have no backup laptops as required by the state.

With new equipment crew will be able to complete calls quicker and have a better user experience enabling less abandoned PCRs and hardware failures.

There is a 3 year bumper-to-bumper warranty that covers accidental damage.

The old toughbooks are planned to be put on the each ambulance as an emergency backup.

Attached:
1. Getac V110 Laptop spec sheet
2. ITS Quote
3. Solzon Quote
4. Glacier Quote
5. Warranty Information
6. Install Quote

Motion by Chief Casey Orr and seconded by Robert Franz to table the above motion.
Yes: RF, AS, JD, KT, BC, RW Abstain: CO
MOTION APPROVED

E-PCR Hardware - Laptop
Motion by Chief Casey Orr seconded by Jeffery Daniels to accept the recommendation of the ePCR committee and the computer committee to purchase 1 replacement rugged laptop (Getac V110g3) for the use of crews completing ePCRs from Island Tech Services at the cost of $3,395.00.
MOTION APPROVED UNANIMOUSLY

Authorize the SCM Products Annual Maintenance Contract
Motion by Brian Canty and seconded by Robert Franz to authorize the annual SCM Products Maintenance contract for 1/01/2018 to 12/31/208 for software as recommended by the Systems Committee Chairperson James Mallilo. Cost of this maintenance is $8,000.00.
Also, to approve the maintenance of four finger readers at $325.00 each for the same period. Cost of this maintenance is $1,300.00. Total cost of this SCM Products Maintenance contract is $9,300.00 (same as last year).
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Transmission Repair for 2-15-21
Motion by Brian Canty and seconded by Robert Franz to approve ACE Auto Repair Center, Inc. to rebuild the transmission & torque converter and replace the transmission mount on 2-15-21 for $2,995.00.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Replacement Desktop for President's Desk
Motion by Brian Canty and seconded by Jeffery Daniels to purchase for the President's office a Dell 7050 I7-770 256GB 16GB W10P desktop, Serial #: BZYS7M2 under government contact for $1132.95.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Engine Repairs to 2-15-18
Motion by Chief Casey Orr and seconded by Robert Franz to approve ACE Auto Repair Center, Inc. to make engine repairs to 2-15-18 for $4,303.17 (Replace all right side cylinder injectors).
HCAD Funds
MOTION APPROVED UNANIMOUSLY

General Meeting Room Use Request Saturday 05/05/18 – Thomas Romano #939
Motion by Robert Franz and seconded by Brian Canty to permit Thomas Romano #939, the use of the General Membership Meeting Room in accordance with HCFAS General Meeting Room Use Application & Rules to conduct his daughters Communion reception on Saturday, May 5, 2018 from 4:00 PM to 8:00 PM. Set-up time will be on Friday 5/4/18 after 6:00 PM. Cleanup will be from 8:00 PM to 10:00 PM. A Security deposit of $100 has been received. The calendar has no events scheduled for this date and time. An insurance certificate and a vendor hold harmless agreement are required from the DJ for this event. No alcohol will be served, therefore a TIPS certified bartender and an insurance certificate (including host liquor liability) with HCFAS named as an additional insured in the amount of $1,000,000 is not required. The member is responsible for contacting the President or Chief in a timely manner for pre and post inspections of the room.
MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Chief Casey Orr to enter into Executive Session at 1014 hours to conduct a hearing for Patrick Stanton #1365.
MOTION APPROVED UNANIMOUSLY

Executive session ended at 1041 hours. (See Secretary's Report)

Treasurer's Report – Brian Canty:
Motion by Brian Canty and seconded by Robert Franz to accept the following for payment in accordance with the PP's and previous Board of Director motions:

HCAD Transactions (20) Checks & (6) Direct Debits Totaling $34,188.29
Payroll $7,490.02 12/31/18 thru 01/06/18 Pay date 01/12/18
Payroll $5,140.84 01/07/18 thru 01/13/18 Pay date 01/19/18

HCFAS Transactions (2) Checks & (1) Direct Debits Totaling $9,006.31
MOTION APPROVED UNANIMOUSLY

Transfers: None

Past Due Invoices:
LI Screen Printing Date 10/10/17 # H 43958 $840.00

-1st Check from the TOH will be on 2/9/18 for $133,333.00/month for a total of 1.6 million per year.

- $143,000.00 from TOH on hold last Friday for a new ambulance.

-The Treasurer reported that there is $17,000.00 in the HCAD Account. HCFAS will not be seeing any funds from the TOH for 2 weeks. There is an insurance payment due on the 1st that will be using up the remainder of our funds. We should hold off on new purchases until April when we will have a better financial position.

Chief's Report – Casey Orr

- Company 8 report for the 4th Quarter of 2017 was distributed
- 2-15-81 was involved in an accident, a hydrant was hit

Status Changes:

Member #	Last Name	First Name	Day & Shift	From	To
1501	Cruise	Evelyn	Friday 1500	FA	ACL
1519	Lopez	Esteban	Sunday 2300	ACL	CL
436	De Wan	Mary	Sunday 1500	CL	Disp only
1502	Hernandez	Vanessa	Thursday 1100	FA	DR TR
1137	Walters	Bazeel	Tuesday 0700	FA	DR

Shift Change:

Member #	Last Name	First Name	From	To	Effective	Reason
1472	Villegas	David	Saturday 1100	Monday 1900	ASAP	work
769	Woznick	Mary Jane	Tuesday 2300	Thursday 0700	1/4/2018	quality of life
1390	Kaufman	David	Thursday 2300	Tuesday 1900	1/23/2018	
1497	Best	Pamela	Saturday 1500	Saturday 2300	ASAP	work
833	Curry	Thomas	Thursday 1100	Co8	ASAP	work
962	Sisinni	Mary	Saturday 1900	Saturday 1500	1/13/2018	work
1397	Aviles	Lauren	Saturday 0700	CO 8	1/1/2018	work
1460	Donegan	Kathryn	Sunday 1900	Wednesday 1900	1/1/2018	

Letters Of Intent:

Member #	Last Name	First Name	Reason	Day & Shift	
1309	Anastos	Melissa	Company 8 Hours	Company 8	
1157	Brenner	Pamela	Company 8 Hours	Company 8	
1208	Davis	Keith	Company 8 Hours	Company 8	
1072	Miller	Michele	Company 8 Hours	Company 8	
1108	Ryan	Samantha	Company 8 Hours	Company 8	
833	Curry	Thomas	Company 8 Hours	Company 8	
1162	Mulchandani	Monica	Short Hours	Sunday	
790	Otto	Susanna	Short Hours	Sunday	
973	Smiles	Robin	Short Hours	Monday	
1067	Linday	Arlene	Short Hours	Wednesday	
1185	Delva	Audin	Short Hours	Thursday	
853	O'Brien	Hugh	Short Hours	Thursday	
752	Seibel	Susan	Short Hours	Thursday	
1396	Campanelli	Michael	Short Hours	Friday	
1405	Castillo	Antonio	Short Hours	Friday	
1474	Castillo	Vincent	Short Hours	Friday	
1179	Mirabelli	Stephanie	Short Hours	Friday	
939	Romano	Thomas	Short Hours	Friday	
980	Schlieben	Carmen	44-48 Hours	Friday	Warning
1246	Booth	Lenise	Short Hours	Saturday	
1029	Mastroianni	Ona	Short Hours	Saturday	
1053	Rudilosso	Deborah	Short Hours	Saturday	
743	Treulich	Laura	Short Hours	Saturday	
1472	Villegas	David	Short Hours	Saturday	
1139	Cunningham	Joanee	44-48 Hours	Tuesday	Warning
1006	D'Antonio	Thomas	44-48 Hours	Tuesday	Warning
1316	Watts	Nathaniel	44-48 Hours	Tuesday	Warning
1222	Alicea	Erica	44-48 Hours	Wednesday	Warning
1073	Angeine	Gina	44-48 Hours	Wednesday	Warning
1143	McCann	Kevin	44-48 Hours	Wednesday	Warning
1499	Rich	Solange	44-48 Hours	Wednesday	Warning
1388	Dell	Louis	44-48 Hours	Thursday	Warning
1502	Hernandez	Vanessa	44-48 Hours	Thursday	Warning
666	Manning	Susan	44-48 Hours	Thursday	Warning
1481	Zimmerman	Drew	44-48 Hours	Thursday	Warning
1400	Feliciano	Cynthia	44-48 Hours	Friday	Warning
919	Gabriel	Anne	44-48 Hours	Friday	Warning
1115	Guariglia	Frank	44-48 Hours	Friday	Warning

1513	Kazandjian	Vasken	44-48 Hours	Saturday	Warning

Secretary's Report –Robert Franz:

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Castagna, Shayna	Sunday	1381	Educational	1/1/18 – 3/23/18
Lopez, Esteban	Sunday	1519	Educational	1/20/18 – 5/28/18
Nucci, Carol	Tuesday	1324	Operational	1/30/18 – 4/30/18
Poole, Bernard	Tuesday	872	Operational	1/1/18 – 4/1/18
Sawyer, Stephanie	Tuesday	1445	Educational	1/2/18 – 5/27/18
Waldron, Henry	Wednesday	1446	Operational	1/8/18 – 4/8/18

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to approve an Educational LOA for Lenny Collado #1428 from 1/15/18 – 5/20/18.
No: RF, AS, JD, KT, RW, CO Abstain: BC
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Chief Casey Orr to approve an Educational LOA for Allison Lau #1226 from 5/26/17 – 8/31/17.
No: RF, AS, JD, KT, RW, BC Abstain: CO
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Chief Casey Orr to approve an Operational LOA for Allison Lau #1226 from 8/31/17 – 12/31/17.
No: RF, AS, JD, KT, RW, BC Abstain: CO
MOTION NOT APPROVED

Probation Ending:

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Paul Bayer, member #1505, eligible 1/5/18, effective 1/28/18.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Lauren Connolly, member #1503, eligible 1/5/18, effective 1/28/18.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Evelyn Cruise, member #1501, eligible 1/5/18, effective 1/28/18.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Anum Mahmood, member #1504, eligible 1/5/18, effective 1/28/18.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Kasey Ryman, member #1506, eligible 1/5/18, effective 1/28/18.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

		Membership #		
Shayna Castagna	Sunday	1381	12/25/17	Educational
Stephanie Sawyer	Tuesday	1445	12/21/17	Educational
Paul Terenzi	Thursday	1094	1/11/18	Medical to Operational Administrative

Status Change:
Motion by Robert Franz and seconded by Brian Canty to grant the following Status Change: Christopher Fusaro #1190 Operational to Associate Membership, Letter sent 1/1/18, Effective 1/28/18.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Resignation:
Motion by Robert Franz and seconded by Jeffrey Daniels to accept the resignation of James Ganley #1371, email dated 1/28/18, effective 1/28/18.
MOTION APPROVED UNANIMOUSLY

Note: The following motion took place after the Executive Session at 1014 hours.
Dropped:
Motion by Robert Franz and seconded by Keith Tamayo that after a hearing, to sustain the charge against Patrick Stanton #1385 and to drop Patrick from membership effective 1/28/18.
2/3 Vote Required
No: RF, JD, KT, RW, BC, SF Abstain: CO, AS

MOTION APPROVED

Insurance:

Computer claim: The claim has been submitted to our insurance carrier's claims processing company. I will be speaking with them next week re: approved amount. The new servers are not covered and the labor to set them up will also not be covered.

Information about VFIS university online training courses was given and discussed with last year's Second Deputy Matt Valle. Upon request, Keith Metz of Hubbinette & Cowell (the Squad's insurance agent) is available to come out and talk further regarding all the online courses available. The majority of the courses are free but some have a nominal cost $12 to $25 per participant. All our members will be able to access their site with their own password. A certificate is issued for successful completion of each course. Last year, Matt used VFIS training material for the January Scene and Personal Safety review training.

2018 / 2019 VAW 10% Property Tax Exemption Application Forms – All application forms were distributed to new 5 year eligible members. Some completed forms were received and another notice was put in February pulse. Notice is also on the bulletin board with the application.

NYS Income Tax Claim for Volunteer Ambulance Workers $200 refundable Credit for 2017-A notice was repeated in the February Pulse. NYS tax form IT-245 with instructions is posted on the bulletin board and copies are available on the mail folder counter.

LOSAP – President Palmieri submitted eligible 2017 elected directors & officers and committee chairs to the LOSAP point committee for entry into the system and a final 2017 LOSAP Point list will be posted shortly.

Legislation:
Amendment of the Internal Revenue Code removes the conflict between NYS General Municipal Law LOSAP provisions and IRC Sect 457 of the IRC which governs deferred compensation plans sponsored by municipalities effective January 1, 2018. It amends an exemption requirement of a $3,000 limitation on the value of the benefit that could be accrued in a year by a participating volunteer by increasing the amount to $6,000 with a cost of living adjustment in the future. This essentially eliminates the issue created by the $30 service award, historically low interest rates and longer life expectancies used in actuarial assumptions to calculate the value of the benefit accrued for a participant.
This amendment allows municipalities to increase the level of benefit that can be provided in a defined benefit plan without IRC compliance issues.
This amendment was advocated by Penflex Inc. and the National Volunteer Fire Council for over ten years. This was also a NYSVARA agenda topic on NAEMTs annual Legislative Day in Washington, DC. Penflex's informational article on this change was put in each director's mail box.

SC Recruitment Committee – SERVES DEADLINE
The deadline for the spring semester is February 1st as per the SERVES Administrative Guide which is posted on the bulletin board or available at www.suffolksbravest.com/pdf/currentSERVESguide.pdf.

Hearings
All information has been distributed to the Board of Directors and the Squad Attorney. Charges were received and mailed to accused members.

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.
Awards

- **Life Membership Plaque (BOD):** The plaque has been removed and the life Member(s) have be engraved
- **Length of Service (Andrea Golinsky)**: Report has been received by President Fischer
- **Memorial Wall (David Mohr)** David will mount the three names of members who have passed away.
- **Plaques & Certificates BOD/Chief Officer Corps Christine Roulo):** The Past President's Flat Badge was given to Chris Roulo
- **Pins and badges (Roger Winter):** The badges from last year have been received and given to Chief Casey Orr. I am waiting for the 2018 list.
- **Veterans Plaque:** The plaque has been updated. Three names were added.

ID/Accountability Cards (Roger Winter): I have not been able to photograph new members as there is no formal induction into the squad. I do not have the time to search out the members on their shifts.
LED Sign (Diane Tanko): The sign is up to date and working.
Public Relations/Public Information Officer (Andrea Golinsky): No Report.
Historian (Martha Brenner): Martha is working on organizing the room and files. At this time Martha has members working on organizing material
Fund Drive: Report (Mary Brenner and Pete Nakelski: The Fund Drive Donation Card needs BOD approval. I am getting a quote on the production for the Fund Drive this week.
Flag Etiquette (/Roger Winter): no report
Squad Photos (Roger Winter): The only picture left to mount is Drew Silverman.
Building:
Committee Members as of 1/7/2018
Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.
Plowing / Salt Harbor Irrigation: is up to date Harbor Irrigation has been prompt for every snowfall.
Traditional Air Conditioning Has been notified of the leak in the truck room. They were to be in on Monday 2/5/2018. To repair the circulating pump #1 in the boiler room.

The boiler room was clean out by Bob by Loysch. It is very clean and we hope to keep it that way. We need to order up some shelves to store the extra ceiling tiles in the generator room. The ceiling tiles are under Bob Biersack control.
Garage doors: Had maintenance work done on all the doors Tuesday 2/6/2018.
Air Fresheners for bathrooms: Patty Tufo has ordered new air fresheners for the bathrooms. I just need to install them.
50th Anniversary Banner: The banner has been installed in the General Membership Meeting Room behind the executive chairs. Thank you to tom O'Leary.
VSS: The strobe light has been ordered and Val is wailing the parts.
Valentine's Day Gift Basket Drawing: Wednesday 2/14/2018 at 1200 hours. Thank you, Seth and Brian for Gift cards and support.
STATE Cleaning Supplies: Cleaning solutions have been ordered by Keith Rubenstein and were installed by the Regional Manager.

Proposed Projects

- **New Cleaning Contract –** Thank you Bob Franz and Jeff Daniels for your input. The proposal is not completed yet.
- **LOGO Entry Mat for the front foyer –** we are investigating the purchase of a new entry floor mat for the main entrance foyer.
- **Lighting proposals General Membership Meeting room-** we are putting together a lighting replacement for the high hats in the meeting room and the garage. We have one quote from R& T Electric.
- **Crack in Building wall –** H2M has been called and we are to meet this week to investigate the crack in the wall.
- **Recliners and Sofas:** The new recliner and sofa is being finalized by Jeff Daniels. thank you, Jeff.

Old Business:

-Thomas Hogan had discussions with the owner of the property west of our building (auto collision property) about the purchase price.

-Andrew Campagnola reported to the Board that bios for computer consultants are in progress.

New Business: None

Motion by Brian Canty and seconded by Chief Casey Orr to adjourn the meeting at 1135 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: February 26, 2018

Amended and approved: March 1, 2018
MOTION APPROVED

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: February 8, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**1938 hours**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: John Palmieri, Andrew Taylor, Fiona Witkowski, Casey O'Riordan, Solange Rich, Lehti Laas, Manuel Aviles, Danielle Raynor, Timothy Glynn of Glynn Mercep & Purcell, LLC, and stenographer from Pugliese Court Reporting.

Meeting called to order at: 19:30 hours

For disposition of new members see the Secretary's Report.

Proposals-
EMS Mega Show Attendance
Mitigation Solutions LLC – basement water damage
Ambulance 2-15-18 Repair
Paramedic Hire- John Scourakis

EMS Mega Show Attendance
Motion by Chief Casey Orr and seconded by Keith Tamayo to approve the payment of the $14.00 admission fee per person for any active or inactive Life Member and active Post 215 members attending the Fire, Rescue, and EMS Mega Show at Suffolk Community College, Brentwood Campus. The event takes place February 17-18, 2018 from 10:00 AM to 4:00 PM. Parking is free. Mileage will not be reimbursed. VCI will fund the event and provide free admission to HCFAS members. Members will go to the VCI desk and ask for the VCI sheet. The password is Bay Head & the Chief will send out a mass email to membership. Members must bring their current membership card at sign-in.
The Chief will be responsible for any additional billing to HCFAS.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Mitigation Solutions LLC – basement water damage
Motion by Robert Franz and seconded by Jeffrey Daniels to expend the sum of $1,779.70 to Mitigation Solutions LLC for clean up of water damage on 1/17/2018 in the basement.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Ambulance 2-15-18 Repair
Motion by Robert Franz and seconded by Jeffrey Daniels to approve a payment not to exceed $2,000.00 to 9th Street Auto for repairs to 2-15-18.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Treasurer Canty entered the meeting at 1938 hours during the discussion in the next motion.

Paramedic Hire- John Scourakis
Motion by Chief Casey Orr and seconded by Roger Winter to hire John Scourakis pending receipt of a cleared physical and background check, as a Paramedic at $25.00 per hour.
HCAD Funds
Yes: RF, RS, RW, CO, AS, KT, JD   Abstain: BC
MOTION APPROVED

Treasurer's Report – Brian Canty:
Motion by Brian Canty and seconded by Robert Franz to accept the following for payment in accordance with the PPP and previous Board of Director motions:

Checks dated: Jan 26, 2018 to Feb 08, 2018
HCAD Transactions (25) Checks & (1) Direct Debits Totaling $271,826.74
Payroll $6,439.58 01/14/18 thru 01/20/18 Pay date 01/26/18
Payroll $6,420.03 01/21/18 thru 01/27/18 Pay date 02/02/18

HCFAS Transactions (6) Checks & (0) Direct Debits Totaling $3,190.27
MOTION APPROVED UNANIMOUSLY

Past Due	**Invoices**	**Date**	**Amt**
Keep the Beat	1599	11/26/2017	$690.00
Konica Minolta	9004187123	12/31/2017	$257.56
State Chemical	900295303	12/15/2017	$203.96

CDJ's have been distributed to the Board.

Transfers: None

Chief's Report – Casey Orr:

- New CO Monitors have been purchased due to the current ones expiration dates.
- SCPD will be here doing clinical rotations again from March 12th - 15th
- New medic application
- March 11th is the St. Patrick's Day Parade. Signup is in the ready room
- Alison Lau - Captain has attempted to reach her, she has stopped answering. As of now there is no potential return date
- Kristen Schwartz - Go over LOA paperwork. As of now, there is no potential return date.

-Company 8 update given.
-Chief discussed allowing Company 8 members to do committee work in place of hours.
-Kristen Schwartz will be discussed at the next meeting

Secretary's Report –Robert Franz:

New Members:

Motion by Robert Franz and seconded by Ann Schwartz to accept Julia Vodopia as a new probationary member #1522, Shift: Sunday 1500 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Status Change:

Motion by Robert Franz and seconded by Chief Casey Orr to grant the following Status Change:
Mark Cappola #1087
Operational Membership to Associate Membership, Letter written 2/7/18, Effective 2/8/18
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Dropped:

Motion by Chief Casey Orr and seconded by Jeffrey Daniels to drop from membership for failure to fulfill shift requirements Allison Lau member #1226, effective 2/8/18.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

The following motions were made after Executive Session ended at 2208 hours.

Hearing On Charges - Manuel Aviles #1434
Motion by Robert Franz and seconded by Richard Stone to affirm the ballot vote taken in executive session, charges a, b. and d were sustained and c was not sustained.
MOTION APPROVED UNANIMOUSLY

Expulsion - Manuel Aviles #1434
Motion by Robert Franz and seconded by Richard Stone to affirm the ballot vote of 6 to 3 taken in executive session, in favor of expulsion of Manuel Aviles #1434.
MOTION APPROVED UNANIMOUSLY

Insurance:

Computer claim: Last week I concluded my discussions with our insurance carrier's claims processing company Glatfelters Claim Management and accepted the amount of $15,880.41. This includes the labor invoices of Adept Technology and SCM as well as Jamie's time to reconstruct the bookkeeping data. It also includes the cost of 6 new drives and $50 of shipping costs.

MVA 2-15-81: As Chief Orr previously reported the response vehicle hit a fire hydrant. Damage to 2-15-81 is estimated to be $1,804 and is not being reported to our insurance company since it did not involve another occupied vehicle. There was no reported damage to the fire hydrant.

Member Benefits
10% Property Tax Exemption, $200 NYS Refundable income tax credit and LOSAP 2017 Points articles have been put in the February Pulse and posted on the bulletin board.
Work on the property tax exemption forms is in process. All 2017 LOSAP points for an elected or appointed position and for committee chairs have been posted to the SCM system.

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.
Awards
- **Life Membership Plaque (BOD):** The plaque has been removed and the life Member(s) have be engraved
- **Length of Service (Andrea Golinsky)**: Report has been received by President Fischer
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LED Sign (Diane Tanko): The sign is up to date and working.
Public Relations/Public Information Officer (Andrea Golinsky): No Report.
Historian (Martha Brenner): Martha is working on organizing the room and files. At this time Martha has members working on organizing material
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Flag Etiquette (/Roger Winter): no report
Squad Photos (Roger Winter): The only picture left to mount is Drew Silverman.
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Committee Members as of 1/7/2018
Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.
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STATE Cleaning Supplies: Cleaning solutions have been ordered by Keith Rubenstein and were installed by the Regional Manager.

Proposed Projects
New Cleaning Contract – Thank you Bob Franz and Jeff Daniels for your input. The proposal is not completed yet.
LOGO Entry Mat for the front foyer – we are investigating the purchase of a new entry floor mat for the main entrance foyer.
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Crack in Building wall – H2M has been called and we are to meet this week to investigate the crack in the wall.
Recliners and Sofas: The new recliner and sofa is being finalized by Jeff Daniels. thank you, Jeff.

Old Business:
-Tom Hogan reported that the property next door received an offer for $600,000.00. He feels we should offer $625,000.00.

New Business:
-Director Schwartz & Director Stone will look into the cost of updating the ready room kitchen.

-The Board will look into a new pipe in the basement to avoid future water damage.

-Epcr: billing issues to be looked into

Motion by Robert Franz and seconded by Ann Schwartz to enter into Executive Session at 1951 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2208 hours (See Secretary's report).

Motion by Brian Canty and seconded by Keith Tamayo to adjourn the meeting at 2215 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: March 18, 2018

Amended and approved: April 5, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: March 1, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: Lehti Laas, John Palmieri, Elizabeth Mohr and Susan Seibel

Meeting called to order at: 1930 hours

For disposition of new members see the Secretary's Report.

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of January 28th, 2018 as amended.
Yes: AS, RF, JD, RS, RW, CO Abstain: BC
MOTION APPROVED

Proposals-
Renew Service Agreement with VSS Security
Renew Service Agreement with Traditional Air Conditioning
Recliners / Sofa Purchase 2018
Children's Easter Egg Hunt 2018
TOH 2018 Agreement - email vote on 1/21/2018
Production of the Fund Drive for 2018 - Budget for 2018 Fund Drive (ZacMel Graphics)
Use of the General Meeting Room- Saturday August 31, 2019 for Inactive Life Member Mary Ann Schramm #595
Use of the General Meeting Room - Friday, March 16, 2018 – Robert Franz #539
Use of the General Meeting Room- Saturday March 31, 2018 for Michael Capotosto #1447
2-15-21 A.C. Compressor
Amend 2/8/18 Motion for Repair of 2-15-81

Renew Service Agreement with VSS Security

Motion by Brian Canty and seconded by Richard Stone to renew the annual service agreement for the period April 1, 2018 to March 31, 2019 and authorize President Seth Fischer to sign the agreement for the Millenium Access Control System and the Digital Video Security System by VSS Security Systems Inc. at a cost not to exceed $8,000.00 to be paid in two semi-annual payments of $4,000.00 each, in accordance with the Purchase Policy, Article X- Policies, Section 1- Purchasing Policy, G. Purchase Authorization Limits. The service agreement amount is the same as last year. A certificate of insurance with HCFAS named as an additional insured and a certificate indicating workers compensation coverage will be requested from the vendor. A detailed listing of the equipment covered under the agreement will be obtained prior to the signing of the agreement.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Renew Service Agreement with Traditional Air Conditioning

Motion by Roger Winter and seconded by Brian Canty to authorize and approve the automatic renewal of the Traditional Air Conditioning Systems & Service (Traditional) agreement for annual air conditioning and heating maintenance for the period 3/01/2018 to 2/28/2019 (renewable annually each February 28 and/or cancelled in writing by either party at any time) at an annual cost of $3,275.00 which is the same price since 2002. Agreement does not include filters which are billed separately. A certificate of insurance with HCFAS named an additional insured and a certificate of workers compensation coverage will be requested from Traditional. Traditional was the sub contractor for Irwin Construction and was approved by the Squad's construction manager H2M.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Recliners / Sofa Purchase 2018

Motion by Jeffrey Daniels and seconded by Roger Winter to purchase six (6) recliner chairs and two (2) sofas from vendor Fire Station Outfitters, PO Box 175, Empire, CA 95319 at a cost of $6,390.00 for 6-24 inch recliner chairs @$710.00 each and 2 sofas at $1065.00 each as described in their proposal in color dark brown. These would be replacement furniture for the first-floor ready room. See prior paperwork for warranty information and request for Purchase Approval and bid forms.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Children's Easter Egg Hunt 2018

Motion by Jeffrey Daniels and seconded by Brian Canty to accept the recommendation of the Events Committee Co-Chairperson for the Children's Easter Egg Hunt and authorize and approve the Children's Easter Egg Hunt and Party on Saturday March 31, 2018 from 10AM to 12 PM. The hunt will be at Jefferson School on Oakwood Road (or other suitable location if Jefferson is not available) from 10AM to 10:45AM. The party will follow at HCFAS immediately following the egg hunt, in the General Meeting Room. Further, to authorize an amount not to exceed $1,200.00 for refreshments, paper goods, favors, prizes, photography expenses and table decorations (only table decorations are permitted). Also to authorize the issuance of any required certificate of insurance in connection with the hunt. The Event Coordinator, Ann Maloney, will be responsible for this event. The authorized attendees will be in accordance with SOP Article IX, Section 6 and will be posted as part of the signup sheet. The Special Event Coordinator, with the approval of the Board Liaison, Jeff Daniels, will have the authority to approve requests by interested parties to attend the event providing a fee of $15.00 per attendee is paid in advance. The Special Event Committee Chairperson may request an advance from the Treasurer that will be accounted for in accordance with the PP. No other funds will be provide without the express pre-approval of the Board of Directors. The Special Events Committee Chairperson for the Children's Easter Egg Hunt will submit to the Treasurer an accounting of the expenditures for this event including all original receipts within 10 days of the event and the Treasurer will give the BOD an accounting for this event at the next Board meeting immediately following the request for reimbursement for the event.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

TOH 2018 Agreement - email vote on 1/21/2018

Motion by Brian Canty and seconded by Ann Schwartz to authorize President Seth Fischer to accept and sign the 2018 Town of Huntington Agreement on behalf of the Huntington Community Ambulance District with the Huntington Community First Aid Squad as proposed on December 28, 2017 as amended January 19, 2018. The Board members must email dissent with copy within 24 hours of receipt.

Yes: SF, AS, BC, JD, CO, KT   No: RW, RS   Abstain: RF

MOTION APPROVED

Production of the Fund Drive for 2018 - Budget for 2018 Fund Drive (ZacMel Graphics)

Motion by Roger Winter and seconded by Brian Canty to authorize the Fund Drive Chairpersons Mary Brenner and Peter Nakelski to establish a Fund Drive budget for 2018. The budget for the development and production of the Fund Drive for 2018 would be produced by David S. Warheit of ZacMel Graphics, LLC. The budget would include the following items:

Insert Card
Size: 3.625" x 8.5"
Stock: 10pt C1S Cover
Color: 4 over 4 process
Proofs: PDFs for Approval
Finishing: Trim to size & prepare for Mailings
Qty.: 66,000
Costs: $2563.40

#10 Right Side Window Envelopes
Stock: 24# White Wove
Color: 1 color (PMS)
Qty.: 66,000
Costs: $2425.65

#9 Reply Envelopes
Stock: 24# White Wove
Color: 1 color (PMS)
Qty.: 66,000
Cost: $1857.10

Mailing & Fulfillment (3X)
NCOA, Review Mail List supplied for Address Corrections, VDP, Inkjet of Insert Card & Insert of Reply Envelope & Insert Card into #10 Envelope, Seal & Mail
(3) Auto Sorts, Presentation, Verification & Mail Services
3 Mailings in Total @ $4755.85, this can vary due to quantity of the Mail List.
*** This price will be broken out to the 3 Mailings ***
As per previous Mailings, all Postage will be due prior to Mailing. If check does not have an address on it, Please make out to ZacMel Graphics, If it does Huntington Post Office.

Total is cost for the development and execution of the fund drive is $11,602.00 In order to absorb any postage increases, the cost for this motion will not exceed $12,000.
David S Warheit
ZacMel Graphics LLC
david@zacmelgraphics.com
Member of Long Island Leads North
(o) 631.944.6031
(c) 516.987.9405
(f) 631.944.6034

HCFAS Fund Drive Funds

MOTION APPROVED UNANIMOUSLY

Use of the General Meeting Room- Saturday August 31, 2019 for Inactive Life Member Mary Ann Schramm #595

Motion by Bob Franz and seconded by Brian Canty to permit inactive life member Mary Ann Schramm #595 the use of the General Membership Meeting Room in accordance with the HCFAS General Meeting Room Use Application and Rules to conduct her son’s wedding reception on Saturday August 31, 2019 from 4PM to 10PM. Set-up time and cleanup time will be determined at a later date. A security deposit of $100 has been received. If alcohol is served, a copy of a bartender’s TIPS certification must be submitted and the member must submit a certificate of liability insurance in the amount of $1,000,000.00 with Huntington Community First Aid Squad named as an additional insured which must include liquor law legal liability coverage. If a caterer is engaged, the caterer must submit a certificate of liability insurance with HCFAS named as additional insured and if alcohol is served by the caterer, the certificate must include liquor law legal liability coverage. The caterer must also execute the vendor agreement hold harmless and submit a certificate of workers’ compensation coverage. If a DJ is engaged, the DJ is required to submit a certificate of liability insurance with HCFAS named as additional insured and execute the vendor agreement hold harmless. Approval is pending the receipt of the acceptable certificates of insurance, TIPS certificate, vendor hold harmless agreements and security deposit balance 30 days prior to the event and submission of a completed General Meeting Room Use application by April 30, 2018.

MOTION APPROVED UNANIMOUSLY

Use of the General Meeting Room - Friday, March 16, 2018 – Robert Franz #539

Motion by Robert Franz and seconded by Brian Canty to permit Robert Franz #539, the use of the General Membership Meeting Room to conduct his granddaughter’s Birthday Party on Friday, March 16, 2018 from 4:30PM to 8:00PM. Set-up time will be on Friday 3/16/18 from 3:00pm to event start. Cleanup will be from 8:00pm to 9:00pm. A Security deposit of $100 has been received. The calendar has no events scheduled for this date and time. There will be no DJ, caterer, or alcohol therefore no certificates of insurance are required. The member is responsible for contacting the President or Chief in a timely manner for pre and post inspections of the room.

MOTION APPROVED UNANIMOUSLY

Use of the General Meeting Room- Saturday March 31, 2018 for Michael Capotosto #1447

Motion by Bob Franz and seconded by Richard Stone to permit Michael Capotosto #1474, the use of the General Membership Meeting Room in accordance with the HCFAS General Meeting Room Use Application and Rules to conduct an adult birthday party on Saturday March 31, 2018 from 5PM to 9PM. Set-up will be from 4:15PM to event start and cleanup will be an hour after the event. A security deposit of $500 must be received prior to the event of which $100 has been received. A copy of a bartender’s TIPS certification must be submitted since alcohol will be served. Food service will be by the member. The member must submit a certificate of liability insurance in the amount of $1,000,000.00 with Huntington Community First Aid Squad named as an additional insured which must include liquor law legal liability coverage. Approval is pending the receipt of the acceptable certificate(s) of insurance, TIPS certificate and security deposit balance. An EMT course ends at 4PM on 3/31/18 and Brian Canty has been notified of the event.

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made during the Treasurer's Report

2-15-21 A.C. Compressor

Motion by Chief Casey Orr and seconded by Brian Canty to pay ACE Auto $1901.33 for the work done on 2-15-21 to repair the A.C. Compressor.

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made under the Secretary's report

Amend 2/8/18 Motion for Repair of 2-15-81

Motion by Robert Franz and seconded by Brian Canty to amend the 2/8/18 motion and increase the payment from $1804.00 to $2375.00 for the repair of 2-15-81.

Yes: RF, RS, AS, BC, JD, CO No: RW

HCAD Funds

MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty seconded by Robert Franz to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: Feb 09, 2018 to March 1, 2018

HCAD Transactions (44) Checks & (4) Direct Debits Totaling $53,476.87
HCFAS Transactions (1) Checks & (1) Direct Debits Totaling $1,512.76

Payroll $5,704.73 01/28/18 thru 02/03/18 Pay date 02/09/18
Payroll $4,824.48 02/04/18 thru 02/10/18 Pay date 02/06/18
Payroll $7,207.56 02/11/18 thru 02/17/18 Pay date 02/23/18

Past Due	**Invoices**	**Date**	**Amt**
CDW	LKP3018	01/16/2018	$1,132.95
Fire New	106816	02/02/2018	$195.00
Keep the Beat	1599	11/26/2017	$690.00
Mayday	26989	01/30/2018	$2,030.00
State Chemical	900344066	01/26/2018	$1,016.71

Transfers: None

-Billing:

Problem with billing out in January 2018 of $40,000.00
Retraining people on mandatory fields.
Director Stone asked at the GMM about mileage calculations.
Can the GPS activate when rig leaves and end on a signal 6?
The Chief will have Andrew order 11 batteries for tough books.

Chief's Report – Casey Orr:

Vehicles:

- 2-15-19 needed repairs to the traffic control bar and a handle fixed $1871.75 VCI
- 2-15-82 had a door issue on the driver side $783.74
- 2-15-21 needed an A/C compressor $1901.33 ACE

Personnel: in addition to the personnel report that was sent to everyone

- Kathy Castillo EMLOA 2/27/18 → 5/27/18
- Denise Roberts - Resigned
- Kristen Schwartz – Resigned

Other:

- Open House - last year the BOD and I had a discussion that the open house should be overseen by the person who deals with public relations, which is Roger. I recommend that Roger put together an open house committee to handle everything since it has usually fallen on 1 person. Last year's officers recommended that the Open house should not take place during EMS week as a lot of other agencies that would come by to participate are already booked elsewhere (SCPD with an ESU vehicle, helicopter, and or police dog).
- E-PCRs - The asst. Chief over at CVAC reached out to me to see if we were having to see if we were running in to the same issues as them regarding mandatory vs. non-mandatory fields, which happens to be the case. I have reached out to the epcr committee to see if they feel it may be beneficial if we "team up" with CVAC to see if ESO can possibly make changes to help the both of us out.
- EMS Day at Citi Field - I have passed along the info to Jeff Daniels

-The Chief did not authorize 2-15-16 to be in the EMS Mega Show.

Status Change:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1396	Campanelli	Michael	Friday 1900	CL	Cl/DR TR	2/21/2018

Shift Change:

Member #	Last Name	First Name	From	To
1067	Lindsay	Arlene	Wednesday 1900	Tuesday 1500

Secretary's Report –Robert Franz:

New Members:
Motion by Robert Franz and seconded by Ann Schwartz to accept James Kelly as a new probationary member #1523, Shift: Saturday 1900 in accordance with Article III, Section 2 of the By-Laws (subsequently changed to Friday 0700).
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Ann Schwartz to accept Shaniece Malloy as a new probationary member #1524, Shift: Thursday 1500 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Connolly, Lauren	Sunday	1503	Educational	1/14/18 – 5/14/18
Lupo, James	Wednesday	959	Extended Operational	2/28/18 – 5/28/18
O'Riordan, Casey	Sunday	1518	Educational	1/24/18 – 5/15/18
Ryman, Kasey	Friday	1506	Educational	2/2/18 – 6/2/18
Wuestman, Elizabeth	Co. 8	1399	Operational	1/1/18 – 3/1/18

MOTION APPROVED UNANIMOUSLY

Motion by Chief Casey Orr and seconded by Robert Franz to approve the following LOA's:

Terenzi, Paul	Thursday	1094	Extended Medical	4/3/17 – 7/4/17
Terenzi, Paul	Thursday	1094	Extended Medical	7/4/17 – 10/4/17
Terenzi, Paul	Thursday	1094	Extended Medical	10/4/17 – 1/4/18

Yes: RW, RS, AS, BC, JD, CO Abstain: RF
MOTION APPROVED

Motion by Chief Casey Orr and seconded by Robert Franz to approve the following LOA:

Castillo, Kathleen	Friday	1276	Emergency Medical	2/27/18 – 5/27/18

MOTION APPROVED UNANIMOUSLY

Probation Ending:
Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to William Cohn #1488, Eligible 7/7/17, Effective 3/1/18.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	**Day**	**Membership #**	**RTD Date**	**Note/From**
Aievoli, Allison	Friday	1433	1/5/18	Operational
Connolly, William	Friday	1457	12/22/17	Operational
Gabriel, Rodriguens	Monday	1224	12/25/17	Educational
Gibbs, Tyler	Co 8	1252	1/16/18	Operational
Golinsky, Andrea	Admin	315	1/1/18	Operational

Resignation:

Motion by Robert Franz and seconded by Chief Casey Orr to accept the resignation of Nicolette Giordano #1466, Resignation letter dated 2/12/18, effective 3/1/18.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to accept the resignation of Frank Mitard #1520 - Probationary Member, Resignation email dated 1/29/18, effective 3/1/18.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to accept the resignation of Denise Roberts #1412, Resignation email dated 2/28/18, effective 3/1/18.
Yes: RF, RS, AS, BC, JD, RW No: CO
MOTION APPROVED

Motion by Chief Casey Orr and seconded by Jeffrey Daniels to accept the resignation of Kristin Schwartz #1369, Effective 3/1/18.
Yes: RF, RS, AS, CO, JD, RW Abstain: BC
MOTION APPROVED

Insurance:
MVA 2-15-18: While standing by for Greenlawn FD 2-15-18 was backing up at a call and hit the corner of a structure and damaged the soffit and gutter. The estimate from the property owner is $225 and will be paid by the Squad upon their return from a vacation. There was no damage to 2-15-18. This is not being reported to our insurance company.
MVA 2-15-81:.Previous reported 2-15-81 estimated damage cost has been increased from $1,804 to $2,375 due to the replacement of a headlight and bracket. This incident was not reported to our insurance company since it only involved our vehicle hitting a fire hydrant.

2018 / 2019 VAW 10% Property Tax Exemption Application Forms – All renewals and new applications were filed on 2/27/18 with the Town Assessor's office. There were 108 renewals and 10 new applications for the 2018/19 tax year (59-20 year exemptions and 59 -5 year exemptions).

NYS Income Tax Claim for Volunteer Ambulance Workers $200 refundable Credit for 2017-A notice was repeated in the March Pulse. NYS tax form IT-245 with instructions is posted on the bulletin board and copies are available on the mail folder counter.

LOSAP 2017 points – An updated 2017 LOSAP Point listing has been posted on the bulletin board. The preparation of the list for TOH will begin later this month and filed by the end of the month. A notice was put into the March Pulse, asking members to review the current posted list and report any discrepancies to the LOSAP Point Committee.

EMS Memorial - The EMS Memorial will be held in Albany Wednesday, May 23rd at 11 AM. Eight names will be added to the memorial this year (Flyer posted on bulletin board).

NYSVARA Legislative Day - NYSVARA Legislative Day is Monday May 7th with the E-Board meeting the day before in Albany. The NYSVARA 2018 Legislative draft agenda has been prepared and posted on the bulletin board along with the legislative committee report.

SC FRES Recruitment Committee meeting 2/22/18:
Spring semester SERVES applications (41 Fire / 19 EMS) are being processed. Fall semester reimbursement to date are 35 Fire $53,808 and 12 EMS $19,136.
Agency recruiters should submit the names of prospective applicants that contacted their agency directly and did not go through FRES so that their numbers can be added to the FRES number of prospective applicants for grant reporting purposes.
During the summer there will be two SERVES student orientation for those interested in the SERVES tuition reimbursement program.
During National Volunteer Week (4/15/19) there will be a pre-recorded interview highlighting the need for volunteer FF & EMTs in SC and emphasizing the SERVES program.
Recruitment advertisements continue to run on TV and radio.
Next meeting will be on Wednesday April 18, 2018 at the FRES Library at 6PM in Yaphank.

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.
Awards

- **Life Membership Plaque (BOD):** The plaque has been removed and the life Member(s) have be engraved
- **Length of Service (Andrea Golinsky)**: Report has been received by President Fischer
- **Memorial Wall (David Mohr)** David will mount the three names of members who have passed away.

- **Plaques & Certificates BOD/Chief Officer Corps Christine Roulo):** The Past President's Flat Badge was given to Chris Roulo
- **Pins and badges (Roger Winter):** The badges from last year have been received and given to Chief Casey Orr. I am waiting for the 2018 list.
- **Veterans Plaque:** The plaque has been updated. Three names were added.

ID/Accountability Cards (Roger Winter): I have sent a notice to the three captains regarding photos for ID Cards for members on their days.

LED Sign (Diane Tanko): The sign is up to date and working.

Public Relations/Public Information Officer (Andrea Golinsky): No Report.

Historian (Martha Brenner): Martha is working on organizing the room and files. At this time Martha has members working on organizing material

Fund Drive: Report (Mary Brenner and Pete Nakelski: The Fund Drive Donation Card needs BOD approval. The motion has been submitted for approval.

Flag Etiquette (Roger Winter): 3/1/ the flag will be lowered to ½ staff by order of the President of the US for the Reverend Billy Graham.

Squad Photos (Roger Winter): The only picture left to mount is Drew Silverman.

Building:

Committee Members as of 1/7/2018

Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.

Plowing / Salt Harbor Irrigation: is up to date Harbor Irrigation has been prompt for every snowfall.

Traditional Air Conditioning Has been notified of the leaks in the truck room of the three that are leaking two have been fixed the third is is in need of parts, on order. The circulating pump has been repaired. Today, Tuesday, Bob Loysch noticed a leak. Traditional has been notified.

Garage doors: Had maintenance work done on all the doors Tuesday 2/6/2018.

Air Fresheners for bathrooms: Patty Tufo has ordered new air fresheners for the bathrooms. I just need to install them.

50th Anniversary Banner: The banner has been installed in the General Membership Meeting Room behind the executive chairs. Thank you to tom O'Leary.

VSS: The strobe light has been ordered and Val is waiting on the parts.

Pot O Gold Raffle will be held on the St. Patrick's Day Party all active Squad members have been entered.

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STATE Cleaning Supplies: Cleaning solutions have been ordered by Keith Rubenstein and were installed by the Regional Manager.

Proposed Projects

New Cleaning Contract – Thank you Bob Franz and Jeff Daniels for your input. The proposal is not completed yet.

LOGO Entry Mat for the front foyer – we are investigating the purchase of a new entry floor mat for the main entrance foyer.

Lighting proposals General Membership Meeting room- we are putting together a lighting replacement for the high hats in the meeting room and the garage. We have one quote from R& T Electric.

Crack in Building wall – H2M has released the report and gave us a vendor to repair the wall. I would like to put it out for Bid.

- **Recliners and Sofas:** The new recliner and sofa are on the agenda.

Old Business:
-No new updates on the property next door
-Installation dinner Saturday 3/3/18
-Epcr issues discussed

New Business:
-Squad Cell phone discussion:
Data shared as a pool.
The 9 units in the fly cars are separate.
It was decided that if people did not want the cell phones they should be turned in and the service would be discontinued.

-The Installation dinner is this Saturday at 5:30 P.M. There are not enough people to meet the minimum with the catering hall. As a result, the Board concurred that the Paramedics will be invited for this one time without a guest so HCFAS can meet its guaranteed minimum attendees.

-H2M's estimate to repair the roof is $425,000.00.
-H2M's estimate to repair the wall crack is $7,000.00.

Motion by Ann Schwartz and seconded by Brian Canty to adjourn the meeting at 2110 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: March 31, 2018

Amended and approved: April 5, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: April 5, 2018

Members:

President Seth Fischer (SF)	**Via phone**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**1934 hours**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: Andrew Campagnola, Elizabeth Mohr, Gail Glister, Sue Seibel, David Kaufman, James Mallilo, John Palmieri, Paul Bayer and Lehti Laas

Meeting called to order at: 19:30 hours

Upon the request of President Seth Fischer, Vice President Ann Schwartz chaired the meeting.

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of February 8, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Seth Fischer to approve the minutes of March 1, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

For disposition of new members see the Secretary's Report.

Treasurer Canty arrived at 1934 hours during the discussion of new members.

Proposals-

May Day Communications Annual Maintenance –Motorola MC5500
MayDay Communications Annual Mainenance - Audio-Log Recorder (Tabled)
Disposal of Recliner Chairs and Couches
Annual Inspection & Dinner Dance 2019
Attendance at NYSVA&RA Meeting on May 6, 2018 & Legislative Day on May 7, 2018
Attendance of Squad Members at NYSVA&RA Meeting on May 6, 2018 & Legislative Day on May 7, 2018
Members Attendance at NYS EMS Memorial Ceremony in Albany
Hotel/Meal Per Diem for 5/22/18
Town of Huntington "Touch-a-Truck" Saturday 4/21/18
Kiosk and Security software for ePCR devices
2018 Open House
Mets Game 2018 EMS Day
Laptops to replace aging Toughbooks
Landscaper - Soundview Gardens and Design LLC
Traditional Air Conditioning, Inc. Motor Replacement
Traditional Air Conditioning Systems & Service Repair of Pump #3

May Day Communications Annual Maintenance –Motorola MC5500

Motion by Chief Orr and seconded by Robert Franz to accept the recommendation of Chief Dispatcher Patricia Tufo to renew our Annual Maintenance on the Motorola MC5500, 2 position console as per invoice 27243 dated March 22, 2017. This includes all parts and labor (onsite). The contract is on file in the Treasurer's Office as well as in your mailbox. Coverage 04/01/18 thru 03/31/19. Cost is not to exceed $2,950.00. A certificate of insurance with HCFAS named an additional insured and a certificate of workers compensation coverage is required from Mayday Communications Inc.

HCAD funds

MOTION APPROVED UNANIMOUSLY

MayDay Communications Annual Mainenance - Audio-Log Recorder

Motion made by Rich Stone and seconded by Roger Winter to accept the recommendation to renew the annual maintenance agreement on the Audio-Log recorder. Service shall be provided by MayDay Communications, Farmingdale, NY in the amount of $ 2030.00 for the period XXXX to XXXX. This contract represents a 4.6% increase from the previous 2 years. MayDay adjusts their service contact costs every third year and we are due for an increase. This cost increase was confirmed by our bookkeeper, 2016-2017 and 2017-2018 was $1940.00.

HCAD funds

Motion by Robert Franz and seconded by Brian Canty to table the motion.

MOTION APPROVED UNANIMOUSLY to table

Disposal of Recliner Chairs and Couches

Motion by Jeff Daniels and seconded by Roger Winter to dispose of the following: recliner chairs, six (6) and recliner couches two (2). All chairs and couches are in total disrepair and will be offered to any member or to be put to the curb for Town of Huntington refuse pick up. If items are on our inventory they should be removed from the inventory list.

MOTION APPROVED UNANIMOUSLY

Annual Inspection & Dinner Dance 2019

Motion by Jeff Daniels and seconded by Robert Franz to accept the Special Events Committee Chairperson Brian Canty's recommendation and authorize and approve the President, on behalf of the Special Events Committee, to enter into a contract with Larkfield Manor, for the Annual Inspection and Installation Dinner Dance on Saturday, March 2, 2019 from 5:30PM to 12:00AM with a minimum guarantee of 325 people at a cost not to exceed $126.00 ($105pp + 20% Facility Fee) per person inclusive of service charge plus Maitre D' and Captain gratuity of $3 per person. The contract will include the Squad's standard cancellation policy.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Attendance at NYSVA&RA Meeting on May 6, 2018 & Legislative Day on May 7, 2018

Motion by Robert Franz and seconded by Roger Winter to authorize and approve NYS Volunteer Ambulance & Rescue Association District 7 Delegate and 1st Alternate to attend the NYSVA&RA Board meetings near Albany, NY on May 6, 2018 (or other alternate date) and Legislative Day the following day. Further, to authorize and approve the use of a Squad vehicle (with more than one driver) at the discretion of the Chief or mileage reimbursement for one personal vehicle, plus tolls and parking, the reimbursement of hotel accommodations on May 6, 2018 or alternate date at an amount not to exceed a base room rate of $125 per person and the reimbursement on May 6 and 7, 2018 or alternate dates of the GSA per diem rate for meals and incidentals of $59 per person per day less 25% for travel days. The NYS exempt organization sales tax certificates must be obtained from the Treasurer and used where applicable. Original receipts must be provided as applicable within 10 days of this event and the Treasurer will provide the BOD an accounting for this event at the next Board meeting immediately following the request for reimbursement for the event. Delegate and 1st Alternate are authorized to extend an invitation to other NYSVA&RA delegates, officers, or members and other VAS or FD members to ride in an authorized Squad vehicle or personal vehicle to attend this meeting provided there is adequate room to accommodate them. Andrea will provide a written summary of the event to the Board of Directors and the Treasurer at the time of request for reimbursement.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Attendance of Squad Members at NYSVA&RA Meeting on May 6, 2018 & Legislative Day on May 7, 2018

Motion by Robert Franz and seconded by Roger Winter to accept the recommendation of Andrea Golinsky, the Squad's primary delegate to NYS Volunteer Ambulance and Rescue Association District 7, and authorize and approve interested Squad members to attend a NYSVA&RA Legislative Day Committee meeting on Sunday, May 6, 2018 and the Legislative Day on Monday, May 7, 2018 or other alternate dates to be determined, at the Legislative Office Building in Albany, NY. Further to authorize and approve the use of a Squad vehicle (with more than one driver) at the discretion of the Chief and/or mileage reimbursement for personal vehicles plus tolls, parking for all vehicles; the reimbursement for hotel accommodations on Sunday, May 7, 2018 at an amount not to exceed base room rate of $125 and a GSA per diem rate for meals and incidentals of $59 per day less 25% for travel days. A signup sheet will be posted by Andrea to determine the number of members wishing to attend. The Chief and Andrea will determine the number of members who will attend this event up to a maximum of 3 Squad members. The NYS exempt organization sales tax certificate must be obtained from the Treasurer and used where applicable. Each attendee must submit an accounting of his expenditures, including all original receipts, within 10 days of this event and the Treasurer will provide an accounting at the next Board meeting immediately following the request for reimbursement for this event. Andrea will provide a written summary of the event to the Board of Directors and the Treasurer at the time of request for reimbursement.

HCAD Funds

Yes: RF, RS, RW, KT, JD No: CO, BC, AS, SF

MOTION APPROVED

Members Attendance at NYS EMS Memorial Ceremony in Albany

Motion by Robert Franz and seconded by Roger Winter to accept the recommendation of Andrea Golinsky, the Squad's primary delegate to NYS Volunteer Ambulance and Rescue Association District 7, and to approve Andrea Golinsky and other interested Squad members, not to exceed ten members total, to attend the NYS EMS Memorial Ceremony in Albany, New York on Wednesday, May 23, 2018 at 11AM or alternate date and time. Further to authorize the use of a Squad vehicle, with more than one driver, at the discretion of the Chief and approve mileage reimbursement for personal vehicles as authorized by the Chief, plus tolls and parking for all vehicles. A signup sheet will be posted by Andrea to determine the number of members wishing to attend. The Chief and Andrea will determine the members who will be approved to attend this memorial ceremony. The NYS exempt organization sales certificate must be obtained from the Treasurer and used where applicable. Each attendee will receive the GSA per diem rate for meals and incidentals of $59 less 25% ($44.25). Each attendee must submit an accounting of his expenditures for this event, including all original receipts, as applicable, within 10 days of this event and the Treasurer will provide the BOD an accounting of this event at the next Board meeting immediately following the request for reimbursement for the event. Andrea is authorized to extend an invitation to other NYSVA&RA delegates, officers, or members of other VAS or Fire Departments to ride in an authorized Squad vehicle or personal vehicle to attend this event providing there is adequate room to accommodate them.

HCAD Funds

Yes: RF, RS, KT, JD, CO, BC, SF No: RW

MOTION APPROVED

Hotel/Meal Per Diem for 5/22/18

Motion by Robert Franz and seconded by Richard Stone to authorize and approve the reimbursement of hotel accommodations on Monday, May 22, 2018 at an amount not to exceed a base room rate of $125.00 per person, double occupancy required if possible, or a member requesting single occupancy paying the incremental supplement, and the reimbursement on May 22, 2018 of the GSA per diem rate for meals and incidentals of $59.00 per person per day less 25% ($44.25) for travel on that Tuesday for attendees of the NYS EMS Memorial Ceremony in Albany, NY. This will be limited up to 3 hotel rooms.

HCAD Funds

Yes: RF, RS, KT, JD, CO, SF No: RW, BC

MOTION APPROVED

Town of Huntington "Touch-a-Truck" Saturday 4/21/18

Motion by Chief Casey Orr and seconded by Robert Franz to authorize the Squad's participation in the Town of Huntington's annual Earth Day celebrations. It will be held at Heckscher Park on Saturday, April 21, 2018 from 9 AM to 1 PM. The squad must provide a General Liability Insurance certificate for two million dollars ($2,000,000) with the Town of Huntington named as additional insured, the Town of Huntington as Certificate Holder, and this event specifically referenced. Further to authorize a breakfast meal to the participants. If requested by the TOH a hold harmless and indemnification agreement will be executed upon approval of the squad attorney.

HCAD Funds.

MOTION APPROVED UNANIMOUSLY

Kiosk and Security software for ePCR devices

Motion by Rich Stone seconded by Robert Franz to purchase software necessary to create a safe and controlled user experience for the members using ePCRs on our internet devices. At a cost not to exceed $250.00 for a perpetual 6 license pack of SureLock for Windows from 42Gears Mobility Systems Inc. of Fremont, CA. The following items will be purchased: 6x - SL004 - Surelock Windows Perpetual -- $39.99/unit, Total not to exceed: $250.00.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

2018 Open House
Motion by Chief Casey Orr and seconded by Keith Tamayo to authorize and approve the Chairpersons of the Recruitment, Membership, and Public Relations Committees the following amounts to hold an HCFAS Open House/ Touch-a-Truck event date to be determined for 2018. Activities may include blood pressure screenings, a Child ID station, a recruitment booth offering tours of the building, and tables for demonstrations by the ALS Committee, Youth Squad, Bike Patrol and others. Anticipated expenses: Sodas, food, paper goods, raffles, EMS related give-a-ways, advertising, flyers & decorations. The Chief will determine the areas or rooms that will be used for this event and will be consulted on the location of the various refreshment and exhibit stations. The President will be responsible for this event. Total cost not to exceed $1000. Original Receipts will be provided. A written accounting of the event must be provided within 10 days of completion of the event to the Treasurer by event coordinator Sara Manning.

Note: June 2nd weekend is being entertained as per Chief's recommendation to the Board. Last year it was from 1100 to 1500 hours, Saturday May 20, 2017 which was during EMS week and this will be a change from EMS week due to other invited agencies being booked and not being able to attend.

HCAD & HCFAS funds
MOTION APPROVED UNANIMOUSLY

METS GAME 2018 EMS DAY

Motion by Jeff Daniels and seconded by Brian Canty to purchase a maximum of 50 tickets to attend the Mets "EMS Night" Mets v Marlins game on May 21, 2018 at a group purchase promotional cost of $28.00 per seat for "Big Apple" reserved (B.A.R.) seats or equal value for members and guest(s), or a Post members and guest(s) wishing to attend this game. Bus transportation to and from Citifield has been graciously donated by Mr. Paul Mori at no cost to HCFAS. Non-member guests attending with the member/post member must pay $28.00 for their ticket. A check payable to HCFAS for each non-member must be received prior to the purchase of tickets for the member group. Member/Post member and non-member tickets will be purchased at the same time to ensure that the group sits together. In addition; each Squad member signing up for the trip must give the event coordinator Joanne Cunningham a $28.00 check covering their cost and a separate check for guest(s). Post Members signing up for the trip must give their checks to Sue Otto for $28.00 covering their cost and a separate check for $28 for each guest(s). In order to guarantee B.A.R. seats all checks must be received by April 10, 2018. Squad members/Post Members that attend will receive their check back. Members and Post members signing up and not attending will have their checks deposited. We have approximately 25 people signed up to date.

First 500 fans to purchase their EMS tickets by April 1st will receive a voucher for an EMS Day t-shirt.

Cost breakdown as follows:

50 tickets at $28.00	$1,400.00
Processing Fee	$ 25.00
parking bus	$ 50.00
bus driver tip	$ 50.00
Total	$1,525.00

HCFAS FUNDS
MOTION APPROVED UNANIMOUSLY

Laptops to replace aging Toughbooks
Motion by Chief Orr seconded by Brian Canty to accept the recommendation of the ePCR committee to purchase 6 additional replacement rugged laptops (Getac V110g3) from Island Tech Services at the cost not to exceed $20,370.00.
The following items will be purchased:
6x - V110G3 - Rugged convertible laptop -- $3,395.00/unit
Total: $20,370.00

Purpose:
The current state of our ePCR hardware is critical. The hardware is outdated and is causing failures in the field, crew stress, and longer turn around times. 1 Laptop has already failed completely. We also have no backup laptops as required by the state.

With new equipment crews will be able to complete calls quicker and have a better user experience enabling less abandoned PCRs and hardware failures. There is a 3 year bumper-to-bumper warranty that covers accidental damage. The old toughbooks are planned to be kept in the building as an emergency back up and for training.

Attached:
1. Getac V110 Laptop spec sheet
2. ITS Quote
3. Solzon Quote
4. Glacier Quote
5. Warranty Information
6. Install Quote

HCAD Funds
Yes: RF, RS, RW, JD, CO, BC, SF No: KT
MOTION APPROVED

Note: The following motions were voted on via email

Landscaper - Soundview Gardens and Design LLC
Motion by Roger Winter and seconded by Rich Stone to approve renewing a contract for all landscape services at 2 Railroad Street, HCFAS headquarters, to Soundview Landscape and Design. Cost will be no more than $3,500.00 payable March through December 2018. A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage will be required from Soundview Gardens and Design LLC.
The vendor is a HCFAS member.
HCAD Funds
Email Vote: Yes: AS, RS, RW, KT, JD, CO No: 0 Abstain: BC, RF
MOTION APPROVED

Traditional Air Conditioning, Inc. Motor Replacement
Motion by Roger Winter and seconded by Rich Stone to authorize payment to Traditional Air Conditioning, Inc. to furnish and install new 3 hp 208/230 1110 rpm motor for Pump #3 Total cost 705.00.
This is an emergency motion for our circulating heating system.
HCAD Funds
Email Vote: Yes: AS, RS, RW, KT, JD, CO No: 0 Abstain: BC, RF
MOTION APPROVED

Traditional Air Conditioning Systems & Service Repair of Pump #3
Motion by Roger Winter and seconded by Ann Schwartz to have Traditional Air Conditioning Systems & Service repair pump # 3 as outlined in their quote dated March 1, 2018, Re: Pump 3 at a cost of $2,995.00.
HCAD Funds
Email Vote: Yes: AS, RS, RW, KT, JD, CO No: 0 Abstain: BC, RF
MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Roger Winter to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: March 1, 2018 to April 5, 2018
HCAD Transactions (80) Checks & (11) Direct Debits Totaling $140,791.35
Payroll $7,349.15 02/18/18 thru 02/24/18 Pay date 03/02/18
Payroll $7,241.64 02/25/18 thru 03/03/18 Pay date 03/09/18
Payroll $6,676.85 03/04/18 thru 03/10/18 Pay date 03/16/18
Payroll $6,810.93 03/11/18 thru 03/17/18 Pay date 03/23/18
Payroll $6,584.75 03/18/18 thru 03/24/18 Pay date 03/30/18

HCFAS Transactions (3) Checks & (1) Direct Debits Totaling $5,671.94
POST Transactions (1) Check & (0) Direct Debits Totaling $146.48
MOTION APPROVED UNANIMOUSLY

Overdue Invoices:
Third Deputy Chief
VCI Invoice #0101360 Date 02/26/18 $2,090.00 – 2-15-16

The following I have PO's but need motions and explanations
VCI Invoice #96084 Date 02/14/18 $1,164.52 – 2-15-16
VCI Invoice #100349 Date 02/14/18 $1,871.75- 2-15-16
VCI Invoice #99747 Date 09/07/17 $1,430.25 – 2-15-19

Transfers: None

Chief's Report – Casey Orr:

Status Change/Advancements:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1510	Silverstein	Dana	Saturday 1100	Dispatcher	FA	2/24/2018
1510	Silverstein	Dana	Saturday 1100	FA	CL	3/21/2018
1525	Forsberg	Karl	Friday 2300	Disp Tr	FA	3/10/2018
1525	Forsberg	Karl	Friday 2300	FA	CL	3/21/2018
1505	Bayer	Paul	Monday 1500	Dr Tr	Driver	3/21/2018
1514	Jacoby	Michael	Saturday 1100	ACL	CL	3/21/2018
1240	Tanko	Diane	Sunday 1500	CL	DISPATCH	3/21/2018
1517	Corcoran	Joe	Sunday 2300	ACL	CL	3/21/2018

Shift Change:

Member #	Last Name	First Name	From	To	Effective
1240	Tanko	Diane	Tuesday 1900	Sunday 1500	2/25/2018
1513	Kazandjian	Vasken	Saturday 1500	Wedneday 1900	ASAP
1168	Gurtowski	Donna	Saturday 1500	Wednesday 1500	2/28/2018
1479	Kovalsky	John	Monday 1100	Monday 1900	ASAP

- SCPD Cadets will be here from April 9th thru April 12th (<u>1-2 student per tour</u>)(7am-3pm) DAY TOURS ONLY
- $1,110.64 for 2-15-21 to be fixed by Ace
- Q1 Captains allowance was handed out. I have returned all unused funds to Brian except for Sunday, Thursday, and Admin
- I explained to the Captains that this is their responsibility and that they are to submit the POs for their day if they want the quarterly allowance. They will be responsible for the amount needed and keeping track of what will be returned.
- EMS Week Gifts - the officers are looking into several options, I will have a motion in the next week or 2 when I have all of the quotes
- At the last officer meeting the Captains were reminded of their responsibilities. They are going to get back in to QA/QI with their respective days PCRs.

- Officers expressed their desire for Captain/Chief hats and shirts. Mike Como and Roger Winter are working on these to come up with a price
- Councilwoman Cergol would like to send congratulatory letters to the founding members of the HCFAS who are still active. A list will be sent to her within the week
- Beach Passes - the TOH will be providing beach passes again this year at no charge to members. They have changed their process - members will need to go to Town Hall with the following to obtain their pass: HCFAS ID, License, and Registration. They will not be handed out to departments any more.
- Officers would like to change the SOP when a member is delinquent in hours. We are having some difficulty with an idea to replace the 2 week suspension.
- Eatons Neck Installation Dinner - Any BOD want to go? April 21st at the American Legion Hall 5pm in Northport
- Eagle Scout project - Post Member Jake Levinsky is almost done with his project. He has left over funding and would like to donate it to us and recommended that we do scholarships for the members. He also wants to purchase a plaque with the funds to list those who have completed Eagle Scout projects and leave vacant spots for future projects

Secretary's Report –Robert Franz:

New Members:

Note: The vote on Karl Forsberg was made via email on 3/2/18
Motion by Chief Casey Orr and seconded by Seth Fischer to accept Karl Forsberg as a new probationary member #1525, Shift: Friday 2300 in accordance with Article III, Section 2 of the By-Laws.
Yes votes received: RS, RW, CO, BC, JD, KT, RF, AS Did not vote: SF
MOTION APPROVED

Motion by Chief Casey Orr and seconded by Keith Tamayo to accept Melanie Grossman as a new probationary member #1526, Shift: Monday 1500 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Chief Casey Orr and seconded by Keith Tamayo to accept Jordan Drelich as a new probationary member #1526, Shift: Saturday 0700 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Chief Casey Orr and seconded by Keith Tamayo to accept Equislaure Gabriel as a new probationary member #1528, Shift: Saturday 2300 in accordance with Article III, Section 2 of the By-Laws. Pending confirmation by the Chief from her former ambulance corp.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA's:

Name	**Day**	**Membership #**	**Type**	**Dates**
Dell, Louis	Thursday	1388	Operational	3/8/18 – 6/8/18
Kaempf, Joseph	Friday	1389	Extended Educational	1/7/18 – 6/8/18
Mori, Paul	Monday	934	Extended Medical	1/1/18 – 4/1/18
O'Leary, Thomas	Thursday	1187	Emergency Medical	3/7/18 – 6/7/18
Raynor, Danielle	Sunday	1509	Educational	3/31/18 – 5/21/18
Waldron, Henry	Wednesday	1446	Extended Operational	4/8/18 – 6/30/18
Watts, Nathaniel	Tuesday	1316	Medical	3/27/18 – 6/27/18

MOTION APPROVED UNANIMOUSLY

Probation Ending:

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Eric Kramer, member #1508, eligible 2/2/18, effective 4/5/18.

Yes: RS, RW, CO, SF, JD, KT, RF No: BC

MOTION APPROVED

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Danielle Raynor, member #1509, eligible 2/2/18, effective 4/5/18.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Jaclyn Rittershaus, member #1498, eligible 1/5/18, effective 4/5/18.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	**Day**	**Membership #**	**RTD Date**	**Note/From**
Barker, Nancy	Tuesday	930	3/13/18	Operational
Biagi, Suzette	Saturday	1251	2/24/18	Medical LOA Dispatch Only to Full Riding

Status Change:

Motion by Robert Franz and seconded by Keith Tamayo to grant the following Status Change: Christopher Mallilo #1234, Operational Membership to Associate Membership, effective 4/5/18 as per 3/3/18 letter request.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Resignation:

Motion by Robert Franz and seconded by Chief Casey Orr to accept the resignation of Kasey Ryman #1506, resignation email dated 3/3/18, effective 4/5/18.
Yes: RS, RW, CO, SF, JD, KT, RF No: BC
MOTION APPROVED

Insurance:
MVA 2-15-82: 2-15-82 was involved in an accident on the morning of 3/2/18. The paramedic and passenger were checked out at Huntington Hospital. A VAWBL claim was filed for the passenger due to the expected high hospital costs and lost time from work. The vehicle was towed to 9th Street collision and our insurance company adjuster estimated repair of the damage at $22,867. A check has been received for $22,617. The damaged items have been removed from the vehicle and 9th Street will discuss any other damage with the adjuster.
Audit: NYS Insurance Fund will conduct a field audit on Tuesday 4/24/18 for our 2017 VAWBL and Workers' Compensation policy premiums.
Renewal: The renewal of our general, automobile and umbrella policies is in process.
VAWBL: On 3/30/18 a member was injured due to a combative patient. Member was seen in the HH ED and released to see their own doctor and although the member is feeling better an appointment has been made with their orthopedic doctor next week. The results of the appointment will determine whether a NYSIF claim will be made.

LOSAP 2017 Point Listing – On 3/30/17 the 2017 point listing was submitted to the TOH for their approval. The approved listing will be returned to HCFAS for a 30 day mandatory posting period. Points were reported for 303 participants who were active during 2017 of which 53 did not earn the required 50 points primarily due to terminations, LOAs and new members.
There were also a few members who did not qualify this year simply because they did not complete their review trainings.
A redacted copy of the above list which excluded a member's DOB, gender and address was also submitted to TOH to document their board resolution.

NYS Income Tax Claim for Volunteer Ambulance Workers $200 refundable Credit for 2017-A notice was repeated in the March Pulse. NYS tax form IT-245 with instructions is posted on the bulletin board and copies are available on the mail folder counter.

EMS Memorial - The EMS Memorial will be held in Albany Wednesday, May 23rd at 11 AM. Eight names will be added to the memorial this year (Flyer distributed and posted on bulletin board).

NYSVARA Legislative Day - NYSVARA Legislative Day is Monday May 7th with the E-Board meeting the day before in Albany. The NYSVARA 2018 Legislative draft agenda has been prepared & distributed and posted on the bulletin board along with the legislative committee report.

Mets Game Tickets: Hubbinette Cowell Associates sent us tickets for 2 games (4 tickets for each game plus 1 parking ticket) which were raffled off at the GMMs.

FASNY

- On Saturday March 10, 2018 I attended FASNY's legislative outreach presentation at the Albertson Fire Department. Various state legislators from Nassau County were in attendance. They are strongly pushing their state legislative bill to allow FDs to bill for EMS.

Installation Dinner on March 3, 2018 at Crest Hollow Country Club

Life membership- James Mallilo #1030 and Karen Reim # 596 granted by BOD as per their 12/13/17 meeting minutes.

Operational Officers Star of Life Awards For 2017– Presented by 2017 officers

Probationary Member of the Year- Evelyn Cruise
Dispatcher of the Year- Kathleen Leonard
BLS Person of the Year- Daniel Mugavero
ALS Person of the Year- Keith Tetrault
Driver of the Year- Thomas Romano
Distinguished member of the Year- Robert Loysch
Administrative Member of the Year- Christine Roulo
Top Responders of the Year- Andrew Taylor
Kelly Murphy
Robert Biersack

Crew of the Year- Richard Gierbolini
Thomas Lemp
Stephanie Cortes
John "Jack" Crane
Scott Matus

Longevity Awards for 2017 – Presented with plaque and flowers (25 years and greater):

20 Years* Robin Smiles #937, Lehti Laas #938, Thomas Romano #939 and Karen Sprague Wong #945.

25 Years Joanne Vogel #861, Michael Barker #862, Thomas Hogan #879, Bernard Poole #872, Alison Russo #884 and Kathleen Leonard #860

30 Years David Mohr # 748, Kathy Hayes #749, Joseph Nappi #753 and Brian Canty #757.
35 Years Christine Roulo #661 and Susan Manning #666
40 Years Mary DeWan #436, Mark Brenner #449, Mary Winter #485 and Mary Brenner #487.
* - mentioned at event

Deceased members remembered:
Active life member Jerry Giacomini
Inactive life member Diana Weinberg

Outgoing Corporate & Operational Officers and Directors:
Board of Directors-
President- John Palmieri 2016,2017
Vice President- Seth Fischer 2017
Director- Ann Schwartz 2017

Operational Officers:
2nd Deputy Chief- Matthew Valle 2017
3rd Deputy Chief- Keith Rubenstein
Chief Dispatcher- Manuel Aviles
Day Captains-
Patrick Donegan 2016, 2017
Elizabeth Wuestman 2016, 2017
Andrew Campagnola 2017

President's Report – Seth Fischer:

-Sexual Harassment Policy is being finalized by Director Daniels.
-Director Schwartz & Chief Orr are working on a review training.
-Billing Rate: We are billing below average. Board Consensus on increasing the rate.
-Director Daniels to work on Paramedic SOP's

Director Daniels Report:

Please be advised that the following is a summary of costs for the 2018 Installation Dinner

Catering	$	41,325.00
DJ	$	1,295.00
Flowers	$	2,089.50
Postage and Printing	$	2,033.99
Photographer	$	1,050.00
Plaques	$	3,123.22
Total Installation Cost	$	50,916.71
Budget	$	44,000.00
+ / - Budget	$	(6,916.71)

Total Cost **$50,916.71**

2018 Installation Dinner No Shows

No Call/No Show

Ferd Neumann & Guest 2
Jayne Ericksen & Guest 2
Jill Decker & Guest 2
Mr. Christopher Mallilo & Guest 2 4th Year in A row
Philip Schmidt & Guest 2
Spencer Newman & Guest 2

Called

Bency Jean-Baptiste & Guest 2 Called
Brianna Cali & Guest 2 Called
Gail Glister & Guest 2 Called

Invited Guests No Show

Capt. Brendan Fitts & Guest CSHFD 2
Superintendent Kevin Oreli & Guest 2
Richard Schor- NYSVARA 2
Councilwoman Joan Cergol & Guest 2 Did not stay for dinner
Councilman Ed Smyth 1 Did not stay for dinner

29 No Shows

Old Business:
-Tom Hogan is still pursuing the property next door

New Business:
-Director Daniels will send out a mass email of how to care for the new reclining chairs

Motion by Seth Fischer and seconded by Robert Franz to enter into Executive Session at 2120 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2145 hours.

Motion by Robert Franz and seconded by Brian Canty to adjourn the meeting a 2148 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: April 29, 2018

Amended and approved: May 3, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: May 3, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**ABSENT**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**ABSENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: Gail Glister, Andrew Campagnola, David Kaufman, James Mallilo and John Palmieri

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Jeffrey Daniels to approve the minutes of April 5th, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

Paramedic Hire- Lyndell Brunson
Motion by Chief Casey Orr and seconded by Ann Schwartz to hire Lyndell Brunson as a Paramedic at $25.00 per hour.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Paramedic Hire- Laurent Barbou
Motion by Chief Casey Orr and seconded by Ann Schwartz to hire Laurent Barbou as a Paramedic at $25.00 per hour.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Proposals-

Renew HCFAS Insurance Policy with VFIS
Squad Scholarships - 2018
Advertisement in NYSVA&RA 2018 Pulse Check Journal
2018 NYSVA&RA Pulse Check Drill Competition Trophy(s)
2018 NYSVA&RA Pulse Check Theme Basket Raffle Donation
Use of the General Meeting Room- Saturday June 16, 2018 for Tiffany Williamson #1422
Cash Advance for Captains EMS Week
EMS WEEK 2018 Tumbler
EMS WEEK 2018 Beach Tote
Preventative Maintenance of our ALS Simulator Manikin
Plaque Donation For Deceased Member & Past Medical Director Joseph Palmieri #482
Planting Fields Hike
General Membership Meeting Room Use Request Extended for Mary Ann Schramm #595
On Call Power Co., Inc. Repair Kohler Automatic Transfer Switch
General Meeting Room Use Request Friday, April 20, 2018 –Leslie Wissner #1285

Renew HCFAS Insurance Policy with VFIS

Motion by Robert Franz and seconded Richard Stone by to accept the recommendation of the insurance committee chairperson, Robert Franz, and to approve the renewal of HCFAS's current insurance coverage for portfolio (commercial multi-peril, management liability, portable equipment and member fidelity), automobile, and umbrella policies as per the attached schedule of insurance and the email quote dated April 25, 2018 from Hubbinette Cowell Associates, Inc. at a cost not to exceed $89,200.00 for the period 5/2/18 to 5/2/19. Any additions or deletions such as new vehicles delivered after the quote date or policy renewal date or a sale or trade-in of a vehicle etc., will result in an adjustment of the annual cost. The policies will be placed by Volunteer Firemen's Insurance Corporation through American Alternative Insurance Corporation which is part of American Re Corporation Group. Hubbinette Cowell Associates, Inc. is our broker of record and VFIS will not quote any other broker for our policies.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Squad Scholarships - 2018

Motion by Robert Franz and seconded by Chief Casey Orr to approve the awarding of up to six (6) five hundred dollar ($500) Squad scholarships to be awarded to any non-probationary HCFAS Squad member in good standing or a direct family member (spouse, son, daughter, brother, sister) residing in the same home as the non-probationary member in good standing. A drawing will be held at the July 2018 General Membership Meeting to select from those applicants who have applied to the Secretary as of July 1, 2018 with the appropriate forms, as supplied by HCFAS, and with the required qualifying evidence. The Secretary will receive from the Chief, a declaration that those applicants are non-probationary Squad members in good standing or family members of non-probationary Squad members in good standing. These scholarships are to be an incentive for the applicants, who must present documentation (academic transcripts) of at least a 2.0 grade point average for the preceding year. The applicant must have been enrolled for a minimum of six (6) college credit hours per semester (a minimum of two semesters is required) or the equivalent period at a vocational school. All winners are precluded from entering the drawing the following year.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Advertisement in NYSVA&RA 2018 Pulse Check Journal

Motion by Robert Franz and seconded by Richard Stone to authorize and approve Andrea Golinsky, HCFAS's public relations committee chairperson and chief delegate to the NYSVA&RA District 7, to place a full page HCFAS ad in the NYSVA&RA Pulse Check 63rd Annual Educational Conference & Trade Show journal at a cost not to exceed $400.00. The ad will be similar to the ad placed in the 2017 journal, to be approved by the President and Andrea Golinsky.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

2018 NYSVA&RA Pulse Check Drill Competition Trophy(s)

Motion by Robert Franz and seconded by Richard Stone to authorize and approve HCFAS to sponsor an adult and/or a youth trophy(s) for the 2018 NYSVA&RA Drill Competition at a total cost not to exceed $500.00. NYSVA&RA District 7 Chief Delegate Andrea Golinsky or her designee will be responsible to submit the trophy sponsor reservation form to the NYSVA&RA.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

2018 NYSVA&RA Pulse Check Theme Basket Raffle Donation

Motion by Robert Franz and seconded by Richard Stone to authorize and approve HCFAS to donate a Theme Basket for the Pulse Check raffle at a cost not to exceed $125.00. NYSVA&RA District 7 Chief Delegate Andrea Golinsky will be responsible to make up the basket(s).

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Use of the General Meeting Room- Saturday June 16, 2018 for Tiffany Williamson #1422
Motion by Bob Franz and seconded by Richard Stone to permit Tiffany Williamson #1422, the use of the General Membership Meeting Room in accordance with the HCFAS General Meeting Room Use Application and Rules to conduct her baby shower party on Saturday June 16, 2018 from 4PM to 8PM. Set-up will be on Friday evening 6/15/18 from 7PM to 10PM and cleanup will be from 8PM to 10PM after the event. A security deposit of $100 was received and the $400 balance must be received prior to the event. A copy of a bartender's TIPS certification must be submitted since alcohol will be served. Food service will be by the member. The member must submit a certificate of liability insurance in the amount of $1,000,000.00 with Huntington Community First Aid Squad named as an additional insured which must include liquor law legal liability coverage. An insurance certificate and a vendor hold harmless agreement are required from the DJ for this event. Approval is pending the receipt of the acceptable certificate(s) of insurance, TIPS certificate, vendor hold harmless agreement and security deposit balance. The member is responsible for contacting the President or Chief in a timely manner for pre and post inspections of the room.
MOTION APPROVED UNANIMOUSLY

Cash Advance for Captains EMS Week
Motion by Chief Casey Orr and seconded by Robert Franz to issue a cash advance up to $400 to each of the 7 Captains for member meal allowance during the week of 5/20/2018-5/26/2018. The Captains will issue a $10 meal allowance for each primary member on their day. Each member will be entitled to one meal allowance for the duration of EMS week. Captains will be provided with rosters by the First Deputy Chief and be responsible for obtaining a member's signature for each $10 disbursed.
Administrative members will be the responsibility of the Vice President who will obtain the required signatures. The disbursement of funds will only be done during EMS Week. The Chief Officer(s) Captains and Vice President will be responsible for returning the signed rosters and excess funds to the Treasurer by 5/31/2018.
HCAD funds
MOTION APPROVED UNANIMOUSLY

EMS WEEK 2018 Tumbler
Motion by Chief Casey Orr and seconded by Robert Franz to accept the bid quote of Vendor A for the purchase of 300 Plastic Tumbler Drinkware with HCFAS imprint as a gift to each member on EMS week. A total of 300 would be ordered at a price of $771.00 plus a set up charge of $59.00, and an imprint fee of $75.00. The total cost is NTE $950.00. The vendor is Discount Mugs 12610 NW 115th Avenue Miami, FL 33178.
HCFAS funds
MOTION APPROVED UNANIMOUSLY

EMS WEEK 2018 Beach Tote

Motion by Chief Casey Orr and seconded by Ann Schwartz to accept the bid quote of Vendor A for the purchase of 300 Canvas Totes with HCFAS imprint as a gift to each member on EMS week. A total of 300 would be ordered at a price of $2025.00. The total cost is NTE $2100.00. The vendor is Discount Mugs 12610 NW 115th Avenue Miami, FL 33178.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

Preventative Maintenance of our ALS Simulator Manikin

Motion by Robert Franz seconded by Jeffrey Daniels to approve the Preventative Maintenance of our ALS Simulator Manikin which included the refurbishment/replacement of all consumables and pad sets, refurbish or skin and/or IV Arm, product cleaning, final test and inspecting of manikin and document findings. This service will be performed at Laerdal Medical Corporation in Wappingers Falls, NY. The cost for the service at Laderal is not to exceed $1000.

NOTE - this manikin has never had a PM or has never been service since we purchased it.

HCAD Funds.

MOTION APPROVED UNANIMOUSLY

Plaque Donation For Deceased Member & Past Medical Director Joseph Palmieri #482

Motion by Ann Schwartz and seconded by Jeffrey Daniels to accept the donation of a 9” by 12” wood and metal plaque, honoring a former HCFAS Medical Director, Dr. Joseph F. Palmieri, MD. There are no restrictions on this donation, other than the plaque must be displayed or returned.

Note from Past President John Palmieri:

Due to the change in direction by the leadership of Huntington Hospital, now Northwell Health, and the development and opening of the new emergency room, plaques honoring emergency personnel of Huntington Hospital have been removed. A 9” by 12” plaque honoring my father, Dr. Joseph F. Palmieri, MD, that had been displayed in the old emergency room at the Hospital, was recently returned to me. Since my father, #482, was the Squad Medical Director in the 1970s and had been honored by HCFAS with a leaf on the EMS tree, I would like to donate that plaque to the Squad for inclusion in the front vestibule display cases. The plaque reads;

Dedicated September 2001
To The Memory of
Joseph F. Palmieri, M.D.
Who Served This Community
With Compassion and Expertise,
For More Than 30 Years

MOTION APPROVED UNANIMOUSLY

Planting Fields Hike

Motion by Chief Casey Orr and seconded by Robert Franz to reimburse parking fees for Squad trip to Planting Fields Arboretum in Oyster Bay on Sunday, May 20 at a cost of $8 per car. Ride sharing will be strongly encouraged. Food will be provided for members and guests who attend, and complete the walk at a cost not to exceed $10 per person.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

General Membership Meeting Room Use Request Extended for Mary Ann Schramm #595
Motion by Robert Franz and seconded by Chief Casey Orr to amend the 3/1/18 board motion for inactive life member #595 Mary Ann Schramm's General Membership Meeting room use request and allow until April 1, 2019 for a completed application to be submitted to the Secretary.
MOTION APPROVED UNANIMOUSLY

Note: The following motion was made on 4/11/18 via email vote.

On Call Power Co., Inc. Repair Kohler Automatic Transfer Switch
Motion by Roger Winter and seconded by Brian Canty to repair the Kohler Automatic Transfer Switch on the generator located in the basement. The work is to be performed by On Call Power Co., Inc. 100 Knickerbocker Avenue, Bohemia, NY 11716 as outlined in the Estimate dated 4/9/2018, Estimate No. 18-856 at a cost of $4,575.00 as attached below.
HCAD Funds
Vote: Yes: BC, RF, AS, RS, RW, KT, JD (CO & SF did not vote)
Motion Approved

Note: The following motion was made on 4/12/18 via email vote.

General Meeting Room Use Request Friday, April 20, 2018 –Leslie Wissner #1285
Motion by Robert Franz and seconded by Roger Winter to permit Leslie Wissner #1285, the use of the General Membership Meeting Room to conduct Pony Club education session and a meeting on Friday, April 20, 2018 from 6:30PM to 9:30PM which includes the 20 minutes of Set-up time and 20 minutes of Cleanup time. Approval is pending receipt of the $500 security deposit. The calendar has no events scheduled for this date and time. There will be no DJ, caterer, or alcohol therefore the insurance requirements are not applicable. The member is responsible for contacting the President or Chief in a timely manner for pre and post inspections of the room.
MOTION APPROVED UNANIMOUSLY (SF did not vote)

Treasurer's Report – Brian Canty:
Motion by Chief Casey Orr and seconded by Richard Stone to accept the following for payment in accordance with the PPP and previous Board of Director motions:

HCAD Transactions (67) Checks & (7) Direct Debits Totaling $66,900.39
Payroll $6,695.36 03/25/18 thru 03/31/18 Pay date 04/06/18
Payroll $6,340.60 04/01/18 thru 04/07/18 Pay date 04/13/18
Payroll $6,606.43 04/08/18 thru 04/14/18 Pay date 04/20/18
Payroll $6,768.81 04/15/18 thru 04/21/18 Pay date 04/27/18

HCFAS Transactions (3) Checks & (1) Direct Debits Totaling $11,157.01
MOTION APPROVED UNANIMOUSLY

Transfers: None

Overdue Invoices:
VCI Invoice #0101360 Date 02/26/18 $2,090.00
State Chemical Invoice # 900344066 Date 01/26/18 $410.83
Invoice #900356851 Date 02/05/18 $431.82

Chief's Report – Casey Orr:

- HMFD Parade on July 18th. Members to be at HQ by 630pm. Sign up downstairs
- Huntington FD 175th parade - July 28th time TBD
- East Northport Parade - August 1st
- May GMM - a special presentation by the American Legion Post 1244 for Bobby Loysch
- Complaint - I was left a message about a member telling a patient that we are not a taxi service. I called the individual back and informed him the individual will be spoken to.
- 3 paramedic interviews:
    - Alex Mullen
    - Laurent Barbou
    - Lyndale Brunson
- I will be OOS for surgery May 9th-14th and then will not be able to ride for an additional 4-6 weeks. I will still be reachable and be here administratively
- TOH Chief Council Scholarship will be going out as soon as it is sent to me, they are due back at the May meeting
- TOH will also be having a scholarship that will come out over the next month or so once Terry makes it available.
- Vehicles:
    - 2-15-80: $560.95 to Ace for belt issues
    - 2-15-19: $793.64 to Ace for rear brake & water nozzle
    - 2-15-81: Accident 1/29/18 to 9th Street
    - 2-15-20: $1,678.10 - VCI for a fuel tank leak on

Status Change:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1498	Rittershaus	Jaclyn	Sunday 1500	CL	CL/Dr Train	4/24/2018
1525	Forsberg	Karl	Friday 2300	CL	CL/Dr Train	4/24/2018

Shift Change:

Member #	Last Name	First Name	From	To	Effective	Reason	
1505	Bayer	Paul	Monday 1500	Sunday 2300	3/26/2018	work	
1179	Mirabelli	Stephanie	Friday 1100	Wednesday 1100	5/2/2018	work	
1053	Rudilosso	Deborah	Saturday 1500	Co 8	ASAP	work	le
1479	Kovalsky	Jack	Monday 1900	Monday 1100	4/23/2018	work	
1456	Baez	David	Wednesday 0700	Co8	4/4/2018	work	**DENIED**

Letters of Intent:

Member #	Last Name	First Name	Reason	Day & Shift
1397	Aviles	Lauren	Company 8	Company 8
1175	Saget	Bedel	Company 8	Company 8
1356	Vanbenschoten	Kristin	Company 8	Company 8
1383	Donegan	Patrick	Short Hours	Sunday 1100
908	Decker	Jill	Short Hours	Monday 1100
1391	Moran	Matthew	Short Hours	Monday 2300
1478	Schroeder	Alicia	Short Hours	Monday 1500
236	Brenner	Martha	Short Hours	Tuesday 1500
1456	Baez	David	Short Hours	Wednesday 0700
634	Kelly	Paul	Short Hours	Wednesday 1500
1461	Costa	Tyrone	Short Hours	Thursday 2300
692	Donegan	Ann	Short Hours	Thursday 1500
749	Hayes	Kathy	Short Hours	Thursday 1100
1368	LoCascio	Matrin	Short Hours	Thursday 0700
811	Tesoriero	Claire	Short Hours	Thursday 1900
1481	Zimmerman	Drew	Short Hours	Thursday 0700
1504	Mahmood	Anum	Short Hours	Saturday 1900

Secretary's Report –Robert Franz:

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Castagna, Shayna	Sunday	1381	Educational	4/2/18 – 3/20/19
D'Antonio, Thomas	Tuesday	1006	Emergency Medical	4/3/18 – 7/3/18
Ladd, Jennifer	Co. 8	1267	Operational	4/30/18 – 7/30/18
Martinez, Beatrice	Sunday	1441	Educational	4/22/18 – 5/13/18
Mulchandani, Monica	Sunday	1162	Operational	4/22/18 – 7/22/18
Taylor, Andrew	Monday	1338	Operational	4/30/18 – 7/30/18

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA:
Patrick Donegan #1383, Sunday, Operational 4/1/18 – 7/1/18.
No: JD, AS, CO Abstain: RF, RS
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA:

Tesoriero, Claire	Thursday	811	Educational	4/12/18 – 7/12/18

Yes: JD, AS, CO, RS Abstain: RF
MOTION APPROVED

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Castagna, Shayna	Sunday	1381	3/25/18	Educational
Ishikawa, Kazuo (Spike)	Tuesday	1282	4/3/18	Operational
O'Leary, Thomas	Thursday	1187	4/3/18	Emergency Medical
Poole, Bernard	Tuesday	872	4/3/18	Operational
Waldron, Henry (Hank)	Wednesday	1446	4/12/18	Operational

Insurance:

MVA 2-15-19: While on a call, our ambulance was making a right turn and stopped since a vehicle that was making a left turn from the wrong lane (left lane) on the street. Vehicle moved forward and struck the right side of the ambulance (scuff mark). Other vehicle has damage on the right side. There were no injuries to the ambulance crew or the other driver. This has been reported to our insurance carrier.

Audit: NYS Insurance Fund conducted a field audit on Tuesday 4/24/18 for our 2017 VAWBL and Workers' Compensation policy premiums. HCFAS will receive an $8,000 credit for the Workers' Compensation overpayment since our actual payroll was lower than what was estimated. HCFAS will also continue to receive an exemption on the VAW policy for a vehicle that the paramedic uses.

General Insurance Renewal: The renewal of our general, automobile and umbrella policies is on the agenda for this meeting. Last Friday I distributed renewal documents for our renewal. However, since there were some past discussions concerning agreed value of our emergency vehicles (response vehicles & ambulances); I have attached an article which explains a decision process. The renewal documents include a schedule of insurance which shows our agreed values on these vehicles. I also requested a quote if we decreased the agreed values on all response vehicles (3) to $40,000, Road Rescue ambulances (4) to $135,000 and VCI ambulances (2) to $180,000. The decrease in the premium would be approximately $3,000 or approximately 7.6% of our automobile premium. On Thursday, we should make a decision.

2-15-82 – I request that the board give approval for the repair of 2-15-82. There has not been a supplemental adjustment of the original $22,000 estimate previously issued by the adjuster. It is understood that as the repair progresses, if additional parts etc. have to be replaced then that will be done with a supplemental adjustment as is customary in the collision business.

Suffolk REMSCO: In accordance with Article 30, a public hearing was held on 4/30/18 to consider the expansion of the operating territory of North Shore Ambulance and Oxygen Service Inc. to include Suffolk County. This will be voted on at the 5/8/18 REMSCO meeting.

Remsco 2017 Award Winners and Honorable Mention Awardees notification was posted on the bulletin board. Congratulations to Chief Casey Orr – Winner of the EMS Leadership Award and Ex-Chief / Past President – EMS Leadership Honorable Mention. Honorable Mentions also awarded to First Deputy Chief Elizabeth Mohr – Registered Professional Nurse of Excellence; Ex-Chief Mark Brenner – Ralph Oswald EMS Educator of Excellence and Post 215 Chief Jake Levinsky – Youth Provider of theYear. Thank you to everyone that submitted the well written nominations for our members.

LOSAP 2017 Points – Bob Franz

The 2017 LOSAP Records Listing was approved by the Huntington Town Board on May 1, 2018. In compliance with General Municipal Law, the approved listing will be returned to the Squad and posted on the bulletin board for a mandatory 30 day period. An article was placed in the May Pulse.

General Meeting Room Use Request: Inactive Life member Mary Ann Schramm is unable to provide additional information regarding the use of the room in August 2019 but requests that we hold the date for her. Page 1 of the application has not been submitted. I suggest that we hold the date on the calendar pending a completed application by June 1, 2019.

President's Report – Seth Fischer:

-Updated the Board on the property west of 2 Railroad Street.
-PAB Billing discussed.
-Open House status update given.

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.

Awards

Life Membership Plaque (BOD): The plaque has been removed and the life Member(s) have be engraved

Length of Service (Andrea Golinsky): Report has been received by President Fischer

Memorial Wall (David Mohr) David has mounter all the plates of deceased members.

Plaques & Certificates BOD/Chief Officer Corps Christine Roulo): The treasurer has requested that we put this out to bid to lower the cost.

Pins and badges (Roger Winter): I am waiting for the 2018 list of Members off probation

Veterans Plaque: The plaque has been updated.

ID/Accountability Cards (Roger Winter): This is a continuing process.

LED Sign (Dian Tanko): The sign is up to date and working. Diane Tanko is updating weekly.

Public Relations/Public Information Officer (Andrea Golinsky): The EMS open house is being worked on by Sue Manning and with he help of Seth Fischer.I see that three or four members have signed up to help. the program has not been released to me.

Historian (Martha Brenner): Martha is working on organizing the room and files. At this time Martha has members working on organizing material

Fund Drive: Report (Mary Brenner and Pete Nakelski: The 2018 fund drive 1st wave has been mailed out. We have received $39,000.

Flag Etiquette (/Roger Winter): As events happen, the flag (s) are placed at the appropriate height.

Memorial Day / Veterans Day Events: We have a wreath to be placed by the flag Pole when these events are near.

Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.

Building:

Committee Members as of 1/7/2018

Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.

Plowing / Salt Harbor Irrigation: Harbor Irrigation was outstanding this past snow season.

Traditional Air Conditioning Has been notified of the leaks in the truck room of the three that are leaking two have been fixed the third is in need of parts, on order. Pump # 3 needed a new motor.

I will be calling Monday 4/30/2018 to schedule the air conditioning.

Garage doors: all are in working order.

Air Fresheners for bathrooms: Patty Tufo has ordered new air fresheners for the bathrooms. I just need to install them. I do not know how to schedule the old air Paul Bayer has volunteered to help.**Crack in Building wall –** H2M has released the report on the wall. Todd Davidoff has agreed to repair the wall. I do not have a schedule yet for the repair. As you might remember Todd repaired the wall in the basement after the drain pipe was repaired

50th Anniversary Banner: Is missing after the last time it was used.

Garage Floor: Hoffman floor coverings examined the floor for cleaning solutions. They brought a 5 gallon can of cleaning solution. The recommendations were passed on to Bobby Loysch.

Mirror in Gym: The broken mirror in the gym was replaced. A slightly smaller one was installed so the door clears the mirror. Thank you Richard Stone for helping repaint the wall.

Tool Replacement: Apparently the hand tools are missing. I will be going to replenish the hand tools. I had purchased a light bulb replacement pole and associated gear. the is also missing.

Ice Machine in Ready Room Kitchen: Has malfunctioned and we tried a repair on our own. I will be calling for service for that machine on Monday 4/30/2018. The replacement cost is approximately $1,000 +.

Heavy Duty Shop Vac: Was cleaned by Tom O'Leary. We purchased new filters.

Outdoor Light replacement: The lights around the building in the cans attached to the building will be replaced with white LED lights.

Handicapped parking signs and bollards: I will be purchasing two new bollards to cover the posts in the lot. At that time I will replace the handicapped signs.

Proposed Projects

- **New Cleaning Contract –** Thank you Bob Franz and Jeff Daniels for your input. The proposal is not completed yet.
- **Lighting proposals General Membership Meeting room-** we are putting together a lighting replacement for the high hats in the meeting room and the garage. We have one quote from R& T Electric.

Old Business:

Director Schwartz and Director Daniels discussed the proposed Sexual Harassment Policy & review training. It will be on the BOD agenda 5/17/18.

New Business: None

Motion by Chief Casey Orr and seconded by Robert Franz to enter into Executive Session at 2045 hours.

MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2108 hours.

Motion by Richard Stone and seconded by Ann Schwartz to adjourn the meeting at 2109 hours.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: June 3, 2018

Amended and approved: June 7, 2018
MOTION APPROVED

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: May 17, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**PRESENT**
Roger Winter (RW)	**ABSENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: James Mallilo, Gail Glister, David Kaufman and Lehti Laas (via phone)

Meeting called to order at: 1930 hours

Proposals-
Motorola APX 6500 Mobile Radio for 2-15-89
Computer System Repairs Due To Virus
CAD System Repairs Due To Virus
Swimming Pool Water Rescue Practice
Getec Charging System In Ambulances
Narcan Kit Training At Open House on 6/2/18
New 2018 Tahoe Response Vehicle Request For Proposals

Motorola APX 6500 Mobile Radio for 2-15-89
Motion by Brian Canty and seconded by Robert Franz to purchase a Motorola APX 6500 mobile radio as per the attached proposal from Integrated Wireless Technologies, Holbrook, NY from NYS Contract NYSPT67405 for an amount not to exceed $3,100.00. Additionally to approve the cost to install the radio.
Note: The current radio needs to be sent out to Motorola for repair which can take up to eight weeks.
HCAD Funds
No: RF, BC, JD, RS Abstain: KT, CO, AS
MOTION NOT APPROVED

Computer System Repairs Due To Virus
Motion by Richard Stone and seconded by Brian Canty to have Adept Technologies make all repairs to the squad computer system caused by virus. Labor only not to exceed $9,600.00.
HCAD Funds (insurance proceeds)
MOTION APPROVED UNANIMOUSLY

CAD System Repairs Due To Virus
Motion by Richard Stone and seconded by Brian Canty to have SCM make all emergency repairs to the CAD system caused by a virus. Amount not to exceed $1,991.25.
HCAD Funds (insurance proceeds)
MOTION APPROVED UNANIMOUSLY

Swimming Pool Water Rescue Practice
Motion by Robert Franz and seconded by Richard Stone to authorize and approve a swimming pool water rescue practice for squad members and explore post 215 members at squad member John Mancino #1494 Northport home on Saturday June 16, 2018. The responsibility for this event will be 2nd Deputy Chief Keith Rubenstein. The required number of post 215 advisors will be the responsibility of Chief Advisor Sue Otto. Lunch will be provided for the participants at a cost not to exceed $400. No alcoholic beverages will be available or consumed at the event. A certificate of liability insurance will be requested from VFIS naming John Mancino as additional insured.
MOTION APPROVED UNANIMOUSLY

Getec Charging System In Ambulances
Motion by Casey Orr and seconded by Robert Franz, to accept the recommendation of Third Deputy Chief Jeff Brenner and approve the purchase and installation of a Getec charging system hardwired into each ambulance by Ace Auto Repair at a cost not to exceed $3,000.
HCAD funds.
Yes: CO No: RF, BC, JD, RS, KT, AS
MOTION NOT APPROVED

Narcan Kit Training At Open House on 6/2/18

Motion by Robert Franz and seconded by Brian Canty to amend the "2018 Open House" motion made at the 4/5/18 BOD meeting to include that part of the HCFAS Open House will have a Suffolk County Department of Health (SCDOH) & Legislator Doc Spencer sponsored Narcan Kit training in our general meeting room. The class will be taught by a trainer provided by the SCDOH. There will be 35 free Narcan Kits distributed by the SCDOH at the event. After the initial 35 kits are distributed, all others in attendance will have their Narcan Kit mailed to them by the SCDOH. This training will be open to all in the general public & is an effort to increase those present during our Open House. Only one kit will be given to each individual registered for the training. A separate flyer will be made by Legislator Doc Spencer's office on how to RSVP for the Narcan Kit training and it will have more detailed info (their flyer will be ready in the next few days, the training is approximately 90 minutes, the start time will be noon or 1PM). Our HCFAS Open House flyer will only mention a "Narcan Kit Training". For further info about the event taking place during the Open House contact Lehti Laas #938 at 631-942-4633. The President, Chief and Second Deputy Chief have been notified of this training. The Open House room usage has been placed on the HCFAS website calendar. The training and Narcan Kit distribution will be of no cost to HCFAS. Huntington Community First Aid Squad should be mentioned in the Narcan announcement flyer.

HCAD & HCFAS funds

MOTION APPROVED UNANIMOUSLY

4/5/18 BOD Meeting

2018 Open House

Motion by Chief Casey Orr and seconded by Keith Tamayo to authorize and approve the Chairpersons of the Recruitment, Membership, and Public Relations Committees the following amounts to hold an HCFAS Open House/ Touch-a-Truck event date to be determined for 2018. Activities may include blood pressure screenings, a Child ID station, a recruitment booth offering tours of the building, and tables for demonstrations by the ALS Committee, Youth Squad, Bike Patrol and others. Anticipated expenses: Sodas, food, paper goods, raffles, EMS related give-a-ways, advertising, flyers & decorations. The Chief will determine the areas or rooms that will be used for this event and will be consulted on the location of the various refreshment and exhibit stations. The President will be responsible for this event. Total cost not to exceed $1000. Original Receipts will be provided. A written accounting of the event must be provided within 10 days of completion of the event to the Treasurer by event coordinator Sara Manning.

Note: June 2nd weekend is being entertained as per Chief's recommendation to the Board. Last year it was from 1100 to 1500 hours, Saturday May 20, 2017 which was during EMS week and this will be a change from EMS week due to other EMS agencies being booked and not being able to attend.

HCAD & HCFAS funds

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made after the Secretary's Report

New 2018 Tahoe Response Vehicle Request For Proposals

Motion by Brian Canty and seconded by Robert Franz to authorize the new vehicle committee chairperson Keith Tamayo to send out a Request For Proposal for a new 2018 Tahoe response vehicle (similar to 2-15-81 specifications with minor changes) to replace 2-15-82.

MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Chief Casey Orr to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: May 04, 2018 to May 17, 2018

HCAD Transactions (31) Checks & (2) Direct Debits Totaling $25,122.29
Payroll $6,330.69 04/22/18 thru 04/28/18 Pay date 05/04/18
Payroll $6,523.38 04/29/18 thru 05/05/18 Pay date 05/11/18

POST Transactions (1) Checks & (0) Direct Debits Totaling $744.00
MOTION APPROVED UNANIMOUSLY

Overdue Invoices:

VCI	Invoice #99747	Date 09/07/17	$1,438.25	
VCI	Invoice #100349	Date 02/14/18	$3,036.27	
VCI	Invoice #0101360	Date 02/26/18	$2,090.00	Received 3/01/18
SCM	Invoice #9654	Date 12/14/17	$1,991.25	Received 5/02/18
Adept	Invoice #2016-5092	Date 12/14/17	$9,600.00	Received 5/03/18

Can we please get these VCI invoices cleared up.

Transfers: None

Chief's Report – Casey Orr:

-2nd Division active shooter team that respond to active shooter incidents or any incident that is deemed by FRES or any of the participating agencies to be a mass incident where there are the confirmed or highly likely to be numerous critical patients.
-Company 8 members who are deficient are being addressed
-Rosters are being discussed with Day Captains
-Chief will follow up with the verification of volunteer service for Gabriel

Secretary's Report –Robert Franz:

Suffolk REMSCO meeting 5/8/18:

In accordance with Article 30, a public hearing was held on 4/30/18 to consider the expansion of the operating territory of North Shore Ambulance and Oxygen Service Inc. to include Suffolk County. A seconded motion was made by the resource needs committee to approve the application and the motion was passed by the council. Nassau REMSCO did not approve North Shore's application for Nassau County.

Another motion was made to approve the transfer of operating authority from Midwood Ambulance Service to InstaCare EMS which was approved by the council.

Tom Lauteulere Memorial Educational Conference will be at Community Ambulance of Sayville on Saturday 9/29/18.

Robert DeLagi will be retiring in early January 2019. Mike Masterton will be his replacement for SEMSCO. Peter Bergman has retired. CME functions will be performed by Dina Wayrich and James Deutsch.

LOSAP 2017 Points - The 2017 LOSAP Records Listing was approved by the Huntington Town Board on May 1, 2018. In compliance with General Municipal Law, the approved listing was returned to the Squad and posted on the bulletin board for a mandatory 30 day period. An article was placed in the May Pulse.

Thank you: A thank you note was received from member Leslie Wissner regarding our approval of her GMM room use application for a meeting of her Pony Club.

President's Report – Seth Fischer:

-Status of 2-15-82 discussed and whether to repeat 2-15-81 specs or start new. Starting new will add an additional 3 weeks to delivery.
-Payroll discussed

Old Business:
-NYS Sexual Harassment Policy will be released in October 2018
-Director Schwartz mentioned VFIS test

New Business: None

Motion by President Seth Fischer and seconded by Ann Schwartz to enter into Executive Session at 2050 hours.
MOTION APPROVED UNANIMOUSLY

Executive Session ended at 2135 hours.

Motion by Brian Canty and seconded by Keith Tamayo to adjourn the meeting at 2135 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: June 14, 2018

Amended and approved: July 12, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: June 7, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: Andrew Campagnola, Paul Bayer, James Mallilo and Lehti Laas

Meeting called to order at: 19:30 hours

For disposition of new members see the Secretary's Report.

Motion by Robert Franz and seconded by Keith Tamayo to approve the minutes of May 3rd, 2018 as amended.
Yes: AS, KT, CO, JD, RF, RS, Abstain: BC, RW
MOTION APPROVED

Note: The following motion was made after the Executive Session
Paramedic Hire- Alexander Mullin
Motion by Chief Casey Orr and seconded by Ann Schwartz to hire Alexander Mullin as a Paramedic at $25.00 per hour.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Proposals-
Chargers + Batteries for new ePCR Laptops to be placed in Ambulances (Tabled)
HCFAS Picnic 2018 Date/Venue
Picnic - Alcoholic Beverages
HCFAS Picnic 2018 Food/Refreshments
Ice Cream Truck For The Picnic
Annual NYSVARA Squad Report
Attendance of HCFAS Delegates at the NYSVARA 2018 Pulse Check Educational Conference and Trade Show (Tabled)
Attendance of HCFAS members at the NYSVARA 2018 Pulse Check Educational Conference and Trade Show (Tabled)
Host the NYS Volunteer Ambulance & Rescue Association District 7 Meeting Tuesday October 16, 2018
General Meeting Room Use Request Saturday 07/07/18 – Stephanie Cortes #1426
2018 Officer Shirts (Tabled)
Disposal of First Responder Vehicle 2-15-82
Mileage Reimbursement To Andrea Golinsky For Legislative Day 5/7/18 & EMS Memorial 5/23/18

Chargers + Batteries for new ePCR Laptops to be placed in Ambulances
Motion by Chief Casey Orr and seconded by Keith Tamayo to accept the recommendation of the ePCR committee and operational officers to purchase 14 batteries and 7 battery chargers from Island Tech Services at the cost not to exceed $3,843.00.

Purpose: While charging the units in the building has lessened the occurrence of having dead laptops having spare batteries in each ambulance will ensure that we never have a dead battery. When a crew is on a standby or on multiple calls at once they will be able to swap the batteries out of the laptop for an indefinite amount of time.

The following items will be purchased:

7x - Getac Multi Bay Battery Charger -- $379.00/unit
14x - Getac V110 Battery -- $85.00/unit

Motion by Brian Canty and seconded by Robert Franz to table the motion.
Yes: AS, BC, RF, RS, RW, JD No: KT, CO
MOTION APPROVED to table

HCFAS Picnic 2018 Date/Venue

Motion by Brian Canty and seconded by Chief Casey Orr to enter into a contract with the Driftwood Day Camp for the purpose of the HCFAS picnic. Huntington Community First Aid Squad (HCFAS) will rent the facilities of Driftwood Day Camp (DDC) on July 21, 2018. HCFAS will arrive at 9:30am and leave about 5:00pm and DDC will run all activities and events of the picnic.

The use of the swimming pool is included. A lifeguard will be present. Driftwood Day Camp will provide a total of 8 lifeguards/specialists. All services are outlined in the agreement dated 6/01/2018, Mike Wagenberg, Owner/Director

HCFAS will provide a certificate of insurance naming Driftwood Day Camp as an additionally insured property.

To indicate acceptance of the contract a fee of $1,800.00 will be paid to DDC. A non-refundable deposit of $500.00 is due upon signing. The balance of payment is due on July 21, 2018.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Picnic - Alcoholic Beverages

Motion by Brian Canty and seconded by Chief Casey Orr to authorize and approve HCFAS to provide and serve beer with a TIPS certified member at a cost not to exceed $150.00.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

HCFAS Picnic 2018 Food/Refreshments

Motion by Jeffrey Daniels and seconded by Robert Franz to accept the recommendation of Special Event Committee Chairperson Brian Canty and to accept the menu and the bid of Big Bubba's BBQ (C & A Food Inc. D/B/A Big Bubba BBQ) to cater the Annual Picnic on Saturday, July 21, 2018 at a cost of $ 36.58 per adult (age 21 & up) and $ 29.50 per adult (age 13 -21) and $ 14.16 per child (age 5 to 12) inclusive of gratuity, plus a $4pp labor charge.
The agreement will require the vendor to provide certificates of liability insurance with Huntington Community First Aid Squad as additional insured and the day camp if required by Driftwood and a certificate proving workers' compensation coverage. The Squad's standard cancellation clause will also be part of the agreement.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Ice Cream Truck For The Picnic

Motion by Jeffrey Daniels and seconded by Keith Tamayo to engage a Mister Softie truck for $700.00 to dispense ice cream for about 1 hour or however long it takes to serve 150 people.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Annual NYSVARA Squad Report
Motion by Robert Franz and seconded by Richard Stone to authorize the Secretary to amend the NYS Volunteer Ambulance and Rescue Association (NYSVARA) 2017/18 annual Squad Member Organization Report to include Christine Roulo #661 as the Squad's 2nd alternate delegate.
MOTION APPROVED UNANIMOUSLY

Attendance of HCFAS Delegates at the NYSVARA 2018 Pulse Check Educational Conference and Trade Show
Motion by Robert Franz and seconded by Richard Stone to authorize and approve the Squad's New York State Volunteer Ambulance and Rescue Association's (NYSVARA) District 7 1st alternate delegate Robert Franz and 2nd alternate delegate Christine Roulo to attend the NYSVARA 2018 Pulse Check 63rd Annual Educational Conference and Trade Show from Thursday, 9/20/18 to Sunday, 9/23/18 at the Marriott, Albany, New York. Reimbursement will consist of the course and trade show registration of $225.00 per person (must register prior to 8/1/18), hotel accommodations, not to exceed $137.00 per night per person, daily meals and incidental expenses allowance at the GSA per diem rate per person ($59.00 as of 10/1/17) less 25% for travel days ($14.75), plus mileage and tolls. There will be no reimbursement of meals which are included as part of the conference cost (the banquet dinner deduction is $26 per person as per the 10/1/17 GSA breakdown) and alcoholic beverages will not be reimbursed. Each delegate will attend at least two (2) educational sessions. Delegates will obtain sales tax exemption certificates from the Treasurer. Further, to authorize, with the approval of the Chief, the use of 2-15-89 for transportation on the date of departure if the attendee requests such vehicle in lieu of HCFAS mileage reimbursement. Each delegate will submit a list of events attended, and where applicable, attach the course completion verifications received with LOSAP forms and a synopsis of an educational session attended (this synopsis should not be the same session as the other delegate) as part of the reimbursement documentation. Each delegate must be available to make a report as determined by the requestor concerning one of the educational sessions attended. Reimbursement of deposits due to non-attendance is the responsibility of the delegate, unless requested by the member in writing and approved by the BOD. All room payments shall be on Squad credit card, if possible. Reimbursement will be in accordance with HCFAS Purchasing Policy and include a statement that no other party is paying or reimbursing the attendee for this conference or any part thereof. All required reimbursement documentation must include original receipts if applicable and be approved by the Second Deputy Chief and the Chief and be submitted to the Treasurer by 10/9/2018. The educational session synopsis is due within 10 days after the session course material has been posted on the Association website. The Treasurer will provide the BOD an accounting for this conference at the next BOD meeting following the request for reimbursement after the conference.
HCAD Funds

Motion by Brian Canty and seconded by Chief Casey Orr to table the motion.
Yes: AS, BC, CO, JD   No: RF, RS, RW   Abstain: KT
MOTION APPROVED to table

Attendance of HCFAS members at the NYSVARA 2018 Pulse Check Educational Conference and Trade Show

Motion by Robert Franz and seconded by Keith Tamayo to accept the recommendation of Second Deputy Chief Keith Rubenstein and authorize and approve up to twelve (12) members in good standing (non-delegates) at the Officer's discretion, to attend the NYSVARA 2018 Pulse Check 63rd Annual Educational Conference and Trade Show between Thursday, 9/20/18 and Sunday, 9/23/18 (3 nights) at the Marriott, Albany, New York. Reimbursement will consist of the course and trade show registration of $225.00 per person (group package for 6 is $1,150.00 - $191.67 per person) (must register prior to 8/1/18), hotel accommodations not to exceed $137.00 per night per person (double occupancy is required, if appropriate), daily meals and incidental expenses allowance at the GSA per diem rate per person ($59.00 as of 10/1/17) less 25% for travel days ($14.75) plus mileage and tolls. A Squad vehicle may be requested from the Chief in lieu of the mileage reimbursement (group travel is encouraged). There will be no reimbursement for meals which are included as part of the conference cost (the banquet dinner deduction is $26.00 per person as per the 10/1/17 GSA breakdown) and alcoholic beverages will not be reimbursed. Members will attend a minimum of two (2) educational sessions, each day Friday and Saturday, plus the Saturday evening memorial service and banquet and the Sunday morning educational presentation. A listing of the sessions attended and any course completion verifications received will be submitted with LOSAP forms as part of the reimbursement documentation, as well as a comprehensive report including a test (submitted electronically) on at least one session attended per person that can be used as a future Review Training for our members which will be given to the Second Deputy Chief within 14 days after returning from the conference or within 10 days after the educational course material has been posted on the Association website whichever is later. Upon the request of the Chief, Second Deputy Chief, or the Board of Directors, the member must be available to make a report and determined by the requestor concerning one of the educational sessions attended. Reimbursement of deposits or prepaid tickets due to non-member attendance is the responsibility of the member, unless an exception is requested by the member in writing and approved by the Board of Directors. All room payments shall be on Squad credit cards if possible. Reimbursement will be in accordance with HCFAS Purchasing Policy and include a statement that no other party is paying or reimbursing the attendee for this conference or any part thereof. All required reimbursement documentation must include original receipts if applicable and be approved by the Second Deputy Chief and the Chief and be submitted to the Treasurer within 14 days of return from the conference. The Treasurer will provide the BOD an accounting for this conference at the next BOD meeting following the request for reimbursement after the conference.

HCAD Funds

Motion by Brian Canty and seconded by Chief Casey Orr to table the motion.

Yes: AS, BC, CO, KT	No: RF, RS, RW	Abstain: JD

MOTION APPROVED to table

Host the NYS Volunteer Ambulance & Rescue Association District 7 Meeting Tuesday October 16, 2018

Motion by Robert Franz and seconded by Brian Canty to host the NYS Volunteer Ambulance & Rescue Association District 7 meeting on Tuesday October 16, 2018 or other alternate date. Dinner is to be provided by HCFAS at a cost not to exceed $350.00. Dinner is to be arranged by Delegate Andrea Golinsky or 2nd Alternate Delegate Christine Roulo and served at 7:30 PM. Further to authorize the use of the administrative area main conference room if the general meeting room cannot be adequately divided and used because of any scheduled CME presentation.

HCAD funds

MOTION APPROVED UNANIMOUSLY

General Meeting Room Use Request Saturday 07/07/18 – Stephanie Cortes #1426

Motion by Robert Franz and seconded by Keith Tamayo to permit Stephanie Cortes #1426, the use of the General Membership Meeting Room in accordance with HCFAS General Meeting Room Use Application & Rules to conduct her cousins baby shower on Saturday, July 7, 2018 from 3:00 PM to 7:00 PM. Set-up time will be two hours prior to the event (1pm to 3pm) and cleanup will be from two hours after the event (7pm to 9pm). A Security deposit of $100 has been received. The calendar has no events scheduled for this date and time. No alcohol will be served; therefore a TIPS certified bartender and an insurance certificate (including host liquor liability) with HCFAS named as an additional insured in the amount of $1,000,000 are not required. Food is being served by the member and no DJ is being engaged, therefore no other certificates of liability insurance are required. The member is responsible for contacting the President or Chief in a timely manner for pre and post inspections of the room.

MOTION APPROVED UNANIMOUSLY

2018 Officer Shirts

Motion by Chief Casey Orr and seconded by Keith Tamayo to accept the recommendation of Captain Mike Como for the bid quote of Vendor A for the purchase of 2 shirts per Officer, one short sleeve and one long sleeve, with the HCFAS logo and the individuals identifier. A total of 24 would be ordered at a price per person of $96.93 per person and a grand total of $1163.16. The total cost is NTE $1200.00. The vendor is Emergency Responder Products located in Old Bethpage, N.Y.

HCFAS Funds

Motion by Brian Canty and seconded by Ann Schwartz to table the motion.

Yes: AS, BC, RF, RS, RW   No: CO, KT   Abstain: JD

MOTION APPROVED to table

Disposal of First Responder Vehicle 2-15-82

Motion by Robert Franz and seconded by Keith Tamayo to dispose of First Responder vehicle 2-15-82, a 2007 Chevy Tahoe Vin# 1GNFK13087J368900, which was damaged in a motor vehicle accident on 3/2/18 by offsetting its minimum salvage value against the labor and storage fees due to 9th Street Collision.

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made during the Treasurer's Report

Mileage Reimbursement To Andrea Golinsky For Legislative Day 5/7/18 & EMS Memorial 5/23/18

Motion by Roger Winter and seconded by Richard Stone to authorize and approve payment of Andrea Golinsky's mileage reimbursement for pre-approved attendance in Albany, N.Y. for NYSVARA Legislative Day (5/7/18) and NYS DOH EMS Memorial Ceremony (5/23/18).

HCAD Funds

Yes: AS, RF, RS, RW, CO, KT, JD No: BC

MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Robert Franz to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: May 17, 2018 to Jun 07, 2018:

HCAD Transactions (70) Checks & (8) Direct Debits Totaling $97,654.01
Payroll $6,974.89 05/06/18 thru 05/12/18 Pay date 05/18/18
Payroll $6,108.67 05/13/18 thru 05/19/18 Pay date 05/25/18
Payroll $5,794.43 05/20/18 thru 05/26/18 Pay date 06/01/18

HCFAS Transactions (4) Checks & (1) Direct Debits Totaling $4,705.62
POST Transactions (1) Checks & (0) Direct Debits Totaling $88.00

MOTION APPROVED UNANIMOUSLY

Overdue Invoices:

VCI	Invoice #0101360	Date 02/26/18	$2,090.00	Received 3/01/18

Capital One

Card #1562	Discount Mugs	Date 5/11/18	$1699.00
	Jones Glass	Date 5/16/18	$ 999.00
Card #1315	Discount Mugs	Date 5/14/18	$ 559.13

Transfers: None

Chief's Report – Casey Orr:

- First Deputy sent a reminder email to those on Co. 8 of their weekly requirement and that 24 hour blocks are not acceptable. She also reminded that they must contact the Captain ahead of time prior to coming in
- Proposal for Officer Shirts: The officers would like shirts, long sleeve and short sleeve, that identifies their position. Please see the proposal folder for the quotes and RFP
- Driver Training: discussion
  - Karl Foresburg
  - Jackie Ritterhouse
- Paramedics
  - Alex Mullen
  - Chris Malerba
- Captain QAQI - I sat with Andrew C to develop a system for Captains to QAQI PCRs while working with the QAQI committee. I have a meeting with QAQI committee coming up and hope to have this process completed over the next 2 weeks
- TOH Chief Council Scholarship Winner - Tom Schirripa's daughter. He has been contacted and invited to the next TOHCC meeting

<u>Status Change/Advancements:</u>

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1517	Corcoran	Joseph	Sunday 2300	CL	Dr Tr/CL	5/22/2018
1527	Drelich	Jordan	Saturday 0700	Disp Tr	CL	5/22/2018
1514	Jacoby	Michael	Saturday 1100	CL	CL/Dr Tr	ASAP
1505	Bayer	Paul	Saturday 2300	ACL/DR	DR/CL	5/22/2018
1507	Abraham	Joshua	Thursday 2300	ACL	CL	5/22/2018
1502	Hernandez	Vanessa	Thursday 1500	ACL	CL	5/22/2018

<u>Shift Change:</u>

Member #	Last Name	First Name	From	To
1150	Stone	Lorrie	Friday 1500	Friday 1100

Secretary's Report –Robert Franz:

Status Change:

Motion by Ann Schwartz and seconded by Brian Canty to accept the recommendation of the Operational Officers and approve Carolyn Mullen #72 change of status from Inactive Life to Active Life Membership Dispatch Only in accordance with Article III Section 6 of the By-Laws. Carolyn will be on the Wednesday 0700 shift.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to grant the following Status Change: Michele Miller #1072, Operational Membership to Administrative, effective 6/7/18
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to grant the following Status Change: Paul Kelly #634, Operational Membership to Inactive Life Membership, letter dated 4/20/18, effective 6/7/18
MOTION APPROVED UNANIMOUSLY

-James Clinton #632: Associate Membership to Deceased on 6/7/18

New Members:

Motion by Ann Schwartz and seconded by Chief Casey Orr to accept Post 215 member Jacob Levinsky as a new probationary member #1529, Shift: Sunday 1900 in accordance with Article III, Section 2 of the By-Laws pending a clear background check.
Yes: JD, AS, CO, BC, KT Abstain: RF, RS, RW
MOTION APPROVED

Motion by Ann Schwartz and seconded by Chief Casey Orr to accept Leyda Mata as a new probationary member #1530, Shift: Saturday 1500 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA's:

Name	**Day**	**Membership #**	**Type**	**Dates**
Burns, Eileen	Sunday	767	Emergency Medical	6/4/18 – 9/4/18
Harkins, Sean	Tuesday	1486	Educational	5/22/18 – 8/6/18
Laas, Lehti	Admin	938	Emergency Medical	5/11/18 – 8/11/18
Melgar, Cecilia	Sunday	1220	Operational	5/13/18 – 8/13/18
O'Leary, Thomas	Thursday	1187	Emergency Medical	5/10/18 – 8/10/18
Orr, Casey	Co. 8	1283	Operational	5/9/18 – 8/9/18
Walters, Bazeel	Tuesday	1137	Operational	4/20/18 – 7/20/18
Wuestman, Elizabeth	Co. 8	1399	Extended Operational	3/1/18 – 7/1/18

MOTION APPROVED UNANIMOUSLY

Probation Ending:

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Dana Silverstein, member #1510, effective 6/7/18.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	**Day**	**Membership #**	**RTD Date**	**Note/From**
Castillo, Kathleen	Friday	1276	4/25/18	Emergency Medical to Dispatch Only
Connolly, Lauren	Sunday	1503	5/6/18	Educational
Lopez, Esteban	Sunday	1519	5/27/18	Educational
Martinez, Beatrice	Sunday	1441	5/20/18	Educational
Nucci, Carol	Tuesday	1324	5/1/18	Operational
O'Leary, Thomas	Thursday	1187	5/15/18	Emergency Medical
O'Riordan, Casey	Sunday	1518	5/20/18	Educational
Raynor, Danielle	Sunday	1509	5/27/18	Educational

Resignation:

Motion by Robert Franz and seconded by Casey Orr to accept the resignation of David Baez, member #1456, resignation letter dated 4/29/18, effective 6/7/18.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Casey Orr to accept the resignation of Drew Zimmerman , member #1481, resignation email sent 5/30/18, effective 6/7/18.
MOTION APPROVED UNANIMOUSLY

Old Business:
-Bid process replacement of 2-15-82
-IT Consultant discussion on possible review of squad system and recommend cost effective improvements
-Presentation by James Mallilo, Andrew Campagnola, and Paul Bayer regarding computer consulting services.
-Pipe leak: Automatic Alarm

New Business: None

Motion by Richard Stone and seconded by Robert Franz to enter into Executive Session at 2055 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2125 hours.

Motion by Seth Fischer and seconded by Ann Schwartz to adjourn the meeting at 2126 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: June 29, 2018

Amended and approved: July 12, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: July 12, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**ABSENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**ABSENT**

Guests: Gail Glister, Alex Klotsche, Jeff Brenner (representing Chief Casey Orr) and Lehti Laas (via phone)

Meeting called to order at: 19:30 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of May 17th, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of June 7th, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals-
Sim Man Replacement Parts not covered by preventative maintenance
HCFAS Picnic 2018 Date/Venue
Soundview Gardens - Arborvitaes Trimming
Allow Post 215 to Participate in Color Vibe 5K Run
Attendance of HCFAS Delegates at the NYSVARA 2018 Pulse Check Educational Conference and Trade Show
Attendance of HCFAS members at the NYSVARA 2018 Pulse Check Educational Conference and Trade Show

Sim Man Replacement Parts not covered not covered by preventative maintenance
Motion by Brian Canty Seconded by Robert Franz to accept the quote from Laerdal Medical Corporation, Wappingers Falls, NY dated 7/12/2018 for replacement parts not covered under contract for the preventative maintenance repair of SimMan not to exceed $1,084.82.
HCAD FUNDS
MOTION APPROVED UNANIMOUSLY

HCFAS Picnic 2018 Date/Venue
Motion by Brian Canty and seconded by Robert Franz to amend the motion of June 7, 2018 to reflect an increase in the rental fee for the facilities of Driftwood Day Camp (DDC) on July 21, 2018 $1,800.00 to $2,000.00.
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

Soundview Gardens - Arborvitaes Trimming
Motion by Roger Winter and seconded by Brian Canty to authorize the landscaper, Soundview Gardens to trim the arborvitaes on the property at a cost not to exceed $650.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

The following motions were done via email:
Allow Post 215 to Participate in Color Vibe 5K Run
6/27/18 email vote 7/9/18
Motion by Brian Canty and seconded by Chief Casey Orr to allow 10 – 20 members of Post 215 and Squad Advisors to participate in a Color Vibe 5K Run to be held at Eisenhower Park, 1899 Hempstead Turnpike, East Meadow, New York 11554 on July 28 2018 from 0900 to1200. Use of 2-15-88 is authorized by the Chief. Cost is $29.99 per entrant, and an additional $10 per entrant for Color Packets with total costs not to exceed $1,000.00 including refreshments to be paid by Post 215 account. All post members/advisors wishing to participate will provide a deposit which will be returned if they participate.

POST 215 Funds
Yes: SF, RW, RF, AS, BC, RS, JD, KT **No Vote Received:** CO

6/21/18 email vote 6/27/18

Attendance of HCFAS Delegates at the NYSVARA 2018 Pulse Check Educational Conference and Trade Show

Motion by Robert Franz and seconded by Seth Fischer to authorize and approve the Squad's New York State Volunteer Ambulance and Rescue Association's (NYSVARA) District 7 1st alternate delegate Robert Franz and 2nd alternate delegate Christine Roulo to attend the NYSVARA 2018 Pulse Check 63rd Annual Educational Conference and Trade Show from Thursday, 9/20/18 to Sunday, 9/23/18 at the Marriott, Albany, New York. Reimbursement will consist of the course and trade show registration of $225.00 per person (must register prior to 8/1/18), hotel accommodations, not to exceed $137.00 per night per person, daily meals and incidental expenses allowance at the GSA per diem rate per person ($59.00 as of 10/1/17) less 25% for travel days ($14.75), plus mileage and tolls. There will be no reimbursement of meals which are included as part of the conference cost (the banquet dinner deduction is $26 per person as per the 10/1/17 GSA breakdown) and alcoholic beverages will not be reimbursed. Each delegate will attend at least three (3) hours of educational sessions. Delegates will obtain sales tax exemption certificates from the Treasurer. Further, to authorize, with the approval of the Chief, the use of 2-15-89 for transportation on the date of departure if the attendee requests such vehicle in lieu of HCFAS mileage reimbursement. Each delegate will submit a list of events attended, and where applicable, attach the course completion verifications received with LOSAP forms and a synopsis of an educational session attended (this synopsis should not be the same session as the other delegate) as part of the reimbursement documentation. Each delegate must be available to make a report as determined by the requestor concerning one of the educational sessions attended. Reimbursement of deposits due to non-attendance is the responsibility of the delegate, unless requested by the member in writing and approved by the BOD. All room payments shall be on Squad credit card, if possible. Reimbursement will be in accordance with HCFAS Purchasing Policy and include a statement that no other party is paying or reimbursing the attendee for this conference or any part thereof. All required reimbursement documentation must include original receipts if applicable and be approved by the Second Deputy Chief and the Chief and be submitted to the Treasurer by 10/9/2018. The educational session synopsis is due within 10 days after the session course material has been posted on the Association website. The Treasurer will provide the BOD an accounting for this conference at the next BOD meeting following the request for reimbursement after the conference.

HCAD Funds

Yes: SF, AS, BC, RF, KT, RW, RS, JD No vote received: CO

MOTION APPROVED

6/21/18 email vote 6/27/18
Attendance of HCFAS members at the NYSVARA 2018 Pulse Check Educational Conference and Trade Show

Motion by Robert Franz and seconded by Seth Fischer to accept the recommendation of Second Deputy Chief Keith Rubenstein and authorize and approve up to twelve (12) members in good standing (non-delegates) at the Officer's discretion, to attend the NYSVARA 2018 Pulse Check 63rd Annual Educational Conference and Trade Show between Thursday, 9/20/18 and Sunday, 9/23/18 (3 nights) at the Marriott, Albany, New York. Reimbursement will consist of the course and trade show registration of $225.00 per person (group package for 6 is $1,150.00 - $191.67 per person) (must register prior to 8/1/18), hotel accommodations not to exceed $137.00 per night per person (double occupancy is required ($68.50 per night per person), if appropriate), daily meals and incidental expenses allowance at the GSA per diem rate per person ($59.00 as of 10/1/17) less 25% for travel days ($14.75) plus mileage and tolls. A Squad vehicle may be requested from the Chief in lieu of the mileage reimbursement (group travel is encouraged). There will be no reimbursement for meals which are included as part of the conference cost (the banquet dinner deduction is $26.00 per person as per the 10/1/17 GSA breakdown) and alcoholic beverages will not be reimbursed. Members will attend a minimum of three (3) hours of educational sessions each day Friday and Saturday plus the Friday evening drill competition, the Saturday evening memorial service and banquet and the Sunday morning educational presentation. A listing of the sessions attended and any course completion verifications received will be submitted with LOSAP forms as part of the reimbursement documentation, as well as a comprehensive report including a test (submitted electronically) on at least one session attended per person that can be used as a future Review Training for our members (report should not be the same session as any other attendee) which will be given to the Second Deputy Chief within 14 days after returning from the conference or within 10 days after the educational course material has been posted on the Association website whichever is later. Upon the request of the Chief, Second Deputy Chief, or the Board of Directors, the member must be available to make a report and determined by the requestor concerning one of the educational sessions attended. Reimbursement of deposits or prepaid tickets due to non-member attendance is the responsibility of the member, unless an exception is requested by the member in writing and approved by the Board of Directors. All room payments shall be on Squad credit cards if possible. Reimbursement will be in accordance with HCFAS Purchasing Policy and include a statement that no other party is paying or reimbursing the attendee for this conference or any part thereof. All required reimbursement documentation must include original receipts if applicable and be approved by the Second Deputy Chief and the Chief and be submitted to the Treasurer within 14 days of return from the conference. The Treasurer will provide the BOD an accounting for this conference at the next BOD meeting following the request for reimbursement after the conference.

HCAD Funds

Yes: SF, AS, RF, KT, RW, RS, JD   Abstain: BC   No vote received: CO

MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty Seconded by Ann Schwartz to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:
Checks Dated: Jun 07, 2018 to Jul 12, 2018

HCAD Transactions (68) Checks & (9) Direct Debits Totaling $81,392.84
Payroll $6,254.09 05/27/18 thru 06/02/18 Pay date 06/08/18
Payroll $4,995.55 06/03/18 thru 06/09/18 Pay date 06/15/18
Payroll $5,217.19 06/10/18 thru 06/16/18 Pay date 06/22/18
Payroll $5,143.26 06/17/18 thru 06/23/18 Pay date 06/29/18
Payroll $5,256.64 06/24/18 thru 06/30/18 Pay date 07/06/18

HCFAS Transactions (7) Checks & (1) Direct Debits Totaling $7,433.37
POST Transactions (2) Checks & (0) Direct Debits Totaling $437.19
MOTION APPROVED UNANIMOUSLY

Transfers:
M&T to TOH 06/08/18 $191,352.16
M&T to TOH 07/10/18 $132,654.98

Fund Drive Checking 1061-F to HCFAS Checking 1057-F 07/09/18 $15,000.00

Overdue Invoices:

VCI	Invoice #0101360	Date 02/26/18	$2,090.00	Received 03/01/18
LI Screen	Invoice #48222	Date 05/31/18	$65.85	Received 06/06/18

Capital One:

Card #1315	Discount Mugs	Date 5/14/18	$ 559.13

Chief's Report – Casey Orr (Given by 3rd Deputy Chief Jeffrey Brenner):

There are 2 parades in July:
HMFD - July 18th.

HFD anniversary parade - July 28th
We are providing standby coverage throughout the event.

Water rescue drill: Members loved the the drill and the POST was fantastic

The next Huntington Hospital meeting is July 25th, if you have any questions or concerns please let me know ahead of time.

Paramedics: 2 of the new medics are on the schedule this month. There may be an interview this weekend for another. Weekends are where we are struggling with coverage. Checkouts are going good. Working with Cono on a new method of the checkouts for the medics and if it works we will talk about rolling it out to the members

Captains: have all been reminded of their duties and what is required of them. I have offered ideas and solutions for the roster issue and will monitor to make sure it improves.

Vehicles:
16- Suzie Martin involved in an accident on 7/10 with a SCPD vehicle. She is in the process of working with Bob to complete paperwork
17 – NYS inspection completed. Stretcher broken, repair completed.
18- Cosmetic needs, went to ACE for gear problem and dead batteries, all repairs complete.
19 – Functional.
20- Cosmetic needs
21- Cosmetic needs, functional.
80 – tires replaced.
81 – tires replaced.
82 – BOD approved moving forward with replacing the unit. Process has begun.
88 – no notes
89 – Temp HCFAS band radio put into the truck and the MEDIC's are to be using this vehicle again. Had a gear issue last week that required a tow; has been fixed along with an oil change and NYS inspection.

<u>Status Change:</u>

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1529	Levinsky	Jacob	Sunday 1900	Fa	ACL	6/12/2018
1508	Kramer	Eric	Wednesday 1500	FA	ACL	ASAP
1400	Feliciano	Cynthia	Friday 1100	Dr Tr	Driver	ASAP

Shift Change:

Member #	Last Name	First Name	From	To	Effective	Reason
959	Lupo	James	Wednesday 0700	Co 8	ASAP	Family
749	Hayes	Kathy	Thursday 1100	Sunday 1100	5/27/2018	Schedule
1527	Drelich	Jordan	Saturday 0700	Saturday 1500	6/23/2018	work
1518	O'Riordan	Casey	Sunday 1900	Saturday 2300	ASAP	work

Secretary's Report –Robert Franz:

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA's:

Name	**Day**	**Membership #**	**Type**	**Dates**
Freed, Donald	Saturday	1482	Operational	6/24/18 – 9/24/18
Lindsey, Arlene	Tuesday	1067	Operational	6/11/18 – 9/11/18
Melgar, Cecilia	Sunday	1220	Emergency Medical	6/29/18 – 9/29/18
Palmieri, John	Tuesday	499	Operational	6/19/18 – 9/19/18
Valle, Matthew	Co. 8	1238	Operational	5/27/18 – 8/27/18
Williamson, Tiffany	Wednesday	1422	Medical	6/20/18 – 9/20/18

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to table the following requested LOA's:

Costa, Tyrone	Thursday	1461	Operational	4/17/18 – 7/17/18
Ericksen, Jayne	Thursday	1459	Operational	4/30/18 – 7/31/18
Gibbs, Tyler	Co. 8	1252	Operational	6/25/18 – 9/25/18
Guadagnin, Linda	Co. 8	1148	Operational	6/21/18 – 9/21/18
Mohr, Samantha	Co. 8	1341	Operational	5/26/18 – 8/26/18

MOTION APPROVED to table

Probation Ending:

Motion by Robert Franz and seconded by Ann Schwartz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Brandon Eybergen, member #1512, effective 7/12/18.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Ann Schwartz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Michael Jacoby, member #1514, effective 7/12/18.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Ann Schwartz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Solange Rich, member #1499, effective 7/12/18.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Burns, Eileen	Sunday	767	6/17/18	Emergency Medical
Laas, Lehti	Admin	938	5/30/18	Emergency Medical
Melgar, Celcilia	Sunday	1220	6/29/18	Operational
Mulchandani, Monica	Sunday	1162	6/10/18	Operational
Sawyer, Stephanie	Tuesday	1445	6/19/18	Educational

Status Change:

Motion by Robert Franz and seconded by Ann Schwartz to grant the following Status Change: Melissa Rubino #1213-Operational Membership to Associate Membership, effective 7/12/18.

2/3 Vote Required

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Ann Schwartz to grant the following Status Change: Nathaniel Watts #1316-Operational Membership to Associate Membership, effective 7/12/18.

2/3 Vote Required

MOTION APPROVED UNANIMOUSLY

Resignation:

Motion by Robert Franz and seconded by Ann Schwartz to accept the resignation of Anum Mahmood, member #1504 effective 7/12/18.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Ann Schwartz to accept the resignation of Alicia Schroeder, member #1478 effective 7/12/18.

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made after the Executive Session
Motion by Robert Franz and seconded by Ann Schwartz to accept the resignation of Joanne Peters, member #1495 effective 7/12/18.
Yes: AS, RF, RW, JD No: BC
MOTION APPROVED

LOSAP 2017:
-After the mandatory posting at the Squad for 30 days, the 2017 LOSAP point listing was returned to the TOH for further processing.
- LOSAP audit documentation is a work in progress. Audit is scheduled for 7/23 and 7/24/18 by the TOH independent CPA firm.
- Members who are currently receiving benefits will see an increase in their benefit for the 2017 service credit starting in August and will receive a one lump sum payment in July for this catch up increase for the last seven months.

Insurance:
MVA -2-15-16 came in contact with a SCPD SUV. No injuries reported. Ambulance passenger side real wheel rubber and paint scuffed per vehicle damage report. I requested a MV 104 form and some additional information. An assessment of the damage has been requested from the Third Deputy Chief. This will be reported to our insurance carrier.

Scholarship Drawing:
A drawing was not required since we received only four applications; therefore the four scholarship recipients are: Dana Silverstein #1510, Jaret Saget son of Badel Saget #1175, Jessica Greene daughter of Kathi Bonessi #936 and Ryan Poole son of Bernard Poole #872. I will process the purchase orders for checks to be drawn for each of the recipients who have been notified via email of the award.

Legislation:
As you may be aware, the NYS Legislature is in recess for the rest of the year. The Governor has the ability to call them back if he so chooses.
S8413/A11021 which authorizes the state commissioner of transportation to convey certain real property (4.2 acres) on the west side of New York Ave form Church Street to the LIRR track to the town of Huntington (Re: Renaissance Downtowns revitalization of Huntington Station). A portion of this land is part of the commuter lot next to our building. This bill was approved by the Senate on 6/13 and by the Assembly on the last day of the legislative session and now awaits the Governor's signature to make it a law.

NYS Volunteer Ambulance and Rescue Association (NYSVARA) – The Board meeting will be held Saturday 7/21 in Haverstraw, NY and the next meeting will be at Pulse Check Educational Conference and Trade Show. There will probably be an increase in individual membership dues in 2019 (a $1 increase in 2018 was deferred until 2019).

NYSVARA 2018 Scholarship-Deadline August 1, 2018

The NYS Volunteer Ambulance and Rescue Association scholarship application can be found on their website www.nysvara.org under Pulse Check or on the squad bulletin board & must be received by NYSVARA on August 1, 2018. Members have been notified of theis scholarsip.

NYSVARA Special Awards-Deadline August 1, 2018

The NYS Volunteer Ambulance and Rescue Association Special Awards nomination form can be found on their website. The Chiefs' office was reminded to send nominations (similar to the REMSCO / SEMSCO nomination applications and others) to NYSVARA for consideration.

President's Report – Seth Fischer:

An EMS management company will provide clinical and billing chart review of our PCRs at no cost through 12/31/18 which will give us sufficient time to evaluate their services. Cost to be paid by PAB.

Insurance coverage should be checked to determine if there is coverage for privacy management expenses.

Karl Forsberg (Northwell IT employee) gave me two names to consider for a review of the security of our electronic information.

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.

Awards

- **Life Membership Plaque (BOD):** The plaque has been removed and the life Member(s) have be engraved
- **Length of Service (Andrea Golinsky):** Report has been received by President Fischer
- **Memorial Wall (David Mohr):** David has mounted all the plates of deceased members.
- **Plaques & Certificates BOD/Chief Officer Corps (Christine Roulo):** The treasurer has requested that we put this out to bid to lower the cost.
- **Pins and badges (Roger Winter):** I am waiting for the 2018 list of Members off probation
- **Veterans Plaque (Roger Winter):** The plaque has been updated.

ID/Accountability Cards (Roger Winter, Jim Mallilo): New committee members Ryan Como, Michael Como. There is an issue with the camera. John Melilo for IDI will be in to access the week of 7//11/18. Please give me the members who have changed their status from EMT-B to EMT-CC,P and any new EMT-B's.

LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko is updating weekly.

Public Relations/Public Information Officer (Andrea Golinsky): no report

Historian (Martha Brenner): Martha is working on organizing the room and files. At this time Martha has members working on organizing material

Fund Drive: Report (Mary Brenner and Pete Nakelski: We have received $49,000+ for the 1st mailing. The second mailing will go out on Tuesday 7/10/2018

Flag Etiquette (Roger Winter): As events happen, the flag (s) are placed at the appropriate height.

Memorial Day / Veterans Day Events: no report

Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.

Building:

Committee Members as of 1/7/2018

Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.

Walk in Refrigerator in the 2nd floor kitchen: has been repaired.

Garage doors: The weather-stripping was replaced or repaired and some mechanical issues were resolved.

Plumber Notified: There is a leak from the 2nd floor slop sink. the plumber will be in on Monday 7/11/18 to investigate and suggest a repair. The leak shorts out sensors in the air conditioning ducts in the basement. When this is resolved I will call Simplexgrinnel to make the repair of the sensor.

A leak was discovered in the drain pipe from the mens shower on the first floor. The repair should be completed on Thursday7/12/18

New Cleaner: Anthony will replace Nativadade while she is on vacation. He will come in around 11:00-4:00 and on other days around 9:30 AM. We are still working out a schedule.

New Cleaning Contract – Thank you Bob Franz and Jeff Daniels for your input. The proposal is not completed yet. I will be making a new effort to consolidate the wording and get it out for a bid for service

Handicapped parking signs and bollards: Two new bollards to cover the posts in the lot were purchased. We will replace the handicapped signs and paint the posts and erect new signs..

Walk in Refrigerator not working: I was notified on Sunday by Mohr that the walk in box was not cooling. A call was made on Sunday and Monday to have the repair made. They were scheduled to come in on Monday 7/9/18.

Traditional Air Conditioning Has been notified regarding a leak in the mechanical room. It is effecting the sensors in the duct work thus setting off an alarm. Simplex Grinnell has come in and turned off the sensors in the duct work. When the issues are resolved everything will be turned on again.

Garage Floor: Bobby loysch continues to clean the floor.

Tool Replacement: Apparently the hand tools are missing. I will be going to replenish the hand tools. I had purchased a light bulb replacement pole and associated gear. the is also missing.

Ice Machine in Ready Room Kitchen: the under the counter ice machine is at Action Air for the repair.

Ice Machine 2nd floor: was repaired and is again working.

Proposed Projects

- Lighting proposals General Membership Meeting room- we are putting together a lighting replacement for the high hats in the meeting room and the garage. We have one quote from R& T Electric.
- Outdoor Light replacement: The lights around the building in the cans attached to the building will be replaced with white LED lights.

Old Business: None

New Business: None

Motion by Robert Franz and seconded by Jeffrey Daniels to enter into Executive Session at 2030 hours. 3rd Deputy Chief Jeffrey Brenner will remain in the room.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2100 hours.

Motion by Seth Fischer and seconded by Jeffrey Daniels to adjourn the meeting at 2101 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: July 31, 2018

Amended and approved: August 2, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: August 2, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: John Palmieri, Gail Glister, Patricia Tufo, Andrew Campagnola, Jake Levinsky and Mary-Ann Cassea, CPA, CGMA of Fuoco Group.

Meeting called to order at: 19:30 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of July 12th, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to change the order of business for the Financial Statements presentation by Mary-Ann Cassea, CPA, CGMA of Fuoco Group.
MOTION APPROVED UNANIMOUSLY

Presentation of the Financial Statements was made by Mary-Ann Cassea, CPA, CGMA and a discussion followed.

Note: The Paramedic hire motions were made after the Chief's report.

Paramedic Hire- Hector Feliciano Nieves
Motion by Chief Casey Orr and seconded by Brian Canty to hire Hector Feliciano Nieves as a Paramedic at $22.00 per hour pending receipt of a satisfactory back ground check.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Paramedic Hire- Jared Beitel
Motion by Chief Casey Orr and seconded by Brian Canty to hire Jared Beitel as a Paramedic at $25.00 per hour.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Proposals-
2017 Financial Statements for HCFAS and HCAD
2019 Proposed HCAD Budget
Tyco SimplexGrinnell Duct Sensor Repair & Replacement
First Responder Vehicle
Destroyit 4002 Shredder (Replacement Purchase)
Shredder Disposal of GBC Schedmaster 5260X Serial # 22I4084

2017 Financial Statements for HCFAS and HCAD
Motion by Treasurer Brian Canty and seconded by Roger Winter to approve the 2017 financial statements for HCFAS and HCAD as prepared and presented by FUOCO Group.
MOTION APPROVED UNANIMOUSLY

2019 Proposed HCAD Budget
Motion by Treasurer Brian Canty and seconded by Richard Stone to accept the Proposed 2019 HCAD budget of $1,645,100 representing a 2.8% increase as submitted by the Budget and Finance Committee for submission to the Town of Huntington.
MOTION APPROVED UNANIMOUSLY

Tyco SimplexGrinnell Duct Sensor Repair & Replacement
Motion by Roger Winter and seconded by Robert Franz to have Tyco SimplexGrinnell Repair and replace two fire sensors, product ID 4098-9751, in two ducts in the mechanical room. The sensors were damaged when a leak from pipes from the men's room shower shorted out the sensors.
Cost as per the estimate from Keith Chiaramonte, $1,712.00, for labor and parts.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Note: The following motions were done via email:

7/18/18 email vote 7/19/18
First Responder Vehicle
Motion by Richard Stone and seconded by Chief Casey Orr to approve the recommendation of the former Chairman of the New Vehicle Committee Keith Tamayo and approve the President to enter into a contract with Specialty Vehicles for the purchase of one (1) 2018 Chevy Tahoe EMS Response vehicles, at a cost not to exceed $71,000 as per the bid date of June 25, 2018. All Change orders that require an increase of more than $500 to the quoted price will require an approved motion from the Board of Directors of Huntington Community First Aid Squad to be executed. Any change order that increases the quoted price for the vehicle that are not approved by Board of Directors of Huntington Community First Aid Squad will not be the responsibility of Huntington Community First Aid Squad. All communication and build questions will be handled by President Fischer and Treasurer Canty.
HCAD funds

Comments: The former chairman of the new vehicle committee Keith Tamayo has provided his rationale for not selecting the lowest bidder:

Bid 1 - Proliner
Total Bid Price(chassis, conversion, lettering): $69,494
Reason not selected: : Bid does not comply with bid spec. Bidder uses Code3 lighting products which are inferior to Whelen lights. All new ambulances and fly cars are equipped Whelen lights which are the industry standard and HCFAS preference. Whelen lights were requested in the bid but this bidder is not authorized to sell Whelen lights. Bidder also not selected as level of service on previous ambulances has been sub-par and long term construction of previous flycar by this bidder, 82, shows inferior workmanship including multiple unshielded wires inside engine compartment leading to audible arching.

Bidder 2 – Hendrickson
Total Bid Price(chassis, conversion, lettering): $70,350 ($68,150(conversion)+$2,200 (lettering)
Reason not selected: Bid does not comply with bid spec. Bidder did not include Medi-Kool cabinet but instead included OTE Climate controlled compartment. The OTE option is cheaper than the Medi-Kool cabinet, thus making the bid in reality more expensive then bidder 3 when the differential is taken into account.

****Recommended BID****
Bidder 3- Specialty
Total Bid Price (chassis, conversion, lettering): $70,983
Reason for Selection: Only bidder to fully comply with HCFAS provided bid spec. Specialty bid is cheaper than Hendrickson bid, when taking into account cooling unit, and uses superior equipment to Proliner bid (Whelen lights). Additionally, Specialty built previous HCFAS fly car, 81, and their build quality and service have been excellent. We have had very few problems with the conversion and the service from Specialty has been prompt. Lastly: during the build process for 81, the box from old 89 was to be repurposed in new 81 but did not fit after removed.

Specialty built a brand new box for 81, which was not billed for in the spec, and did not charge HCFAS for the new box. This shows Specialty's commitment to the relationship with HCFAS and the standup nature of their dealings as a whole.

Yes SF, AS, RF, RW, RS, JD, KT, CO NO: BC

HCAD Funds

MOTION APPROVED UNANIMOUSLY

7/24/18 email vote

Destroyit 4002 Shredder (Replacement Purchase)

Motion by Brian Canty and seconded by Roger Winter to purchase a replacement shredder from Clary Business Machines, 8170 Miramar Road, San Diego, CA 92126, Sales Contact Antonio Alfama, P: 800-992-5279, F: 858-552-8609 at a cost of $2,381.00. This replaces existing Model # GBX Schredmaster 5260x – 2nd floor machine. GSA Contract # GS-02F-01-66V.

HCAD Funds

Yes: SF, AS, BC, RF, RW, RS, JD, KT No Vote Received: CO

MOTION APPROVED

7/31/18 email vote

Shredder Disposal of GBC Schedmaster 5260X Serial # 22I4084

Motion by Brian Canty and seconded by Roger Winter to dispose of the following GBC Schedmaster 5260X, Serial # 22I4084 which is broken and not feasible to repair since the costs would be excessive. The Shredder will be put to the curb for Town of Huntington refuse pick up. If the shredder is on our inventory it should be removed from the inventory list.

Yes: SF, AS, BC, RF, RW, RS, JD, KT No Vote Received: CO

MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Ann Schwartz to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks Dated: Jul 12, 2018 to Aug 2, 2018
HCAD Transactions (63) Checks & (6) Direct Debits Totaling $50,001.32
Payroll $6,416.02 07/01/18 thru 07/07/18 Pay date 07/13/18
Payroll $4,687.48 07/08/18 thru 07/14/18 Pay date 07/20/18
Payroll $4,367.75 07/15/18 thru 07/21/18 Pay date 07/27/18

HCFAS Transactions (13) Checks & (1) Direct Debits Totaling $13,561.90

MOTION APPROVED UNANIMOUSLY

Overdue Invoices:

VCI	Invoice #0099747	Date 09/07/17	$1,438.25
	Invoice #0100349	Date 02/14/18	$1,871.75
	Invoice #0101360	Date 02/26/18	$2,090.00
LI Screen	Invoice #46390	Date 03/20/18	$62.50
	Invoice #48221	Date 05/31/18	$65.85
	Invoice #48225	Date 06/06/18	$39.00
	Invoice #48219	Date 06/11/18	$213.00
	Invoice #48224	Date 06/15/18	$136.50
General Welding	Invoice #01264625	Date 06/30/18	$58.50

Transfers: None

There was a Board consensus to have Ex-Chief Andrea Golinsky purchase a two year inventory of Longevity Award watches for 20 year members.

Chief's Report – Casey Orr:

Vehicle from SBFD: Officers are still discussing, 32 & 33 have difference of opinion. Hope to have final answer within a few weeks after the next officers meeting that hopefully both will be at.

Vehicles:
2-15-19 was involved in an accident at Huntington ER on 8/1/18 with a GFD ambulance. Jim Lupo was advised to file report and 33 has been notified.
2-15-17 had a fuel tank leak $1,033.56

Review trainings:
Bloodborne Pathogens - member who did not complete BBP by 8/1/18 had keys shut off and are not allowed in the building until it is completed.

- Carolyn Mullen
- Ferd Neumann
- Al Szigethy
- Paul Mori
- Lehti Laas
- Fernando Rivadeneria
- Fritz Barreau
- Venel Grimadeau
- Kristen VanBenschoten
- Shayna Castagna
- Antonio Castillo

- Lenny Collado
- Justin Cook
- Bill McGlone
- Vinny Castillo
- Sean Harkins
- Jon Domanick
- Roxanne Cortes
- James Kelly
- Shaniece Malloy

All trainings - members missing more than 2 have been contacted by their Captains. Those who are still missing more than 2 by our officers meeting on the 15th will be restricted from riding. Many have already made them up.

Parade: Last parade of the season is Greenlawn on Wednesday 8/30

Paramedics: 2 files in Google Docs for new medics to be brought up.
They are currently piloting a Google Form version of their checkout. Will have a report for BOD at next meeting to let you know how it is going.

2nd Q hours: The following members were suspended for 2 weeks

- Lenny Collado
- Audin Delva
- Antonio Castillo
- Chris Vultaggio

Company 8 Report for the 2nd Quarter was presented to the BOD and discussed.

Secretary's Report –Robert Franz:

Note: The following motions were made after the Executive Session

New Members:
Motion by Robert Franz and seconded by Ann Schwartz to accept Jeffrey O'Neil as a new probationary member #1531, Shift: Thursday 1500 in accordance with Article III, Section 2 of the By-Laws.

Motion by Brian Canty and seconded by Richard Stone to have the vote by ballot.
MOTION APPROVED UNANIMOUSLY

Ballots passed out and counted by Robert Franz and Ann Schwartz.
Yes: 4 No: 4
MOTION NOT APPROVED

Note: The following LOA motions were made after the Executive Session

Motion by Robert Franz and seconded by Brian Canty to untable the LOA requests made at the 7/12/18 BOD meeting.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA:

Name	Day	Membership #	Type	Dates
Samantha Mohr	Co.8	1341	Operational	5/26/18 – 8/26/18

Yes: AS, RF, RW, RS, JD, CO No: 0 Abstain: BC
MOTION APPROVED

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA:
Tyrone Costa #1461 Operational LOA from 4/17/18 – 7/17/18
Yes: CO, RS No: AS,BC, RF, RW, JD
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA:
Jayne Ericksen #1459 Operational LOA from 4/30/18 – 7/31/18
Yes: CO No: AS, BC,RF, RW, RS, JD
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA:
Tyler Gibbs #1252 Operational LOA from 6/25/18 – 9/25/18
Yes: CO No: AS, BC,RF, RW, RS, JD
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA:
Linda Guadagnin #1148 Operational LOA from 6/21/18 – 9/21/18
Yes: CO, RW No: AS, RF, JD Abstain: RS, BC
MOTION NOT APPROVED

Secretary Bob Franz Report – August 2, 2018

PCR: Two members were served with subpoenas to give testimony for a call in June 2012. The litigation is against the SCPD and does not involve HCFAS. One of the members had previously given a deposition on the call in October 2013. The members have been informed and the matter has been referred to squad attorney Tim Glynn. Tim will make every effort to assist the members in this endeavor and make them as comfortable as possible.

LOSAP 2017:
- Audit of LOSAP audit documentation was done on 7/23 and 7/24/18 by the TOH independent CPA firm. A couple of items remain to be sent to the auditor: screen shots as to who has access to the system to make changes, input etc. and a sample of an edit report for changes made.
-I noted that the SOP on finger read changes was not entirety being followed which has been brought to the attention of First Deputy Chief Mohr and Chief Orr.

Insurance:
MVA: While leaving a parking space at HH ED, 2-15-19 scrapped a Greenlawn FD ambulance. I am waiting for more information on this incident including a vehicle damage report. This will probably not be reported to our insurance carrier.

NYSIF: I will be scheduling a NYSIF onsite visit within the next few weeks for a safety inspection of the premises.

Legislation:
In the last days of the NYS legislative session, the 5 year CME EMT recertification program was extended for another 5 years to July 1, 2023 (signed into law on 7/1/18).

Suffolk EMS – Yaphank, NY:
Day Captain Andrew Campagnola and I attended an informational presentation by Peter Brodie, the EMS Data Coordinator from the NYS EMS Coordinator from the NY State Bureau of EMS. The session covered ePCR data definitions and values, agency and regional activities with ePCR data, NYS activities with ePCR data and transition to NEMSIS 3.4.0. The session was moderated by Karl Klug of SCEMS.

Director Winter Report:
Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.
Awards
- Life Membership Plaque (BOD): No Report
- Length of Service (Andrea Golinsky): Report has been received by President Fischer
- Memorial Wall (David Mohr) No Report
- Plaques & Certificates BOD/Chief Officer Corps Christine Roulo): No Report
- Pins and badges (Roger Winter): I am waiting for the 2018 list of Members off probation
- Veterans Plaque: No Report.

ID/Accountability Cards (Roger Winter): This is a continuing process. I have added Michael and ryan to the committee. Roger Winter Chair, Jim Mallilo - Administrator
LED Sign (Dian Tanko): The sign is up to date and working. Diane Tanko is updating weekly.
Public Relations/Public Information Officer (Andrea Golinsky): Newsday published an article on Chief Casey Orr on 7/30/2018.
Historien (Martha Brenner : No Report
Fund Drive: Report (Mary Brenner and Pete Nakelski: To Date we have received $57,624.28 from 1438 Respondents

Flag Etiquette (/Roger Winter): .As events happen, the flag (s) are placed at the appropriate height.
Memorial Day / Veterans Day Events: We have a wreath to be placed by the flag Pole for each event..
Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.
Building:
Committee Members as of 1/7/2018
Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.
Traditional Air Conditioning Issues with the Air conditioning in the building have been resolved.
Garage doors: Weather stripping has been installed .
Air Fresheners for bathrooms: Paul Bayer is working on this issue.
Garage Floor: Bobby Loysch continues to clean the floor.
Tool Replacement: I have replaced some hand tools in the closet.
Ice Machine in Ready Room Kitchen: Action Air has picked up the machine and will try to repair the unit.
Outdoor Light replacement: The lights around the building in the cans attached to the building will be replaced with white LED lights.
Handicapped parking signs and bollards: The signs have been installed and the bollards have been installed. Thank you, Bob Biersack
Leak in the basement: The leak in the basement which set off the alarm in the duct work will be repaired on Tuesday , 7/31/2018 The leak comes from the shower in the men's room.
Lund Vale: Back flow devices: The three back flow devices were checked and certified. All paperwork was sent to all agencies that require them.
Executive Cleaning: Anthony will be our new cleaning person. He will be in from 1100-1500 hours. He has been doing a outstanding job. Please support him. Thank you.
Proposed Projects

- New Cleaning Contract – Thank you Bob Franz and Jeff Daniels for your input. The proposal is not completed yet.
- Lighting proposals General Membership Meeting room- we are putting together a lighting replacement for the high hats in the meeting room, $ 3,300 approximately. The garage estimate is $12,740, from R& T Electric.
- I would like to move forward with the meeting room and then the truck room.

Old Business: None

New Business: None

Motion by Robert Franz and seconded by Brian Canty to enter into Executive Session at 2047 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2135 hours.

Motion by Brian Canty and seconded by Richard Stone to adjourn the meeting at 2147 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: August 24, 2018

Amended and approved: September 6, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: September 6, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**Via Phone/ Present 1950 hours**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**ABSENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**ABSENT**

Guests: Fiona Witkowski, Gail Glister, James Mallilo, Elizabeth Mohr and David Kaufman

Meeting called to order at: 1935 hours

Motion by Robert Franz and seconded by Roger Winter to approve the minutes of August 2nd, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

For disposition of new members see the Secretary's Report.

Treasurer Canty entered the meeting at 1950 hours.

Proposals-
SCACA Dues
NYSVA&RA Individual Dues
Annual Fire Chiefs Individual Dues
Annual Firemen's Association Individual Dues
Annual NYSVA&RA Squad Dues & Report
Use of Voting Machine on Election Day
Advance for Meals on Election Day
Advance for the Cash Box on Election Day
2018 Election Day Hours
Restrict Candidate Presence on Election Day
Provide Member Email Addresses for Election Candidates
Penflex, Inc. - SAP
Mattresses for Bunk Room
Bryx Radio - Tabled
Gas Card Motion - Tabled

Brett's Bicycles
Radio Install – Emergency Motion
Vehicle Repairs
General Meeting Room Use Request - Wednesday August 23, 2018 for Michaela Ryan #500159
General Meeting Room Use Request - Friday August 24, 2018 for Leslie Wissner #1285
Approve HCFAS's NYS Volunteer Ambulance & Rescue Association Designated Proxy
Quality Blacktop Crack Fill Sealcoat & Striping Parking Lot 2018
Post 215 Splish Splash Outing

SCACA Dues
Motion by Robert Franz and seconded by Brian Canty to pay the annual dues to Suffolk County Ambulance Chief's Association in the amount of $100.00 for 2019.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

NYSVA&RA Individual Dues
Motion by Robert Franz and seconded by Brian Canty to approve and pay the annual individual dues request of $10.00 for new or renewal membership in the NYS Volunteer Ambulance & Rescue Association for Huntington Community First Aid Squad members for fiscal year ending 9/30/19.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Annual Fire Chiefs Individual Dues
Motion by Robert Franz and seconded by Roger Winter to approve and pay the annual dues request ($35.00 for 2018) for new or renewal active or affiliated membership in the NYS Association of Fire Chiefs for any director or Chief officer holding office in 2019 and for any past president or ex-chief.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Annual Firemen's Association Individual Dues
Motion by Robert Franz and seconded by Roger Winter to approve and pay the annual dues requests ($15.00 for 2018) for new or renewal active or associate membership in the Firemen's Association of the State of New York for any director or Chief officer holding office in 2019 and for any past president or ex-Chief.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Annual NYSVA&RA Squad Dues & Report

Motion by Robert Franz and seconded by Ann Schwartz to authorize the Secretary to complete the NYS Volunteer Ambulance and Rescue Association (NYSVA&RA) 2018/19 annual Membership Organization report and approve the dues payment to NYSVA&RA of $140.00 for the period 10/01/2018 to 9/30/2019. The annual report will name Andrea Golinsky as Primary Delegate and Robert Franz and Christine Roulo as Alternate Delegates. The primary delegate will be responsible to inform the President, Chief and the membership of any important topics from District 7 meetings that are not covered by Association emails.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Use of Voting Machine on Election Day

Motion be Robert Franz and seconded by Ann Schwartz to authorize and approve the Secretary to enter into a purchase order/agreement with the County of Suffolk Board of Elections for the rental of a voting machine including the services of a voting machine technician, the preparation and printing of ballots, other necessary election paperwork, and delivery and pick up of the machine in connection with the annual HCFAS elections on December 10, 2018 at a cost not to exceed $1,800.00. Delivery and pick up of the machine may be contracted to Bay Shore Movers or another reputable moving company at a cost of $350.00 if Suffolk County BOE cannot perform the task.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Advance for Meals on Election Day

Motion by Robert Franz and seconded by Ann Schwartz to authorize a $150.00 advance to the Secretary for meals on Election Day for staff who are working the 2018 election. All original receipts and a purchase order will be submitted to the Treasurer.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Advance for the Cash Box on Election Day

Motion by Robert Franz and seconded by Brian Canty to authorize the Treasurer to fund the cash box with $100.00 to provide change when members pay their annual dues on December 10, 2018. A full accounting of the Dues monies that are collected and the initial $100.00 cash box advancement will be detailed in a financial report to be provided to the Treasurer by December 17, 2018.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

2018 Election Day Hours

Motion by Robert Franz and seconded by Brian Canty to set the times of the 2018 General Election form 8:00 AM to 8:00 PM on December 10, 2018.

MOTION APPROVED UNANIMOUSLY

Restrict Candidate Presence on Election Day

Motion by Brian Canty and seconded by Ann Schwartz to prohibit any HCFAS member who currently holds a HCFAS elected position or a member who is a candidate for an elected position, to be in the HCFAS headquarters building at any time from 8:00 AM to 6:30 PM on the day of election except for the purpose of being on a regularly scheduled shift, answering a back - up call, acting in the position of the Monday Day Captain or as a Chief Officer, or for casting a ballot. Any exceptions are to be authorized by the President or his designee.

Yes: AS, BC, RW, JD No: RF

MOTION APPROVED

Provide Member Email Addresses for Election Candidates

Motion by Robert Franz and seconded by Roger Winter to authorize and approve the candidates for an office in 2019, a single use of HCFAS members email addresses for the purpose of sending candidate qualifications and other pertinent information to the members to solicit votes. Upon request of the candidates, James Mallilo will facilitate the transmittal of the candidates' emails to the membership. There will be a maximum of three candidate emails sent each day and the last email group will be sent on Friday 12/07/2018.

MOTION APPROVED UNANIMOUSLY

Penflex, Inc. - SAP

Motion by Robert Franz and seconded by Jeffrey Daniels to engage Penflex, Inc. to prepare cost estimates for proposed amendments to the TOH sponsored HCFAS VAW Service Award Program for a $30 monthly benefit and a lower entitlement age. The fee for the estimates will not exceed $ 3,500.00

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Mattresses for Bunk Room

Motion by Ann Schwartz and seconded by Roger Winter to replace & purchase 6 mattresses, 6 box springs, 6 bed frames, 6 mattress protectors, 12 twin sheet sets & 6 pillows for the bunk room for $6,005.81 from Mattress Firm 277 Main St. Huntington, NY. This price includes a 10-year warranty, removal of the unwanted old mattresses and free delivery.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Roger Winter to enter into Executive Session at 2000 hours.

MOTION APPROVED UNANIMOUSLY

Chief Casey Orr was on the phone for a part of the Executive Session.

Executive Session ended at 2042 hours

Bryx Radio
Motion by Ann Schwartz and seconded by Jeffrey Daniels to purchase Bryx radio streaming at a cost of $200 for a radio scanner, $20 for an interface cable, $500 for an audio encoder and $500 for a yearly subscription for a total cost of $1220. The setup shall be overseen by the computer committee, the chief dispatcher, and the operational officers.
HCAD Funds

Motion by Jeffrey Daniels and seconded by Robert Franz to table the motion.
MOTION APPROVED UNANIMOUSLY to table

Gas Card Motion
Motion by Jeffrey Daniels and seconded by Ann Schwartz to award a $25 gas card to members who answer up for five backup calls, as determined by the squad chief's designee. Members must not be on duty, and the dispatcher must be paging signal 3s for calls to count toward the 5 call requirement. Members may earn up to one gift card per six month calendar period (1/1-6/30 and 7/1-12/31) for calls in the prior six months.

Members will be responsible for tracking their own progress and notifying the designee of their completion. Dispatchers will enter responding personnel as "Rescue" to mark them as responders to signal 3s.

It is not the intent of this program to reward captains or chiefs who respond to calls, nor is it the intent to reduce the amount of in house personnel. Any member who is determined to have received other gifts or compensation of $600 shall be ineligible for this program. This program is not retroactive. The Board or Operational Officers may discontinue this program at any time.
HCAD Funds

Motion by Roger Winter and seconded by Robert Franz to table the motion.
Yes: AS, RF, RW, JD   No: BC
MOTION APPROVED to table

Brett's Bicycles

Motion by Robert Franz and seconded by Jeffrey Daniels to donate a new bicycle, helmet and pads on behalf of HCFAS members to community group "Bretts Bicycle Recycle" for their annual bicycle give-away to kids in the Huntington community. This community group began after our Friday crew with Day Captain Kathy Castillo responded to Brett's motorcycle accident on Rt. 110 a few years ago. Brett succumbed to his injuries and Kathy has since worked directly with the family to honor Brett's memory by making "Brett's Bicycle Recycle" an event that HCFAS participates in by providing a Hands Only CPR station. This year, the bike giveaway & HCFAS participation will take place on Saturday, September 22, 2018 as part of the annual Huntington Awareness Day - Unity in The Community event that will begin with a parade and end at Stimson Middle School with a community fair. Kathy Castillo and Lehti Laas will organize HCFAS's participation in this community event (HCFAS P.R. rep Andrea Golinsky has been notified and will be away this day). Certificate of Liability Insurance will be issued to SHUFSD as additional insured for our participation in the event at Stimson Middle School. Amount NTE $150.00.

HCFAS Funds

Yes: AS, RF No: BC Abstain: JD, RW

MOTION APPROVED

Radio Install – Emergency Motion

Motion by Brian Canty and seconded by Jeffrey Daniels to authorize the purchase and installation of a MedCom 800 XTL 2500 radio from eBay by the 3rd Deputy Chief or designee at an expense not to exceed $500.00. This radio will fulfill the need for this radio in the new first responder purchased by the department 2018. This will provide the unit with the proper radio to be able to be put online with NYS EMS until such time that the APX radio can be obtained and installed into the truck. At which this radio will be reserved as a "back-up" radio to support the department's needs as radios require repair and/or maintenance and can be quickly installed to keep the vehicle online for service. The purchase will be through eBay as this product is not sold by the manufacturer anymore.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Vehicle Repairs

Motion by Seth Fischer and seconded by Brian Canty to authorize the 3rd Deputy Chief and vehicle maintenance committee to complete the following vehicle repairs: (all details outlined in estimates from 9th Street Auto Body, an HCFAS standard vender)

2-15-21 left rub rails at a price not to exceed $500.00;

2-15-20 rub rails and one fender flare at a price not to exceed $900.00;

2-15-17 rub rails, rub rail lights, left and right rear flares, repair damages blue strips, reattach rear body plate, clearance lights at a price not to exceed $3,200.00;

2-15-19 repair rear bumper, right and left bumper assembly, and reattach left rear fender at a price not to exceed $400.00;

2-15-16 polish and clean side, reattach flare, and flare hardware at a price not to exceed $200.00.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

The following motions were done via email:

General Meeting Room Use Request - Wednesday August 23, 2018 for Michaela Ryan #500159

8/20/18 Email Vote 8/23/18

Motion by Brian Canty and seconded by Robert Franz to acknowledge Explorer Post member Michaela Ryan #500159 use of the General Membership Meeting Room for a Gathering after Funeral Services for her father and former member William Ryan #761 on Wednesday August 23, 2018 from 11:00am to 4:00pm including set up and clean up time. No Security deposit is required. After checking the room schedule, President Fischer and Chief Casey Orr approved the use of the room prior to the event and notified the Board of Directors. No insurance certificates are required for the event.

Yes: SF, CO, BC, RF, RS, RW, KT No vote received: AS, JD

MOTION APPROVED

General Meeting Room Use Request - Friday August 24, 2018 for Leslie Wissner #1285

8/13/18 Email Vote 8/14/18

Motion by Robert Franz and seconded by Roger Winter to permit Leslie Wissner #1285, the use of the General Membership Meeting Room to conduct Pony Club education session and a meeting on Friday August 24, 2018 from 5:00PM to 10:00PM which includes Set-up time and Cleanup time. Leslie has requested the use of the Squad projector for the veterinarian's presentation. The calendar has no events scheduled for this date and time. There will be no DJ, caterer, or alcohol therefore the insurance requirements are not applicable. . The member is responsible for contacting the President or Chief in a timely manner for pre and post inspections of the room.

Yes: RW, JD, KT, AS, SF, CO Abstain: BC, RF, RS

MOTION APPROVED

Approve HCFAS's NYS Volunteer Ambulance & Rescue Association Designated Proxy

8/20/18 email vote 8/23/18

Motion by Robert Franz and seconded by Jeffrey Daniels to authorize and approve Robert Franz or Richard Schor to serve as the HCFAS's NYS Volunteer Ambulance & Rescue Association Proxies and authorize said proxy to vote on HCFAS's behalf at the NYSVARA's annual meeting or any adjournment of such meeting.

Note - A Board member, Bob Franz, is running and we will be voting for Bob for position of Treasurer of the State Association. This Board should not be encumbered to pay for any expenses related to that position next year.

Yes: RF, JD, RW, CO, RS, KT No: BC No Vote Received: AS, SF

MOTION APPROVED

Quality Blacktop Crack Fill Sealcoat & Striping Parking Lot 2018
8/9/18 email vote 8/15/18
Motion by Roger Winter and seconded by Jeffrey Daniels, to fill cracks and sealcoat and stripe parking lot. The work is to be completed by Quality Blacktop Services, Inc. P.O. Box 782, Smithtown, NY 11787. Contact information Phone: 631-979-6777, Fax: 631-979-6776, Steve Llntzki, Project manager. The total cost of the project is $3,550.00as outline in there proposal as attached.
Be advised that Quality Blacktop Services, Inc. was the low bidder last year and many years before. The work will be scheduled when the weather permits and when we have the fewest cars in the lot. Arrangements must be made to inform the police department vehicles and our MCI Special Trailer and other HCFAS vehicles.
HCAD Funds
Yes: RS, KT, AS, RF, BC, JD, RW No Vote Received: CO, SF
MOTION APPROVED

Post 215 Splish Splash Outing
8/21/18 email vote 8/22/18
Motion by Brian Canty and seconded by Jeffrey Daniels to allow 10 – 20 members of Post 215 and Squad Advisors to enjoy a day at Splish Splash, 2549 Splish Splash Drive, Calverton, NY 11933 on Sunday, August 26, 2018 from 0830 to 1800. Use of 2-15-88 is authorized by the Chief. Cost is $30.99 per entrant, and an additional $15 per post member/post advisor for refreshments to be paid by Post 215 account. All post members/advisors wishing to participate will provide a deposit which will be returned if they participate.
POST 215 Funds
Yes: BC, JD, RS, AS, KT, RW, RF No Vote Received: CO, SF
MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty Seconded by Jeffrey Daniels to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: Aug 02, 2018 to Sep 06, 2018

HCAD Transactions (66) Checks & (10) Direct Debits Totaling $150,563.40
Payroll $4,101.78 07/22/18 thru 07/28/18 Pay date 08/03/18
Payroll $5,366.33 07/29/18 thru 08/04/18 Pay date 08/10/18
Payroll $5,850.13 08/05/18 thru 08/11/18 Pay date 08/17/18
Payroll $5,984.57 08/12/18 thru 08/18/18 Pay date 08/24/18
Payroll $5,656.00 08/19/18 thru 08/25/18 Pay date 08/31/18

HCFAS Transactions (7) Checks & (1) Direct Debits Totaling $7,615.90
POST Transactions (1) Check & (0) Direct Debits Totaling $426.66
MOTION APPROVED UNANIMOUSLY

Past Due Invoices:

Adept	7/20/18	Invoice # 2018-5695
H. Schein	7/12/18	Invoice # 55221597
VCI	2/26/18	Invoice # 0101360

Transfers: None

Chief's Report – Casey Orr:

- St. Johns University has approached us to work with them and be a preceptor site for their students. A copy of the standard agreement that SJU uses with all its affiliates (hospital and ambulances) for all allied health programs will be sent to Tim Glyn if we choose to entertain this idea.
    - "We have had a very successful relationship with several Suffolk ambulance agencies and they have hired several of our graduates after medic school. Think about it, it's a 3-4 month job interview that costs you nothing. They learn your system and you and your staff can evaluate them, their training and their patient care. I encourage all students to think of their field rotations as a job interview. Are they punctual, in uniform and prepared each tour? Do they complete administrative duties and provide good patient care? This can all be seen before you even consider hiring them."
- EMAP for TOH Fall Festival has been submitted to SCEMS
- There will be 3 new medic files that I would like to vote on via email next week. I am just waiting on background checks to be completed. I will upload everything to Google Docs and send an email when everything is there.
- Paramedic Checkouts - being tracked with the new online doc system. Everything is going well and they are getting completed. I will be talking with officers to try and roll this out to all ALS providers (hopefully sooner rather than later)
- We had 27 successful renewals through the CME program and no rejections from the state for this year
- $1.292.47 - 2-15-88 had a break issue that was repaired by ACE

Status Change/Advancement

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1515	Tiersch	Kristin	Monday 1500	ACL	CL	8/15/2018
1515	Tiersch	Kristin	Monday 1500	CL	CL/DR Tr	8/15/2018
1529	Levinksy	Jacob	Sunday 1900	ACL	CL	7/16/2018

Shift Change

Member #	Last Name	First Name	From	To	Effective
1467	Cambareri	Anthony	Monday 0700	Monday 1900	7/23/2018
1510	Silverstein	Dana	Saturday 0700	Tuesday 1100	8/28/2018
1493	Brandel	Gary	Saturday 2300	Saturday 1900	ASAP
1397	Aviles	Lauren	CO8	Saturday 1900	8/4/2018

Paramedic personnel folders to be put in transition box for email vote:
Jeremy Bernstein and William N. Lutz

Secretary's Report –Robert Franz:

New Members:

Motion by Ann Schwartz and seconded by Robert Franz to accept Zachary J. Flurkey as a new probationary member #1531, Shift: Thursday 1100 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Ann Schwartz and seconded by Robert Franz to accept Nicholas R. Oberle as a new probationary member #1532, Shift: Saturday 1500 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Ann Schwartz and seconded by Robert Franz to accept Maxx F. Hotton as a new probationary member #1533, Shift: Thursday 2300 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Roger Winter to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Barker, Nancy	Tuesday	930	Emergency Medical	6/5/18 – 9/5/18
Best, Pamela	Saturday	1497	Educational	8/27/18 – 12/20/18
Brenner, Martha	Tuesday	236	Medical	8/29/18 – 11/29/18
Connolly, Lauren	Sunday	1503	Educational	8/28/18 – 12/20/18
Golinsky, Andrea	Admin	315	Operational	9/18/18 – 12/18/18
Levinsky, Jacob	Sunday	1529	Educational	8/22/18 – 12/14/18
Lopez, Esteban	Sunday	1519	Educational	8/17/18 – 12/15/18
Murphy, Kelly	Monday	1325	Operational	8/1/18 – 11/1/18
Raynor, Danielle	Sunday	1509	Educational	8/27/18 – 12/23/18
Sprague-Wong, Karen	Wednesday	945	Medical	8/15/18 – 11/15/18
Stone, Lorrie	Friday	1150	Medical	7/27/18 – 10/27/18

MOTION APPROVED UNANIMOUSLY

Probation Ending:

Motion by Robert Franz and seconded by Roger Winter to grant active membership in accordance with Article III, Section 2 of the By-Laws to Gary Brandel, member #1493, effective 9/6/18.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Roger Winter to grant active membership in accordance with Article III, Section 2 of the By-Laws to Vanessa Cortez Hernandez, member #1502, effective 9/6/18.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Thomas D'Antonio	Tuesday	1006	7/17/18	Emergency Medical

Status Change:

Motion by Robert Franz and seconded by Brian Canty to grant the following Status Change: Jennifer Ladd #1267, Operational Membership to Associate Membership, Letter received, Effective 9/10/18.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

LOSAP 2017 Benefit Statements
- The 2017 LOSAP Benefit Statements were received from Penflex, Inc. and were distributed to all active members in their mail folders. The distribution of statements to non-active retirees and terminated vested participants were mailed to those participants. The total number of benefit statements distributed was 399. In 2017 249 members earned a year of service credit (50 points) of which 209 are below 65 years of age and 38 are 65 years of age or older.
- The TOH pays the 2017 LOSAP contribution due of $404,644 in 2018 (the TOH 2018 adopted budget included $500,000 for LOSAP). The HCFAS LOSAP fund at 12/31/17 is underfunded by $523,393 ($875,181 in 2016; $708,511 in 2015) before the contribution payment in 2018. Net investment income was $815,131 for 2017 vs. $239,214 for 2016, $77,872 for 2015, $273,000 for 2014 and $586,000 for 2013. Investment Rate of Return was: 2017-18.16%, 2016-4.86%; 2015-1.16%; 2014-6.35%; 2013-18.16% and 2012-11.33%.
- Beginning in 2016, Penflex's calculation uses an updated mortality table which probably could result in an increase in contributions of 5% to 10% as a result of the longer life expectancy in the new mortality assumption and the calculation also reduced the assumed rate of investment return form 6% to 5.75% in 2017 (if the assumed rate of investment return were one-half of a percentage point lower than the current assumption, the contribution for 2017 would be approximately $65,000 higher).
Thank you to Mary Brenner, Pete Nakelski and Christy Stiles who assisted with the distribution and mailing of the statements.

LOSAP Program Proposed Amendments
- Billing data should be compiled to determine the excess amount that could possibly be available to apply to proposed entitlement age and monthly benefit amendments to the program. A rough estimate for a $30 monthly benefit and a 62 year entitlement age could add $320k to the annual program cost. I suggest that a board committee be formed to look into this since the time line is tight considering proposed TOH meetings, resolutions and referendum.
If we wish to be proactive, we should approve an amount for Penflex to prepare some formal estimates for these amendments rather than wait for the TOH to take the initiative.

LOSAP 2017 Audit
- Recently, the auditor raised a few additional documentation questions which will require some research next week for a response.

Insurance:

- MVA 8/6/18: 2-15-20 passenger side mirror struck a stopped van and damaged their driver side mirror. HCFAS paid $198 for a replacement mirror. This incident is not being reported to our insurance carrier.

- MVA 8/1/18 (previously reported on 8/2/18): Greenlawn Fire District Board decided not to have their ambulance repaired therefore there is no cost to HCFAS. This incident was not reported to our insurance carrier. Thank you GFD manager for making a compelling & favorable presentation to GFD board.

- VAWBL: Needle stick incident. HH report was negative and incident has been logged with exposure committee and will not be reported to our carrier. The HH ED bill will be paid by HCFAS.

NYSIF Safety Survey Visit - NYSIF representative conducted a safety survey of our headquarters on Thursday 8/30/18. A recommendation was received pertaining to access and work space around a circuit breaker panel in a second floor storeroom. The recommendation has been forwarded to Roger for his consideration.

Subpoenas: As previously reported two members were served with subpoenas to give testimony on 9/4/18 for a call in June 2012. The litigation is against the SCPD and does not involve HCFAS. One of the members had previously given a deposition on the call in October 2013 and squad attorney Tim Glynn confirmed that the member will not be deposed a second time. Due to non-response by the requesting attorney, Tim cancelled the 9/4/18 deposition and will work with our member for a future agreeable date for the deposition. Tim will make every effort to assist the member in this endeavor and make it as comfortable as possible for the member.

Suffolk REMSCO meeting September 4, 2018:

- 1st Annual Thomas Lateurlere Memorial EMS Conference is Saturday 9/29/18 at Community Ambulance of Sayville – cost $25.
- REMSCO Awards night is at Greenlawn FD on Thursday 10/25/18.
- First Responders – Police, Fire and EMS to be honored on a Forever Stamp. Presentation is at Brookhaven Town Hall on Tuesday 9/18/18 at 10am.
- On line ALS credentialing class where providers can access e-learning and protocol pre-test, limiting in-person attendance to a proctored exam or remediation to success as needed.
- Discussions with NC and NYC re: using combined ALS protocols rather than NYS collaborative protocols.
- Next meeting is Tuesday 11/13/18 at SC EMS in Yaphank.

President's Report – Seth Fischer:

Future Meeting dates: Wednesday 9/26; Thursday 10/4, 10/18, 11/1 and 11/15.

Director Daniels left the meeting at 2130 hours.

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.

Awards

- **-Life Membership Plaque (BOD):** No Report
- **-Length of Service (Andrea Golinsky)**: Report has been received by President Fischer
- **-Memorial Wall (David Mohr)** No Report
- **-Plaques & Certificates BOD/Chief Officer Corps Christine Roulo):** I talked with Chris regarding selecting a new vendor or putting this out to bid.
- **-Pins and badges (Roger Winter):** I am waiting for the 2018 list of Members off probation
- **-Veterans Plaque:** No Report.

ID/Accountability Cards (Roger Winter): This is a continuing process. I have added Michael and Ryan to the committee. Roger Winter Chair, Jim Mallilo - Administrator

LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko is updating weekly.

Public Relations/Public Information Officer (Andrea Golinsky): No Report received

Historien (Martha Brenner : No Report

Fund Drive: Report (Mary Brenner and Pete Nakelski: To Date we have received $65,862.68 from 1638 Respondents

Flag Etiquette (Roger Winter): .As events happen, the flag (s) are placed at the appropriate height. The last event was the McCain funeral.

Memorial Day / Veterans Day Events: We have a wreath to be placed by the flag Pole for each event..

Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.

Building:

Committee Members as of 1/7/2018

Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.

Traditional Air Conditioning Issues with the Air conditioning in the building have been resolved.

Garage doors: anew door closing switch was installed in South1 .

Garage Floor: Bobby Loysch continues to clean the floor. New pans and absorbent pads are being put down under the vehicles. .

Ice Machine in Ready Room Kitchen: Action Air has picked up the machine and will try to repair the unit.

Outdoor Light replacement: The lights around the building in the cans attached to the building will be replaced with white LED lights.

Executive Cleaning: Lena will be our cleaner until we make a decision regarding a new service. Executive Cleaning terminated their contract with us on August 31, 2018

Proposed Projects

- ➢ **New Cleaning Contract –** Thank you Bob Franz and Jeff Daniels for your input. The proposal is not completed yet.

- **Lighting proposals General Membership Meeting room-** we are putting together a lighting replacement for the high hats in the meeting room, $ 3,300 approximately. The garage estimate is $12,740, from R& T Electric.
- I would like to move forward with the meeting room and then the truck room.

Old Business: None

New Business:
-Members short on hours discussed

Motion by Roger Winter and seconded by Ann Schwartz to adjourn the meeting at 2140 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: September 30, 2018

Amended and approved: October 18, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: September 26, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: Gail Glister, Elizabeth Mohr, Matthew Valle and Lehti Laas

Meeting called to order at: 19:30 hours

For disposition of new members see the Secretary's Report.

Paramedic Hire- Jeremy Bernstein
Motion by Chief Casey Orr and seconded by Brian Canty to hire Jeremy Bernstein as a Paramedic at $25.00 per hour.
HCAD Funds
Yes: BC, RF, JD, AS, CO, RS Abstain: RW
MOTION APPROVED

Paramedic Hire- William Lutz
Motion by Chief Casey Orr and seconded by Ann Schwartz to hire William Lutz as a Paramedic at $25.00 per hour.
HCAD Funds
Yes: RF, JD, AS, CO No: BC Abstain: RW, RS
MOTION APPROVED

Paramedic Hire- Patrick Murphy
Motion by Chief Casey Orr and seconded by Jeffrey Daniels to hire Patrick Murphy as a Paramedic at $25.00 per hour.
HCAD Funds
Yes: RF, JD, AS, CO No: BC Abstain: RW, RS
MOTION APPROVED

Proposals-
Pest Management
Janitorial Services
Harassment SOP (Tabled)
Medic SOP (Tabled)
Penflex SAP
9th Annual Field of Honor Flag Purchase
Sexual Harassment Prevention In House Class
Bryx911 Streaming Radio Audio
Datto Backup Solutions
Member Password Reset 2018
VCI 2-15-19 Programming and Power Load Relocation
VCI 2-15-19 Dominator Bar Replacement and Door Hold Opens

Pest Management
Motion by Roger Winter and seconded by Brian Canty to accept the quote from Select Exterminating for monthly pest control at HCFAS Headquarters for a yearly total of $1,380.00. The monthly fee will be $115.00. Contact person: Matthew Garten, Office: 332 Franklin Avenue, Franklin Square, NY, 11010. C: 516-458-0700, O: 800-311-6655. A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage will be required from Select Exterminating.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Janitorial Services
Motion by Roger Winter and seconded by Brian Canty to accept the quote from Gold Coast Cleaning, 223 Wall Street, #249, Huntington, NY 11743.p: 631-549-5050., contact person: Robert Goldrick, for the monthly price of $3,232.02 as outlined in the contract. A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage will be required from Gold Coast Cleaning
HCAD Funds
Yes: BC, RW, JD, AS, CO, RS No: RF
MOTION APPROVED

Harassment SOP
Motion by Robert Franz and seconded by Richard Stone to approve the SOP on Harassment.
2/3 Vote Required

Motion by Robert Franz and seconded by Ann Schwartz to table the motion.
Yes: RF, RW, JD, AS, CO, RS No: BC
MOTION APPROVED to table

Medic SOP
Motion by Ann Schwartz and seconded by Jeffrey Daniels to approve the SOP for HCFAS Medics.
2/3 Vote Required

Motion by Ann Schwartz and seconded by Chief Casey Orr to table the motion.
Yes: RF, RW, AS, CO, RS No: BC, JD
MOTION APPROVED to table

Penflex SAP
Motion by Robert Franz and seconded by Brain Canty to amend the 9/6/18 Penflex SAP motion to increase the fee estimate from $3,500 to $6,000 to cover various scenarios regarding the entitlement age and documentation preparation.
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

9th Annual Field of Honor Flag Purchase
Motion by Roger Winter and seconded by Brian Canty to purchase a Field of Honor, 3'x5' American flag to be mounted on a 8' pole placed in precision rows on the front lawn of Huntington Town Hall. Flags are put up starting September 2018 and come down December 2018. A check made payable to The Kiwanis Club of Huntington for $35.00. Mail to PO Box 251, Huntington, NY 11743.
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

Sexual Harassment Prevention In House Class
Motion by Ann Schwartz and seconded by Robert Franz to hire Scope Educational Services for $450.00 to teach an in house Sexual Harassment Class on Thursday 10/11/18 @ 7:00pm. A minimum of 30 members is required for the class to take place.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Bryx911 Streaming Radio Audio

Motion by Chief Casey Orr and seconded by AnnSchwartz to purchase Bryx911 radio streaming subscription and equipment at a cost of $500 for a yearly subscription, $500 for a Barix Instreamer audio encoder, $200 for a Uniden BC355N scanner and $20 for additional cabling, for a total cost of $1220. The setup will be completed by the computer committee and will be overseen by David Kaufman. They will also add users on member request and remove members who have left the organization (on receipt of BOD personnel report). Upon completion, members will be sent instructions on how to use app with all new and existing features.

Explanation:
Bryx911 is an mobile app which provides HCFAS call notifications, directions, and navigation to calls.

This app will provide the capability to allow our users to listen to our Ops 1 dispatch radio frequency on their mobile devices when they are available to answer up.

Benefits:

- Increased response rate - members who are listening will know if we need help and call dispatch to respond.
- A single pager is approximately $500, which is equivalent to the yearly subscription cost.
    - As per the Chief Dispatcher, we have only a handful of working pagers.
- People carry their phones everywhere. Many people are not interested in carrying a pager anymore.
- We do not issue pagers to members who live out of district, though some visit the area frequently.
- Potential to reach many users. Already 120 members have registered.
- People can listen on headphones in situations where a radio out loud is inappropriate.
- This also works on a desktop computer and people can leave it on while home.

HCAD funds
Yes: RF, RW, AS, CO, RS, JD No: BC
MOTION APPROVED

Datto Backup Solutions
Motion by Brian Canty and seconded by Robert Franz to purchase the Datto backup solution at a price not to exceed $7,258.00 per year for 3 TB of backup, this includes installation and monthly data backup charges from Professional Computer Associates Red Hook, N.Y. Annual cost thereafter $5,388.00 per year including monthly fees. There is a 5 year warranty.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Member Password Reset 2018
Motion by Brian Canty and seconded by Richard Stone to approve the purchase of Self Service AD password recovery and account lockout software. The cost of this software is not to exceed $478.00 per year for 300 users from the preferred vendor ManageEngine. Current price of quote expires September 29, 2018. This software will allow our members to reset their own password or unlock their account at HQ, it will employ two-step verification; meaning a security question will have to be answered and a verification code will be sent to the users cell phone. The verification code must be enetered before the reset or access is granted. This will greatly reduce the time to reset or unlock an individual's account as well as reduce the costs incurred by HCFAS.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

VCI 2-15-19 Programming and Power Load Relocation
Motion by Chief Casey Orr and seconded by Richard Stone to authorize and approve payment to VCI of $1,438.25 for lighting programming and relocation of the power load system on 2-15-19.
Yes: RF, RW, AS, CO, RS, JD No: BC
MOTION APPROVED

VCI 2-15-19 Dominator Bar Replacement and Door Hold Opens
Motion by Chief Casey Orr and seconded by Richard Stone to authorize and approve payment to VCI of $1,871.75 for replacement of dominator bar and two rear door hold opens on 2-15-19.
Yes: RF, RW, AS, CO, RS, JD No: BC
MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Jeffrey Daniels to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: Sep 06, 2018 to Sep 26, 2018 (In the Google Drive)

HCAD Transactions (40) Checks & (5) Direct Debits Totaling $57,504.29
Payroll $5,441.24 08/26/18 thru 09/01/18 Pay date 09/07/18
Payroll $6,702.25 09/02/18 thru 09/08/18 Pay date 09/14/18
Payroll $5,822.65 09/09/18 thru 09/15/18 Pay date 09/21/18

HCFAS Transactions (7) Checks & (1) Direct Debits Totaling $7,180.14

MOTION APPROVED UNANIMOUSLY

<u>Funds Transfers</u>
9/12/18 M&T Bank to TOH $183,378.83
9/12/18 HCFAS Fund Drive 1062-F to HCFAS Checking 1057-F $15,000.00

<u>Past Due Invoices:</u>

Adept	7/20/18	Invoice # 2018-5695	$438.75
H. Schein	7/12/18	Invoice # 55221597	$51.68
VCI	9/07/17	Invoice # 0099747	$1,438.25
	2/14/18	#0100349	$1,871.75
	2/14/18	#0096084	$1,164.52
Greenlawn	9/07/18		$ 150.00

Chief's Report – Casey Orr:

- St. Johns University has approached us to work with them and be a preceptor site for their students. A copy of the standard agreement that SJU uses with all its affiliates (hospital and ambulances) for all allied health programs will be sent to Tim Glynn if we choose to entertain this idea.
- Fall Festival sign up is posted in the ready room. Please sign up ASAP
- I have been working with the QAQI committee to get that back up and running - they are looking for several members to join the committee - anyone interested please reach out to Don Freed or Gail Glister
- Thank you to Saturday, Sunday, & Monday crews for completing their checkouts the last 4 weeks.. There are several crews that have not done a checkout over the last 4 weeks - PLEASE DO THEM. If you feel that your crew has completed them, please talk to your Captain or myself.
    - Tuesday 1900
    - Wednesday 1500
    - Wednesday 2300
    - Thursday 1900
    - Friday 0700
- I will be out of town from October 4-12th
- New beds and linens have been delivered. Thank you to Ann Schwartz

<u>Status Change/Advancement</u>

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1512	Eybergen	Brandon	Saturday 2300	ACL	ACL/DR TR	9/19/2018
1522	Vodopia	Julia	Sunday 1500	Disp Tr	FA/Dispatcher	9/19/2018
1526	Grossman	Melaine	Monday 1500	Disp Tr	Dispatcher	9/19/2018
1524	Malloy	Shanice	Thursday 1500	Disp Tr	Dispatcher	9/19/2018

Secretary's Report –Robert Franz:

New Members:

Motion by Ann Schwartz and seconded by Casey Orr to accept Erik Krisch as a new probationary member #1534, Shift: Sunday 2300 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Ann Schwartz to reconsider Jeffrey O'Neill for active membership.
Yes: BC, RF, JD, AS, CO No: RW, RS
MOTION APPROVED

Motion by Ann Schwartz and seconded by Brian Canty to accept Jeffrey O'Neill as a new probationary member #1535, Shift: Thursday 1500 in accordance with Article III, Section 2 of the By-Laws.
Yes: BC, RF, AS, CO No: RW, RS Abstain: JD
MOTION APPROVED

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Harkins, Sean	Tuesday	1486	Educational	8/22/18 – 12/18/18
Harlan, Michael	Co 8	1444	Operational	10/1/18 – 1/1/19
Kovalsky, John	Monday	1479	Operational	9/30/18 – 12/31/18

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Harkins, Sean	Tuesday	1486	8/20/2018	Educational
Lindsay, Arlene	Tuesday	1067	9/18/2018	Operational
Mohr, Samantha	Co. 8	1341	8/25/2018	Operational
Palmieri, John	Tuesday	499	9/18/2018	Operational

Status Change:
Motion by Brian Canty and seconded by Roger Winter to grant the following Status Change: Linda Guadagnin, #1148, Active Membership to Associate Membership effective 9/26/18.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Resignation:
Motion by Robert Franz and seconded by Ann Schwartz to accept the resignation of Donald Freed, member #1482 effective 9/30/18.
Yes: BC, JD, AS, CO, RW, RS Abstain: RF
MOTION APPROVED

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.
Awards

- **Life Membership Plaque (BOD):** No Report
- **Length of Service (Andrea Golinsky):** Report has been received by President Fischer
- **Memorial Wall (David Mohr)** No Report
- **Plaques & Certificates BOD/Chief Officer Corps Christine Roulo):** I talked with Chris regarding selecting a new vendor or putting this out to bid.
- **Pins and badges (Roger Winter):** I am waiting for the 2018 list of Members off probation
- **Veterans Plaque:** No Report.

ID/Accountability Cards (Roger Winter): This is a continuing process. I have added Michael and Ryan to the committee. Roger Winter Chair, Jim Mallilo - Administrator
LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko is updating weekly.
Public Relations/Public Information Officer (Andrea Golinsky): No Report received
Historien (Martha Brenner : No Report
Fund Drive: Report (Mary Brenner and Pete Nakelski: To Date we have received $67,531.28 from 1665 Respondents
Flag Etiquette (/Roger Winter): .As events happen, the flag (s) are placed at the appropriate height. The last event was the McCain funeral.
Memorial Day / Veterans Day Events: We have a wreath to be placed by the flag Pole for each event..
Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.
Building:
Committee Members as of 1/7/2018
Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.

Traditional Air Conditioning I have requested a summary on our units on the roof so we can evaluate all the issues this past season, The boilers will be ready for the heating season
Garage doors: N/A
Garage Floor: Bobby Loysch continues to clean the floor. New pans and absorbent pads are being put down under the vehicles. .
Ice Machine in Ready Room Kitchen: I have asked about the repair of the under the counter ice machine. If it cannot be repaired, I have asked for suggestions on a new unit that they service.
Outdoor Light replacement: The lights around the building in the cans attached to the building will be replaced with white LED lights.
Executive Cleaning: Lena will be our cleaner until we make a decision regarding a new service. Executive Cleaning terminated their contract with us on August 31, 2018. New proposals were submitted for the September meeting.
Pest Management: A new vendor must be acquired as our old one pest management went out of business.
Proposed Projects
-New Cleaning Contract – Thank you Bob Franz and Jeff Daniels for your input. The proposal is not completed yet.
-Lighting proposals General Membership Meeting room- we are putting together a lighting replacement for the high hats in the meeting room, $ 3,300 approximately. The garage estimate is $12,740, from R& T Electric.
-I would like to move forward with the meeting room and then the truck room.

Old Business: None

New Business: None

Motion by Seth Fischer and seconded by Jeffrey Daniels to enter into Executive Session at 2110 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2113 hours.

Motion by Brian Canty and seconded by Jeffrey Daniels to adjourn the meeting at 2114 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: October 27, 2018

Amended and approved: November 1, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: October 18, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**ABSENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**ABSENT**

Guests: Ann Donegan and Lehti Laas (via phone)

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of September 6th, 2018 as amended.

MOTION APPROVED UNANIMOUSLY

For disposition of new members see the Secretary's Report.

Proposals-

Children's Holiday Party 2018
Continuation of Group Life Insurance
Annual Veterans' Day Ceremony – November 11, 2018 at Town Hall
Snow Plowing
Burn Class
New Ambulance
Paramedic Course Mileage Reimbursement for Elizabeth Wuestman #1399

Children's Holiday Party 2018

Motion by Brian Canty and seconded by Ann Schwartz to authorize and approve the Special Events Committee to have the Children's Holiday Party on Saturday, December 8, 2018, from 2:00PM to 5:00PM.at headquarters. The authorized attendees and gift eligibility for this event will be in accordance with the Social Committee protocols of Article IX Section 1-5 of the SOP's which must be posted with the signup sheet including that the child must be present to receive a gift. The Special Events Committee, with approval of the Board liaison will have the authority to approve or deny requests to attend by other interested members with a fee of $40.00 per age appropriate child to offset the cost of the gift and incidentals, which is to be paid in advance by the squad member requesting approval but fee must be paid no later than November 12, 2018 Further to authorize an advance of $5,500.00 which will be accounted for in accordance with the PPP and is to be used to cover the expenditures for food, paper goods, decorations, (table decorations only- no ceiling decorations), entertainment, film and gifts. It is estimated that the gifts will not exceed $40.00 per child. No other funds will be provided without the express pre-approval of the Board of Directors. The eligible child must be present to receive a gift, no exceptions. Members paying the $40.00 fee may receive the child's gift, if the child is unable to attend. The Special Events Committee Children Holiday Party Coordinators, Susan Otto and Trish Reciniello will be responsible for this event and will produce for the Treasurer and Special Event Committee Chairperson, an accounting of this event with original receipts within ten days of the event, and the Treasurer will give the BOD an accounting for this event at the next BOD meeting immediately following receipt of the accounting.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

Continuation of Group Life Insurance

Motion by Robert Franz and seconded by Brian Canty to accept the recommendation of Robert Franz, the insurance committee chairperson, and approve the renewal and continuation with VESO Trust (Voluntary Emergency Service Organization) for the HCFAS Members Group Term Life Insurance Program, in accordance with the guidelines attached, for the period November 1, 2018 to October 31, 2019 with an approved extension to February 28, 2020 pending notification of the insurance company's November 1, 2019 renewal. The group term life insurance is to be provided by VESO Trust and underwritten by Security Mutual Life Insurance Company of New York at a monthly amount of approximately $6,800.00 for active members and $ 800.00 for inactive life members (based upon the 11/01/18 census of 239 eligible active members and 14 eligible inactive life members). The addition of eligible new participants and the termination of participants during the year will be paid or credited upon the receipt of an invoice reflecting such changes plus changes for participants moving from one age band to another age band including a reduction in coverage, if applicable. Payments will be made quarterly from HCAD funds for active members and from HCFAS funds for inactive life members. The program will be administered by the HCFAS insurance committee.

HCAD & HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Annual Veterans' Day Ceremony – November 11, 2018 at Town Hall

Motion by Roger Winter and seconded by Robert Franz to authorize and approve squad members to attend the Annual Veterans' Day Wreath Ceremony on Sunday November 11, 2018, at 9AM-10 AM at Huntington Town Hall's Veterans Plaza. A squad vehicle may be used for transportation and squad members are encouraged to wear their Class "A" uniform.

The Town of Huntington and The Veterans Advisory Board invite you to honor our veterans at Huntington's annual Veterans Day Ceremony Sunday, November 11th at 9:00 AM on Veterans Plaza, Huntington Town Hall, 100 Main Street, Huntington (Front lawn of Town Hall, park in parking lot and walk through lobby to Plaza). Performance by The Northport High School Tour Choir, refreshments to follow. For more information, please contact: Carol Rocco (631) 351-3012 Crocco@HuntingtonNY.gov

MOTION APPROVED UNANIMOUSLY

Snow Plowing

Motion by Roger Winter and seconded by Richard Stone to continue the contract with Harbor Irrigation for the 2018/2019 season for snowplowing of the parking lot, the ramp areas, the sidewalks and street sidewalks as described in the contract, dated September 21, 2018, from Harbor Irrigation, 502 New York Avenue, Huntington, NY 11743. Cost is the same as prior years. A certificate of liability will be required from Harbor Irrigation with HCFAS named as additional insured and a certificate of workers compensation insurance is also required.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Burn Class

Motion by Brian Canty and seconded by Robert Franz to allow Ann Maloney #921 to attend the advanced burn life support class on October 25th, 2018 at Stony Brook. The course is $200.00 and will cover the cost of the course and mileage reimbursement from home, to and from the course.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

New Ambulance

Motion by Ann Schwartz and seconded by Robert Franz to accept the New Vehicle Committee (NVC) Chairperson Bernard Poole's recommendation to accept the bid from VCI Emergency Vehicle Specialists (920 Lincoln Avenue, Suite 13, Holbrook, NY 11741) and authorize and approve the purchase of a 2019 HORTON MODEL 193 Custom Type-1 on a 2019 Ford F-550 4x4 Super Duty chassis, equipped as per specifications and all NVC recommended options for a total purchase price not to exceed $253,269.95. In accordance with the bid quote, the purchase agreement will include multi-year options for future ambulance purchases with predetermined price increases. The purchase price includes removal and installation of the Stryker Power Load System. A trade in value of an ambulance to be replaced will be determined prior to signing the contract. Further to authorize a down payment of $125,000.00. A certificate of liability insurance will be required from VCI Emergency Vehicle Specialists with HCFAS named as additional insured and a certificate of workers compensation insurance is also required.

HCAD funds.

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made during the Treasurer's Report

Paramedic Course Mileage Reimbursement for Elizabeth Wuestman #1399

Motion by Brian Canty and seconded by Ann Schwartz to reimburse Elizabeth Wuestman #1399 for her mileage for her EMT-Paramedic course by dispersing 1/2 of the payment now ($500.00) and the second 1/2 ($500.00) in September 2019. She will receive the payment as long as she maintains being a member in good standing. In the event that she is not in good standing now or in a year she will forfeit the reimbursement for that period. She was pre-approved to have her EMT-P class paid for including $1,000.00 for mileage. Elizabeth has successfully completed the course and is now an EMT-P. She disclosed that her employer paid for the program. She only requests that we reimburse her for the mileage as written in the pre-approval.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Roger Winter to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: Sep 26, 2018 to Oct 18, 2018 In the google Drive

HCAD Transactions (41) Checks & (4) Direct Debits Totaling $93,459.77
Payroll $5,508.18 09/16/18 thru 09/22/18 Pay date 09/28/18
Payroll $5,695.10 09/23/18 thru 09/29/18 Pay date 10/05/18
Payroll $6,187.47 09/30/18 thru 10/6/18 Pay date 10/12/18

HCFAS Transactions (3) Checks & (1) Direct Debits Totaling $2,080.63
POST Transactions (4) Checks & (1) Direct Debits Totaling $774.46

MOTION APPROVED UNANIMOUSLY

Transfers: TOH September Billing Transfer $156,413.67

The Treasurer discussed his email to the Board regarding reimbursing Elizabeth Wuestman for mileage as her employer is covering the entire cost of the program.

Chief's Report – Casey Orr (as submitted):

- Members needing to be followed up on from the last BOD Meeting:
  - Tyrone Costa - Resignation
  - Audin Delva - Moved to Sunday overnights
  - Lenny Collado - Captain had several attempts No word back. **Make motion to drop from membership**
  - Paul Mori - Emails from Kelly Murphy. Member has not returned. **Recommendation that he be made 20 year exempt**
  - Jayne Erickson - 1st dep. Has been in contact with her. She is requesting Co.8 but officers are not in favor. She is requesting that the BOD hear her out about her LOA Request. Can Secretary follow up with her and schedule a time for her to speak to BOD.
  - Tony Castillo - Chief reached out. Will update my report on a decision prior to BOD meeting start.
- Vehicles -
  - 1- Friday evening - 20 vs parked car; the damage is mostly to what Frankie is already going to fix. Some scraps on the diamond plating
  - 2 - Saturday overnight - 19 vs Huntington country inn overhang; good dent to the drive box cover. Not sure if that is fixable. Will have Frankie look at it when I take it to them for the back bumper. This had building damage
  - 3 - Sunday 1500 - 19 vs underpass (office building on the west side of 110, the building one north of Rite aid); all damage to the roof breaking the 3 radio antenna, gps antenna, and wifi antenna. Minor building damage to underpass (it's a drop down ceiling) scrapes and small broken wood parts.
- Andrew Campagnola is currently suspended for not performing Captain duties
- Pat Donegan and I have yet to get a time to meet - I came down on a day he was not here and he was available while I was on my honeymoon. I have plans to come down and meet him this Sunday. Will update BOD then.
- CPR Save on October 3rd - Friday 1900 with Paramedic Scott Matus. Followed up with Huntington Hospital and have submitted all information to SCEMS for a Heart Saver Award

Shift Change

Member #	Last Name	First Name	From	To	Effective
930	Barker	Nancy	Tuesday 1500	Sunday 0700	10/15/2018
1441	Martinez	Beatrice	Sunday 1100	Co8	10/19/2018
1185	Delva	Audin	Thursday 1500	Sunday 2300 A	10/17/2018
1472	Villegas	David	Monday 1900	Saturday 1100	9/22/2018

Status Change/Advancements

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1509	Kramer	Eric	Wednesday 1500	ACL	CL	ASAP (10/17/18)
1526	Grossman	Melaine	Monday 1500	FA	ACL	ASAP (10/17/18)

Letters Of Intent

Member #	Last Name	First Name	Reason	Day & Shift
1447	Capotosto	Michael	Short hours	Sunday
1435	Tamayo	Keith	Short hours	Sunday
1285	Wissner	Leslie	Short hours	Sunday
1391	Moran	Matthew	Short hours	Monday
937	Smiles	Robin	Short hours	Monday
1139	Cunnigham	Josephine	Short hours	Tuesday
753	Nappi	Joseph	Short hours	Tuesday
1073	Angevine	Gina	Short hours	Wednesday
82	Hershkowitz	Annette	Short hours	Wednesday
1179	Mirabelli	Stephanie	Short hours	Wednesday
1409	Mugavero	Daniel	Short hours	Wednesday
1474	Castillo	Vincent	Short hours	Friday
1174	Cortes	Israel	Short hours	Friday
1453	Crane	John	Short hours	Friday
1389	Kaempf	Joseph	Short hours	Friday

980	Schlieben	Carmen	Short hours	Friday
1349	Jean	Steeven	Short hours	Saturday
1029	Mastroianni	Ona	Short hours	Saturday
1157	Brenner	Pamela	Short hours	Co8
1108	Ryan	Samantha	Short hours	Co8
1208	Davis	Keith	Short hours	Co 8 Removal

Secretary's Report –Robert Franz:

New Members:

Note: email vote 10/4/18
Motion by Ann Schwartz and seconded by Chief Casey Orr to accept Lindsay Marmor (EMT) as a probationary member #1536, Shift: Sunday 1100 hours plus a secondary shift to be approved by the Operational Officers in accordance with Article III, Section 2 of the By-Laws. The two shifts per week will be done during the school summer break and during school breaks and it is further understood that Lindsay will remain on extended probation while attending college and will be eligible to be off probation after four months from her final educational leave of absence end date. She also must pass dispatch training within one month after her final educational leave of absence end date.
Yes: RW, RS, CO, RF, JD, AS, KT, BC No Response: SF
MOTION APPROVED

Note: email vote 10/4/18
Motion by Ann Schwartz and seconded by Chief Casey Orr to accept former Post 215 member Michaela Ryan as a new probationary member #1537, Shift: Wednesday 0700 in accordance with Article III, Section 2 of the By-Laws.
Yes: RW, RS, CO, RF, JD, AS, KT, BC No Response: SF
MOTION APPROVED

Motion by Ann Schwartz and seconded by Brian Canty to accept Solomon Walden as a new probationary member #1538, Shift: Monday 0700 in accordance with Article III, Section 2 of the By-Laws. Three references were received and accepted.
Yes: RS, RF, AS, BC No: RW
MOTION APPROVED

Motion by Brian Canty and seconded by Ann Schwartz to accept Lorin Ross as a new probationary member #1539, Shift: Sunday 0700 in accordance with Article III, Section 2 of the By-Laws. Three references were received and accepted.
Yes: RS, RF, AS, BC No: RW
MOTION APPROVED

Motion by Brian Canty and seconded by Ann Schwartz to accept Lauren Stalzer as a new probationary member #1540, Shift: Sunday 1900 in accordance with Article III, Section 2 of the By-Laws. Three references were received and accepted.

Yes: RS, RF, AS, BC No: RW

MOTION APPROVED

Motion by Robert Franz and seconded by Roger Winter to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Brandel, Gary	Saturday	1493	Operational	10/6/18 – 1/6/19
Brenner, Mark	Monday	449	Operational	10/15/18 – 1/15/19
Ishikawa, Kazuo (Spike)	Tuesday	1282	Operational	12/1/18 – 3/1/19
Woznick, Mary Jane	Thursday	769	Emergency Medical	10/17/18 – 1/17/19

MOTION APPROVED UNANIMOUSLY

Probation Ending:

Motion by Robert Franz and seconded by Brian Canty to grant active membership in accordance with Article III, Section 2 of the By-Laws to Esteban Lopez, member #1519, effective /10/18/18.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Barker, Nancy	Sunday	930	10/4/18	Dispatch Only, From Medical
Dell, Louis	Thursday	1388	6/14/18	Operational
Kaempf, Joseph	Friday	1389	7/13/18	Educational
Lupo, James	Co. 8	959	5/29/18	Operational
Orr, Casey	Co. 8	1283	8/9/18	Operational
Sprague-Wong, Karen	Wednesday	945	10/3/18	Dispatch Only, From Medical
Taylor, Andrew	Monday	1338	7/30/18	Operational
Terenzi, Paul	Thursday	1094	10/1/18	Dispatch Only, From Operational Admin (Medical)
Tesoriero, Claire	Thursday	811	7/26/18	Educational

Valle, Matthew	Co. 8	1238	9/7/18	Operational
Walters, Bazeel	Tuesday	1137	7/20/18	Operational
Wuestman, Elizabeth	Co. 8	1399	7/18/18	Operational

Resignation:
Motion by Robert Franz and seconded by Brian Canty to accept the resignation of Tyrone Costa, member #1461, resignation email dated 10/9/18, effective 10/18/18.
MOTION APPROVED UNANIMOUSLY

LOSAP Program Proposed Amendments
Penflex completed their calculations for the proposed LOSAP program changes - a $30 monthly benefit and a 55 year entitlement age. Their report was completed on 10/15/18 and is being reviewed. This can be discussed further at the meeting including what excess billing monies may be available to fund these changes.
The TOH's 2019 HCAD budget increased insurance recoveries by $300k ($1,500,000 in 2018 to $1,800,000 in 2019) thereby reducing the amount of available excess billing monies for these proposed changes.

Insurance:
- MVA Monday 9/17/18: 2-15-21 while maneuvering to back into a resident's driveway for a patient pick up, an unoccupied SCPD vehicle was side swiped resulting in damage to the left rear door and quarter panel of the SCPD vehicle. Left rear bumper and diamond plate damage to unit 21 was minimal. This incident was reported to our insurance carrier.
- MVA Friday 10/12/18: 2-15-20 struck an unoccupied parked car while proceeding south to a call on NY Avenue. Left side mirror and left front fender (quarter panel) was damaged on parked car. Right side bottom metal strip on box was damaged. This incident will be reported to our insurance carrier.
-MVA Sunday 10/14/18: 2-15-19 was departing a scene and was proceeding through the motel's back parking lot and maneuvering between two vehicles when unit 19 struck the motel's west side wooden awning overhang with the unit 19's box causing damage to the awning and a dent (gash) in the left top front side of the box. This incident will be reported to our insurance carrier.
-MVA Sunday 10/14/18: 2-15-19 while leaving the scene and proceeding through the building underpass to get onto Route 110 the top of the ambulance did not have sufficient clearance and GPS, Antennas and Wi-Fi came in contact with the underpass's wood frame. The underpass's wood frame was destroyed. This incident will be reported to our insurance carrier.

Group term life insurance program continuation – a motion has been emailed.

SEMSCO/SEMAC September meetings – Mike McEvoy's meeting notes were posted on the bulletin board and copies distributed to the President and Chief. Notes contain many items of interest including item 25 which has information on EMT CCT bridge transition to Paramedic on line course starting in January 2019.

Suffolk REMSCO 2017 Awards – Award presentation and dinner is next Thursday 10/25/18 at 7:15pm (doors open 6:30pm) at Greenlawn FD. Chief Casey Orr will receive the Leadership Award.

President's Report – Seth Fischer:

-Discussion of Sharyn Cullen's #318 longevity award was discussed and consensus was not to approve.
-Life Membership Chair has been chosen and is John Palmieri
-Discussion on room usage

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.
Awards

- **-Life Membership Plaque (BOD):** No Report
- **-Length of Service (Andrea Golinsky)**: Report has been received by President Fischer
- **-Memorial Wall (David Mohr)** David is up to date with deceased members.
- **-Plaques & Certificates BOD/Chief Officer Corps Christine Roulo):** I talked with Chris regarding selecting a new vendor or putting this out to bid.
- **-Pins and badges (Roger Winter):** I am waiting for the 2018 list of Members off probation
- **-Veterans Plaque:** No Report.

ID/Accountability Cards (Roger Winter): This is a continuing process. I have added Michael and Ryan to the committee. Roger Winter Chair, Jim Mallilo - Administrator
LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko is updating weekly.
Public Relations/Public Information Officer (Andrea Golinsky): No Report received
Historien (Martha Brenner : No Report
Fund Drive: Report (Mary Brenner and Pete Nakelski: The last mailing has been mailed out. To Date we have received $68,141.28 from 1680 respondents
Flag Etiquette (Roger Winter): As events happen, the flag (s) are placed at the appropriate height. Schoharie accident is the current flag posting, 10/11 until interment.
Memorial Day / Veterans Day Events: We have a wreath to be placed by the flag Pole for each event..
Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.
Building:
Committee Members as of 1/7/2018
Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.
Traditional Air Conditioning I have requested a summary on our units on the roof so we can evaluate all the issues this past season, the boilers will be ready for the heating season
Garage doors: N/A

Garage Floor: Bobby Loysch continues to clean the floor. New pans and absorbent pads are being put down under the vehicles. .

Ice Machine in Ready Room Kitchen: I have asked the owner to examine the 2nd floor ice machine as they have been to repair the machine all summer long. I will be purchasing a replacement under the counter ice machine for the first floor kitchen.

Outdoor Light replacement: The lights around the building in the cans attached to the building will be replaced with white LED lights.

Executive Cleaning/ Lena All American cleaning: is no longer our cleaning service.

Gold Coast Cleaning – Robert Goldrick – is the new cleaning service. I will take a adjustment period to get all the kinks out with the two new cleaners. The supervisor should follow up weekly. Robert is coming in to get a handle on the supplies for the building. We will be storing some supplies in the vending room in the basement according to Brian Canty.

Scallo Irrigation: The sprinkler system is scheduled to be turned off and blown out.

Pest Management: Pestex pest Management has put new traps around the interior and exterior of the building. This is a monthly service. Please report any issues so we can resolve them.

Second Floor Kitchen: Upright Installations and Inspections has serviced the fire extinguishers in the hood of the cooking area.

Proposed Projects:

-Lighting proposals General Membership Meeting room- we are putting together a lighting replacement for the high hats in the meeting room, $ 3,300 approximately. The garage estimate is $12,740, from R& T Electric.

-I would like to move forward with the meeting room and then the truck room.

Old Business: None

New Business:

-Chief Orr Leadership Award

-Director Stone discussed the Verizon Wireless charges.

Next BOD meeting is November 1, 2018.

Motion by Robert Franz and seconded by Brian Canty to enter into Executive Session at 2108 hours.

MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2121 hours.

Next Board of Director’s meeting will take place on November 1, 2018.

Motion by Robert Franz and seconded by Brian Canty to adjourn the meeting at 2123 hours.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: November 25, 2018

Amended and approved: November 29, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: November 1, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: Mary Winter, Andrew Taylor, Gail Glister, Elizabeth Wood, and Lehti Laas

Meeting called to order at: 19:30 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of September 26th, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

For disposition of new members see the Secretary's Report.

Membership Chair Mary Winter discussed with the Board how the committee process works from the applications to the references.

Proposals-
HCFAS Adult Holiday Party 2018
Mets Game 2019 EMS Day
Participate in the 2018 Holiday Parade
SOP 01-2018: Sexual Harassment and Anti-Retaliation Policy
SOP 02-2018: MVA 104A to MVA 104
SOP 03-2018: Paid Paramedics
TOH sponsored HCFAS Service Award Program
Exemption for Gift Eligibility SOP for Completed 8 Hour Overnight Shifts for 2018
Girls Scouts First Aid Event – Andrew Taylor

HCFAS Adult Holiday Party 2018

Motion by Jeffrey Daniels and seconded by Richard Stone to accept and approve the recommendation of Special Events Chairperson Brian Canty and authorize the Squad's Adult Party to be held on Saturday, December 15, 2018 from 1730 hours to 2230 hours in the General Meeting Room.

Further to authorize Brian Canty to accept the bid from C & A Catering Inc. (Milk & Sugar Caters) (caterer) at a cost of $53.20 (based on 150 people) per person inclusive of gratuity and service fees. The Squad's standard cancellation clause will be part of all agreements and caterer will provide a certificate of insurance with HCFAS named as additional insured and certificate of workers compensation coverage.

Further to authorize the engagement of two Tips certified bartenders plus one 'Bar Back' and the purchase of the bar inventory for an aggregate cost not to exceed $1,700.00. Alcoholic beverages will be dispensed in accordance with SOP Article IX Section 1-7, by Tips certified bartenders. It is understood that no tip receptacle (jar) will be placed on the bar during the event. A disclaimer is to be posted at the bar, in compliance with our SOP's concerning alcohol consumption. (No one under the age of 21 years is to be served or is to consume alcoholic beverages) Brian Canty, Chairperson of the Special Events Committee, will be in charge of the stocking and of the manning of the bar.

Further to authorize an amount not to exceed $1,600.00 for linen, table pieces, decorations and photo film and an amount of $750.00 for a D.J. for Entertainment.

Attendance or invitees to the event will be in accordance with the SOP Social Committee Protocols, Article IX Sections 1-1, 1-2A, and 1-7 and all "Life & Exempt Members" this will be posted with the signup sheet. Special Events Committee Chairperson Brian Canty will offer timely invitations to Suffolk County Police Personnel from sector cars 202, 202A, 203, and 203A with the same guest privileges as HCFAS members. A member sign in sheet will be used for this event. In accordance with the SOP's the Chief will provide the Board of Directors and the Event Committee Chairperson a listing of members not eligible to attend one month prior to the event. Members not eligible to attend will be notified by the Chief. The Special Event Committee will be responsible for this event and the Squad Chief will be responsible for conduct of members at this function.

An accounting for this event, with original receipts and a liquor inventory will be prepared within 14 days of the event and submitted to the Treasurer. The Treasurer will provide an accounting for this event next Board meeting following the receipt of the paperwork from the Special Event Committee.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Mets Game 2019 EMS Day
Motion by Jeff Daniels and seconded by Brian Canty to authorize the deposit of $500 for the 2019 EMS Day Game to be held on Monday, May 20, 2019. By providing NY Mets with a deposit we are given a first choice seating opportunity.
HCFAS FUNDS
MOTION APPROVED UNANIMOUSLY

Participate in the 2018 Holiday Parade
Motion by Chief Casey Orr and seconded by Roger Winter to participate in the Huntington Holiday Parade for 2018 to be held Saturday, November 24, 2018 at 5:30 PM. Cost for supplies to build the float and for food for the builders shall not exceed $2,000.00. Daniel Mugavero will be responsible for building the float.
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

SOP 01-2018: Sexual Harassment and Anti-Retaliation Policy
Motion by Ann Schwartz and seconded by Robert Franz to approve SOP 01-2018 as amended: Sexual Harassment and Anti-Retaliation Policy. The SOP was printed in the June 2018 & July 2018 Pulse and read at the August 2018 General Membership Meeting. (Clean version at the end of the minutes)
SOP - 2/3 majority of the Board of Directors
MOTION APPROVED UNANIMOUSLY

SOP 02-2018: MVA 104A to MVA 104
Motion by Robert Franz and seconded by Brian Canty to approve SOP 02-2018 as amended: MVA 104A to MVA 104. The SOP was printed in the August 2018 Pulse and read at the August 2018 General Membership Meeting (Clean version at the end of the minutes).
SOP - 2/3 majority of the Board of Directors
MOTION APPROVED UNANIMOUSLY

SOP 03-2018: Paid Paramedics
Motion by Ann Schwartz and seconded by Chief Casey Orr to approve SOP 03-2018 as amended: Paid Paramedics. The SOP was printed in the August 2018 Pulse and read at the August 2018 General Membership Meeting (Clean version at the end of the minutes).
SOP - 2/3 majority of the Board of Directors

Motion by Robert Franz and seconded by Roger Winter to table SOP 03-2018 until a clean version of the SOP is distributed to the Board.
Yes: RW, RF No: CO, AS, JD, RS, BC
MOTION NOT APPROVED to table

On the original motion:
SOP - 2/3 majority of the Board of Directors
Yes: CO, AS, JD, RS, BC, RW, SF Abstain: RF
MOTION APPROVED

Note: The following motion was made after the executive session

TOH sponsored HCFAS Service Award Program

Motion by Seth Fischer and seconded by Brian Canty to authorize and approve the President and his committee to continue to meet with Town of Huntington (TOH) board members and other town officials to advocate amendments to the TOH sponsored HCFAS Service Award Program whereby the entitlement benefit will be increased from $20 per month to $30 per month and the entitlement age will be lowered to age 60 from age 65. Further the President has the authority to take such other actions to accomplish these amendments and the President will notify the BOD of these actions.

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made after the executive session

Exemption for Gift Eligibility SOP for Completed 8 Hour Overnight Shifts for 2018

Motion by Brian Canty seconded by Chief Casey Orr to approve an exception to the SOP's Article X, Section 1 – Purchasing Policy, A. Overview, 17. Miscellaneous Items, G-Gift Eligibility, III -

With the following:

Any member who completes a full 8 hour overnight (23:00-07:00) will be credited 2 (two) duty tour credits for the purpose of calculating their Gift Eligibility. If a member fails to complete a full 8 hours but has completed at least 4 hours they will be awarded 1 (one) duty tour credit for the purpose of calculating their Gift Eligibility.

SOP - 2/3 majority of the Board of Directors

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made at the end of the meeting

Girls Scouts First Aid Event – Andrew Taylor

Motion by Chief Orr and seconded by Ann Schwartz to authorize Andrew Taylor #1338 EMT BLS CPR/AED Instructor to use the general membership meeting room on Monday, November 5, 2018 to hold a Friends and Family for Girls Scouts First Aid event from 3:30pm-5:30pm, setup (3:00pm), lecture/demonstration, clean-up (5:15pm). No charge and that according to the HCFAS calendar the room is open. The Girls Scouts will be getting a merit badge for Basic First Aid. The troop is 15 girls (6th grade) and 3-4 adults. No one needs to be certified. It is more for the girls to learn some basic first aid skills, tips for preventing injuries, and learn how to use and learning AED.

MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:

Motion by Brian Canty Seconded by Robert Franz to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: Oct 18, 2018 to October 31, 2018 In the google Drive

HCAD Transactions (35) Checks & (3) Direct Debits Totaling $42,145.78
Payroll: $7,333.94 10/07/18 thru 10/13/18 Pay date 10/19/18
$7,189.57 10/14/18 thru 10/20/18 Pay date 10/26/18

HCFAS Transactions (4) Checks & (0) Direct Debits Totaling $4,030.64
MOTION APPROVED UNANIMOUSLY

Transfers: $156,413.67 10/15/18 from M&T to TOH

Past due:	Adept	9/5/2018	Invoice # 2018-5852
	ADP	10/01/2018	Invoice # 1308020-09-2018
	LI Screen	6/28/2018	Invoice # E 49805

Chief's Report – Casey Orr:

Lead Paramedic Report Nov 1, 2018

1. **Electronic ALS checks** implemented 8/1.
   Google Docs app on paramedic phone.
   1st and 2nd due ambulance checked every tour.
   155 vehicle checks completed to date

   Starting 11/1- ALS checks will have a rig rotation so every ambulance is being checked at minimum every 1.5 days(Which rig is being checked each tour will be posted on monthly schedule.

2. **Personnel**- 15 paramedics on roster(R. Koch removed for inactivity in October)
   1 paramedic pending on-boarding process(*Pat Murphy*-delayed due to recent death in family)

   3 prospective candidates to be interviewed this month to add 1-2 paramedics to fill schedule (subject to availability/current schedule needs)

   3 employees with limited activity- *B. Lionetti, J. Beitel, J. Masem*/Discussions had with all of them regarding this and they are aware of expectation of approximately 16 hrs/month to stay on roster. They will be re-evaluated after December schedule is

completed to see if they will stay on board or not. Since initial conversations Lionetti and Beitel have been making efforts to pick up tours while Masem has not.

Kerry Carlock had limited availability while in FDNY fire academy but graduated last week and will be picking up regular tours on a weekly basis.

3. **Employee reviews**- Evaluations done along with 2-15-30 in August 2018. New hires will be evaluated at 6 months and all paramedics will be reviewed annually with the Chief of Dept and reported to the BOD.

4. **Payroll**-Discussed merit-based raises for those employees that have been reliable, punctual, work well with crews and display consistent clinical care. Those recommended were:
   Mike Allison
   Joseph Losquadro
   Kerry Carlock
   Scott Matus

5. **Employee feedback**- Please continue to send any feedback from crews regarding the paramedics to me. The relationship between the staff and the membership is vital and I'd like to stay ahead of any potential issues. I believe the rapport is continually improving and I appreciate the BOD and membership for providing a lot of constructive feedback. My phone is always on for questions/concerns/issues, please don't hesitate to reach out (631 484 4092).

Thank you,
Cono

Secretary's Report –Robert Franz:

LOSAP Program Proposed Amendments
Penflex completed their calculations for the revised proposed LOSAP program changes - a $30 monthly benefit and a 60 year entitlement age. Their report was completed on 10/15/18 and is being reviewed. This can be discussed further at the meeting in executive session including what excess billing monies may be available to fund these changes.

Insurance:
-MVA Sunday 10/14/18: After inquiries and estimates of damage, the following incident will not be reported to our insurance carrier – Estimated total damage $1,300 to $1,500. As previously reported, 2-15-19 was departing a scene and was proceeding through the motel's back parking lot and maneuvering between two vehicles when unit 19 struck the motel's west side wooden awning overhang with the unit 19's box causing damage to the awning and a dent (gash) in the left top front side of the box.

- MVA Friday 10/12/18: 2-15-20: We received a check for $ 773.30 net of deductible for damages to left side of ambulance based on estimate from 9th St Collision.

New Members:

Motion by Robert Franz and seconded by Ann Schwartz to accept Kimberly Prestin as a new probationary member #1541, Shift: Saturday 1900 in accordance with Article III, Section 2 of the By-Laws. Three references were received and accepted.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Ann Schwartz to accept Felix Rivera Medina as a new probationary member #1542, Shift: Sunday 0700 in accordance with Article III, Section 2 of the By-Laws pending Chief Casey Orr receiving a positive confirmation from the Chief of Freeport Fire Department where Felix once served as a member.

MOTION APPROVED UNANIMOUSLY

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.

Awards

- **Life Membership Plaque (BOD**): No Report
- **Length of Service (Andrea Golinsky**): Report has been received by President Fischer
- **Memorial Wall (David Mohr)** David is up to date with deceased members.
- **Plaques & Certificates BOD/Chief Officer Corps Christine Roulo)**: I talked with Chris regarding selecting a new vendor or putting this out to bid.
- **Pins and badges (Roger Winter)**: I am waiting for the 2018 list of Members off probation
- **Veterans Plaque**: Robert Franz asked membership Veterans to contact him if their name is not on the plaque. Bob and Lehti are putting together the Veterans ad for the Long Islander

ID/Accountability Cards (Roger Winter): This is a continuing process. I have added Michael and Ryan Como to the committee. Roger Winter Chair, Jim Mallilo – Administrator

Issues with ID Photos: We have not received the new member paperwork for many months. We keep track of the new members and add them to the computer when we get the information.

LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko is updating weekly.

Public Relations/Public Information Officer (Andrea Golinsky): No Report received

Historian (Martha Brenner) : No Report

Fund Drive: Report (Mary Brenner and Pete Nakelski: The last mailing has been mailed out. To Date we have received $70,966.28 from 1769 respondents

Flag Etiquette (Roger Winter): As events happen, the flag (s) are placed at the appropriate height. Pittsburg shooting is the current flag posting, until Wednesday 11/1/2018, until interment. On all flag placements a notification is posted for members in two locations.

Memorial Day / Veterans Day Events: We have a wreath to be placed by the flag Pole for each event. We are preparing a poster to emphasize the Town of Huntington Veterans Day event.

Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.

Building:
Committee Members as of 1/7/2018
Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.
Traditional Air Conditioning The outdoor unit that cool the computer/security room and vending room has been repaired.
Garage Doors: N/A
Garage Floor: Bobby Loysch continues to clean the floor. New pans and absorbent pads are being put down under the vehicles. .
Ice Machine in Ready Room Kitchen: has been repaired and is working. I will be purchasing a replacement under the counter ice machine for the first floor kitchen.
Outdoor Light replacement: The lights around the flag pole and the soffits lights have been replaced.
Gold Coast Cleaning – Robert Goldrick – is the new cleaning service. I will take a adjustment period to get all the kinks out with the two new cleaners. The supervisor should follow up weekly. Robert is coming in to get a handle on the supplies for the building. We will be storing some supplies in the vending room in the basement according to Brian Canty.
Scallo Irrigation: The sprinkler system is scheduled to be turned off and blown out.
Pestex pest Management has put new traps around the interior and exterior of the building. This is a monthly service. Please report any issues so we can resolve them.
Second Floor Kitchen: Upright Installations and Inspections has serviced the fire extinguishers in the hood of the cooking area.
Christmas Decorations: We have no chairperson to handle this assignment. Can someone make a suggestion for a committee chair and committee? Last year we handled the ready room tree and decorations by on duty crews. Brian canty and his committee members handled the meeting room.
New Lockers for the truck room: president Seth Fischer requested a quote from our locker vendor, young Equipment. The quote is forthcoming.
Proposed Projects:

- Lighting proposals General Membership Meeting room- we are putting together a lighting replacement proposal for the high hats in the meeting room, $ 3,300 approximately. The garage estimate is $12,740, from R& T Electric.
- I would like to move forward with the meeting room and then the truck room.

Old Business: None

New Business: None

Motion by Robert Franz and seconded by Richard Stone to enter into Executive Session at 2112 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2131 hours.

Motion by Seth Fischer and seconded by Brian Canty to adjourn the meeting at 2137 hours.
MOTION APPROVED UNANIMOUSLY

FINAL Version:

SOP Change 01-2018

Article X - Policies

Section 3 - Sexual Harassment and Anti-Retaliation Policy

HCFAS SEXUAL HARASSMENT AND ANTI- RETALIATION POLICY

THIS POLICY IS IN ADDITION TO AND NOT IN PLACE OF HCFAS'S ANTI-HARASSMENT/DISCRIMINATION/RETALIATION POLICY.

Huntington Community First Aid Squad, Inc. (HCFAS) has adopted and continues to maintain a zero-tolerance policy toward harassment of any kind, including sexual harassment. This zero-tolerance policy means that no form of harassing conduct by or towards any employee, member, vendor, or other person in our workplace will be tolerated. This additional policy, specific to sexual harassment, is adopted in response to a national outcry about previously unappreciated concerns about sexual harassment. HCFAS is committed to enforcing its policy at all levels within HCFAS. Any member, officer, director, supervisor, or employee who engages in prohibited harassment will be subject to discipline, up to and including discharge from employment by or expulsion from membership in HCFAS.

Anti-Retaliation - It is critical to effective implementation of this policy that those who believe that they have been subjected to sexual harassment are able to raise their concerns at any level without fear of retaliation. It is illegal and a separate and distinct violation of this policy for anyone to retaliate, either through adverse action, criticism, threat, ridicule or verbal abuse, whispering campaigns or ostracism against someone who complains of sexual harassment irrespective of whether the underlying harassment complaint is founded or unfounded.

Conduct Covered by this Policy:

This policy applies to and prohibits all forms of sexual harassment. Accordingly, HCFAS **absolutely prohibits** any form of sexual harassment. We recognize that HCFAS is, in addition to its mission, a social environment where the opportunity to form friendships and develop relationships is a benefit of membership. Behavior that is based on mutual consent, friendship and respect is not sexual harassment.

Sexual Harassment Defined:

Sexual Harassment means any unwelcome sexual advance, unwelcome request for sexual favors, or other unwelcome conduct of a sexual nature which tends to create an intimidating, hostile, or offensive work environment. Examples of sexual harassment may include, but are not limited to:

• coerced sexual acts;

• express or implied demands for sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of continued employment;

• unwanted sexual advances;

• staring at, touching, or assaulting an individual's body;

• verbal commentary about an individual's body or sexuality;

• sexual jokes, language, epithets, gossip, comments, flirtations, advances, propositions or questions;

• repeatedly asking a colleague for a date after he/she has clearly indicated that he or she is not interested;

• suggestive, insulting, or obscene comments or gestures;

• the display in the workplace of graphic and sexually suggestive objects, pictures or graffiti; or

• harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual;

• sexually explicit e-mails or text messages.

Aggravating Circumstances

Conduct of members or workers of approximately equal status and tenure will be judged accordingly. Sex-based conduct by supervisors or by members with substantially greater seniority toward members with less status or seniority shall be subject to strict scrutiny. Requests for dates, sexual favors or other sex based conduct, express or implied (quid pro quo) in exchange for promotions, better shifts, points or other benefit or on threat of any form of adverse action are strictly prohibited.

Electronic and Telephonic Communications, Social Media and Information Systems:

Members and Employees are particularly cautioned that the use of e-mail, voice mail, or other electronic messaging systems, or the Internet, may be judged to be public conduct and, to the extent they violate this policy may result in review and action under this policy. This shall include private and personal devices as well as HCFAS systems.
Members and Employees may not generate, should not receive, and must not forward, any message or graphic that might be taken as sexually offensive. This includes, for example, the generation or forwarding of offensive "humor" which contains offensive terms.
Members or Employees receiving offensive messages over HCFAS's computer equipment, or receiving other unlawfully offensive messages or graphics over HCFAS's computer

equipment, should report those messages to their immediate supervisor. Members and Employees are reminded that HCFAS's computers and the data generated on, stored in, or transmitted to or from HCFAS's computers remain the property of HCFAS for all purposes. HCFAS retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement.

Procedures in Cases of Harassment:

HCFAS strongly encourages any member or employee who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The employee or volunteer should identify the harassing behavior, explain that the behavior is unwelcome and ask that it stop. Failure to so advise the offender shall NOT limit the right to pursue the other steps in this process.

Alternatively, or in addition, any HCFAS member or employee who believes that he or she has been subjected to sexual harassment or any supervisor who observes such conduct has the responsibility to report the harassment immediately to his or her immediate supervisor. If the member or employee is uncomfortable reporting the harassment to his or her immediate supervisor (whether because the immediate supervisor has committed the harassment, or for any other reason whatsoever), the Member or Employee must report the harassment to the HCFAS Chief or President. HCFAS may promulgate forms to assist in any such reporting. Notwithstanding the foregoing, a member or employee who elects not to make a report shall not be subject to discipline for electing not to report an incident.

You may complete the Complaint Form attached to report if you believe you have experienced or witnessed conduct that violates HCFAS's policy. You are not required to use this form to file a complaint.

In addition to reporting a complaint internally, employees may also file a complaint of unlawful workplace discrimination, harassment or retaliation under Title VII of the Civil Rights Act of 1964, as amended, the New York State Executive Law Section 296, and/or any applicable local law with the New York State Division of Human Rights (www.dhr.ny.gov/), and the U.S. Equal Employment Opportunity Commission (www.eeoc.gov). You may also pursue the matter through a private lawsuit in federal or state court. If there is a finding of unlawful conduct under any of the applicable federal, state, or local statutes, remedies may include back pay, monetary damages, or reinstatement.

HCFAS is committed to taking all reasonable steps to prevent harassment and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, HCFAS cannot take prompt and effective remedial action unless each member and employee assumes the responsibility of reporting any incident of harassment immediately.

Every report of harassment will be investigated promptly, thoroughly and impartially, with every effort to maintain member or employee confidentiality. The complainant and the accused will be informed of the results of the investigation. If HCFAS finds that its policy has been violated, it will take appropriate corrective and/or remedial action, up to and including discharge of offending employees, or expulsion of members or officers. The investigation may include interviews with the people involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

> Anyone who makes a complaint to a supervisor or other individual and does not receive a prompt and satisfactory reply within three (3) business days, or who requires immediate assistance should contact the attorneys for the HCFAS, **Glynn, Mercep and Purcell, LLP (631) 751-5757** who are authorized to intervene to see that appropriate action is taken to identify and remedy the behavior.

If you make a Harassment or Discrimination claim against a fellow member of the HCFAS, an employee, the HCFAS or its Officers or vendors and you have not followed these procedures and have not given notice to the HCFAS's attorneys, your failure to do so may, depending on the circumstances, give rise to an inference adverse to your claim.

IMPORTANT NOTICE TO ALL MEMBERS AND EMPLOYEES

Members, Employees and others who have experienced conduct that they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation by addressing the problem promptly with us could affect his/her legal rights.

HUNTINGTON COMMUNITY FIRST AID SQUAD
HARASSMENT COMPLAINT FORM

Huntington Community First Aid Squad ("HCFAS") is committed to providing a work environment free from harassment and in which all individuals are treated with respect. HCFAS's Fair Treatment Practices and Policies are available online.

Employee Name:	**Employee Title:**
Supervisor or Manager Name:	**Supervisor or Manager Title:**
Today's Date:	**Incident Date/Period of Ongoing Incidents:**
Incident Time (if a single incident):	**Incident Location (if a single incident):**

Describe in detail the facts that form the basis of this complaint (attach additional sheets if necessary):

I acknowledge that I have read and understand the above information. I certify that to the best of my knowledge, the information I have provided on this form is complete and accurate.

Signature   Date

FINAL VERSION:

SOP 02-2018

Article VII – Problems En Route

Section 3, Accidents in Squad Owned Vehicles, paragraph 4 (H)

When back at Headquarters, our Driver is to make out a state accident report form (MV-104).

FINAL VERSION:

SOP 03-2018

Article X – Policies

Section 7 – Paid Paramedics

This SOP will define the process for hiring, utilization, assignment of shifts, and duties of the paramedics offered per-diem positions at Huntington Community First Aid Squad, Inc. (HCFAS).

1. The paramedic acknowledges that he/she has not been promised employment, nor given any commitment for any particular number of hours.

2. In applying for a per-diem HCFAS paramedic position, HCFAS retains the right to gather information with respect to the character, general reputation, and other characteristics pertinent to the position through the references provided by the paramedic. HCFAS will check the candidate's DMV report and Suffolk County EMS history.

3. The paid district paramedics are required to attend a HCFAS orientation prior to beginning their employment at HCFAS. The orientation will include:

   A. Issuance of HCFAS photo ID
   B. Finger-reader instruction and set up
   C. Payroll (Direct deposit offered)
   D. Key fob access(Building entry and ALS room access)
   E. Controlled substance in-service
   F. Uniforms issued
   G. Vehicle and equipment in-service/review/driver training
   H. Submit copies of all current certifications and valid NYS driver's license
   I. E-PCR access and in-service training
   J. WhentoWork online scheduling access
   K. HCFAS policies and procedures pertaining to Paramedic involvement

4. Applicants are required to submit the following in order to begin employment at HCFAS
   A. Most recent (within a year) physical or have one completed through HCFAS participating doctor. Subsequent physicals will be done every other winter when HCFAS physicals are done.
   B. Drug screening- Pre employment drug test included as part of the physical. In addition to that, HCFAS reserves the right to screen paramedics for drugs in the event of any motor vehicle incident or suspected job impairment.

5. **Scheduling**- The following schedule guidelines are in place. Only exceptions are at the discretion of the HCFAS President and/or Chief.

6. Shifts will vary in hours depending on coverage needs. Eight (8) hour blocks are pre-scheduled but are adjusted based on scheduling needs, as well as paramedic flexibility. Paramedics may work no more than sixteen (16) consecutive hours with a weekly maximum of 28 hours for the week.

7. **Hourly Rate**- Base pay rate as determined by the HCFAS Board of Directors.

8. **Holiday Pay**- Paramedics will be compensated at time and a half on the following observed holidays:
   A. New Year's Day
   B. Martin Luther King Day
   C. President's Day
   D. Memorial Day
   E. Independence Day
   F. Labor Day
   G. Veteran's Day
   H. Thanksgiving Day
   I. Christmas Day

9. **Pay Period-** The "week" will start on Sunday 0000 hrs. and end on Saturday 2400 hrs. Paramedics will be paid via direct deposit on the following Friday.

10. **Beginning/End of shift procedures**- Paramedics will perform the following duties at the start of every tour:

    A. Finger in/out of finger reader.
    B. Inform the shift crew leader (ALS personnel) and the dispatcher that you are the paramedic on duty.
    C. Perform controlled substance (CS) hand off from out-going paramedic and enter into CS log appropriately.
    D. Brief with crews on crew assignments (ALS, 1st, 2nd due crews, drivers, crew leaders, observers and any students/ride-alongs).
    E. Vehicle and ALS checks- It is the paramedic's responsibility to make sure the ambulances and paramedic vehicle are checked. It is also the paramedic's responsibility to ensure 2-15-82 is checked in the absence of a volunteer ALS provider. If a volunteer ALS provider is present, it is a shared responsibility to check 2-15-82 and between the volunteer ALS provider and paramedic a check should be done.

11. The assigned paramedic vehicle is to be kept clean and properly stocked at all times. A weekly schedule of cleaning assignments (exterior, interior, windows, rear compartment etc.) will be posted along with the monthly work schedule.

12. **Fueling procedures**- The paramedic vehicle has a WEX fuel card that can be used at any of the local gas stations. The vehicle is to be kept above ½ tank at all times.

13. **Paramedic response**- The on duty paramedic will respond to all alarms to perform an ALS assessment to determine if they will be transporting with the crew or handing off the patient to another ALS provider on scene, or determining that BLS care is both sufficient and appropriate for the patient. Once the paramedic transfers care to another provider, they are to notify the dispatcher and MEDCOM that they are back in service. In the event that the assignment is considered an ALS level assignment and the medic transports, a crew member, if available, will drive the paramedic vehicle to the receiving hospital without lights and siren. If no one is available to drive the paramedic vehicle, the paramedic is responsible for making sure the vehicle is parked in a safe place out of traffic and properly secured(locked) at the scene.

14. The on-duty paramedic will complete an ***E-PCR for every assignment*** in which they transport the patient to the hospital or secure an RMA as the highest level provider on scene.

15. **Duty uniforms**:
    A. Blue EMS tactical pants.
    B. Black shoes or boots that can be polished to a shine.
    C. HCFAS issued navy polo shirt(blue or white polo if squad shirt not issued upon start date)
    D. HCFAS issued navy work shirt- ¼ zip sweatshirt
    E. Blue EMS or plain navy knit hat or baseball cap
    F. Blue or white turtleneck or mock turtle neck
    G. ANSI vest or High viz jacket to be worn on all MVA/roadside assignments.
    *****Uniforms and overall appearance must instill confidence in our patients. Uniforms are to be kept clean. Paramedics should be well-groomed, with long hair pulled back, beards trimmed neatly and no dangling jewelry while on duty.***

    Under no circumstances shall a paid paramedic wear any shirt/work shirt/pull over etc. that are not HCFAS issued and/or do not identify the paramedic as a provider at HCFAS. Additionally, paid paramedics shall not wear any clothing that carries the insignia, name etc. of any other agency other than HCFAS.

16. **Certifications**- Paramedics are required to maintain all necessary certifications including NYS DOH EMT-P card, Suffolk REMSCO credentials, AHA BLS, AHA ACLS, and AHA PALS. It is the responsibility of the individual paramedics to maintain certifications and assure that up to date cards are on file at HCFAS

17. Paramedics are expected and required to respect all HCFAS property and conduct themselves as competent and courteous professionals at all times.

18. The Paramedic vehicle is NOT to be operated out of our district unless for a mutual aid response.

19. All inquiries regarding response, interactions with crews or on-scene incident should be brought to the attention of the Lead Paramedic and the HCFAS Chief as soon as appropriate.

20. Paramedics will operate under the discretion of the HCFAS Chief with the support of the Board of Directors (BOD). The Lead paramedic will handle day-to-day paramedic operations including scheduling under the advisement of the Chief and BOD and will prepare required monthly reports including weekly hours.

21. Paramedics will be evaluated regularly by the Lead paramedic, Chiefs office, Operational officers, and the HCFAS Medical Advisor. Any questions pertaining to the foregoing procedures will be considered by the HCFAS Chief with recommendation for further action to be forwarded to the BOD. Any questions regarding patient care are to be reported to the Lead paramedic and the HCFAS Chief, with further action forwarded to the HCFAS Medical Advisor. Any controlled substance issues/questions will be sent to the designated CS agent with further action forwarded to the HCFAS Medical Advisor.

22. HCFAS retains the right to withhold scheduling hours for a paramedic if an investigation, for any employment-related issue, is warranted. HCFAS reserves the right to terminate the employment of any paramedic at any time at its sole discretion.

Proposed SOP Change

01-2018

Proposal:
To include a HCFAS Sexual Harassment and Anti-Retaliation Policy into the SOP's.

Background/Justification:

THIS POLICY IS IN ADDITION TO AND NOT IN PLACE OF HCFAS'S ANTI-HARASSMENT/DISCRIMINATION/RETALIATION POLICY.

HCFAS has adopted and continues to maintain a zero-tolerance policy toward harassment of any kind, including sexual harassment. This zero-tolerance policy means that no form of harassing conduct by or towards any employee, member, vendor, or other person in our workplace will be tolerated. This additional policy, specific to sexual harassment, is adopted in response to a national outcry about previously unappreciated concerns about sexual harassment. HCFAS is committed to enforcing its policy at all levels within HCFAS.

Change (additions are underlined):

Article X - Policies

Section 3 - Sexual Harassment and Anti-Retaliation Policy *(Subsequent Section #'s will change in SOP's)*

HCFAS SEXUAL HARASSMENT AND ANTI- RETALIATION POLICY

THIS POLICY IS IN ADDITION TO AND NOT IN PLACE OF HCFAS'S ANTI-HARASSMENT/DISCRIMINATION/RETALIATION POLICY.

HCFAS has adopted and continues to maintain a zero-tolerance policy toward harassment of any kind, including sexual harassment. This zero-tolerance policy means that no form of harassing conduct by or towards any employee, member, vendor, or other person in our workplace will be tolerated. This additional policy, specific to sexual harassment, is adopted in response to a national outcry about previously unappreciated concerns about sexual harassment. HCFAS is committed to enforcing its policy at all levels within HCFAS. Any member, officer, director, supervisor, or employee who engages in prohibited harassment will be subject to discipline, up to and including discharge from employment by or expulsion from membership in HCFAS.

Anti-Retaliation - It is critical to effective implementation of this policy that those who believe that they have been subjected to sexual harassment are able to raise their concerns at any level without fear of retaliation. It is illegal and a separate and distinct violation of this policy for anyone to retaliate, either through adverse action, criticism, threat, ridicule or verbal abuse, whispering campaigns or ostracism against someone who complains of sexual harassment irrespective of whether the underlying harassment complaint is founded or unfounded.

Conduct Covered by this Policy:

This policy applies to and prohibits all forms of sexual harassment. Accordingly, HCFAS **absolutely prohibits** any form of sexual harassment. We recognize that HCFAS is, in addition to its mission, a social environment where the opportunity to form friendships and develop relationships is a benefit of membership. Behavior that is based on mutual consent, friendship and respect is not sexual harassment.

Sexual Harassment Defined:

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• coerced sexual acts;

• express or implied demands for sexual favors in exchange for favorable reviews, assignments, promotions, continued employment or promises of continued employment;

• unwanted sexual advances;

• staring at, touching, or assaulting an individual's body;

• verbal commentary about an individual's body or sexuality;

• sexual jokes, language, epithets, gossip, comments, flirtations, advances, propositions or questions;

• repeatedly asking a colleague for a date after he/she has clearly indicated that he or she is not interested;

• suggestive, insulting, or obscene comments or gestures;

• the display in the workplace of graphic and sexually suggestive objects, pictures or graffiti; or

• harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual.

• sexually explicit e-mails or text messages

Aggravating Circumstances

Conduct of members or workers of approximately equal status and tenure will be judged accordingly. Sex-based conduct by supervisors or by members with substantially greater seniority toward members with less status or seniority shall be subject to strict scrutiny. Requests for dates, sexual favors or other sex based conduct, express or implied (quid pro quo) in exchange for promotions, better shifts, points or other benefit or on threat of any form of adverse action are strictly prohibited.

Electronic and Telephonic Communications, Social Media and Information Systems:

Members and Employees are particularly cautioned that the use of e-mail, voice mail, or other electronic messaging systems, or the Internet, may be judged to be public conduct and, to the extent they violate this policy may result in review and action under this policy. This shall include private and personal devices as well as HCFAS systems.
Members and Employees may not generate, should not receive, and must not forward, any message or graphic that might be taken as sexually offensive. This includes, for example, the generation or forwarding of offensive "humor" which contains offensive terms.
Members or Employees receiving offensive messages over HCFAS's computer equipment, or receiving other unlawfully offensive messages or graphics over HCFAS's computer equipment, should report those messages to their immediate supervisor. Members and Employees are reminded that HCFAS's computers and the data generated on, stored in, or transmitted to or from HCFAS's computers remain the property of HCFAS for all purposes. HCFAS retains the right to monitor its computers, computer systems, and networks to ensure compliance with this requirement.

Procedures in Cases of Harassment:

HCFAS strongly encourages any member or employee who feels they have been sexually harassed to take immediate action. If an employee or volunteer feels comfortable in doing so, it is preferable to raise the issue with the person directly with a view to resolving the issue by discussion. The employee or volunteer should identify the harassing behavior, explain that the behavior is unwelcome and ask that it stop. Failure to so advise the offender shall NOT limit the right to pursue the other steps in this process.

Alternatively, or in addition, any HCFAS member or employee who believes that she or he has been subjected to sexual harassment or any supervisor who observes such conduct has the responsibility to report the harassment immediately to her or his immediate supervisor. If the member or employee is uncomfortable reporting the harassment to her or his immediate supervisor (whether because the immediate supervisor has committed the harassment, or for any other reason whatsoever), the Member or Employee must report the harassment to the Chief or the squad President. HCFAS may promulgate forms to assist in any such reporting. Notwithstanding the foregoing, a member or employee who elects not to make a report shall not be subject to discipline for electing not to report an incident.

You may complete the Complaint Form attached to report if you believe you have experienced or witnessed conduct that violates HCFAS's policy. You are not required to use this form to file a complaint.
In addition to reporting a complaint internally, employees may also file a complaint of unlawful workplace discrimination, harassment or retaliation under Title VII of the Civil Rights Act of 1964, as amended, the New York State Executive Law Section 296, and/or any applicable local law with the New York State Division of Human Rights (www.dhr.ny.gov/), the U.S. Equal Employment Opportunity Commission (www.eeoc.gov), and/or the New York City Commission on Human Rights (www.nyc.gov/humanrights). You may also pursue the matter through a private lawsuit in federal or state court. If there is a finding of unlawful conduct under any of the applicable federal, state, or local statutes, remedies may include back pay, monetary damages, or reinstatement.

HCFAS is committed to taking all reasonable steps to prevent harassment and will make every reasonable effort promptly and completely to address and correct any harassment that may occur. However, HCFAS cannot take prompt and effective remedial action unless each member and employee assumes the responsibility of reporting any incident of harassment immediately.

Every report of harassment will be investigated promptly, thoroughly and impartially, with every effort to maintain member or employee confidentiality. The complainant and the accused will be informed of the results of the investigation. If HCFAS finds that its policy has been violated, it will take appropriate corrective and/or remedial action, up to and including discharge of offending employees, or expulsion of members or officers. The investigation may include interviews with the people involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Anyone who makes a complaint to a supervisor or other individual and does not receive a prompt and satisfactory reply within three (3) business days, or who requires immediate assistance should contact the attorneys for the Squad, **Glynn, Mercep and Purcell, LLP (631) 751-5757** who are authorized to intervene to see that appropriate action is taken to identify and remedy the behavior.

If you make a Harassment or Discrimination claim against a fellow member of the Squad, an employee, the Squad or its Officers and you have not followed these procedures and have not given notice to the Squad's attorneys, your failure to do so may, depending on the circumstances, give rise to an inference adverse to your claim.

IMPORTANT NOTICE TO ALL MEMBERS AND EMPLOYEES

Members, Employees and others who have experienced conduct that they believe is contrary to this policy have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation by addressing the problem promptly with us could affect his/her legal rights.

HARASSMENT COMPLAINT FORM

Huntington Community First Aid Squad ("HCFAS") is committed to providing a work environment free from harassment and in which all individuals are treated with respect. HCFAS's Fair Treatment Practices and Policies are available online.

Employee Name:	**Employee Title:**
Supervisor or Manager Name:	**Supervisor or Manager Title:**
Today's Date:	**Incident Date/Period of Ongoing Incidents:**
Incident Time (if a single incident):	**Incident Location (if a single incident):**

Describe in detail the facts that form the basis of this complaint (attach additional sheets of paper if necessary):

____
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____

I acknowledge that I have read and understand the above information. I certify that to the best of my knowledge, the information I have provided on this form is complete and accurate.

____________________________ ____________________________
Signature Date

Proposed SOP Change
02-2018

Technical correction

Background/Justification:
Correction to form number
Change (additions are underlined and deletions are ~~stricken~~):
Article VII, Section 3, Accidents in Squad Owned Vehicles, paragraph 4 (H)

When back at Headquarters, our Driver is to make out a state accident report form (MV-104~~A~~).

Proposed SOP Change
03-2018

Proposal:
To include the Paid Paramedics procedure into the SOP's.

Background/Justification:
This SOP will define the process for hiring, utilization, assignment of shifts, and duties of Paramedics offered per-diem positions at HCFAS.

Paramedics will operate under the discretion of the Chief with the support of the Board of Directors. The Lead Paramedic will handle day-to-day Paramedic operations under the advisement of the Chief.

Change (additions are underlined):
Article X – Policies

Section 7 – Paid Paramedics

This SOP will define the process for hiring, utilization, assignment of shifts, and duties of the paramedics offered per-diem positions at HCFAS.

1. The paramedic acknowledges that he/she has not been promised employment, nor given any commitment for any particular number of hours.

2. In applying for a per-diem paramedic position with HCFAS, the squad retains the right to gather information with respect to the character, general reputation, and other characteristics pertinent to the position through the references provided by the paramedic. The squad will check the candidate's DMV report as well has Suffolk County EMS history.

3. The paid district paramedic are required to attend a Squad orientation prior to beginning their employment at HCFAS. The orientation will include:

   A. Issuance of HCFAS photo ID
   B. Finger-reader instruction and set up
   C. Payroll(Direct deposit offered)
   D. Key fob access(Building entry and ALS room access)
   E. Controlled substance in-service
   F. Uniforms issued
   G. Vehicle and equipment in-service/review
   H. Submit copies of all current certifications and valid NYS driver's license
   I. E-PCR access and in-service training
   J. WhentoWork online scheduling access
   K. Squad policies and procedures pertaining to Paramedic involvment

4. Applicants are required to submit the following in order to begin employment at HCFAS
   A. Most recent (within a year) physical or have one completed through HCFAS participating doctor. Subsequent physicals will be done every other winter when squad physicals are done.
   B. Drug screening- Pre employment drug test included as part of the physical. In addition to that, the squad reserves the right to screen paramedics for drugs in the event of any motor vehicle incident or suspected job impairment.

5. **Scheduling**- The following schedule guidelines are in place. Only exceptions are at the discretion of the board president and/or Chief of Department.

6. Shifts will vary in hours depending on coverage needs. 8 hour blocks are pre-scheduled but are adjusted based on scheduling needs, as well as employee flexibility.

7. Paramedics may work no more than **16** consecutive hours.

8. A weekly maximum of **36** hours for all paramedics.
9. **Hourly Rate**- Base pay rate of $25.00.

10. **Holiday Pay**- Paramedics will be compensated at time and a half on the following observed holidays:
   A. New Year's Day
   B. Martin Luther King Day
   C. President's Day
   D. Memorial Day
   E. Independence Day
   F. Labor Day
   G. Veteran's Day
   H. Thanksgiving Day
   I. Christmas Day

11. **Pay Period-** The "week" will start on Sunday 0000 hrs and end on Saturday 2400 hrs. Employees will be paid via direct deposit on the following Friday.
12. **Beginning of shift procedures**- Paramedics will perform the following duties at the start of every tour:

   A. Finger into finger reader.
   B. Inform the shift crew leader,(ALS personnel) as well as the dispatcher that you are the paramedic on duty.
   C. Perform controlled substance hand off from out-going paramedic and enter into CS log appropriately.
   D. Brief with crews on crew assignments (ALS,1st, 2nd due crews, drivers, crew leaders, observers and any students/ride-alongs)
   E. Vehicle checks- It is the paramedic's responsibility to make sure the ambulances and medic truck are checked. It is also the paramedics responsibility to ensure 2-15-81 is checked in the absence of a volunteer ALS provider. If a volunteer ALS provider is present, it is a shared responsibility to check 2-15-81 and between the volunteer ALS and paramedic a check should be done.

13. The assigned paramedic vehicle is to be kept clean and properly stocked at all times. A weekly schedule of cleaning assignments (exterior, interior, windows, rear compartment) will be posted along with the monthly schedule.

14. **Fueling procedures**- The paramedic vehicle has a WEX fuel card that can be used at any of the local gas stations. The vehicle is to be kept above ½ tank at all times.

15. **Paramedic response**- The on duty paramedic will respond to all alarms to perform an ALS assessment to determine if they will be transporting with the crew or handing off the another ALS provider on scene, or determining that BLS care is both sufficient and appropriate for the patient. Once the paramedic transfers care to another provider, they are to notify the dispatcher and MEDCOM that they are back in service. In the event that the assignment is considered an ALS level assignment and the medic transports, a crew member, if available, will drive the paramedic vehicle to the receiving hospital. If no one is available to drive the paramedic vehicle, the paramedic is responsible for making sure the vehicle is parked in a safe place out of traffic and properly secured(locked) at the scene.

16. The on-duty paramedic will complete an ***E-PCR for every assignment*** in which they transport the patient to the hospital or secure an RMA as the highest level provider on scene.

17. **Duty uniforms**:
    - A. Blue EMS tech pants.
    - B. Black shoes or boots that can be polished to a shine.
    - C. Squad issued navy polo shirt(blue or white polo if squad shirt not issued upon start date)
    - D. Squad issued navy Job shirt- ¼ zip sweatshirt
    - E. Blue EMS or plain navy knit hat or baseball cap
    - F. Blue or white turtleneck or mock turtle neck
    - G. ANSI vest or High viz jacket to be worn on all MVA/roadside assignments.

    *****Uniforms and overall appearance must instill confidence in our patients. Uniforms are to be kept clean. Paramedics should be well-groomed, with long hair pulled back, beards trimmed neatly and no dangling jewelry while on duty.***

    Under no circumstances shall a paid paramedic wear any shirt/job shirt/pull over etc that are not squad issued and/or do not identify the paramedic as a provider at HCFAS. Additionally, paid paramedics shall not wear any clothing that carries the insignia, name etc of any other agency other than HCFAS.

18. **Certifications**- Paramedics are required to maintain all necessary certifications including NYS DOH EMT-P card, Suffolk REMSCO credentials, AHA BLS, AHA ACLS, and AHA PALS. It is the responsibility of the individual paramedics to maintain certifications and assure that up to date cards are on file at HCFAS

19. Paramedics are expected and required to respect all HCFAS property and conduct themselves as competent, courteous professionals at all times.

20. The Paramedic vehicle is NOT to be operated out of our district unless for a mutual aid response.

21. All inquires regarding response, interactions with crews or on-scene incident should be brought to the attention of the Lead Paramedic and The Chief of Department as soon as appropriate.

22. Paramedics will operate under the discretion of the Chief of Department with the support of the Board of Directors. The Lead paramedic will handle day-to-day paramedic operations under the advisement of the Chief and BOD.

23. Paramedics will be evaluated regularly by the Lead paramedic, Chiefs office, Operational officers, and squad Medical Advisor. Any questions pertaining to the foregoing procedures will be considered by the Chief of Department with recommendation for further action to be forwarded to the BOD. Any questions regarding patient care are to be reported to the Lead paramedic and Chief of Department, with further action forwarded to the Squad Medical Advisor. Any controlled substance issues/questions will be sent to the designated CS agent with futher action forwarded to the Squad medical Advisor.

24. HCFAS retains the right to withhold scheduling hours for a paramedic if an investigation, for any employment-related reason, is warranted. Either party has the right to cancel the above agreement at any time.

______________________________	______________________________
Paramedic	President
______________________	____________________
Date	Date

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: December 13, 2018

Amended and approved: December 20, 2018
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: November 29, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT via phone**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: Lehti Laas & John Palmieri

Meeting called to order at: 1905 hours

Motion by Ann Schwartz and seconded by Richard Stone to enter into Executive Session at 1905 hours. Life Membership Chair John Palmieri will remain in the room.
MOTION APPROVED UNANIMOUSLY

John Palmieri left the meeting at 1915 hours.

Executive Session ended at 1950 hours.

Life Membership
Motion by Robert Franz and seconded by Roger Winter to bestow life membership to member(s) as selected by the Board of Directors in Executive Session, to be announced at the annual installation dinner on March 2, 2019.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Brian Canty terminated his call at 1950 hours.

Motion by Roger Winter and seconded by Jeffrey Daniels to destroy the ballots from Executive Session.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Roger Winter to approve the minutes of October 18, 2018 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals-

Life Membership to be announced at the 3/2/19 Installation Dinner (see above)
Continue NYS VAWBL Insurance for Volunteers
Continue Workmen's Compensation Insurance for Employees
Continue Disability Benefits Policy Including PFL coverage with NYS Insurance Fund
HCFAS - Community Cares - Annual Holiday Drive Boxes in the Ready Room
HCFAS Annual Group Picture Reimbursement – Tony Cruz
Use of the General Meeting Room- Saturday February 16, 2019 for Tiffany White #1259
Exemption for Gift Eligibility SOP for Medical LOA's
Long Island Cares Collections – email vote
National Union Fire Insurance Company Accident and Sickness Insurance Policy-Volunteer Firemen's Insurance Services Inc (VFIS) – email vote
Purchase 2018 Gift Cards – email vote
Purchase 2018 Gift Cards for Life Members – email vote

Continue NYS VAWBL Insurance for Volunteers

Motion by Robert Franz and seconded by Chief Casey Orr to accept the recommendation of the Insurance Committee Chairperson, Robert Franz, and our insurance agent, Hubbinette Cowell Associates, to continue the New York State Volunteer Ambulance Worker's Benefit Law insurance coverage and Employer Part B with the New York State Insurance Fund (NYSIF) for our volunteers at an estimated annual premium of $22,100.00 for the 2019 calendar year. NYSIF is the sole provider of VAWBL insurance for volunteer ambulance squads in NYS. (2018 estimated premium is $41,200.00).

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Continue Workmen's Compensation Insurance for Employees

Motion by Robert Franz and seconded by Roger Winter to accept the recommendation of the Insurance Committee Chairperson, Robert Franz, and our insurance agent, Hubbinette Cowell Associates to continue the New York Worker's Compensation Law insurance coverage with the New York State Insurance Fund (NYSIF) for our employees at an estimated annual premium of $13,700.00 for the 2019 calendar year (2018 estimated premium is $18,000).

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Continue Disability Benefits Policy Including PFL coverage with NYS Insurance Fund

Motion by Robert Franz and seconded by Chief Casey Orr to accept the recommendation of the Insurance Committee Chairperson, Robert Franz, and our insurance agent, Hubbinette Cowell Associates to continue the New York Disability Law insurance coverage including PFL coverage with the New York State Insurance Fund (NYSIF) for our employees at an estimated annual premium of approximately $ 100.00 per person. Disability coverage includes an enriched statutory benefit equal to one-half of the average weekly wage of the employee limited to a maximum of 4 times the statutory benefit of $170.00 per week or $680.00. The Paid Family Leave maximum premium of $1.65 per week will be paid by the employee. The Disability premium will be partially paid by the employee – maximum of $0.60 per week (Same as 2018).

HCAD Funds

MOTION APPROVED UNANIMOUSLY

HCFAS - Community Cares - Annual Holiday Drive Boxes in the Ready Room

Motion by Ann Schwartz and seconded by Chief Casey Orr to allow Lehti Laas #938 or her designee to have annual collection boxes/baskets after November 1^{st} in the ready room for members to donate items to the community on behalf of HCFAS members.

The collections will be for unopened food, new toys and/or clothing.

They will be distributed locally for events in Huntington Station or registered 501 c3 charities located in Huntington Station.

There is a preference to keeping this close to our HQ and the charities currently chosen are within ½ a mile of our building (L.I. Cares, Helping Hand Rescue Mission, Friends of Huntington Station Latin Quarter (HSLQ), St. Hugh's of Lincoln Church, and TFC Peace to Pieces Annual Holiday Cantata at the Carmen Ramos Calixto Laas Corner on Rt 110 & Pulaski Rd). Charities may change at the discretion of Lehti Laas, however we have given over 5 years to charities/events less than a mile from our location as there is such a local need.

Photos of the members who drop off items will be taken and added to our COMMUNITY CARES photo album on Facebook.

The boxes will be removed after Epiphany which is celebrated annually on January 6^{th}.

The approval date of this motion will be added to the boxes/baskets so members are aware this received prior Board approval.

MOTION APPROVED UNANIMOUSLY

HCFAS Annual Group Picture Reimbursement – Tony Cruz

Motion by Ann Schwartz and seconded by Jeffrey Daniels to reimburse Javier (Tony) Cruz #1043 for any costs incurred by providing HCFAS a large framed photo of the HCFAS annual group picture that will take place on Monday, December 10, 2018 at 7:30 P.M. which is the start of the general membership meeting. 2017 Annual Group Photo used:

- Holiday Party it was displayed,
- Ready Room it was displayed,
- Corporate Facebook Ad that ran for a week "Happy Holidays"
- Corporate Facebook Ad that ran for a week "Happy New Year"
- Fund Drive insert the photo was used

Cost not to exceed $100.00.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Use of the General Meeting Room- Saturday February 16, 2019 for Tiffany White #1259
Motion by Robert Franz and seconded by Richard Stone to permit Tiffany White #1259, the use of the General Membership Meeting Room in accordance with the HCFAS General Meeting Room Use Application and Rules to conduct her husband's surprise birthday party on Saturday February 16, 2019 from 6PM to 10PM. Set-up will be on Friday evening 2/15/19 from 7PM to 10PM and cleanup will be from 10PM to 11PM after the event. A security deposit of $100 was received and the $400 balance must be received prior to the event. A copy of a bartender's TIPS certification must be submitted since alcohol will be served. Food service will be by the member. The member must submit a certificate of liability insurance in the amount of $1,000,000.00 with Huntington Community First Aid Squad named as an additional insured which must include liquor law legal liability coverage. An insurance certificate and a vendor hold harmless agreement are required from the photographer for this event. Approval is pending the receipt of the acceptable certificate(s) of insurance, TIPS certificate, vendor hold harmless agreement and security deposit balance. The member is responsible for contacting the President or Chief in a timely manner for pre and post inspections of the room.
MOTION APPROVED UNANIMOUSLY

Exemption for Gift Eligibility SOP for Medical LOA's
Motion by Richard Stone and seconded by Roger Winter to approve an exemption to the SOP's Article X, Section 1 – Purchasing Policy, A. Overview, 17. Miscellaneous Items, G-Gift Eligibility, iii -
With the following:
Members who have taken a Medical LOA in 2018 and have a minimum of 32 shifts by December 1st, 2018 can be eligible for the gift card if they complete 36 shifts by December 31, 2018.
Note: The Board was made aware that Lori Stone is a benefactor of this gift eligibility exception and she is the spouse of the motion maker.
HCFAS Funds
SOP - 2/3 majority of the Board of Directors
MOTION APPROVED UNANIMOUSLY

Note: The following motions were done via email:

11/9/18 email vote:
Long Island Cares Collections
Motion by Roger Winter and seconded by Ann Schwartz to permit Julia Vodopia #1522, Phone/Text # 631-418-4269, to collect for Long Island Cares, The Harry Chapin Food Bank, any of the following: Any non-perishable food, baby supplies, pet supplies, beauty supplies, etc. It's the busiest time of the year for LIC because of the amount of people in need of food and supplies around the holidays on Long Island! Collections will be in the ready room and picked up on Sunday12/16/2018 or at any time the collection boxes are full
Yes: AS, JD, RF, RW, BC, RS, CO No Response: KT, SF
MOTION APPROVED UNANIMOUSLY

11/10/18 email vote:

National Union Fire Insurance Company Accident and Sickness Insurance Policy-Volunteer Firemen's Insurance Services Inc (VFIS)

Motion by Robert Franz and seconded Ann Schwartz by to accept the recommendation of R. Franz, insurance committee chairperson, to continue for HCFAS volunteers the rewritten National Union Fire Insurance Company of Pittsburgh, PA blanket accident and sickness insurance policy as administered by Volunteer Firemen's Insurance Services Inc (VFIS), for the period 11/27/18 through 11/26/19 for an annual premium of $ 8,833.00. The policy will not include sickness / illness benefits due to a requirement of the NY Department of Financial Services to remove such benefits. A schedule of coverages or benefits is attached.

HCAD Funds

Yes: AS, JD, RF, RW, BC, RS, CO, KT No Response: SF

MOTION APPROVED UNANIMOUSLY

11/14/18 email vote:

Purchase 2018 Gift Cards

Motion by Brian Canty and seconded by Ann Schwartz to authorize the purchase of $200 holiday/gift cards for eligible members under the following requirements per the SOP Article X, Section 1, #17, Miscellaneous Items, Section g.

HCFAS Funds

Yes: AS, JD, RF, RW, BC, RS, CO , KT No Response: SF

MOTION APPROVED UNANIMOUSLY

11/14/18 email vote:

Purchase 2018 Gift Cards for Life Members

Motion by Brian Canty and seconded by Robert Franz to purchase $200 holiday/gift cards for all Life Members.

HCFAS Funds

Yes: AS, JD, RF, RW, BC, RS, CO, KT No Response: SF

MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Chief Casey Orr to accept the following for payment in accordance with the PP and previous Board of Director motions:

Checks dated November 1, 2018 to November 29, 2018 via email listing.

HCAD Transactions (59) Checks & (6) Direct Debits Totaling $194,516.58

Payroll: $6,709.55 10/21/18 thru 10/27/18 Pay date 11/02/18
$6,155.94 10/28/18 thru 11/03/18 Pay date 11/09/18
$6,531.69 11/04/18 thru 11/10/18 Pay date 11/16/18
$6,581.01 11/11/18 thru 11/17/18 Pay date 11/23/18

HCFAS Transactions (8) Checks & (1) Direct Debits Totaling $5,439.09

POST Transactions (2) Checks & (1) Direct Debits Totaling $434.57

HCFAS Payment transfer from TD Fund Drive 1061 F to TD Bank (Gift Card Purchase -225) $45,000.00

MOTION APPROVED UNANIMOUSLY

Transfers:
$40,000 From 1062-F to 1061-F 11/21/18 ($30,000.00 + $10,000.00)

Chief's Report – Casey Orr:

- Stony Brook is looking for an agency in the second division to partner up with for outreach training and education programs. QAQI Committee would like to get blanket permission to host these classes that include inviting the 2nd division agencies so that we don't have to come to the board for permission every time we want to host a countywide training.
- I am working with Huntington Hospital nurse manager and Rich Rudolph to have our lifepacks transmit to stony brook and HH in one push of a button. HH would like to increase their door to balloon time and asked for our assistance. After they examined how many calls they were notified about in advanced
- Myself and the Lead Medic met with Dr. Blaustein - He is interested in being our medical director and has the same goals we would like to achieve (RSI agency). He is the medical director for several other 2nd division agencies. If BOD is on board, NYS/EMS, SC/EMS will be notified and will have M. Miller is get all the paperwork for controlled substances and will have him sign off on it.
- Outstanding personnel:
    - Ferd Newumann: was not at last GMM and I do not have a contact for any of his children
    - Samantha Mohr: Will be handing in a letter of resignation to the 1st deputy
    - Chris Vultaggio: discussion at BOD meeting

Status Change/Advancements:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1540	Stalzer	Lauren	Sunday 1900	Disp Tr	Disp Tr/ACL	ASAP
1512	Eybergen	Brandon	Saturday 2300	ACL	CL	ASAP

Shift Change:

Member #	Last Name	First Name	From	To	Effective	Reason
1383	Donegan	Patrick	Sunday 1100	Sunday 1900	11/5/2018	
1480	Nazinitsky	Eric	Saturday 2300	Co8	ASAP	work
1137	Walter	Bazeel	Tuesday 0700	Co8	ASAP	work

Secretary's Report –Robert Franz:

New Members:

Motion by Ann Schwartz and seconded by Chief Casey Orr to accept Zachary Tuck (EMT) as a probationary member #1543, Shift: Tuesday 2300 hours plus a secondary shift to be approved by the Operational Officers in accordance with Article III, Section 2 of the By-Laws. The two shifts per week will be done during the school summer break and during school breaks and it is further understood that Zachary will remain on extended probation while attending college and will be eligible to be off probation after four months from his final educational leave of absence end date. He also must pass dispatch training within one month after his final educational leave of absence end date.

MOTION APPROVED UNANIMOUSLY

Motion by Ann Schwartz and seconded by Chief Casey Orr to accept Bridget Kennedy as a new probationary member #1544, Shift: Friday 0700 in accordance with Article III, Section 2 of the By-Laws.

MOTION APPROVED UNANIMOUSLY

Motion by Ann Schwartz and seconded by Chief Casey Orr to accept Kyoko Saito as a new probationary member #1545, Shift: Wednesday 1500 in accordance with Article III, Section 2 of the By-Laws.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA's:

Name	**Day**	**Membership #**	**Type**	**Dates**
Brenner-Davis, Pamela	Co. 8	1157	Medical	10/1/18 – 1/1/19
Burns, Eileen	Sunday	767	Emergency Medical	10/22/18 – 1/22/19
Capotosto, Michael	Sunday	1447	Educational	1/28/19 – 5/14/19
Lupo, James	Co. 8	959	Operational	11/21/18 – 2/21/19
Mohr, David	Monday	748	Operational	11/27/18 – 2/27/19
Nucci, Carol	Tuesday	1324	Operational	1/29/19 – 4/29/19
Villegas, David	Saturday	1472	Educational	10/1/18 – 12/21/18
Waldron, Henry (Hank)	Wednesday	1446	Operational	1/15/19 – 4/15/19
Wood, Elizabeth	Tuesday	1464	Operational	12/1/18 – 3/1/19

MOTION APPROVED UNANIMOUSLY

Probation Ending:

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Vasken Kazandjian, member #1513, effective 11/29/18.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Casey O'Riordan, member #1518, effective 11/29/18.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to grant active membership in accordance with Article III, Section 2 of the By-Laws to Kristin Tiersch, member #1515, effective 11/29/18.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	**Day**	**Membership #**	**RTD Date**	**Note/From**
Brenner, Martha	Tuesday	236	10/31/18	Medical to Dispatch Only
Castillo, Kathleen	Friday	1276	10/25/18	Medical Dispatch Only to Full Riding
Mallilo, James	Friday	1030	11/7/18	Medical Dispatch Only to Full Riding
Melgar, Cecilia	Sunday	1220	10/16/18	Dispatch Only
Murphy, Kelly	Monday	1325	11/1/18	Operational
Stone, Lorrie	Friday	1150	10/26/18	Medical to Full Riding

Status Change:

Motion by Robert Franz and seconded by Chief Casey Orr to grant the following Status Change: Paul Mori #934, Operational Membership to Inactive 20 Year Exempt, Effective 11/29/18.

MOTION APPROVED UNANIMOUSLY

Resignation:

Motion by Robert Franz and seconded by Chief Casey Orr to accept the resignation of Antonio Castillo #1405, resignation email dated 11/14/18, effective 11/29/18.

MOTION APPROVED UNANIMOUSLY

Continuation with NYS Insurance Fund

A cost analysis and motions were submitted for the meeting. The VAWBL policy estimated premium is the lowest NYSIF estimate in the last 10 years. This was achieved by keeping our claims to a minimum* (experience modification was 41% in 2018 and is estimated at a negative 1% in 2019 and also by receiving a 40% NYSIF discount for 2019 (was 30% in 2018). *- After an evaluation by HCFAS, claims that are considered first aid cases are paid directly to the provider of the services thereby keeping the reportable claims to a minimum.
Workers Compensation coverage for our employees also had the benefit of the negative 1% claim experience modification and also received a 30% NYSIF discount since our WC policy has only been in effect since 2016.

LOSAP 2018 Points – Bob Franz

The 2018 LOSAP Point listing posted on the bulletin board is being updated periodically. It is requested that each member review their points and report in writing any discrepancies to the LOSAP point committee. All review trainings must be completed & submitted by December 31, 2018 to be eligible for LOSAP points for 2018.
It is recommended that each member have more than 50 points at December 31, 2018 so that any subsequent correction of posting errors (such as, activity posted to the wrong member account, duplicate activity posting etc.) will not cause the member to have less than 50 points and therefore not qualify for a year of service credit for 2018.

Committee Lists for Board Liaisons and Operational Officers - 2018

At prior Board meetings I had requested updated committee lists for both the Board and Operational Officers designated committees. This is ultra important so that LOSAP points can be properly assigned to the Committee Chairs / Co-Chairs for 2018.
A 2018 Board list is posted on the bulletin board and google docs but has not been updated. I have not received a 2018 Operational Officers list nor is one posted.
I again request that these lists be updated for 2018 LOSAP purposes, for 2019 officers, for the first deputy chief to update members' SCM records and for the members.

Thank you

Thank you for allowing me to serve as Secretary in 2018; it was a pleasure working with all of you. I wish everyone up for reelection, success on your election to the 2019 board.

President's Report – Seth Fischer:

-Discussed with TOH LOSAP benefits amendments - $30.00 & lowering entitlement age.
-Request to TOH Traffic and Safety for blinking light outside of out headquarters, cost is ~ $60,000.
-Billing: bad debt goes away after 180 days.
-Rates are below NY State average.
-Commack is pursuing bad debt with PAB Collections. This must be a TOH initiative not HCFAS (effect on Fund Drive should be considered).

-Dinner meeting will take place Thursday December 13, 2018 at IMC
-Next BOD meeting will be week of the 17th, probably Thursday 12/20/18.

Director Winter Report:

Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.
Awards
- **Life Membership Plaque (BOD):** No Report
- **Length of Service (Andrea Golinsky)**: Report has been received by President Fischer
- **Memorial Wall (David Mohr)** David is up to date with deceased members.
- **Plaques & Certificates BOD/Chief Officer Corps Christine Roulo):** I talked with Chris regarding selecting a new vendor or putting this out to bid.
- **Pins and badges (Roger Winter):** I am waiting for the 2018 list of Members off probation
- **Veterans Plaque:** Robert Franz asked membership Veterans to contact him if their name is not on the plaque. Bob and Lehti are putting together the Veterans ad for the Long Islander. **I believe I need to add one member.**

ID/Accountability Cards (Roger Winter): This is a continuing process. I have added Michael and Ryan Como to the committee. Roger Winter Chair, Jim Mallilo – Administrator. **We will start to process new ID cards for 2019** .
Issues with ID Photos: We have not received the new member paperwork for many months. We keep track of the new members and add them to the computer when we get the information.
LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko is updating weekly.
Public Relations/Public Information Officer (Andrea Golinsky): No Report received
Historien (Martha Brenner) : No Report
Fund Drive: Report (Mary Brenner and Pete Nakelski: The last mailing has been mailed out. To As of 11/1/2018 we have received $70,966.28 from 1769 respondents
Flag Etiquette (Roger Winter): As events happen, the flag (s) are placed at the appropriate height. **Governor Como authorized the last two half-staff flag placement were for Senator Jose Peralta and currently for Trooper Jeremy VanNostrand until interment**
Memorial Day / Veterans Day Events: We have a wreath to be placed by the flag Pole for each event.
Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.
Building:
Committee Members as of 1/7/2018
Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.
Traditional Air Conditioning Traditional was in to repair a leak in the heating unit near garage north 2.
Garage doors: N/A
Garage Floor: Bobby Loysch continues to clean the floor. New pans and absorbent pads are being put down under the vehicles. .

Ice Machine in Ready Room Kitchen: We purchased a replacement under the counter ice machine for the first floor kitchen.
Gold Coast Cleaning – Robert Goldrick – is the new cleaning service. Robert and State cleaning supplies meet with the cleaners to educate everybody on how to use the chemicals.
Scallo Irrigation: The sprinkler system was scheduled to be turned off and blown out.
Pestex Pest Management Please report any issues so we can resolve them.
Wet Fire Extinguisher System: Upright Installations and Inspections has inspected the wet fire extinguisher system. We passed the test.
Christmas Decorations: We still have no chairperson to handle this assignment. Can someone make a suggestion for a committee chair and committee? **Brian Canty and his committee members Joanne Vogel, Joseph Cororan and Kim set up the trees in the meeting room and ready room. The second floor meeting room has been totally decorated. We need to put up the Menorah and Manger/Crèche**
New Lockers for the truck room: President Seth Fischer requested a quote from our locker vendor, young Equipment. **We need to vote on this proposal as it has been submitted..**
Proposed Projects:

-Lighting proposals General Membership Meeting room- we are putting together a lighting replacement proposal for the high hats in the meeting room, $ 3,300 approximately. The garage estimate is $12,740, from R& T Electric. **To date I have not received a quote for the lighting**

- I would like to move forward with the meeting room and then the truck room.

Old Business: None

New Business: None

Motion by Seth Fischer and seconded by Richard Stone to adjourn the meeting at 2137 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: December 20, 2018

Amended and approved: January 3, 2019
MOTION APPROVED

Huntington Community First Aid Squad
2018 Board of Directors Meeting
DATE: December 20, 2018

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: Matthew Valle, Susan Seibel, Gail Glister, David Mohr, Michael Como, and Lehti Laas (via phone)

Meeting called to order at: 1940 hours

For disposition of new members see the Secretary's Report.

Motion by Robert Franz and seconded by Chief Casey Orr to approve the minutes of November 1st 2018 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals-
Attendee List for Installation Dinner
Exercise Room
Physio-Control
Explorer Post 215 Holiday Lunch & Bowling
Production of the Fund Drive for 2019 & Budget for 2019 Fund Drive (ZacMel Graphics)
Paramedic Truck Room Lockers (Tabled)
Gift for the retirement of Bob Delagi and Karl Klug

Attendee List for Installation Dinner

Motion by Brian Canty and seconded by Richard Stone to invite the following guests to the installation dinner in 2019:

Supervisor Chad A. Lupinacci & Guest Town of Huntington
Councilwoman Joan Cergol & Guest Town of Huntington
Councilman Eugene Cook & Guest Town of Huntington
Councilman Mark Cuthbertson & Guest Town of Huntington
Councilman Edmund J.M. Smyth & Guest Town of Huntington
Town Clerk JoAnn Raia & Guest Town of Huntington
Receiver of Taxes Jillian Guthman & Guest Town of Huntington
Highway Superintendent Kevin S. Orelli & Guest Town of Huntington
Assemblyman Steve Stern & Guest
Assemblyman Andrew Raia & Guest
Senator John J. Flannagan & Guest
Senator Elect James Gaughran & Guest
County Executive Steve Bellone & Guest
Joel Vetter & Guest Chief of Fire Rescue and Emergency Services
Gregson Piggott, M.D. & Guest Medical Director Suffolk County Dept of EMS
William (Mike) Masterton & Guest
SCEMS Chief Ed & Training
Robert Delagi & Guest SCEMS Director, EMS and Public Health Emergency Preparedness
Greg Miniutti & Guest Chief of Communications, Suffolk County FRES
Chairman Philip Cammann & Guest Suffolk County Regional EMS Council
Chairman Tim Crafts & Guest Suffolk County FRES Commission
Legislator William Spencer & Guest
Legislator Tom Donnelly & Guest
Legislator Susan A. Berland & Guest
Dr. Brandler
Mr. Tim Glynn
Ms. Jamie Mcree
Inspector William Scrima & guest Suffolk Cty Police Dept. 2nd Pct
Chief Cold Spring Harbor Fire Department & Guest
Chief Halesite Fire Department & Guest
Chief Huntington Fire Department & Guest
Chief Huntington Manor Fire Department & Guest
Chief Melville Fire Department & Guest
Chief Centerport Fire Department & Guest
Chief Greenlawn Fire Department & Guest
Chief Dix Hills Fire Department & Guest
Chief Northport Fire Department & Guest
Chief East Northport Department & Guest
Chief Commack Fire Department & Guest & Guest
Chief Eaton's Neck Fire Department & Guest
Chief Commack Volunteer Ambulance Corp. & Guest
Chief Wyndanch-Wheatly Heights Vol. Amb & Guest

President Scott Crosby Suffolk Cty. Amb. Chiefs
Chairman Robert Franz NYSVARA District 7
President Dan McConnell TOH Fire Chief Council
Lead Paramedic & Guest

MOTION APPROVED UNANIMOUSLY

Exercise Room

Motion by Robert Franz and seconded by Richard Stone to authorize and approve inactive life member Andrew Ball the privilege to use the exercise room. Andrew states that he is in good health to use the room.

Motion by Richard Stone and seconded by Jeffrey Daniels to move the motion.
MOTION APPROVED UNANIMOUSLY

On the original motion:
Yes: RS, RF, BC, CO, JD No: AS, RW
MOTION APPROVED

Physio-Control

Motion by Brian Canty and seconded by Roger Winter to enter into an agreement with Physio-Control, Inc, Redmond, WA for the purpose of purchasing nine (9) 4G Modem/Gateway Upgrade for all of our LifePak15 at a cost of ($1,205 less a 40% discount) $723 per modem in accordance with quote 00154396 dated December 12, 2018. Verizon plans to shut down its 3G network in the US on December 31, 2019.
HCAD FUNDS
MOTION APPROVED UNANIMOUSLY

Explorer Post 215 Holiday Lunch & Bowling

Motion by Brian Canty and seconded by Robert Franz to approve the Explorer Post 215 holiday lunch and bowling party to take place on Sunday Jan 6, 2019 at Bowlero Commack followed by lunch at Outback Commack. The cost shall not exceed $50 per person. In addition approval to utilize the squad van.
POST 215 FUNDS
MOTION APPROVED UNANIMOUSLY

Production of the Fund Drive for 2019 &Budget for 2019 Fund Drive (ZacMel Graphics)
Motion by Roger Winter and seconded by Richard Stone to authorize the Fund Drive Chairpersons Mary Brenner and Peter Nakelski to establish a Fund Drive budget for 2019. The budget for the development and production of the Fund Drive for 2019 would be produced by David S. Warheit of ZacMel Graphics, LLC. The budget would include the following items:

On Nov 26, 2018, at 2:05 PM, David S Warheit <david@zacmelgraphics.com> wrote:

Good Afternoon, All;

As per request for the 2019 Fund Drive Mailing:
3 Mailings (March, June & November)

Insert Card
Size: 3.625" x 8.5"
Stock: 10pt C1S Cover
Color: 4 over 4 process
Proofs: PDFs for Approval
Finishing: Trim to size & prepare for Mailings
Qty: 60,000
Costs: $2475.00

#10 Right Side Window Envelopes
Stock: 24# White Wove
Color: 1 color (PMS)
Qty: 60,000
Costs: $2349.00

#9 Reply Envelopes
Stock: 24# White Wove
Color: 1 color (PMS)
Qty: 60,000
Cost: $1740.55

Mailing & Fulfillment (3X)
NCOA, Review Mail List supplied for Address Corrections, VDP, Inkjet of Insert Card, Insert of Reply Envelope & Insert Card & **5,500 of 911 Labels sets (First 5500 of first mailing Only)** into #10 Envelope, Seal & Mail
(3) Auto Sorts, Presentation, Verification & Mail Services
3 Mailing in Total @ $4010.55. This can Vary due to Qtys of Mail List
*** This price will be broken out to the 3 Mailing ***
As per previous Mailings, all Postage will be due prior to Mailing. If check does not Have an address on it, Please make out to ZacMel Graphics. If it does Huntington Post Office.

Total is cost for the development and execution of the fund drive is $10,575.10 In order to absorb any postage increases, the cost for this motion will not exceed $11,500.

Please call or email with any questions
Thanks in Advance & I Look Forward to Working with You on the 2019 Fund Raising!
David

David S Warheit
ZacMel Graphics LLC
david@zacmelgraphics.com
Member of Long Island Leads North
(o) 631.944.6031
(c) 516.987.9405
(f) 631.944.6034

Fund Drive Funds
MOTION APPROVED UNANIMOUSLY
(Every effort will be made to use 2018 members photo by Tony Cruz)

Paramedic Truck Room Lockers
Motion by Roger Winter and seconded by Seth Fischer to purchase 12 lockers as described in proposal from Young Equipment Solutions. The total cost of lockers and installation not to exceed $3,375.00.
A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage will be required from Ryan Reilly, Young Equipment Solutions. 325 Rabro Dr. Hauppauge, NY 11788
Phone: (631) 582-5900 Fax: (631) 582-9520
www.YoungEquipment.com
HCAD Funds

Motion by Seth Fischer and seconded by Ann Schwartz to table the motion.
MOTION APPROVED UNANIMOUSLY to table

Motion by Seth Fischer and seconded by Brian Canty to enter into Executive Session at 1957 hours. 2019 Chief –Elect Michael Como will remain in the room.
MOTION APPROVED UNANIMOUSLY

Chief Casey Orr and 2019 Chief –Elect Michael Como left the meeting at 2010 hours.

Out of Executive Session at 2015 hours.

Gift for the retirement of Bob Delagi and Karl Klug
Motion by Robert Franz and seconded by Richard Stone to send a $100.00 check to contribute towards the gift for the retirement of Bob Delagi and Karl Klug. Check will be made payable to Ellen Komosinski and mailed to her attention at PO Box 287, Brookhaven, NY 11719-0287.
HCFAS Funds
Yes: RS, RF, JD, AS, RW Abstain: BC
MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty Seconded by Roger Winter to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: Nov 30, 2018 to Dec 20, 2018

HCAD Transactions (62) Checks & (6) Direct Debits Totaling $63,913.87
Payroll $6,327.12 11/18/18 thru 11/24/18 Pay date 11/30/18
$7,887.61 11/25/18 thru 12/01/18 Pay date 12/07/18
$6,675.83 12/02/18 thru 12/08/18 Pay date 12/14/18

HCFAS Transactions (10) Checks & (1) Direct Debits Totaling $30,185.41

MOTION APPROVED UNANIMOUSLY

Transfers:

$50,000 from TD Brokerage Account to HCFAS Checking Account 12/06/18
$192,635.40 From M&T to TOH
$45,000 from Fund Drive to TD Bank for 225 $200 Gift Cards.

Past due:

Ace Invoice	# 41987	$3,101.68
Adept Invoice	# 2018-6057	$1,012.50
Konica Invoice	# 9005105357	$283.32

Secretary's Report –Robert Franz:

New Members:
Motion by Robert Franz and seconded by Ann Schwartz to accept Brett Dowler, EMT-B as a new probationary member #1546 in accordance with Article III, Section 2 of the By-Laws. The two shifts per week will be done during the school summer break and during school breaks and it is further understood that Brett will remain on extended probation while attending college and will be eligible to be off probation after four months from his final educational leave of absence end date. He also must pass dispatch training within one month after his final educational leave of absence end date.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Bartolomeo, Dale	Sunday	1280	Operational	12/1/18 – 2/28/19
Martin, Karen	Monday	1118	Operational	12/17/18 – 3/17/19
Roach, Sheryl	Sunday	1253	Operational	12/16/18 – 3/16/19

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Casey Orr to approve the following LOA:

Tamayo, Keith	Sunday	1435	Operational	12/1/18 – 3/1/19

Yes: RF No: BC, RS, CO, RW Abstain: JD, AS

MOTION NOT APPROVED

Status Change:

Motion by Robert Franz and seconded by Roger Winter to grant the following Status Change: Samantha Mohr #1341, Operational Membership to Associate Membership with Post 215 time applied, Effective 12/20/18

2/3 Vote Required

Yes: RS, BC, CO, JD, AS, RW, SF No: RF

MOTION APPROVED

Resignation:

Motion by Robert Franz and seconded by Ann Schwartz to accept the resignation of William McGlone member #1441, email dated - 12/16/18, effective 12/20/18.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Ann Schwartz to accept the resignation of Stephanie Sawyer, member #1445, email dated - 12/18/18, effective 12/20/18.

MOTION APPROVED UNANIMOUSLY

Insurance – On Monday 12/17/18 our response vehicle 2-15-80 came in contact with another vehicle in the intersection of NY Avenue and Railroad Street (Broadway). Both vehicles were attempting left turns when they collided. Other vehicle was southbound and made a left turn on to Broadway and response vehicle was eastbound attempting a left turn from railroad street to go north on NY avenue. There were no injuries in either vehicle There was front end damage to the two vehicles. Our insurance carrier has been notified of this event.

Director Winter Report:
Chaplains: We are also looking for another member to step up as a Chaplain. We need suggestions of any member who seems interested.
Awards:

-Life Membership Plaque (BOD): will be updated this month and stored
-Length of Service (Andrea Golinsky): Report has been received by President Fischer
-Memorial Wall (David Mohr) David is up to date with deceased members.
-Plaques & Certificates BOD/Chief Officer Corps Christine Roulo): I talked with Chris regarding selecting a new vendor or putting this out to bid.
-Pins and badges (Roger Winter): I am waiting for the 2018 list of Members off probation
-Veterans Plaque: I believe I need to add one member.

ID/Accountability Cards (Roger Winter): This is a continuing process. I have added Michael and Ryan Como to the committee. Roger Winter Chair, Jim Mallilo – Administrator. The cards have been processed and the treasurer and the committee that handed out, members who have paid their dues should have received cards.
Issues with ID Photos: We have not received the new member paperwork for many months. We keep track of the new members and add them to the computer when we get the information.
LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko is updating weekly.
Public Relations/Public Information Officer (Andrea Golinsky): No Report received
Historien (Martha Brenner : No Report
Fund Drive: Report (Mary Brenner and Pete Nakelski: The last mailing has been mailed out. To As of 11/19/2018 we have received $81,242.34 from 1948 respondents
Flag Etiquette (Roger Winter): As events happen, the flag (s) are placed at the appropriate height. **The Flag will be at ½ staff for President Bush until dusk on 12/30/2018**
Memorial Day / Veterans Day Events: no report
Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.
Building:
Committee Members as of 1/7/2018
Rich Stone, Jon Stone, Bob Biersack, Bob Loysch, Jim Mallilo, David Kaufman, Paul Bayer, Hank Waldron, Tom O'Leary.
Traditional Air Conditioning: a repair was made to pump #3
Garage doors: N/A
Garage Floor: Bobby Loysch continues to clean the floor. New pans and absorbent pads are being put down under the vehicles. .
Ice Machine in Ready Room Kitchen:
Gold Coast Cleaning – New cleaning supplies were ordered for replacement of chemicals used.
Scallo Irrigation: No report
Pestex Pest Management Please report any issues so we can resolve them.
Wet Fire Extinguisher System: No report.
Christmas Decorations: We still have no chairperson to handle this assignment. Can someone make a suggestion for a committee chair and committee? Brian Canty and his committee members Joanne Vogel, Joseph Cororan and Kim set up the trees in the meeting room and ready

room. The second floor meeting room has been totally decorated. We need a committee to take down the decorations.

New Lockers for the truck room: President Seth Fischer requested a quote from our locker vendor, young Equipment. We need to vote on this proposal as it has been submitted.

Proposed Projects:

-Lighting proposals General Membership Meeting room- we are putting together a lighting replacement proposal for the high hats in the meeting room, $ 3,300 approximately. The garage estimate is $12,740, from R& T Electric. **To date I have not received a quote for the lighting, but the bulbs from the warehouse went up $3.00**

-I would like to move forward with the meeting room and then the truck room.

President's Report – Seth Fischer:

-Thanked Director Stone for all his service.
-The tree was taken down by the commuter parking lot.
-TOH Contract 2019 not received.
-The delivery date of the new ambulance is unknown.
-Discussed with TOH LOSAP benefits amendments - $30.00 & lowering entitlement age.
-Request to TOH Traffic and Safety for blinking light outside of out headquarters, cost is ~ $60,000.

Old Business: None

New Business: None

Motion by Seth Fischer and seconded by Brian Canty to adjourn the meeting at 2050 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: January 20, 2019

Amended and approved: January 21, 2019
MOTION APPROVED

Huntington Community First Aid Squad
2018 Board of Directors Meeting for Election of 2018 Board Officers
December 21, 2017

2018 Board of Directors present with 2017 Board offices listed:

Vice President Seth Fischer (SF)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffery Daniels (JD)	**PRESENT**
Ann Schwartz (AS)	**PRESENT**
Richard Stone (RS)	**PRESENT**
Keith Tamayo (KT)	**Present via phone**
Roger Winter (RW)	**PRESENT**
Chief Casey Orr (CO)	**PRESENT**

Guests: Lehti Laas, Elizabeth Mohr and 2017 President John Palmieri.

Vice President Seth Fischer - Meeting called to order at 1934 hours for the 2018 Board Officer Elections.

Director Tamayo was called at 1934 hours.

Motion by Robert Franz and seconded by Brian Canty to have 2017 President Palmieri as an impartial Chair of the meeting.
MOTION APPROVED UNANIMOUSLY

2017 President Palmieri acted as an impartial Chair of the meeting.
2017 Secretary Franz acted as Secretary for the meeting.

Motion by Brian Canty and seconded by Ann Schwartz to have 2017 President Palmieri and Recording Secretary Laas as tellers.
MOTION APPROVED UNANIMOUSLY

Voting will be by ballot with President Palmieri counting the ballots and verified by Recording Secretary Laas.

President Palmieri opened the floor to nominations for the position of President.
Brian Canty nominates Seth Fischer.
President Palmieri closed nominations after asking for additional nominations three times.

Motion by Roger Winter and seconded by Brian Canty to have the 2017 Secretary Robert Franz cast one ballot in the affirmative.

MOTION APPROVED UNANIMOUSLY

2018 President is Seth Fischer.

President Palmieri opened the floor to nominations for the position of Vice President.
Chief Casey Orr nominates Ann Schwartz
President Palmieri closed nominations after asking for additional nominations three times.

Motion by Roger Winter and seconded by Brian Canty that President Seth Fischer cast one ballot in the affirmative.
MOTION APPROVED UNANIMOUSLY

2018 Vice President is Ann Schwartz.

President Palmieri opened the floor to nominations for the position of Treasurer.
Roger Winter nominates Brian Canty.
President Palmieri closed nominations after asking for additional nominations three times.

Motion by Roger Winter and seconded by Chief Casey Orr that President Seth Fischer cast one ballot in the affirmative.
MOTION APPROVED UNANIMOUSLY

2018 Treasurer is Brian Canty.

President Palmieri opened the floor to nominations for the position of Secretary.
Roger Winter nominates Robert Franz.
President Palmieri closed nominations after asking for additional nominations three times.

Motion by Roger Winter and seconded by Brian Canty that President Seth Fischer cast one ballot in the affirmative.
MOTION APPROVED UNANIMOUSLY

2018 Secretary is Robert Franz

Motion by Robert Franz and seconded by Brian Canty to destroy the ballots.
MOTION APPROVED UNANIMOUSLY

Lehti Laas is appointed to assist the Secretary in the preparation of the Board of Directors minutes & personnel report to officers and committee chairs and Christine Tedone will assist in the preparation of the General Membership minutes and member correspondence re: personnel actions.

Director Tamayo terminated the telephone call at 1942 hours.

President Palmieri gave a brief explanation of how motions are presented at a Board meeting.

It was decided that the 2018 Board of Directors meeting start time will be 1930 hours and the meeting schedule will be determined at a future date. Scheduled meetings during the summer will be as needed.

The January Board of Director's meetings will take place on: January 11th, 2018.

Chief Orr states the Officer's meeting will be determined.

Motion by Brian Canty and seconded by Richard Stone to adjourn the meeting at 1948 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: January 9, 2018

Amended and approved: January 28, 2018
MOTION APPROVED UNANIMOUSLY