Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: January 3, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: James Mallilo, Richard Stone, Martha Brenner, Gail Glister, Elizabeth Wuestman Sue Seibel and Lehti Laas

Meeting called to order at: 1930 hours

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

Motion by Robert Franz and seconded by Roger Winter to approve the minutes of November 29th, 2018 as amended.
Yes: RF, RW, CO, JD, MC, BC, AS Abstain: DM
MOTION APPROVED

Treasurer Canty entered the meeting at 1933 hours.

Proposals-
Grant 20 Year Exempt Status
Motions for Consideration Format
Email Distribution of 2019 BOD Meeting Reminders and Pending Motions
Anniversary Journals
Super Bowl Sunday Allowance
Replacement of Glasses - Javier Cruz #1043
Fuoco Group LLP 2019 HCAD
Fuoco Group LLP 2019 HCFAS
Attend the NYSVA&RA Board Meetings
Ski Trip
2-15-17 Repair at Ace Auto
2-15-20 Repair at Ace Auto

Grant 20 Year Exempt Status

Motion by Seth Fischer and seconded by Robert Franz to accept the recommendation of 2018 Chief Casey Orr and the 2018 Operational Officers to grant 20-Year Exempt status effective December 31st, 2018 to the following members, who have attained 20 years of active service to the Huntington Community First Aid Squad. This designation will provide the following benefits: 20 Year Exempt Members shall not pay annual membership dues and shall continue to be invited to all Squad functions should they elect to become inactive.

James Lupo #959
Mary Sisinni #962

MOTION APPROVED UNANIMOUSLY

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 Sunday before a Thursday meeting, and by 12:00PM Wednesday for a Sunday meeting. All Board members are encouraged to check the folder prior to scheduled meetings. An email will be sent to Board members informing them that a motion has been posted to the Google Docs Motion Folder and include the motion in an email.
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 12:00 PM Sunday before a Thursday meeting, and by 12:00 PM Wednesday for a Sunday meeting. All Board members are encouraged to check the folder prior to scheduled meetings. An email will be sent to Board members informing them that a motion has been posted to the Google Docs Motion Folder and include the motion in an email.
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. The duration of all meetings will not extend beyond three (3) hours unless a motion to extend is approved.

MOTION APPROVED UNANIMOUSLY

Email Distribution of 2019 BOD Meeting Reminders and Pending Motions

Motion by Seth Fischer and seconded by Brian Canty to send out an email to the active HCFAS membership prior to each 2019 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

Anniversary Journals

Motion by Roger Winter and seconded by Brian Canty to offer to all associate members a copy of the 50th Anniversary Journal as follows: A copy may be picked up at HQ free of charge. Any request that requires mailing the book will be charged a fee of $10.00 to cover the cost of mailing. The offer will be made by blast email and in PULSE. All requests must be made to committee chair by:

Email: marthabrenner236@gmail.com or phone/text to 631-432-4958

Responsibility for sending out offers, submitting deposit to Treasure if needed and issuing of the books will be handled by 50th Anniversary Chair Martha Brenner.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Super Bowl Sunday Allowance

Motion by Chief Michael Como and seconded by Roger Winter 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

Replacement of Glasses - Javier Cruz #1043

Motion by President Fischer and seconded by Roger Winter to authorize the purchase of replacement glasses for Javier Cruz #1043 whose glasses were left in the dispatch office for him to obtain after his shift but they were removed from the office when he went to retrieve them. He posted it on the squad private Facebook page and no responses were received. The original purchase receipt was given to President Fischer. Reimbursement not to exceed $155.00.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Fuoco Group LLP 2019 HCAD

Motion by Brian Canty and seconded by Jeffrey Daniels to engage the services of the Fuoco Group LLP for the purpose of the 2018 audit as outlined in their letter of engagement for the Huntington Community Ambulance District Division of Huntington Community First Aid Squad, Inc. dated December 12, 2018, 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, 2019.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Fuoco Group LLP 2019 HCFAS

Motion by Brian Canty and seconded by Jeffrey Daniels to engage the services of the Fuoco Group LLP for the purpose of the 2018 audit and tax return preparation as outlined in their letter of engagement for the Huntington Community First Aid Squad, Inc. dated December 12, 2018, 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, 2019.

HCFAS 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 March 9, 2019 (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 March 9, 2019 or alternate date at an amount not to exceed a base room rate of $125.00 per person and the reimbursement on March 9, 2019 and March 10, 2019 or alternate dates of the GSA per diem rate for meals and incidentals (current rate is $61.00 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

MOTION APPROVED UNANIMOUSLY

Ski Trip

Motion by Chief Michael Como and seconded by Casey Orr to have a HCFAS 2019 member only ski trip with Island Ski Tours.

Island Ski Tours: 631-656-0982 Info@IslandSkiTours.com www.islandskitours.com

Ski Resort: Jimmy Peak in Hancock, MA. (3 hours) www.jiminypeak.com

Potential Dates in 2019 TBD Saturday: Feb 2, 9, 16

This is open only to HCFAS members.

Members participating in the trip must be members in good standing as per the Chief.

Members participating in the trip will be required to sign a HCFAS Release of Liability Waiver.

Members participating in the trip must submit a check payable to HCFAS for $70.00 (the cost of transportation) plus $2 cash for the driver's tip two (2) weeks before the trip to hold their place on the bus. Checks will be returned on the bus.

SUBMITTING A CHECK DOES NOT GUARANTY A MEMBER WILL GO ON THE TRIP AS THE BUS REQUIRES A MINIMUM OF 40 PASSENGERS PER BUS.

If 40 member checks are not received, there will be no ski trip.

If a member needs to cancel, they may do so by the due date of the check submission of $70.00. After the due date, their check will only be returned if the trip is cancelled or there are members on a waiting list that are able to fulfill the 40 passenger minimum needed for the bus ski trip.

HCFAS will only cover the cost of transportation and a lift ticket for each HCFAS member.

TRANSPORTATION- $70.00 per person (Includes private host room with hot chocolate and donut)

LIFT TICKET- $47.00 per person

HCFAS Members who just want to enjoy the lodge will have their transportation costs of $70.00 covered by HCFAS. You do not need to ski to participate in this HCFAS member outing.

MEMBER RESPONSIBLE FOR THE FOLLOWING COSTS:

Required Tip to Driver $2 cash per person (will be collected with checks).

Rental equipment of skis, poles & boots if needed - $36 per person

Group Lesson if needed - $30 per person

If a member opts for the SKI BEGINNER PACKAGE, it includes the Lift Ticket, a Group Lesson and Rental Equipment (skis, poles & boots) for $79 per person.

Since HCFAS is covering $47 for a Lift Ticket, HCFAS members who do the SKI BEGINNER PACKAGE will be responsible for $32.
$79 beginner package - $47 HCFAS covered Lift Ticket = $32 cost to HCFAS member

The bus will have a bathroom and DVD Monitors.

The transportation company must submit a Certificate of Liability Insurance with Huntington Community First Aid Squad, Inc. named as additional insured for commercial liability and a request will be made that the certificate also include the automobile and umbrella (excess) liability policies.

Transportation Company will be vetted.

In order for the ski trip to take place, the bus needs a minimum of 40 passengers.
For a 2nd bus, an additional 40 passengers are needed.
The bus holds a maximum of 50 passengers.

After 40 member checks are received, the 1st bus will have reached its minimum passenger capacity to go on the trip.
A 2nd bus collection will begin and a minimum of 40 member checks need to be received in order for a 2nd bus to go on the trip.

We will leave and return to HCFAS Headquarters (2 Railroad Street, Hunt. Sta., N.Y.)
Pickup – 5:15 AM. (Bus leaves 5:30 AM with or without you)
Leave – TBD 5:00 – 5:30 PM (Back at HCFAS by 9:30 PM, will do a rest stop for dinner)

Attendees must park their vehicles in the commuter parking lot.

There is a private host room HCFAS will have that is on the 2nd floor and is a SKI OFF (slide on lift, slide off lift).

There is a lounge outside of the private host room that has a fireplace and overlooks the mountain.

There are eating establishments on premises. HCFAS will not cover the cost of any food for members.

Members are welcome to pack their own coolers with food & drinks.

Coolers on bus & lodge are allowed - BYOB

HCFAS will provide bottled water (Cases) for the bus and to keep in the private host room - $1/member (Will have HCFAS member with Costco card pick up cases of water)

Cancellation notice – 2 business days

This event will be run by Lehti Laas #938 or her designees.
HCFAS Funds
Yes: CO, MC, DM, RF, AS No: BC, RW Abstain: JD
MOTION APPROVED

Note: The following motions were done via email:

12/28/18 email vote 12/31/18
2-15-17 Repair at Ace Auto
Motion by Chief Casey Orr seconded by Ann Schwartz to pay Ace auto Repair $3,101.38 for the repair of 2-15-17. Repairs included coolant heater assembly, glow plug, brake pads, tires, and 10.52 hours of labor.
HCAD Funds
MOTION APPROVED UNANIMOUSLY (Note: SF did not vote)

12/28/18 email vote 12/31/18
2-15-20 Repair at Ace Auto
Motion by Chief Casey Orr seconded by Ann Schwartz to pay Ace auto Repair $2,680.87 for the repair of 2-15-20. Repairs included coolant heater assembly, glow plug, air mass sensor, oil change, oil filter, brake service, and 10 hours of labor.
HCAD Funds
MOTION APPROVED UNANIMOUSLY (Note: SF did not vote)

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: Dec 21, 2018 to Dec 31, 2018

HCAD Transactions (31) Checks & (2) Direct Debits Totaling $38,238.30
Payroll $6,066.79 12/09/18 thru 12/15/18 Pay date 12/21/18
$8,121.39 12/16/18 thru 12/22/18 Pay date 12/28/18

HCFAS Transactions (4) Checks & (0) Direct Debits Totaling $1,726.31
MOTION APPROVED UNANIMOUSLY

Past due: Ken-Mar Date 9/04/2018 Invoice # 124324 Amount $114.80
State Chemical Date 11/02/2018 Invoice #900718343 Amount $270.69
1st Responder Date 12/01/2018 Invoice # 494821 Amount $ 85.00

Transfers: None

Chief's Report – Michael Como:

Status of Personnel: No Report

Equipment

Vehicles

2-15-16: Currently in quarters and in service (BLS and ALS). VCI reinstalled ALS cooler and fixed passenger side molding.

2-15-19: Currently in quarters OOS. Ace technician evaluated the vehicle and feels that the suspension issue should be covered under warranty by VCI and low fuel pressure issue should be covered under warranty by Ford.

2-15-20: Currently in quarters and in service (BLS and ALS) ACE repaired cooler heating assembly and cleared check engine light.

2-15-80: Currently at 9th Street for repairs. We received check from insurance company and 9th street is waiting for our approval to begin repairs.

Personnel: N/A

Events/Projects

Primary goals for the year:

1) Get SCM and ESO databases completely up to date
2) Offer trainings to the membership above and beyond monthly review trainings
3) Get our fleet to a state of repair that the membership can be proud of

Company 8 Report – Will be presented at next BOD meeting after it is brought up and discussed at next officers meeting,

Paid Paramedic Program – Two new applicants were interviewed. To be brought to the board when all necessary documentation is obtained.

Training – Stop the Bleed – Bleeding Control Basics class to be held at HQ 1/17/19 @ 1900(see attached)

Synthetic Drugs – Class to be held at HQ 2/6/19 @ 1900(see attached)

January review training (Elderly falls, RMA, No Pt Found) complete. Blast to be sent to the membership shortly

Secretary's Report –Robert Franz:

New Members:
Motion by Robert Franz and seconded by Ann Schwartz to accept Fabrizia Maiello as a new probationary member #1547, Shift: Sunday 0700 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Status Change:

Motion made above:
20 Year Exempt Status – James Lupo #959 Effective 12/31/18

20 Year Exempt Status – Mary Sisinni #962 Effective 12/31/18

Insurance:
Member's claim 12/15/18 – Insurance paid $878 for member's eyeglass damaged beyond repair by aggressive patient.
MVA 12/17/18 – Insurance paid $ 4,665 net of our deductible for damages to 2-15-80. I understand vehicle is being repaired by 9th Street Collision.

Ambulance NYS DMV Registrations – Ambulance renewal registrations were completed before the year end and were put on the ambulances by Bob Loysch.

2019/2020 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 will be posted on the bulletin board and mentioned at the January GMM.

NYS Income Tax Claim for Volunteer Ambulance Workers (VAWs) $200 refundable Credit for 2018 -A notice was put in the January Pulse & will be 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.
FEMA did not approve a grant for 2019 but it is expected that there will be continued funds for tuition assistance for the fall 2019 semester. Another grant application is in process for the next open grant date.

50th Anniversary Journal
Several inactive life members have communicated their thankfulness for receiving the 50th Anniversary Journal which is full of information and memories. Thank you Brian for sending the journals to all the members and to Martha and her committee for the wonderful job of putting the journal together.

REMSCO – Information on proposed Mobile Stroke Unit was distributed. Unit would partner with various EMS agencies for a simultaneous response to potential stroke calls. REMAC has approved their part and REMSCO will vote on it at the January 8, 2019 meeting.

President's Report – Seth Fischer:

-Discussed projects for 2019:

- New Ambulance
- New Responder Vehicle
- Chief's Vehicle
- Building: roof, parking lot, kitchen, bunk room

- TOH LOSAP increase benefit and lower entitlement age discussed.

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):** I will update this month and store away.
- **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 from Casey Orr.
- **Veterans Plaque:** I believe I need to add one member. Robert Franz will inform of the 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 for the treasurer. 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 : Martha is in the process of filling and organizing the paperwork and other items. Martha would like to use some of the display cases for historial proposes.
Fund Drive: Report (Mary Brenner and Pete Nakelski): The last mailing has been mailed out. To As of 11/19/2018 we have received $89,307.34.
Flag Etiquette (Roger Winter): As events happen, the flag (s) are placed at the appropriate height. Governor Cuomo has asked that we lower it for a police officer's death. It will be raised on Friday morning
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. Casey Orr has given me her preference for the picture. I will process the order this month.
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 investigating a water flow and the heater in the RPZ room.
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: no issues
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.
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.

Old Business:

-Director Orr asked about elected officials doing ride-a-long.

-Director Winter would like discussions with the owners next door about purchasing the property.

-Secretary Franz said the 11/1/18 paramedic report is the last one that was distributed and further reports should include hours. Medics should be limited to 28 hours/week.

New Business:
-Secretary Franz mentioned that member in good standing does not include that a member must be off probation.

Motion by Ann Schwartz and seconded by Jeffrey Daniels to enter into Executive Session at 2028 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2050 hours.

The next Board meeting will be on Monday 1/21/19 at 7:00 P.M.

Motion by Seth Fischer and seconded by David Mohr to adjourn the meeting at 2100 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 4, 2019

Amended and approved: February 7, 2019
MOTION APPROVED

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: January 21, 2019 (Monday)

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Andrew Taylor, Kimberly Prestin, David Kaufman, James Mallilo, John Palmieri and Lehti Laas (via phone)

Meeting called to order at: 1905 hours

Motion by Seth Fischer and seconded by Robert Franz to approve the minutes of December 20th, 2018 as amended.
Yes: MC, CO, AS, BC, RW, RF, SF Abstain: DM
MOTION APPROVED

Motion by David Mohr and seconded by Brian Canty to enter into Executive Session at 1907 hours and invite John Palmieri to attend.
MOTION APPROVED UNANIMOUSLY

Director Winter and John Palmieri entered the Executive Session at 1912 hours.

Out of Executive Session at 1955 hours.

Paramedic Hire- Matthew Bessen
Motion by David Mohr and seconded by Casey Orr to hire Matthew Bessen as a Paramedic at $22.00 per hour, pending receipt of NYS DMV MV-104 form.
HCAD Funds
Yes: MC, CO, AS, RF, DM Abstain: RW, BC
MOTION APPROVED

Paramedic Hire- Felisa Greenlees
Motion by David Mohr and seconded by Roger Winter to hire Felisa Greenlees as a Paramedic at $22.00 per hour.
HCAD Funds
Yes: MC, CO, AS, RF, DM, RW Abstain: BC
MOTION APPROVED

Proposals-
NYSVARA Reimbursement for Loreley Villamide-Herrera #1370
Disc Jockey Installation & Inspection Dinner 2019
Purchase Invitations, Programs Postage 2019 Installation and Inspection Dinner
Flowers for the Installation and Inspection Dinner 2019
Photographer for the Installation Dinner 2019
EMS Mega Show Admission
EMT Course at SCCC - Kimberly Prestin
General Meeting Room Use Request Saturday 05/11/18 – Bency Jean-Baptiste #1269
Suffolk County Volunteer Firefighters Burn Center Fund Inc.
CPR Class Open To The Public (Email Vote)

NYSVARA Pulse Check Reimbursement for Loreley Villamide-Herrera #1370
Motion by Chief Michael Como and seconded by Casey Orr to reimburse Lorely Villamide-Herrera #1370 for costs incurred at NYSARVA Pulse Check at a total of $302.25 as per the 07/12/18 motion. Motion set forth because member was late in handing in required report.
HCAD FUNDS
Yes: MC, RF No: BC Abstain: RW CO, AS, DM
MOTION APPROVED

Disc Jockey Installation & Inspection Dinner 2019
Motion by Brian Canty 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 2019 Installation and Inspection Dinner on 03/02/2019 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. This vendor has given us the same price for 3 years and offers the most for the price.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Purchase Invitations, Programs Postage 2019 Installation and Inspection Dinner
Motion by Brian Canty and seconded by Robert Franz to authorize the Special Event Committee Chairperson Brian Canty to expend the sum not to exceed $1,500 for the purchase of the invitations, programs and postage stamps for the 2019 Installation and Inspection Dinner Dance. Further to authorize the President and/or his designee to sign off on the invitation and program proofs prior to printing.
HCAD funds
MOTION APPROVED UNANIMOUSLY

Flowers for the Installation and Inspection Dinner 2019

Motion by Brian Canty and seconded by Casey Orr to accept the recommendation of the Special Event Committee Chairperson Brian Canty and authorize and approve the purchase of flowers for the 2019 Installation and Inspection Dinner at an amount not to exceed $3,000.00.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Photographer for the Installation Dinner 2019

Motion by Brian Canty and seconded by David Mohr to accept the recommendation of the Special Event Committee Chairperson Brian Canty and authorize and approve the President or his designee to sign an agreement or purchase order for the services of Creative Compositions as the photographer (used since 2001) for the 2019 Installation and Inspection Dinner at a cost not to exceed $ 1,050.00. A Creative Composition photographer will be performing services for this event. HCFAS's cancellation policy will be included as part of the agreement/purchase order. Price is the same as last year.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

EMS Mega Show Admission

Motion by Chief Michael Como seconded by Brian Canty to approve the payment of the $14 admission fee per person for any active or life member and active Post 215 members attending the Fire, Rescue, and EMS Mega Show at Suffolk County Community College, Brentwood Campus. The event takes place February 16-17 from 10am to 4pm. Parking is free. Milage will not be reimbursed. The total amount will be billed to HCFAS. Members must bring their current membership card at sign-in. The Chief will be responsible for the billing to HCFAS.

HCAD FUNDS

MOTION APPROVED UNANIMOUSLY

EMT Course at SCCC - Kimberly Prestin

Motion by Chief Michael Como and seconded by Brian Canty to accept the recommendation of Second Deputy Ryane Como and approve Kimberly Prestin to attend an EMT course which will be held at Suffolk Community College. Upon successful completion of the course and submission of required paperwork she will be reimbursed at the Purchase Policy rate not to exceed $550.

HCAD FUNDS

MOTION APPROVED UNANIMOUSLY

General Meeting Room Use Request Saturday 05/11/18 – Bency Jean-Baptiste #1269
Motion by Robert Franz and seconded by Brian Canty to permit Bency Jean-Baptiste #1269, 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 11, 2019 from 6:30 PM to 10:00 PM. Set-up time will be two and a half hours prior to the event (4:00 PM) and cleanup will be after the event from 10:00 PM to 12:00 AM. 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. Member is providing and serving his own food. The member is responsible for contacting the President or Chief in a timely manner for pre and post inspections of the room. Approval is pending completion of monthly review trainings.
MOTION APPROVED UNANIMOUSLY

Suffolk County Volunteer Firefighters Burn Center Fund Inc.
Motion by Chief Michael Como and seconded by Robert Franz to donate $266.00 to the one (1) dollar per member Suffolk County Volunteer Firefighters Burn Center Fund Inc. campaign.
HCFAS funds
MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:
Motion by Brian Canty Seconded by David Mohr to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

Checks dated: Dec 31, 2018
HCAD 19 Checks Totaling $36,276.34
HCFAS 1 Check Totaling $263.00

Checks dated: Jan 1, 2019 to Jan 21, 2019
HCAD Transactions (52) Checks & (6) Direct Debits Totaling $50,7555.55
HCFAS Transactions (3) Checks & (2) Direct Debits Totaling $6,303.32

Payroll $7,589.82 12/23/18 thru 12/29/18 Pay date 01/01/19
$6,073.34 12/30/18 thru 01/05/19 Pay date 01/11/19
$7,126.25 01/06/19 thru 01/12/19 Pay date 01/18/19
MOTION APPROVED UNANIMOUSLY

Past due: 1st Responder Date 12/01/2018 Invoice # 494821 Amount $ 85.00

Transfers: From M&T Bank to TOH $176,314.29 on 1/10/19

Chief's Report – Michael Como:

Equipment –
Vehicles
2-15-18: Currently in quarters and in service (BLS and ALS). ACE cleared check engine light. This rig will be heading to Sayville Ford for turbo repairs in the near future.
2-15-19: Currently in Sayville for repairs. Repairs on the suspension system will be starting on Monday January 21st.
2-15-80: Currently at 9th Street for repairs. Repairs are underway.
Personnel –
-Letter will be sent to Jayne Ericksen on January 22nd 2019 stating that she must return to duty immediately or she will be dropped from membership at the next BOD meeting.
-Lauren Aviles and Gerardo Vasquez suspended for two weeks for being short on hours for 3 consecutive quarters.
-Recommend that BOD consider removing Lenny Collado from the membership.
Company 8 Report –
-See attached report.
Paid Paramedic Program – Content in this section provided by HCFAS lead paramedic
-2 candidates being presented to BOD 1/21
-J. Masem being removed from roster as of 1/31 due to lack of activity.
-ALS check compliance has drastically improved and employees are aware they will be removed from schedule for non-compliance. (See attached)
Training – Stop the Bleed – Bleeding Control Basics class was held on Thursday January 17th. The training was a major success with over 60 individuals in attendance.
Synthetic Drugs – Class to be held at HQ 2/6/19 @ 1900.
January review training (Elderly falls, RMA, No Pt Found) complete. Blast to be sent to the membership.

<u>Status Change:</u>

Member #	Last Name	First Name	Day & Shift	From	To
1498	Ritterhaus	Jacklyn	Sunday 1500	ACL	CL
1537	Ryan	Michaela	Wednesday 0700	Disp Tr	ACL
1503	Lauren	Connolly	Sunday 1100	CL	DRTR
1499	Rich	Solange	Wednesday 1900	FA	DRTR
1447	Capotosto	Michael	Sunday 1100	Disp/ FA	DRTR
1499	Rich	Solange	Weds 1900	FA	ACL
1543	Tuck	Zack	Tues 2300	FA	ACL
1532	Oberle	Nicholas	Sat 1500	Disp Tr	Disp
1530	Mata	Leyda	Sat 1500	Disp Tr	Disp
1528	Gabriel	Esquislaure	Sat 2300	Disp Tr	Disp
1523	Kelly	James	Friday 0700	Disp Tr	Disp/ACL

Shift Change:

Member #	Last Name	First Name	From	To	Effective
1510	Silverstein	Dana	Tuesday 1100	Saturday 0700	12/22/2018
1422	Williamson	Tiffany	Wednesday 1900	Sunday 1100	12/2/2018
1253	Roach	Sheryl	Company 8	Sunday 0700	ASAP
1479	Kovalsky	Jack	Monday 1100	Company 8	1/6/2019
1497	Best	Pam	Sat 2300	Sat 1500	1/12/2019
1475	Benjamin	Steven	Sat 1100	Sat 1900	ASAP
1460	Aviles	Maria	Sunday 0700	Weds 1900	1/2/2019
1528	Gabriel	Esquislaure	Sat 2300	Thurs 1900	ASAP
1361	Cortes	Richard	Sunday 0700	Company 8	ASAP
1531	Flurkey	Zachary	Thurs 1100	Friday 1500	ASAP

Secretary's Report –Robert Franz:

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

Name	Day	Membership #	Type	Dates
Brandel, Gary	Saturday	1493	Operational	1/1/19 – 3/1/19
Burns, Eileen	Sunday	767	Emergency Medical	12/21/18 – 3/31/19
Campagnola, Andrew	Co. 8	1352	Educational	1/2/19 – 5/13/19
Connolly, Lauren	Sunday	1503	Educational	1/20/19 – 5/12/19
Harkins, Sean	Tuesday	1486	Educational	12/17/18 – 5/10/19
Harlan, Michael	Co. 8	1444	Extended Educational	1/1/19 – 4/1/19
Klotsche, Alexander	Co. 8	1363	Educational	1/21/19 – 5/31/19
Levinsky, Jacob	Sunday	1529	Educational	1/22/19 – 5/14/19
Lopez, Esteban	Sunday	1519	Educational	1/20/19 – 5/12/19
Oberle, Nicholas	Saturday	1532	Military	1/5/19 – 4/10/19
Reciniello, Patricia	Sunday	740	Emergency Medical	12/14/18 – 3/31/19

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Como to approve the following LOA: Probationary member Melanie Grossman #1526. Educational LOA requested from 12/31/18 – 12/15/19.

Yes: AS, MC, CO No: SF, BC, RW, DM, RF

MOTION NOT APPROVED

Treasurer Canty left the meeting at 2040 hours to take a call.

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Best, Pamela	Saturday	1497	12/8/18	Educational
Brandel, Gary	Saturday	1493	12/15/18	Operational
Burns, Eileen	Sunday	767	12/9/18	Medical to Full Riding
Connolly, Lauren	Sunday	1503	12/22/18	Educational
Golinsky, Andreal	Admin	315	11/18/18	Operational
Harkins, Sean	Tuesday	1486	11/19/18	Educational
Kovalsky, John (Jack)	Monday	1479	11/13/18	Operational
Levinsky, Jacob	Sunday	1529	12/16/18	Educational
Lopez, Esteban	Sunday	1519	12/16/18	Educational
Raynor, Danielle	Sunday	1509	12/9/18	Educational
Villegas, David	Saturday	1472	12/29/18	Educational

Resignation:

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of Briana Cali, member #1490, Resignation email dated 12/30/18, effective 1/21/19.

MOTION APPROVED UNANIMOUSLY

Dropped:

Motion by Chief Michael Como and seconded by Robert Franz to drop from membership for failure to fulfill shift requirements Lenny Colado, member #1428, effective 1/21/19.

MOTION APPROVED UNANIMOUSLY

PCR – Patient's attorney is requesting an interview with crewleader. Tim Glynn has been consulted and is handling.

2019 / 2020 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 will be 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 20187-A notice will be 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.

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.

LOSAP – I will again reach out to President Fischer and Ex-Chief Orr for the 2018 committee chairs for the LOSAP point committee for entry into the system and a final 2018 LOSAP Point list will then be posted.

Suffolk REMSCO Meeting January 9, 2018:
- Four CPR Lifesaving Awards were presented. Congratulations to Community Ambulance of Sayville, Deer Park FD, Southampton Ambulance / FD /Police Dept. and Terryville FD / Coram FD.
- The 2nd Annual Tom Lateulere Memorial Best Practices Educational Conference is being planned for the Fall.
- Retired Division Director Bob Delagi and Deputy Chief Karl Klug were replaced by Nathaniel Bialek and Robert Bancroft.
-REMSCO approved proposed amendments to REMAC's By Laws. Dr. Jason Winslow is Chair and Dr. Lincoln Cox is Vice Chair of REMAC.
-REMSCO approved the Stony Brook Mobile Stroke Unit (s) (MSU. Although not a requirement of the motion, it is hoped that SB will work with the EMS Division to provide data collection and education (information and FAQ were previously distributed).
- 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.
- FRES Commissioner Joseph Williams retired and John Jordan Sr. is acting commissioner.
- The next meeting is January 8, 2019 at 7PM at SCEMS in Yaphank. Future 2019 meetings are 3/12, 5/14, 7/9, 9/10 & 11/12).

Old Business:
-Director Mohr and Director Schwartz reviewed the H2M site evaluation 5-7 year plan
-Billing Rates discussed

New Business: None

Motion by Seth Fischer and seconded by David Mohr to adjourn the meeting at 2055 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 16, 2019

Amended and approved: February 21, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: February 7, 2019

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**Via Skype**
Jeffrey Daniels (JD)	**ABSENT**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Gail Glister, James Mallilo and John Palmieri

Meeting called to order at: 1930 hours

Motion by David Mohr and seconded by Robert Franz to approve the minutes of January 3rd, 2019 as amended.
Yes: AS, RF, RW, DM Abstain: BC
MOTION APPROVED

Chief Como entered the meeting at 1934 hours.

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

Proposals-
MayDay Communications Annual Maintenance - Audio-Log Recorder
Stryker Service Contract (Tabled)
Authorize the SCM Products Annual Maintenance Contract
Building Assessment and Feasibility Study
Huntington Chamber of Commerce Annual "Meet the Media"
Traditional Air Conditioning Condenser Coils Ready Room (Tabled)
Completing Electrical Lighting Upgrade for the second Floor General Meeting Room/Training Room (Tabled)
Special Counsel Engagement - Ruskin, Moscou, Faltischek P.C. Counselors at Law
Use of GMM Room – 2/16/19 for HOCPR Class
Emergency Repairs for 2-15-18 - Repair at Specialty Fleet Services (Down pipe)
Emergency Repairs for 2-15-18 - Repair at Specialty Fleet Services (Turbo & Intercooler Hoses)
Repairs for 2-15-18 Repair at Specialty Fleet Services (Rub rails/Cosmetic)
Flags and Color Guard during wake services for Israel Cortes's son

MayDay Communications Annual Maintenance - Audio-Log Recorder
Motion made by Brian Canty and seconded by David Mohr 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 2/1/2019 to 2/01/2020.
HCAD Funds
Motion Approved Unanimously

Stryker Service Contract
Motion by Chief Como and seconded by David Mohr to accept the recommendation of Third Deputy David Kaufman to purchase Stryker ProCare EMS Protect for all six stair chairs and stretchers, and the one power lift not currently covered at a cost of $24,138.37. It is essential to maintain these intricate lifting devices as they have many moving parts and a serious malfunction puts our patients and members at risk of injury. When our moving devices break, it puts an ambulance out of service until we can have them serviced. This plan includes Stryker support and service calls, parts, labor, and travel for five years on the stretchers and one year on the stair chairs. We would receive the following benefits: Stryker OEM parts, labor and travel expenses, battery servicing and replacement, 24-72 hour repair turnaround, Stryker-trained service specialists, 2-hour call back time.
HCAD Funds

Motion by Chief Como and seconded by Robert Franz to table the motion.
Yes: AS, BC, RF, MC No: DM, RW
MOTION APPROVED TO TABLE

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 1/01/2019 to 12/31/2019 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 $1,400.00. Total cost of this SCM Products Maintenance contract is $9,400.00.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Building Assessment and Feasibility Study
Motion by David Mohr and seconded by Ann Schwartz to enter into a contract with H2M and authorize the President to sign said contract for a Building Assessment and Feasibility Study as per the 25 January 2019 proposal revised 29 January 2019 at a cost not to exceed $25,000.00.
HCAD Funds
Yes: DM, AS, MC No: BC, RF, RW, SF
MOTION NOT APPROVED

Huntington Chamber of Commerce Annual "Meet the Media"
Motion by Roger Winter Board Liaison for Public Relations and seconded by Robert Franz to permit Andrea Golinsky to attend the Huntington Chamber of Commerce Annual "Meet the Media" networking breakfast on Feb 12th. The meeting will be held at the Elks Club on Main St. Huntington from 7:30 AM to 10 AM. The cost of the event is $35.00.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Traditional Air Conditioning Condenser Coils Ready Room
Motion by Roger Winter and seconded by Ann Schwartz to allow Traditional Air Conditioning Systems & Service, 32 E. Carl Street, Hicksville, NY 11801, our service contractor to replace defective condensers. Cost of Project not to exceed $6,995.00.
HCAD Funds

Motion by David Mohr and seconded by Brian Canty to table the motion.
Yes: AS, BC, RF, DM, MC No: RW
MOTION APPROVED TO TABLE

Completing Electrical Lighting Upgrade for the second Floor General Meeting Room/Training Room
Motion by Roger Winter and seconded by Ann Schwartz to accept the proposal from R & T Electric, 44 Luyster Street, Huntington Station, NY 11746. Contact person: Richard Boccia 82 Birchwood Drive, Huntington Station, NY 11746, Contact Phone: 631-594-4354. The cost of the upgrade for the rest of the General Membership Room as outlined in the proposal $3,750.00, dated 2/1/2019. A Certificate of Insurance with HCFAS named as additional insured and proof of workers' compensation coverage must be provided by R & T Electric. Pending physical inspection of the room by the vendor.
Note: This is the original contractor who finished the first phase of the original project. This is for the replacement of the high-hat lighting.
HCAD funds

Motion by David Mohr and seconded by Ann Schwartz to table the motion.
Yes: AS, BC, RF, DM, MC No: RW
MOTION APPROVED TO TABLE

Note: The following motions were done via email:

1/26/19 email vote 1/27/19
Special counsel engagement - Ruskin, Moscou, Faltischek P.C. Counselors at Law
Motion by Robert Franz and seconded by Brian Canty to enter into an agreement with Ruskin, Moscou, Faltischek P.C. Counselors at Law. The fee for this agreement is based on a $7,500 retainer along with a hourly rate of $500 per hour.
HCFAS Funds
Yes: SF, AS, BC, RF, RW, DM, CO, MC JD did not vote
MOTION APPROVED

1/29/19 email vote 1/30/19
Emergency Repairs for 2-15-18 - Repair at Specialty Fleet Services (Down pipe)
Motion by Chief Como and seconded by Ann Schwartz to pay Specialty Fleet Services $1,246.33 for the emergency repair of 2-15-18. The repairs will include replacing the turbo down pipe, replacing the engine cover seal, straightening and repairing floor boards, and 6 hours of labor. These repairs will address our concerns about fumes entering the patient compartment/cab and are critical to patient and provider safety.
HCAD Funds
Yes: AS, RF, RW, JD, DM, CO, MC No: BC SF did not vote
MOTION APPROVED

1/23/19 email vote 1/24/19
Use of GMM Room – 2/16/19 for HOCPR Class
Motion by Brian Canty and seconded by Ann Schwartz to allow the Hands Only CPR committee to host a Free Hands Only CPR Class open to the public in conjunction with Legislator Spencer and the County Executive in recognition of Heart Month On Saturday February 16, 2019 at 11am.
Yes: DM, MC, AS, BC, RF, RW,JD SF & CO did not vote
MOTION APPROVED

1/29/19 email vote 1/30/19
Emergency Repairs for 2-15-18 - Repair at Specialty Fleet Services (Turbo & Intercooler Hoses)
Motion by Chief Como and seconded by Ann Schwartz to pay Specialty Fleet Services $3,481.44 for the emergency repair of 2-15-18. The repairs will include replacing the turbo, gaskets, intercooler hoses, and 13.75 hours of labor. These repairs will address our concerns regarding the lack of engine power and transmission shifting issues.
HCAD Funds
Yes: AS, RF, RW, JD, DM, CO, MC No: BC SF did not vote
MOTION APPROVED

1/29/19 email vote 1/30/19
Repairs for 2-15-18 Repair at Specialty Fleet Services (Rub rails/Cosmetic)
Motion by Chief Como and seconded by Director Orr to pay Specialty Fleet Services $940.70 for the repair of 2-15-18. The repairs will include replacing damaged rub rails, fenderettes, and 4 hours of labor. Specialty will also remove marks/scuffs at no cost. These repairs will address the ambulances overall lackluster appearance.
HCAD Funds
Yes: DM, CO, MC No: AS, BC, RF, RW, JD SF did not vote
MOTION NOT APPROVED

Note: the following motion was made after the executive session
Flags and Color Guard during wake services for Israel Cortes's son
Motion by Seth Fischer and seconded by Chief Como to authorize a deviation from our Standard Operating Procedures Protocols Article IX Section 3 – 3E and allow the Chief to place an American flag and Squad flag with a color guard during the evening wake services for the son of squad member Israel Cortes.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

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 Director motions:

Checks dated: Jan 22, 2019 to Feb 07, 2019

HCAD Transactions (39) Checks & (3) Direct Debits Totaling $19,691.77
Payroll $6,747.41 01/13/19 thru 01/19/19 Pay date 01/25/19
$6,890.46 01/20/19 thru 01/26/19 Pay date 02/01/19

HCFAS Transactions (5) Checks & (0) Direct Debits Totaling $9,179.97
MOTION APPROVED UNANIMOUSLY

Past Due
McKesson Invoice #44002742 Invoice Date 01/03/2019 Invoice Amount $48.03
Adept Invoice # 2018-6146 Invoice Date 12/27/2018 Invoice Amount $1,653.75

Transfers: None

Motion by David Mohr and seconded by Roger Winter to enter into Executive Session at 2009 hours with John Palmieri in attendance.
MOTION APPROVED UNANIMOUSLY

Executive Session ended at 2110 hours.

Chief's Report – Michael Como:

New paramedic On-boarding:

Matt Bessen- CS in-service completed, Ride-along 2/4, cleared to ride solo as of today

Felisa Greenlees- CS in-service 2/5, ride-along 2/7.

Removed from Roster:

John Scourakis
Brianna Lionetti
Jenn Masem

Checkouts: BOD received **a** summary from 1/21/2019 – 2/5/2019

Equipment –
9th Street Auto came and looked at the ambulances to evaluate for repair. There is additional damage since last estimates. The ambulances will be repaired as time and body shop availability permits.

Lifepaks, Lucas devices serviced.

The accidents we have been having are a major problem. Already this year we have vehicle damage, property damage, and injury. Any investment in training would see a huge return.

2-15-18
18 needed major engine repair to fix fumes in cab and lack of power. It should be back soon. They are completing testing. May be held a little longer to complete an interior light repair..

2-15-19
19 has been out of service for about a month now. There were two problems. The first was lack of power/check engine/low fuel pressure. Ace was unable to diagnose this issue. The second was the Liquid Spring suspension not working.
VCI took the ambulance to Sayville Ford where all they did was change the fuel filter. **Ace should have been able to identify this issue**. It turns out that they had never changed the fuel filter despite the ambulance having 31000 miles and 2700 hours.
The ambulance then went to VCI. They discovered the Liquid Spring pump was broken. They ordered this part with expected arrival time of one week. They then installed this part to find that one of the leveling sensors was also bad. This part also had to be ordered with long delivery time. At this same time, they discovered a large power steering fluid leak.
They received the additional Liquid Spring part and installed then brought the ambulance to Sayville Ford where it is awaiting power steering repair.
When 19 comes back, it will go for body repair at 9th Street Auto. There is still a pending insurance claim on the roof.

2-15-82
82 had the router and wifi antenna installed by Island Tech Services. The insurance adjusted looked at 82 and repairs will begin as soon as possible.

2-15-17 & 2-15-20
Specialty Fleet Services fixed the oxygen leaks on 17 and 20 with only minor repair. We will need to keep monitoring because the technician said those two particular tanks may have worn out threads making them prone to leaks.

Personnel –
-Christina Denker off probation
-Jayne Erickson: To be discussed at the meeting.
-Melanie Grossman: To be discussed at the meeting.
-Recommend that BOD consider removing the following individuals from the membership:
1) Felix Rivera Medina – Unable to contact him or his prior Chiefs. Felix has failed to return my phone calls.
2) Lindsay Marmor – Accepted Oct 8th. Lindsay is yet to come in to do a shift.
3) Lorin Ross – Unable to contact her since Oct 2018. Lorin has not returned my phone calls or a responded to a written letter from HCFAS.

Events/Projects –
-I met with our medical director Dr. Ethan Brandler on 2/4/19. The meeting was very productive and I am looking forward to working with him this year. We are going to work on a QA/QI project focusing on cardiac related chest pain calls.
-Coordinated with Vice President Ann Schwartz to direct new members into shifts that are lacking personnel. This has already has a positive effect and I thank Ann very much for her help.

Training –
Synthetic Drugs – Class held at HQ 2/6/19 @ 1900.
February review training (Sexual Harassment) completed and sent out to the membership via blast email. Keeping the sexual harassment training on our internal website should prevent many of the issues we had last year with the training.

Secretary's Report –Robert Franz:

New Members:

Motion by Robert Franz and seconded by Chief Como to accept Tristan Liu – EMT as a new probationary member #1548, Shift: Saturday 1500 in accordance with Article III, Section 2 of the By-Laws.
Yes: AS, BC, RW, DM, MC Abstain: RF
MOTION APPROVED

Motion by Robert Franz and seconded by Chief Como to accept Joseph Savaglio – EMT as a new probationary member #1549, Shift: Wednesday 0700 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Como to accept Jonathan Guarino as a new probationary member #1550, 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 Como to accept Nicole Campbell as a new probationary member #1551, Shift: Tuesday 0700 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Como to accept Kimberly Reyes-Flores as a new probationary member #1552, Shift: Thursday 1500 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Probation Ending:
Motion by Robert Franz and seconded by Chief Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Christina Denker, member #1489, effective 2/7/19.
MOTION APPROVED UNANIMOUSLY

Insurance:

MVA 2/1/19 – 2-15-82 – 2018 Chev Response Vehicle came in contact with another vehicle at an all way stop sign intersection. All parties were transported to HH ED and our member was released. No VAWBL claim is being filed. PCR information has been given to the President re: ambulance billing. Insurance claim for 2-15-82 has been filed and vehicle was towed and is at 9th Street Collision and was inspected by our insurance carrier's adjuster who estimated damages at approximately $11,000.

Member's claim 1/21/19 for eyeglass frame broken on call #302 for $259.00 is not being processed through insurance and will be paid. Lenses did not need replacement.

MVA 12/17/18 – Insurance carrier paid an additional amount of $614 for damages to 2-15-80 (total amount paid $5,279). We also received our deductible since our insurance carrier was successful in securing partial reimbursement of our damages from the other driver's insurance company.

MVA 7/5/16 – 2-15-21 – Deposition - Our insurance carrier's attorney is requesting the driver for deposition but upon being informed that the driver now resides in South Carolina, he requested someone familiar with the accident. Tim Glynn has been consulted and is handling. Our insurance carrier paid $35,000+ for repair of the ambulance. Event occurred at intersection of New York Ave and Broadway.

PCR – Patient's attorney is requesting an interview with the crewleader of a 2018 call. Tim Glynn has been consulted and is handling.

2019 / 2020 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 will be 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 20187-A notice will be 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 – I will again reach out to President Fischer and Ex-Chief Orr for the 2018 committee chairs for the LOSAP point committee for entry into the system and a final 2018 LOSAP Point list will then be posted.

REMSCO – 2018 NYS EMS Council Awards Program – I distributed the REMSCO 2018 Award Notification to Operations. Nomination deadline is 5PM Wednesday March 13, 2019.

Hearing – As previously reported, the hearing scheduled for this evening has been postponed since accused is unable to attend due to a schedule conflict. I will inform her of the next scheduled BOD meeting date 2/21/19.

Director Canty hung up via Skype at 2130 hours

Director Mohr Report:

Distributed to the Board was a proposal from H2M to conduct a feasibility study of our facility and provide us with a report to include a long term capital improvement plan. This proposal will review, test and analyze every system in our building and provide us with a report that will allow us to formulate a long term plan for the upgrade and replacement of systems within our facility.

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): I have updated the Plaque and have stored it away. I will mount the Plaque after the Installation Dinner.

-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. She asked me about Badges to be placed on the awards. I told he that I have the necessary badges for the plaques.

-Pins and badges (Roger Winter): I am still waiting for the 2018 list of Members off probation from Chief Casey Orr/Chief Mike Como

-Veterans Plaque: I believe I need to add one member. Robert Franz will inform me of the 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 for the treasurer. 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 new mailing is ready to go. We need the group picture from Tony Cruz to finalize the donation card. To As of 2/5/2019 we have received $4,469.87 from 69 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
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. Casey has given me her preference for the picture. I will process the order this month.
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: no issues
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: NO CHAIR PERSON TO HANDLE THE DECORATING.

Projects completed:

Thank you, David Mohr, for having the plumber repair the leak under the sink. The plumber has an additional repair in the GMM kitchen. The spray handle on the dish washer needs repairing.

Thank you to the person who repaired the drawer in the ready room kitchen.

Proposed Projects:

- **Lighting proposals General Membership Meeting room- we are putting together a lighting replacement proposal for the high hats in the meeting room, $ 3,750 approximately. The garage estimate is $12,740, from R& T Electric.**
- I would like to move forward with the truck room.

Old Business: None

New Business:
Director Mohr discussed the cleaning of the basement grease trap w/est cost $400.00 - $500.00. Director Winter will look into this.

Motion by David Mohr and seconded by Seth Fischer 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: February 26, 2019

Amended and approved: March 14, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: February 21, 2019

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**1933 hours**
Jeffrey Daniels (JD)	**PRESENT**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Gail Glister, James Mallilo, Andrew Taylor, Sue Seibel, David Kaufman, Elizabeth Wuestman and Lehti Laas

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Jeffrey Daniels to approve the minutes of January 21st, 2019 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals-
Members Attendance at NYS EMS Memorial Ceremony in Albany
Hotel/Meal Per Diem for 5/20/19
Renew Service Agreement with Traditional Air Conditioning
Completing Electrical Lighting Upgrade for the second Floor General Meeting Room/Training Room
Building Assessment and Feasibility Study (H2M)
Traditional Air Conditioning Condenser Coils Ready Room
Explorer Post 215 Renewal 2019 Year
Explorer Post 215 Associate Advisors, Committee Members & Adult Leaders Appointments for 2019 Yr
BLS CPR/AED Course For Prospective New Members – Captain Andrew Taylor
Appointment of Director Jeffrey Daniels as HCFAS's Compliance Officer

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 Tuesday May 21, 2019 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 $61 less 25% ($45.75). 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
MOTION APPROVED UNANIMOUSLY

Hotel/Meal Per Diem for 5/20/19
Motion by Robert Franz and seconded by Roger Winter to authorize and approve the reimbursement of hotel accommodations on Monday, May 20, 2019 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 20, 2019 of the GSA per diem rate for meals and incidentals of $61.00 per person per day less 25% ($45.75) for travel on that Monday for attendees of the NYS EMS Memorial Ceremony in Albany, NY. This will be limited up to 3 hotel rooms.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Renew Service Agreement with Traditional Air Conditioning
Motion by Roger Winter and seconded by Robert Franz 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 3/01/2019 to 2/28/2020 (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

Completing Electrical Lighting Upgrade for the second Floor General Meeting Room/Training Room

Motion by Roger Winter and seconded by David Mohr to accept the proposal from R & T Electric, 44 Luyster Street, Huntington Station, NY 11746. Contact person: Richard Boccia 82 Birchwood Drive, Huntington Station, NY 11746, Contact Phone: 631-594-4354. The cost of the upgrade for the rest of the General Membership Room as outlined in the proposal $3,750.00, dated 2/1/2019. A Certificate of Insurance with HCFAS named as additional insured and proof of workers' compensation coverage must be provided by R & T Electric. Pending physical inspection of the room by the vendor.

Note: This is the original contractor who finished the first phase of the original project. This is for the replacement of the high-hat lighting.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Treasurer Canty entered the meeting at 1933 hours.

Building Assessment and Feasibility Study (H2M)

Motion by David Mohr and seconded by Ann Schwartz to enter into a contract with H2M and authorize the President to sign said contract for a Building Assessment and Feasibility Study as per the 25 January 2019 proposal revised 29 January 2019 at a cost not to exceed $25,000.00. In accordance with section 10 of the 1/25/19 Proposal Statement, David Mohr and Ann Schwartz are appointed as the Squad's representative and alternate representative, respectively.

HCAD Funds

Yes: AS, RF, RW, CO, MC, JD, DM No: BC

MOTION APPROVED

Traditional Air Conditioning Condenser Coils Ready Room

Motion by Roger Winter and seconded by Casey Orr to allow Traditional Air Conditioning Systems & Service, 32 E. Carl Street, Hicksville, NY 11801, our service contractor to replace defective condensers in the unit that controls the ready room temperature. Cost of Project not to exceed $6,995.00.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Explorer Post 215 Renewal 2019 Year

Motion by Brian Canty and seconded by Chief Michael Como to authorize the President to renew the annual memorandum of understanding for HCFAS participation in the Learning for Life Exploring Program for Post 215 effective January 1, 2019 in accordance with HCFAS By-Laws Article III, Section 7. Further, to approve the dues payment of $45.00 for each of the 22 youth participants and 9 registered adult participants as listed below and the annual participation fee of $40.00.

<u>Youths</u>

Yaidelis Acevedo
Adrian Jeremiah Angueira
Alexa Marie Aviles
Manuel DeJesus Aviles
Alexander Thomas Bayer
Cydney Olivia Brown
Brooke Lynne Cafiero
Jacqueline Rose Callinan
Benjamin Curry
Christopher James Diaz
Douglas Michael Fasciano
Estrella Nallely Flores
Isabella Floro
Ashley Josette Genao
Sergio Andres Gomez
Connor Hamilton
Alexander Gregory Hastava
Jessica Marie Mason
Daniel David Rich
Colin Raymond Weigele
Bryan Alden Wong
Emily Patricia Yonkes

<u>Advisors</u>

Dale Bartolomeo
Paul Bayer
Kathi Bonessi
Margaret Callinan
Brian Canty
Shayna Jo Castagna
Timothy Ebert
Susan Otto
James Kelly

<u>Post Committee</u>

Keith Rubenstein

9 Registered Adult Participants -	$ 405.00 HCAD funds
22 Registered Youth Participants -	$ 990.00 Post 215 funds
Participation Fee -	$40.00 HCAD funds
Total:	$ 1435.00

HCAD Funds and Post 215 funds
2/3 approval needed
MOTION APPROVED UNANIMOUSLY

Explorer Post 215 Associate Advisors, Committee Members and Adult Leaders Appointments for 2019 Year

Motion by Brian Canty and seconded by Chief Michael Como to approve Post Chief Advisor Sue Otto's appointment of the above listed associate advisors, committee members and adult leaders as effective January 1, 2019 in accordance with Post 215 Standard Operating Procedures Article II, Section 2.

2/3 approval needed

MOTION APPROVED UNANIMOUSLY

BLS CPR/AED Course For Prospective New Members – Captain Andrew Taylor

Motion by Chief Michael Como and seconded by David Mohr to authorize Captain Andrew Taylor #1338 EMT BLS CPR/AED instructor to use the General Membership Meeting room on February 24, 2019 or March 3, 2019 to hold a BLS CPR/AED Course for six (6) potential new members, time frame is from 13:00-17:00, setup (12:00), lecture/demonstration, clean-up (17:30). Attendees will learn cardiopulmonary resuscitation (CPR) for Adults, Children and Infants. In addition, they will learn how to use the automated external defibrillator (AED). Cost not to exceed $100.00.

SOP Article III Section 17 - **General Meeting Room:** 1. Each Squad-related meeting must receive permission from the Squad Chief who shall keep a log and schedule-type calendar indicating title of the meeting, person in charge and date and times. The Squad Chief will confirm all dates and times with the President. 2. Any member or outside EMS-related agency can request use of the meeting room through the Squad Chief for EMS educational purposes. Any other use must be pre-approved by the Board of Directors. 3. Squad members may request the use of the General Meeting Room for social events with the completion of all paper work and with final approval by the Board of Directors. 4. Squad activities take precedence over the activities of outside agencies and members' social events except as directed by the Board of Directors. 5. Sliding partitions are to be moved only by authorized personnel. 6. The area behind the beverage bar is off limits to all personnel unless authorized by the Chief or President. 7. The person granted use of the General Meeting Room will be responsible for returning the room to a neat, clean and orderly appearance. 8. Squad members are not authorized to borrow any meeting room furniture or equipment

HCFAS Funds

Yes: AS, RF, RW, CO, MC, JD, DM No: BC

MOTION APPROVED

Note: The following motion was made before the Executive Session

Appointment of Director Jeffrey Daniels as HCFAS's Compliance Officer

Motion by David Mohr and seconded by Robert Franz to approve President Fischer's appointment of Director Jeffrey Daniels as the HCFAS Compliance Officer.

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: Feb 08, 2019 to Feb 21, 2019

HCAD Transactions (32) Checks & (5) Direct Debits Totaling $31,116.81

Payroll $5,623.82 01/27/19 thru 02/02/19 Pay date 02/08/19

$4,774.99 02/03/19 thru 02/09/19 Pay date 02/01/19

HCFAS Transactions (2) Checks & (1) Direct Debits Totaling $1,710.15
POST Transactions (1) Check & (1) Direct Debits Totaling $313.29
MOTION APPROVED UNANIMOUSLY

Transfers: None

-The first 2 payments from the TOH will be received on Monday February 25, 2019.
-Renewal of the Stryker maintenance contract to include a review of all covered equipment will be reviewed at the next meeting.

Chief's Report – Michael Como:

Equipment & Vehicles –

<u>Vehicles</u>

16 light patterns reprogrammed to fix "not flashing." outside cabinet compressed air struts repaired

17 okay needs cosmetic. Oxygen leak repaired

18 running well after major engine repair. Back in regular rotation

19 Back in quarters. To be sent out for body repair soon. Issues with VCI not taking good care of the ambulance while they had it.

20 intermittent check engine still. Going for batteries and fuel filter Tues 2/19. Oxygen leak repaired

21 going for new rub rails soon

80 back from repair. Looks good. Liftgate compressed air struts replaced.

81 new plug cover, leaking tire repaired

82 collision, undergoing repair

89 still in service as a responder vehicle. Lift gate compressed air struts replaced. Sporadic problems with turn signal and a couple other things. BLS ONLY – LifePak modem broken.

First responder trucks in general- all food garbage must be removed promptly. Please remind anyone who goes signal 8.

Investigating ignition bypass switches ("SafeStop"). Hope to have one ordered this week as a pilot.

A few ambulance opticoms (traffic signal preemption) do not work. Trying to have that repaired.

<u>Equipment</u>

Stretchers, stairchairs and lifts- investigating maintenance options

New vehicle and wall chargers for epcrs are in. Where should they go?

Spare oxygen regulators are in. Where should they go?

Considering stretcher and stair chair accessories

Epcr styluses are a problem. Investigating options.

New priority codes added to Bryx911 app

Please be careful with spO2 sensors. They're expensive and we have broken a few recently.

BLS supply still needs help. Captain Bill Connolly offered to assist Jack.

Need to choose a new BLS bag. May have samples soon. Considering 1 unified bag (O2 and BLS)

Personnel –

-Jayne Erickson: To be discussed at the meeting.

-Melanie Grossman: To be discussed at the meeting.

- Felix Rivera Medina – Contacted me 2/18. I informed him that he needs to get someone from his old department to call me.

- Lindsay Marmor – Resigned

- Lorin Ross – Sent letter of intent. Recommend dropping.

Events/Projects –

N/A at this time

Training –

Feb training is out.

2/28/19 1900 – Dr. Brandler presenting on cardiac arrest and death

3/12/19 1900 – SBH Trauma Call Review & Trauma Pre-Notification

-The Board received Paramedic reports that contained hours and checkouts done
-BOD notified that VCI will reimburse for damage to the ambulance while under their care.
-Treasurer Canty asked for an update on the new vehicle.

Secretary's Report –Robert Franz:

Motion by Robert Franz and seconded by Chief Michael Como to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Cortes, Israel	Friday	1174	Operational	2/6/19 – 5/6/19
Cortes, Roxanne	Wednesday	1521	Operational	2/6/19 – 5/6/19
Cortes, Stephanie	Friday	1426	Operational	2/6/19 – 5/6/19
Lupo, James	Wednesday	959	Extended Operational	2/21/19 - 5/22/19
Nakelski, Peter	Admin	681	Emergency Medical	1/13/19 – 4/13/19
Raynor, Danielle	Sunday	1509	Educational	2/10/19 – 5/19/19
Schwartz, Kevin	Wednesday	1449	Operational	2/17/19 – 5/17/19
Waldron, Henry	Wednesday	1446	Extended Operational	4/15/19 – 6/16/19

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to approve the following LOA:

Rudolph, Richard	Co. 8	1083	Operational	1/1/19 – 5/2/19

Yes: AS, RF, CO, MC, JD, DM No: BC, RW

MOTION APPROVED

Note: The following motion was made after the Executive Session

Motion by Chief Michael Como and seconded by David Mohr to approve the following LOA:

Grossman, Melanie	Monday	1526	Educational	12/31/18 – 12/15/19

MOTION APPROVED UNANIMOUSLY

Return To Duty:

Name	Day	Membership #	RTD Date	Note/From
Aviles, Lauren	Saturday	1397	1/15/19	Chiefs Suspension
Bartolomeo, Dale	Saturday	1280	1/1/19	Operational
Brandel, Gary	Saturday	1493	1/1/19	Operational
Brenner, Mark	Monday	449	12/31/18	Operational
Brenner, Pamela	Co. 8	1157	1/1/19	Medical
Burns, Eileen	Sunday	767	1/20/19	Emergency Medical
Martin, Karen	Monday	1118	2/4/19	Operational
Mohr, David	Monday	748	2/4/19	Operational
Roach, Sheryl	Sunday	1253	2/10/19	Operational

Probation Ending:

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Joseph Corcoran, member #1517, effective 2/21/19.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Julia Vodopia, member #1522, effective 2/21/19.
MOTION APPROVED UNANIMOUSLY

Resignation:

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of Lyndsay Marmor, member #1536, resignation letter dated 2/10/19, effective 2/21/19.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of Chris Vultaggio, member #1342, resignation letter dated 1/13/19, effective 2/21/19.
MOTION APPROVED UNANIMOUSLY

Dropped:

Motion by Chief Michael Como and seconded by David Mohr to drop from membership for failure to fulfill shift requirements probationary member Lorin Ross, member #1539, effective 2/21/19.
MOTION APPROVED UNANIMOUSLY

Insurance:

MVA 2/1/19 – 2-15-82 – 2018 Chev Response Vehicle
– We received a check for $ 10,794.39 net of deductible from our insurance carrier after the vehicle was inspected on 2/6/19. Vehicle is being repaired by 9th Street collision.
We subsequently received an increase in the repair estimate and will receive an additional $1,449.42.
- We received a notice of claim for personal injury and property damage from the attorney of the passenger in the other vehicle which has been forwarded to our insurance carrier.

MVA 10/14118 – 2-15-19 2016 Ambulance
-We received a check for $3,795.30 net of deductible from our insurance carrier for roof and antennae damages.

Hearing – The accused will not attend the hearing scheduled for this evening on the advice of counsel until some information is received.

2019 / 2020 VAW 10% Property Tax Exemption Application Forms – All renewals and new applications were filed on 2/20/19 with the Town Assessor's office. There were 119 renewals and 4 new applications for the 2019/2020 tax year (renewals -61-20 year exemptions and 58 -5 year exemptions).

EMS Memorial - The EMS Memorial will be held in Albany Tuesday, May 21st at 11 AM. Seven names will be added to the memorial this year (Flyer is posted on bulletin board). One of the names is William Ryan #761 who was a former member and father of probationary member Michaela Ryan #1537.

SEMSCO / SEMAC – NYSVARA Meeting notes from 1/15/19 and 1/16/19 meetings were distributed to the BOD, Chief Officers and posted on the bulletin board. Some quick high lights are the following:
- Effective 1/9/19 the new age to become an EMT in the state of NY is 17 (by testing date).
- EMS Week starts on Sunday 5/19/19.
- Working on grants for Leadership courses to be given both in the classroom setting as well as on line learning.
- NY Statewide BLS Protocol will go into effect on 8/1/19.
- NYS Legislative Bill (A1208 / S 1805) proposed which would authorize collaborative programs for Community Paramedicine.
- A joint Safety Committee and Systems Committee group is looking at EMS equipment requirements under Part 800.
-EMS For Children is asking that each EMS agency have a Pediatric Emergency Care Coordinator (PECC) at their agency (a 2/13/19 SC EMS request was given to Chief Officers).

REMSCO – 2018 NYS EMS Council Awards Program – I distributed the REMSCO 2018 Award Notification to Operations. Nomination deadline is 5PM Wednesday March 13, 2019. Visit the Suffolk REMSCO website for additional information.

(Note: NYSVARA Special Awards application is on the NYSVARA.org website and the deadline for those nominations is August 1, 2019).

SC FRES – A 2/4/19 memorandum from FRES acting commissioner John Jordan requests each agency sent in a support letter for 2019 House resolution (HR 451) to eliminate the UHF TBand spectrum give back of 2021. I ask that President Fischer and Chief Como send a joint letter in support of this bill. A downloadable word template is on the SC Fire Rescue website – communications page along with a link congressman.

NYS Income Tax Claim for Volunteer Ambulance Workers $200 refundable Credit for 2018-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.

NYSVARA Scholarship - The NYSVARA annually provides up to three $500 scholarships to applicants who are members (youth or adult) of a member of a squad in good standing in the NYSVARA. These scholarships must be used by applicants to furthering their education in an accredited institution of higher education. For additional information and application – visit NYSVARA.org website. The application deadline is August 1, 2019.

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):** I have updated the Plaque and have stored it away. I will mount the Plaque after the Installation Dinner.
- **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):** No Report.
- **Pins and badges (Roger Winter):** I am still waiting for the 2018 list of Members off probation from Chief Casey Orr/Chief Mike Como
- **Veterans Plaque:** As I have not received any information from Robert Franz regarding veterans in service. I will not be adding any names at this point.

ID/Accountability Cards (Roger Winter-Chair): 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 for the treasurer. Members who have paid their dues should have received cards. I have received memos that members have not received their membership cards. I am directing them to the Treasurer.

Issues with ID Photos: We have not received the new member paperwork for many months, other than Ann Schwartz. We keep track of the new members and add them to the computer when we get the information. I was under the impression that Lehti Laas was to give all of us this information. ID is on the list. I will send an email.

LED Sign (Diane Tanko - Chair): 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 new mailing is ready to go. Andrew Taylor’s picture was improved on by Diane Tanko and Christina Covar from ZacMel Graphics. We are now ready to go to print.
As of 2/19/2019 we have received $4,457.87 from 74 respondents

Flag Etiquette (Roger Winter- Chair) The recent flag event is for NYC Detective Brian Simonsen.

The Flag will be at ½ staff until interment, Wednesday, 2/20, 2019. We will raise the flag on Thursday Morning, 2/21/2019.

Memorial Day / Veterans Day Events: no report

Squad Photos Past Presidents and Ex. Chiefs (Roger Winter - Chair): The only picture left to mount is Drew Silverman. Casey has given me her preference for the picture. I will process the order this month.

Building: **Roger Winter - Chair**
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: Looked at and replaced the thermostat in the ready room and exercise room. They have investigated additional issues as needed according to the contract.

Garage doors: no issues

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: no issues

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: NO CHAIR PERSON TO HANDLE THE DECORATING.

Lighting Repairs: Truck room lighting is a safety issue. R & T has been working on lights that need to be replaced with LED lighting.

Traditional Air Conditioning: Air conditioning unit for the ready room: I have received the information requested but I feel that we should make the repair. I will put the documents on the google drive Wednesday as I have not had a chance to complete the scan. I will put that document on the google drive ASAP.

Hi Roger,
The coils are going into the condensing unit by the roof hatch. The unit was changed about 7-8 years ago. It serves the ready

room

All the equipment is roughly 20 years old and all are in working order but you should start to think about changing 1 or 2 a year before it becomes an emergency. The replacement units would be much more efficient than the existing units. The rough price range on replacement units varies from about $18,000-$30,000 depending on the capacity of the equipment being changed

Thank you,
Ralph Bianco
Service Manager
Traditional Air Conditioning
ralph@traditionalac.com
(516) 932-2020

Call Power Co. Inc. – Wayne Frida has retired and sold his company. He still works and will still service our generator. GenServ will be our generator repair and service company. Bob Franz has been contacted in regards to insurance and workman's compensation. He will get the information and then he will service our generator.

R & T Electric

Bulbs for Ready Room lights see Below. I have talked with Richard Boccia about a separate set of party lights for the dance floor.

50th Anniversary final report:

Original budget submitted: $67,950-$75,250
Budget as approved 5/18/17 $125,000

ACTUAL COST		
Dinner	$39,967.45	
Photographer	$3,475.00	
DJ	$1,295.00	
Hoodies	$9,834.50	
Decorations/office supplies		
Shipping of shirts	$565.80	
Journal	$14,790.00	
Decals (approximate)	200.00	70,127.75 **

Open items:

There are 14 hoodies left in inventory. They are being distributed to members as they come off probation and as available remaining sizes allows.

Journals have been distributed most current members and mailed to inactive life members. Approximately 35 members have not picked up their book. I am continuing attempts to assure all members receive a book.

Currently we are distributing them to associate members who respond to the PULSE article explaining distribution.

At this time the 50th Anniversary committee should be closed. Future work of distributing the journal and the remaining hoodies will be handled by the historian.

Martha Brenner
50th Anniversary Chair

**there are some small misc. expenses that I do not have records for.

President's Report – Seth Fischer:

-Overpayment from Medicare/Medicaid: PAB stared reimbursement for overpayment, some are offsets and some are refunds.

-Housekeeping: better volunteer experience. Please come with ideas so this is a positive environment.

-LOSAP discussed with the TOH, Secretary Franz and Thomas Hogan were in attendance

-David Mohr will be looking over the Uniform Code

-Recruitment will be addressed

-Compliance Officer discussion, Director Daniels appointed as the HCFAS Compliance Officer (see motion above)

Old Business: None

New Business:
-Director Orr brought up paid paramedic hourly salary.
-James Mallilo asked for the listing of committee Chair's for LOSAP.

Motion by David Mohr and seconded by Ann Schwartz to enter into Executive Session at 2045 hours. First Deputy Chief Wuestman in attendance.
MOTION APPROVED UNANIMOUSLY

Executive Session over at 2135 hours.

-The Board discussed billing and bad debt.

Motion by David Mohr and seconded by Chief Michael Como 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: March 16, 2019

Amended and approved: March 28, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: March 14, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Gail Glister, Ryane Como, David Kaufman and Lehti Laas

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Jeffrey Daniels to approve the minutes of February 7th, 2019 as amended.
MOTION APPROVED UNANIMOUSLY

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

Proposals-
METS Game 2019 EMS DAY
Stryker Service Contract
Traditional Air Conditioning Systems and Service Valve Replacement
Children's Easter Egg Hunt 2019
Annual Inspection & Dinner Dance 2020
Nine 4G Data Plan for our Lifepak 15 Monitors
Operational Officers Plaque like awards 2018

METS GAME 2019 EMS DAY

Motion by Brian Canty and seconded by Chief Michael Como to purchase a maximum of 50 tickets to attend the Mets "EMS Night" Mets v Nationals game on May 20, 2019 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 Brian Canty 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 5, 2019. 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.

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

Stryker Service Contract

Motion by Chief Michael Como and seconded by Ann Schwartz to accept the recommendation of Third Deputy David Kaufman to purchase Stryker ProCare EMS Protect for all six stair chairs (1-year) and six stretchers (5-years), the 5 power lifts (extending coverage 5 years) currently covered and the one power lift (5-years) not currently covered at a cost of $36,910.25. The stair chairs will be covered from 3/14/19 to 3/14/20. The power loads and stretchers will be covered from 3/14/19 to 3/13/2024. It is essential to maintain these intricate lifting devices as they have many moving parts and a serious malfunction puts our patients and members at risk of injury. When our moving devices break, it puts an ambulance out of service until we can have them serviced. This plan includes Stryker support and service calls, parts, labor, and travel for five years on the stretchers and one year on the stair chairs. We would receive the following benefits: Stryker OEM parts, labor and travel expenses, battery servicing and replacement, 24-72 hour repair turnaround, Stryker-trained service specialists, 2-hour call back time.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Traditional Air Conditioning Systems and Service Valve Replacement

Motion by Roger Winter and seconded by Robert Franz to remove 13 defective 1.25 inch 3 way valves and automatic air vents for the unit heaters and discard. Furnish and install 13 new valves and vents connected to existing piping. Furnish and install new insulation (where removed for the replacement of the valves). Leak check and check operation. All of these units are in the overhead heaters in the garage. The total cost of the project, $17,995.00 as proposed and submitted as attached.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Children's Easter Egg Hunt 2019

Motion by Ann Schwartz and seconded by Brian Canty, to accept the recommendation of the Events Committee Co-Chairperson for Children's Easter Egg Hunt Ann Maloney and authorize and approve the Children's Easter Egg Hunt and Party on Saturday April 20, 2019 from 10am to 12 noon. The hunt will be at Jefferson School on Oakwood Road and Pulaski Road (or other suitable location if 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, table decorations (only table decorations are permitted) etc. Also, to authorize the issuance of any required certificate of insurance in connection with the hunt. The Event Coordinator, Ann Maloney-Leslie will be responsible for the event. The authorized attendees will be in accordance with the SOP Article IX Section 6 and will be posted as part of the sign- up sheet. The Special Events Committee Co-Chairperson for Children's Easter Egg Hunt, with the approval of the Board Liaison will have the authority to approve requests by other interested parties to attend the event providing a fee of $15.00 per attendee is paid in advance. The Special Events Committee Coordinator for Children's Easter Egg Hunt may request an advance from the Treasurer that will be accounted for in accordance with the PP. No other funds will be provided without the express pre-approval of the Board of Directors. The Special Events Committee Co-Chairperson for 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

Annual Inspection & Dinner Dance 2020
Motion by Brian Canty and seconded by David Mohr 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 renew a contract with Larkfield, for the Annual Inspection and Installation Dinner Dance on Saturday, March 7, 2020 from 5:30PM to 12:00AM with a minimum guarantee of 300 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. This contract is the same as the 2019 installation dinner and there are no increases.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Nine 4G Data Plan for our Lifepak 15 Monitors
Motion made by Brian Canty and seconded by Chief Michael Como to purchase nine KORE Data plans by Verizon for our Lifepak 15 modems from Physio Control, Contract #NASPO17#OK-SW-300, at cost not to exceed $5,643.00 ($627/3yr/Modem). This contract will be in effect from April 1, 2019 to March 31, 2022.
HCAD funds
MOTION APPROVED UNANIMOUSLY

Note: The following motion was made after the Executive Session
Operational Officers Plaque like awards 2018
Motion by Roger Winter and seconded by Chief Casey Orr to accept the recommendation of the 2018 Operational Officers and authorize and approve Chief Casey Orr to purchase and present plaque like awards at the 2019 Installation Inspection Dinner for the Operational Officers' 2018 Awards at a cost not to exceed an aggregate amount of $802.00. The award recipients were selected by the 2018 Operational Officers. The awards are for Probationary Member of the Year, BLS Provider of the Year, ALS Provider of the Year, Dispatcher of the Year, Driver of the Year, Administrative Member of the Year, Top Responders, Chiefs Outstanding Performance in the Field and Operational Member of the Year.
HCAD funds
Yes: MC, CO, JD, DM, RW, RF Abstain: AS, 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: Feb 22, 2019 to Mar 14, 2019

HCAD Transactions (63) Checks & (2) Direct Debits Totaling $100,265.55
Payroll $6,190.70 02/10/19 thru 02/16/19 Pay date 02/22/19
$5,437.70 02/17/19 thru 02/23/19 Pay date 03/01/19
$5,479.41 02/24/19 thru 03/02/19 Pay date 03/08/19

HCFAS Transactions (4) Checks & (0) Direct Debits Totaling $2,555.58
POST Transactions (1) Checks & (0) Direct Debits Totaling $ 990.00

Yes: MC, CO, JD, DM, RW, AS, BC Abstain: RF

MOTION APPROVED

Past Due	**Date**	**Invoice#**	**Amount**
Adept Tech	01/17/2019	2018-6230	$438.75
LI Screen	10/30/2019	51712	$101.00
	01/22/2019	E 54931	$78.00
	01/24/2019	E 54860	$120.00

Transfers: 03/01/2019 1061-F to 1057-F $10,000.00
02/20/2019 M&T Bank to TOH $178,431.65

Members dropped for non-payment of dues as of 3/1/19 – See Secretary's Report.

Chief's Report – Michael Como:

Equipment & Vehicles –

Vehicles

19 @ 9th Street - Dent is repaired. 9th Street still needs to repaint and apply vinyl lettering. No estimated completion date provided by 9th Street.

21 @ Specialty - Went in for minor repairs and to have "buckling" compartment wall investigated. Structural damage to compartment was found and is still being investigated. We will report back when additional information is available.

82 back in quarters - Repairs complete but the grille guard is back-ordered. Unit back in service.

Equipment

Stretchers, stairchairs, and power lifts - Hoping to finalize maintenance plan

The 4G modems arrived and have been installed.

New ALS equipment

- EZ Flow Safe II CPAP devices were deployed and are located in clear plastic containers in the ALS cabinets.

Personnel –

Nothing to report

Events/Projects –

- The QA/QI committee met with our medical director Dr. Brandler and will be focused on a specific project over the next few months. We will be focusing on chest pain and asthma call reviews. Our goal is to ensure that providers are both following protocol and documenting it on their PCRs in the flowchart and narrative. We will be posting the results of our first review to see how compliant our calls are with protocol and working from there for a goal of 95% adherence. Gail Glister and Allison Russo will be sending messages to CLs through ESO and enlisting the help of the Day Captains for any needed re-education. Our results will also be compared with national statistics recently published by ESO.

- NYS is going to/has lowered the EMT minimum age requirement to 17. We are researching this and will get back to the board with more information.

Training –
Review Training:
- March Review Training is out on "Transport Decisions and Hospital Destinations"

Upcoming Trainings / CMEs:

- Mark Brenner held a 1 hour non-core CME on "Infusing Care into EMS" after the 3/11 GMM
- On March 12th at 1900 Colby Roweand Dr. Vosswinkle from Stony Brook Hospital presented on "Trauma Pre-Notification" and did call review of our patients transported to SBH
- Thursday April 4th at 1900 Dr. Robert Scanlon will be presenting on "Labor and Delivery in the Field

<u>Lead Paramedic Report:</u>
3 candidates set for interviews:

Tom Hughes
Mikes Sloggatt
Brianna Scotti

ALS check compliance has been good. Any negative trends will be addressed as it's an expectation. (Allison, Carlock)

Inactive employees (Beitel, Bernstein) will be spoken to this week regarding hours and a decision will be made to increase activity or be removed from the roster. Feliciano had school obligations in Jan and Feb and will increased activity going forward.

ALS call review being set up with Dr. Brandler, dates to follow.

-Paid Paramedic concerns will be discussed at the next Board meeting
-Director Winter asked about a driver that damaged a vehicle

Secretary's Report –Robert Franz:

New Members:
Motion by Robert Franz and seconded by Chief Michael Como to accept Colin Weigele, former Post 215 member as a new probationary member #1553, Shift: Friday 1500 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Dropped:

Motion by Brian Canty and seconded by Robert Franz to drop from membership for non-payment of dues as per the By-Laws Karen Browne member #1469, effective 3/1/19.
MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Robert Franz to drop from membership for non-payment of dues as per the By-Laws Jayne Ericksen member #1459, effective 3/1/19.
MOTION APPROVED UNANIMOUSLY

Status Change:
Thomas Romano #939: Active 20 Year Exempt to Active Life Membership as presented at the installation dinner on 3/2/19; granted by board of directors on 11/29/18.

Insurance: MVA 7/5/16 – 2-15-21 – Deposition Update - The deposition of a member is scheduled for the latter part of April at the Squad. The member will be represented by our Squad attorney.

REMSCO Meeting March 12, 2019
-HCFAS Friday evening crew, Phil Orlando, Lorely Villamide Herrera and Israel Cortes received a CPR Save award from Suffolk REMSCO.
-EMS Week starts on Sunday 5/19/19 and NYS DOH suggests that agencies make their community aware of what EMS is all about.
-EMS Memorial is Tuesday May 21st at 11am in Albany.
-2018 NYS EMS Council Awards Program nominations deadline has been extended to April 1st. (Note: NYSVARA Special Awards application is on the NYSVARA.org website and the deadline for those nominations is August 1, 2019).
-Ambulance Services Agreements are in process of revisions – will be completed in six months.

Newsday 3/13/19 Article on Youth Squads featured Wyandanch Wheatley Heights Ambulance Corp and Glenwood Fire Department youth squads and gave the reader an insight into these youth programs. Perhaps this publicity will generate inquiries of HCFAS's program by local students or their parents.

NYSVARA Board Meeting 3/9/19
– Legislative Day will be Monday May 6, 2019 in Albany.

Installation Dinner 3/2/19 at the Larkfield, East Northport, NY

Installation of 2019 Board of Directors and Operational Officers:

Board of Directors
President – Seth Fischer
Vice President – Ann Schwartz
Secretary - Robert Franz
Treasurer – Brian Canty
Director – Roger Winter
Director – Jeffrey Daniels
Director – Casey Orr
Director – David Mohr

Operational Officers:
Chief – Michael Como
First Deputy Chief – Elizabeth Wuestman
Second Deputy Chief – Ryane Como
Third Deputy Chief – David Kaufman
Chief Dispatcher – Michael Barker
Sunday Day Captain – WilliamConnolly
Monday Day Captain – Kelly Murphy
Tuesday Day Captain – Elizabeth Mohr
Wednesday Day Captain – Kathryn Donegan
Thursday Day Captain – John Mancino
Friday Day Captain - Kathy Castillo
Saturday Day Captain – Andrew Taylor

Life membership- Thomas Romano # 939 granted by BOD at the 11/29/18 board meeting.

Operational Officers Star of Life Awards For 2018– Presented by 2018 officers

ALS Provider of the year - Mark Brenner
BLS Provider of the year - Fiona Witkowski
Dispatcher of the year - Elizabeth Beach
Driver of the year - Robert Loysch
Probationary members of the year - Esteban Lopez, Jake Levinsky, Karl Forsberg
Crew of Excellence - Laura Treulich, Keith Tamayo, Robert Biersack, Michael Jacoby
Distinguished Member - Sharyn Cullen-Kutcher
Administrative Member of the year - Phil Schmidt
Top Responders: Robert Biersack, Elizabeth Mohr, Robert Loysch, Tom O'Leary, Eric Nazinitsky

Longevity Awards for 2018 – Presented with plaque and flowers (25 years and greater):

20 Years* James Lupo #959 and Mary Sisinni #962.

30 Years Eileen Burns #767 and Mary Jane Woznick #769.

35 Years Pete Nakelski #681 and Christine Tedone #677.

40 Years John Palmieri #499 and Roger Winter #496.

45 Years Andrea Golinsky #315 and Sharyn Cullen-Kutcher #318.

* - mentioned at event

Deceased members remembered:
Associate member James Clinton
Former member William Ryan (9/11 Responder)

Outgoing Corporate & Operational Officers and Directors:

Board of Directors-
Keith Tamayo #1435 - 2017-2018
Richard Stone #1149 - 2017-2018

Operational Officers:
Chief Casey Orr #1283-2017-2018
1st Deputy Chief Elizabeth Mohr #1292-2017-2018
2nd Deputy Chief Keith Rubenstein #1154- 2018
3rd Deputy Chief Jeffrey Brenner #1135-2018
Chief Dispatcher Patty Tufo #1242-2018
Captains-
Michael Como #1463-2018
David Kaufman #1390-2018
Andrew Campagnola #1352-2018
Ryane Como #1462-2018

President's Report – Seth Fischer:
-Medicare & Medicaid issues are resolved
-Compliance Committee started, James Mallilo is on it
-The next BOD meeting is scheduled for March 28th, 2019

Old Business: None

New Business:
-Lehti Laas asked the Chief if Operations wanted to run the Open House, if not, Sara Manning will do it again this year. The Chief requested that Sara take it over this year.

Motion by Seth Fischer and seconded by David Mohr to enter into Executive Session at 2003 hours, Second Deputy Chief Ryane Como will remain in the room.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2047 hours.

Motion by Seth Fischer and seconded by David Mohr to adjourn the meeting at 2048 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 24, 2019

Amended and approved: March 28, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: March 28, 2019

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**ABSENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**ABSENT**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Ryane Como, James Mallilo, Elizabeth Wuestman, David Kaufman and Lehti Laas

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of February 21st, 2019 as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of March 14th, 2019 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals-
Weight Watchers Classes – Sundays 10:00 AM - starting April 14, 2019
Attendance of Delegates at NYSVA&RA Meeting on May 5, 2019 & Legislative Day on May 6, 2019
Attendance of Squad Members at NYSVA&RA Meeting on May 5, 2019 & Legislative Day on May 6, 2019
Town of Huntington "Touch-a-Truck" Saturday 4/13/19
General Meeting Room Use Request Wednesday May 29, 2019 – Andrew Capagnola #1352
Repair of 2-15-19 Liquid Spring suspension system
Landscaper - Soundview Gardens and Design LLC

Weight Watchers Classes – Sundays 10:00 AM - starting April 14, 2019

Motion by Casey Orr and seconded by Chief Michael Como to offer the membership Weight Watcher classes. For 12 weeks the cost is $156 per person. The minimum number of members to start and continue a workshop under this option is 15. Digital access is included. Our next promotion runs 4/8--5/31. Your kick off week 1 launch must occur during this window to be eligible.

Cost per person is $156.00 for a 12 week series includes free e-tools. Each attending squad member would be eligible to receive a full reimbursement of the cost of the 12 week session given the following conditions: the member must attend 9 out of the 12 meetings and must achieve a minimum weight loss of 5%.

HCFAS Funds

Yes: MC, CO, DM, RW, RF No: BC

MOTION APPROVED

Attendance of Delegates at NYSVA&RA Meeting on May 5, 2019 & Legislative Day on May 6, 2019

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 5, 2019 (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 5, 2019 or alternate date at an amount not to exceed a base room rate of $125 per person and the reimbursement on May 5 and 6, 2019 or alternate dates of the GSA per diem rate for meals and incidentals of $61 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 5, 2019 & Legislative Day on May 6, 2019

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 5, 2019 and the Legislative Day on Monday, May 6, 2019 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 6, 2019 at an amount not to exceed base room rate of $125 and a GSA per diem rate for meals and incidentals of $61 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: MC, CO, RW, RF No: BC Abstain: DM

MOTION APPROVED

Town of Huntington "Touch-a-Truck" Saturday 4/13/19

Motion by Robert Franz and seconded by Chief Mike Como 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 13, 2019 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

General Meeting Room Use Request Wednesday May 29, 2019 – Andrew Capagnola #1352
Motion by Robert Franz and seconded by Brian Canty to permit Andrew Campagnola # 1352, the use of the General Membership Meeting Room in accordance with HCFAS General Meeting Room Use Application & Rules to conduct his brother's Eagle Court of Honor ceremony and reception on Wednesday May 29, 2019 from 6:00 PM to 9:00 PM. Set-up time will be two hours prior to the event (4:00 PM) and cleanup will be after the event from 9:00 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, vendor hold harmless agreements or TIPs certified bartender are not required since no alcohol will be served and member will provide and serve their own refreshments. 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

Repair of 2-15-19 Liquid Spring suspension system
Motion by Chief Como and seconded by David Mohr to authorize and approve the emergently repair of 2-15-19 by VCI Emergency Vehicle Specialists, at the recommendation of Third Deputy Chief Kaufman, nunc pro tunc at a cost of $4,665.28. This repair fixed a problem with the Liquid Spring suspension system, which rendered the ambulance unusable, and other minor issues. The Liquid Spring suspension system repair was beyond the warranty period.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Landscaper - Soundview Gardens and Design LLC
Motion by Roger Winter and seconded by David Mohr to authorize and 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 $3,825.00 payable March through December 2019. 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
Yes: RS, RW, KT, CO, BC Abstain: RF
MOTION APPROVED

Treasurer's Report – Brian Canty:

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

Checks dated: Mar 14, 2019 to Mar 28, 2019

HCAD Transactions (36) Checks & (8) Direct Debits Totaling $46,485.32
Payroll $7,191.90 03/03/19 thru 03/09/19 Pay date 03/15/19
$5,757.04 03/10/19 thru 03/16/19 Pay date 03/22/19
HCFAS Transactions (3) Checks & (1) Direct Debits Totaling $1,514.00
MOTION APPROVED UNANIMOUSLY

Past Due	Date	Invoice#	Amount
Adept Tech	01/17/2019	2018-6230	$438.75
LI Screen	10/30/2019	51712	$101.00
	01/22/2019	E 54931	$78.00
	01/24/2019	E 54860	$120.00
Integrated	02/26/19	652911	$ 46.60

Transfers: 03/10/2019 M&T Bank to TOH $184,030.25

-The renewal consoles maintenance contract with Mayday communications was executed.

Chief's Report – Michael Como:

Equipment & Vehicles –

Vehicles

19 – Back at headquarters repairs complete.

21 – Structural damage of box being addressed @ Specialty

82 – Grill guard in transit from WA.

Personnel –

See personnel report

Events/Projects –

- Chief Order 01-2019

Training –

Review Training:

- March Review Training is out on "Transport Decisions and Hospital Destinations
- April Review Training is out on "Pregnancy Complications and Emergency Childbirth"

Upcoming Trainings / CMEs:

- Thursday April 4th at 1900 Dr. Robert Scanlon will be presenting on "Labor and Delivery in the Field"
- Thursday May 9th at 1900 Colby Rowe and SCPD Marine Bureau Sergeant John Vahey on "Watercraft Trauma"

-SCEMS requested we nominate a pediatric point of contact at HCFAS. The Officers have chosen Day Captain and pediatric nurse Elizabeth Mohr #1292. This SCEMS Division is a regional coordinator for the Prehospital Pediatric Emergency Care Coordinator (PECC) for N.Y.S.

Paramedic Report

2 candidates referred by Ann Schwartz- to be interviewed next week date TBA (4 total in pipeline)

Ketamine- application in process- CS agent Michelle Miller handling logistics for medic vs cc pouches- medic pouches will be different color to avoid confusion.

Activity- Bernstein and Beitel given final opportunity in April to pick up shifts or will be removed from roster.

Paramedic E-PCR's- working with 32 to set up so medic can write separate PCR w/ ALS assessment and narrative in the event they hand pt off to BLS crew for transport.

Checkout compliance:
Losquadro, Mullin, Hector, Pierre 100% were compliant.

Missing checkouts:
3/6 Bessen
3/6 Masem
3/8 Bessen
3/10 Lutz
3/12 Lutz
3/12 Allison
3/13 Barbou
3/16 Bessen
3/19 Allison
3/20 Barbou
3/23 Bessen
3/25 Bessen
3/26 Allison

Status Change/Advancements:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
72	Mullen	Carolyn	Weds 0700	Disp TR	Disp	3/10/2019
1518	O'Riordan	Casey	Sat 2300	ACL	CL	ASAP
1541	Prestin	Kimberly	Sat 1500	Disp TR	Disp	ASAP
1521	Cortes	Roxanne	Weds 1900	Disp TR	Disp	3/18/2019
1533	Hotten	Max	Thurs 2300	Disp TR	Disp	3/16/2019

1631	Flurkey	Zach	Fri 1500	Disp	FA	3/15/2019
1631	Flurkey	Zach	Fri 1501	FA	ACL	ASAP
1489	Denker	Christina	Fri 1100	CL	DR TR	ASAP
1535	Oneil	Jeff	Thurs 1500	Disp	FA	2/21/2019

Shift Change:

Member #	Last Name	First Name	From	To	Effective	Reason
1489	Denker	Christina	Fri 1100	Co 8	ASAP	Job/school

No Show:

Member #	Last Name	First Name	Date of Offense	Day & Shift
1435	Tamayo	Keith	2/24/2019	Sun 1100

Secretary's Report –Robert Franz:

Motion by Robert Franz and seconded by Chief Michael Como to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Gallego, Vanessa	Monday	1450	Medical	1/8/19 – 4/8/19
Gonzales (Williamson), Tiffany	Sunday	1422	Extended Medical	9/20/18 – 12/9/18
Ingwersen, James	Admin	1114	Medical	4/1/18 – 4/1/19
Magerle, Heidie	Tuesday	1163	Operational	3/4/19 – 6/4/19
Reciniello, Patricia	Sunday	740	Extended Medical	3/31/19 – 6/30/19
Vogel, Joanne	Tuesday	861	Operational	2/26/19 – 5/26/19

MOTION APPROVED UNANIMOUSLY

Probation Ending:

Motion by Chief Michael Como and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Roxanne Cortes, member #1521, effective 3/28/19.

MOTION APPROVED UNANIMOUSLY

Motion by Chief Michael Como and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Karl Forsberg, member #1525, effective 3/28/19.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Brenner, Martha	Tuesday	236	3/21/19	Medical LOA Dispatch only to Full Riding
Gonzalez (Williamson), Tiffany	Sunday	1422	12/9/18	Extended Medical
Ishikawa, Spike	Tuesday	1282	3/1/19	Operational
Wood, Betty	Tuesday	1464	2/26/19	Operational

Status Change:

Motion by Chief Michael Como and seconded by Robert Franz to grant the following Status Change: Joseph Nappi #753, Operational Membership to Administrative Membership, Email 3/26/19, Effective 3/28/19.

MOTION APPROVED UNANIMOUSLY

Motion by Chief Michael Como and seconded by Robert Franz to grant the following Status Change: Tyler Gibbs #1252, Operational Membership to Associate Membership, Letter 3/25/19, Effective 4/2/19.

2/3 Vote Required

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

MOTION APPROVED

Resignation:

Motion by Chief Michael Como and seconded by Robert Franz to accept the resignation of John Kovalsky (Jack) #1479 Resignation letter dated 3/14/19, effective 3/28/19.

MOTION APPROVED UNANIMOUSLY

President's Report – Seth Fischer:

-Donated services spreadsheet was distributed to the Board by Treasurer Canty.

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 Life Member Plaque has been reinstalled with the newly inducted Life Member Tom Romano

-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): Christine has resigned from the committee after 16 years of service to this committee.

-Pins and badges (Roger Winter): I am still waiting for the 2018 list of Members off probation from BOD Secretary Robert Franz or Lehti Laas, and or Chief Mike Como.

-Veterans Plaque: As I have not received any information from Robert Franz regarding veterans in service I will not be adding any names at this point.

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 for the treasurer. Members who have paid their dues should have received cards. I have received memos that members have not received their membership. I am directing them to the Treasurer.

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, Martha Brenner, Pete Nakelski, Roger Winter : The first mailing has been mailed.

Martha Brenner has been added to the committee. Pete Nakelski comes in when available.

Flag Etiquette (Roger Winter) : Bunting was put up for Joe D'Andrea. The bunting was put up by Andy Ball, Vinny Castillo, Tom O'Leary. Two new memorial fan buntings were purchased.

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. Casey has given me her preference for the picture. I will process the order when the picture is received.

Chief Operational Officers Pictures: All pictures have taken and mounted. Thank you, Tony Cruz, for the picture taking and developing.

Building:

Committee Members as of 1/1/2019

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

Traditional Air Conditioning: I will inform Traditional to install the coils in the condensers. The heating valves will be replaced in the off season.

Garage doors: N/A

Garage Floor: Bobby Loysch continues to clean the floors. New padding for the vehicles has been purchased in the case of vehicles leaks.

Ice Machine in Ready/Room Kitchen: no issues

Gold Coast Cleaning – issues with cleaning when reported are taken care of quickly.

Scallo Irrigation: We haven't turned on the system

Pestex Pest Management: Please report any issues so we can resolve them.

Wet Fire Extinguisher System: No report.

Christmas Decorations: NO CHAIR PERSON TO HANDLE THE DECORATING.

Lighting Repairs: Truck room lighting is a safety issue. R & T has been working on lights that need to be replaced with LED lighting.
LED lighting replacement in the GMM 60 high hats replaced. I am investigating rebate from PSE&G
LED color lighting experiment is in progress. I do not think the system will work. The lights are bright but controlling them is an issue.
On Call Power Co. Inc. –GenServ will be our generator repair and service company. Bob Franz has been contacted in regards to insurance and workman's compensation. He will get the information and then he will service our generator.
Boiler Inspection: Complete. The last time payment was delayed for some reason. Fines could have been assessed. We are good for 2 years. Traditional looked at an issue that the inspector assessed.

Proposed Projects:

If you have a repair or project please let me know.

Old Business: None

New Business: None

Motion by Brian Canty and seconded by David Mohr to enter into Executive Session at 2010 hours with 1st Deputy Chief Elizabeth Wuestman, 2nd Deputy Chief Ryane Como, and 3rd Deputy Chief David Kaufman in attendance.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2035 hours.

Motion by David Mohr and seconded by Chief Michael Como to adjourn the meeting at 2036 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 22, 2019

Amended and approved: May 2, 2019

MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: April 11, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**ABSENT**
Roger Winter (RW)	**ABSENT**
Chief Michael Como (MC)	**PRESENT**

Guests: David Kaufman, James Mallilo, John Palmieri and Lehti Laas

Meeting called to order at: 1930 hours

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

Proposals-
Renew Service Agreement with VSS Security
Proposed SOP 02-2019: Funeral Protocols
Proposed SOP 03-2019: Company 8 (Withdrawn)
Repair on 2-15-21 by REV group & Lease Agreement with Specialty Hearse & Ambulance Sales
Squad Scholarships - 2019
Keith Davis #1208 Insufficient Hours Suspension Appeal Request

Renew Service Agreement with VSS Security
Motion by Brian Canty and seconded by David Mohr to renew the annual service agreement for the period April 1, 2019 to March 31, 2020 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

Proposed SOP 02-2019: Funeral Protocols
Motion by David Mohr and seconded by Brian Canty to approve Proposed SOP 02-2019 as amended:
Funeral Protocols. The SOP was printed in the April 2019 Pulse and read at the April 2019 General Membership Meeting. (Clean version at the end of the minutes)
SOP - 2/3 majority of the Board of Directors
MOTION APPROVED UNANIMOUSLY

Proposed SOP 03-2019: Company 8 was withdrawn after a lengthy discussion (proposed SOP below).

Repair on 2-15-21 by REV Group & Lease Agreement with Specialty Hearse & Ambulance Sales
Motion by Chief Michael Como and seconded by David Mohr to authorize and approve the following:
-The REV group to perform at no cost the warranty repair on 2-15-21 and delivery to and from their Florida plant as per their April 9, 2019 letter.
-The President to enter into a lease agreement for a 2005 Ambulance with Specialty Hearse & Ambulance Sales Corp, 60 Engineers Lane, East Farmingdale, NY on a weekly basis for zero dollars per week for a period of the earlier of fifteen weeks or upon 2-15-21 warranty repair being completed and delivered to HCFAS. During the lease period HCFAS will be responsible for maintenance of the leased vehicle excluding major repairs. HCFAS will pay the NYSDMV registration fee and insure the vehicle under its insurance policy for an agreed amount of $15,000 and have Specialty named as loss payee and additional insured.
-Specialty to arrange signage on the leased vehicle denoting it as a HCFAS ambulance in accordance with Part 800 at a cost NTE $350.
Third Deputy Chief David Kaufman will be responsible to oversee the above and also registration of the leased vehicle with the NYS DOH. A certificate of liability insurance will be requested from each vendor with HCFAS named as additional insured.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Squad Scholarships - 2019
Motion by Robert Franz and seconded by Chief Michael Como 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 2019 General Membership Meeting to select from those applicants who have applied to the Secretary as of July 1, 2019 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

Note: The following motion was made after the Executive Session
Keith Davis #1208 Insufficient Hours Suspension Appeal Request
Motion by Seth Fischer and seconded by Ann Schwartz, Brian Canty, Bob Franz, David Mohr, Chief Michael Como that in response to Keith Davis's appeal regarding his automatic two week suspension for an insufficient hours requirement in accordance with SOP Article II Section I and II, the board denies his appeal and strongly advises Operations to rescind Keith's Company 8 status.
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: Mar 29, 2019 to Apr 11, 2019

HCAD Transactions (31) Checks & (2) Direct Debits Totaling $64,991.18
Payroll $5,905.79 03/17/19 thru 03/23/19 Pay date 03/29/19
$5,772.11 03/24/19 thru 03/30/19 Pay date 04/05/19

HCFAS Transactions (1) Checks & (0) Direct Debits Totaling $100.00
POST Transactions (1) Checks & (0) Direct Debits Totaling $84.05
MOTION APPROVED UNANIMOUSLY

Transfers: None

Chief's Report – Michael Como:

Equipment & Vehicles –
Vehicles
21 – Structural damage of box being addressed.
82 – Grill guard arrived and was installed.
Personnel –
See personnel report
Events/Projects – None at this time
Training –
Review Training:
- April Review Training is out on "Pregnancy Complications and Emergency Childbirth"

Upcoming Trainings / CMEs:

- Thursday May 9th at 1900 Colby Rowe and SCPD Marine Bureau Sergeant John Vahey on "Watercraft Trauma"

Shift Change:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1551	Campbell	Nicole	Tues 0700	Disp TR	Disp	4/6/2019
1524	Malloy	Shaniece	Thurs 1100	FA	ACL	ASAP
1544	Kenedy	Bridget	Fri 0700	Disp TR	Disp	4/7/2019
1523	Kelly	James	Fri 0700	ACL	CL	ASAP
1550	Savaglio	Joseph	Weds 0700	Disp TR	Disp	4/6/2019
1550	Savaglio	Joseph	Weds 0700	Disp	FA	4/6/2019
1550	Savaglio	Joseph	Weds 0700	FA	ACL	ASAP
1298	Cambareri	Anthony	Mon 1900	DR TR	DR	4/8/2019
1534	Krisch	Erik	Sun 2300	Disp TR	Disp	3/23/2019

No Show's:

Member #	Last Name	First Name	Date of Offense	Day & Shift
1552	Reyes-Flores	Kimberly	4/4/2019	Thurs 1500
1298	Grimadeau	Venel	4/5/2019	Fri 1900

Secretary's Report –Robert Franz:

New Members:
Motion by Robert Franz and seconded by Chief Como to accept John Conners as a new probationary member #1554, Shift: Monday 1900 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Como to accept Katherine Kallergis as a new probationary member #1554, Shift: Friday 0700 in accordance with Article III, Section 2 of the By-Laws.

MOTION APPROVED UNANIMOUSLY

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

Name	Day	Membership #	Type	Dates
Barreau, Fritz	Saturday	1025	Operational	3/8/19 – 3/30/19
Gallego, Vanessa	Monday	1450	Extended Medical	4/9/19 – 7/9/19
Nakelski, Peter	Admin	681	Extended Medical	4/14/19 – 7/14/19
Orr, Gregory	Tuesday	983	Emergency Medical	4/1/19 – 7/1/19
Woznick, Mary Jane	Tuesday	769	Extended Medical	1/18/19 – 4/19/19

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Cortes, Israel	Friday	1174	4/5/19	Operational
Cortes, Stephanie	Friday	1426	4/5/19	Operational
Oberle, Nicholas	Saturday	1532	4/13/19	Military

Status Change:

Motion by Robert Franz and seconded by Chief Michael Como to grant the following Status Change:

Ferd Neumann #369: Active Operational Life Membership to Inactive Life Membership, effective 4/11/19

MOTION APPROVED UNANIMOUSLY

Motion by Chief Michael Como and seconded by Robert Franz to grant the following Status Change:

Kathi Bonessi #936 Operational Membership to Administrative Membership, effective 4/11/19

MOTION APPROVED UNANIMOUSLY

Deceased:
#2 - Joseph D'Andrea Sr. – Founder/Charter, Inactive Life Member- Passing 3/18/19

#34 & #704 - Margaret Cornelius - Charter, Inactive Life Member – Passing 4/6/19

#740 -Patricia Reciniello - 20 Year Exempt/Active 33 Year Member - Passing 4/9/19

Insurance:

MVA 3/27/19 – 2-15-17 vs 2-15-81 – While backing up to leave the scene, 2-15-17 came in contact with the back of 2-15-81 which was parked. There was no damage to 2-15-17 but there was some cosmetic damage to 2-15-81. This will not be reported to our insurance carrier.

Audit: NYS Insurance Fund conducted a field audit on Wednesday 4/3/19 for our 2018 VAWBL and Workers' Compensation policy premiums. I anticipate receiving a $1,900 credit on our WC premium and no change on our VAWBL premium.

Renewal: The renewal of our general, automobile and umbrella policies are in process.

Deposition: The deposition of one of our members in connection with the 7/5/16 MVA has been cancelled since our insurance carrier's attorney settled the claim with the other party.

LOSAP 2018 Point Listing – On 4/1/19 the 2018 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 298 participants who were active during 2018 of which 59 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.

LOSAP Audit – HCFAS was notified that the Town of Huntington's independent CPA's will be auditing the 2018 point listing at a later date. I have been in contact with the CPA firm and hope to receive their audit selection and list of the documents required.

PCR Requests – Our attorney advised us that as a HIPAA covered entity due to billing for services rendered, we can only impose a reasonable, cost based fee, but retrieval costs are expressly disallowed. We are allowed to charge for labor of making the copy, the cost of the toner and the paper and for mailing. Whether a fee is reasonable is a fact specific determination but it is hard to imagine justifying a fee of more than $10. He feels it may prove less costly just to provide the record than it is to write and ask for the fee. Another approach might be to send the requested record and include a return envelope and note saying we are a NFP agency staffed by volunteers and request that you return the envelope with a check for $35 to support our agency and to defray the costs of records maintenance.

I recommend that future requests will continue to request a reasonable fee of $10. Subpoena fee of $15 will continue to be received.

NYS Income Tax Claim for Volunteer Ambulance Workers $200 refundable Credit for 2018 - A notice was repeated in the April Pulse. NYS tax form IT-245 with instructions is posted on the bulletin board and copies are available on the mail folder counter.

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

R**enaissance Downtown Huntington (RD)–** As per Lehti's report at the April GMM, we should try to monitor RD's discussions with the MTA regarding parking space for parking space vs square feet for square feet so that we do not lose access to parking due to development of the property next to our building.

President's Report – Seth Fischer:
-Waiting for a response from Leora on Medicaid/Medicare billing issues.
-The new ambulance should arrive in 2 months.
-Thank you to James Mallilo for filling in as Chaplain at Margaret Cornelius's wake.

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 Life Member Plaque has been reinstalled with the newly inducted Life Member Tom Romano
-**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):** Christine has resigned from the committee after 16 years of service to this committee.
-**Pins and badges (Roger Winter):** I am still waiting for the 2018 list of Members off probation from BOD Secretary Robert Franz or Lehti Lass, and or Chief Mike Como.
-**Veterans Plaque:** As I have not received any information from Robert Franz regarding veterans in service I will not be adding any names at this point.

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 for the treasurer. Members who have paid their dues should have received cards. I have received memos that members have not received their membership. I am directing them to the Treasurer.
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, Martha Brenner, Pete Nakelski, Roger Winter : The first mailing has been mailed.

Martha Brenner has been added to the committee. Pete Nakelski comes in when available.

Flag Etiquette (Roger Winter) : Bunting was put up for Joe D'Andrea. The bunting was put up by Andy Ball, Vinny Castillo, Tom O'Leary. Two new memorial fan buntings were purchased.

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. Casey has given me her preference for the picture. I will process the order when the picture is received.

Chief Operational Officers Pictures: All pictures have taken and mounted. Thank you, Tony Cruz, for the picture taking and developing.

Building:

Committee Members as of 1/1/2019

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

Traditional Air Conditioning: I will inform Traditional to install the coils in the condensers. The heating valves will be replaced in the off season.

Garage doors: N/A

Garage Floor: Bobby Loysch continues to clean the floors. New padding for the vehicles has been purchased in the case of vehicles leaks.

Ice Machine in Ready/Room Kitchen: no issues

Gold Coast Cleaning – issues with cleaning when reported are taken care of quickly.

Scallo Irrigation: We haven't turned on the system

Pestex Pest Management: Please report any issues so we can resolve them.

Wet Fire Extinguisher System: No report.

Christmas Decorations: NO CHAIR PERSON TO HANDLE THE DECORATING.

Lighting Repairs: Truck room lighting is a safety issue. R & T has been working on lights that need to be replaced with LED lighting.

LED lighting replacement in the GMM 60 high hats replaced. I am investigating rebate from PSE&G

LED color lighting experiment is in progress. I do not think the system will work. The lights are bright but controlling them is an issue.

On Call Power Co. Inc. –GenServ will be our generator repair and service company. Bob Franz has been contacted in regards to insurance and workman's compensation. He will get the information and then he will service our generator.

Boiler Inspection: Complete. The last time payment was delayed for some reason. Fines could have been assessed. We are good for 2 years. Traditional lookwed at an issue that the inspector assessed.

Proposed Projects:

If you have a repair or project please let me know.

Old Business: None

New Business: None

Motion by David Mohr and seconded by Brian Canty to enter into Executive Session at 2035 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2057 hours.

Motion by Seth Fischer and seconded by David Mohr to adjourn the meeting at 2100 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: May 10, 2019

Amended and approved: May 15, 2019
MOTION APPROVED

FINAL VERSION:

SOP 02-2019

Article IX

Section 3 - Funeral Protocols:

1. Death Notice Procedures:

A. Any member receiving information regarding the death of a Charter member, former member, Associate member or a current member or member's immediate family shall immediately notify the Chief and First Deputy Chief.
B. The Chief will immediately notify the President and Secretary, who will, in turn, notify the Good and Welfare Committee.
C. The First Deputy Chief will post the information regarding the death and funeral arrangements in the Ready Room and will notify all Day Captains, who will in turn contact all personnel on their day. The First Deputy Chief will also insure that an announcement regarding the death and funeral arrangements is made via blast text message and/or email.

2. Funeral Arrangements:

A. Death of an active or life member, or death of member's parent, step-parent, child or guardian: full Squad funeral service unless otherwise requested by the member or family or if the services for the deceased are not held on Long Island. For an active member or life member, bunting will be displayed and flag flown at half-staff for a period of thirty (30) days. Flowers and/or a fruit basket will be sent in accordance with Good and Welfare Committee protocols.
B. Death of Charter member, former member or other relative of Squad member will not be announced except for grandparents and siblings; there will be no formal Squad services but Squad members are encouraged to attend on an individual basis. A representative from the Board of Directors and a representative from the Operational Officers are encouraged to attend the wake and a sympathy card will be sent to the Squad member.
C. Associate member, full Squad funeral services unless otherwise requested by the family or if services are held outside Long Island. Bunting will be displayed and the flag flown at half-staff for a period of one (1) week. A sympathy card will be sent in accordance with Good and Welfare Committee protocols.

3. Funeral Services:

A. Members will report to the Squad or meet at the funeral home in full uniform, including white shirts, blue pants, blue ties, black shoes and black belt. Red Jackets (either summer or winter weight) may be worn, depending upon the season. Whether jackets will be worn and, if so, which jacket will be decided by the Chief and included in the information regarding the funeral arrangements.

B. At the funeral home, members will assemble in two lines. One line will include the Chief, Chief Officers, Captains and Ex-Chiefs, the other the President, Board Officers, other Directors and Past Presidents. All other members will split equally between the two lines. A Squad chaplain (or a member appointed to lead the services) will lead the group into the room. The line led by the Chief will move along the left side of the room, the line led by the President along the right side of the room. Each line will proceed no further than the first row of chairs. All will remain standing throughout the services.
C. When the "chaplain" announces, members from the right line (i.e. behind the Board of Directors) will move in an orderly manner to the casket, pause and pay their respects and then exit to the left. As the members from the right side are coming forward, members from the left side (i.e., behind the Operational Officers) will turn to the rear, and, in file, join the end of the line on the right side. When all the members have filed past the casket, the chaplain will next call up the Ex-Chiefs, Past Presidents, Day Captains, all Board members (except the President), and all Chief Officers (except the Squad Chief) will pay their respects in a similar manner.
D. The Squad Chief and the President will then approach the casket, pay their respects and then offer the condolences of the Corporation and members to the members of the family. They will then file out of the room.
E. In the case of the death of a member, the American flag and the Squad flag are to be placed on either side of the casket with a color guard, prior to the entrance of the Squad members. At the end of the service, the color guard will face the casket, pay their respects and file to the back of the room.
F. Ample time will be allowed for any member who wishes to express personal condolences to do so after the Squad service, before Squad vehicles return to Headquarters.

Any deviation from the Funeral Protocol rules, including use of an ambulance in the funeral procession, requires approval of the President and Chief.

Proposed SOP Change
02-2019

Proposal: To move the exception paragraph below paragraph 3

Background/Justification: the exception line falls between paragraphs 2 and 3. By moving it, it gives the Chief and President more flexibility in a funeral situation.

Change (additions are underlined and deletions are ~~stricken~~):
Article IX, Section 3, Paragraph's 2 & 3

Section 3 - Funeral Protocols:

1. Death Notice Procedures:

   A. Any member receiving information regarding the death of a Charter member, former member, Associate member or a current member or member's immediate family shall immediately notify the Chief and First Deputy Chief.
   B. The Chief will immediately notify the President and Secretary, who will, in turn, notify the Good and Welfare Committee.
   ~~C.~~ The First Deputy Chief will post the information regarding the death and funeral arrangements in the Ready Room and will notify all Day Captains, who will in turn contact all personnel on their day. The First Deputy Chief will also insure that an announcement regarding the death and funeral arrangements is made via a blast text message. ~~to all pager groups via the general page or a special page.~~

2. Funeral Arrangements:

   A. Death of an active or life member, or death of member's parent, step-parent, child or guardian: full Squad funeral service unless otherwise requested by the member or family or if the services for the deceased are not held on Long Island. For an active member or life member, bunting will be displayed and flag flown at half-staff for a period of thirty (30) days. Flowers and/or a fruit basket will be sent in accordance with Good and Welfare Committee protocols.
   B. Death of Charter member, former member or other relative of Squad member will not be announced except for grandparents and siblings; there will be no formal Squad services but Squad members are encouraged to attend on an individual basis. A representative from the Board of Directors and a representative from the Operational Officers are encouraged to attend the wake and a sympathy card will be sent to the Squad member.
   ~~C. Charter member or a former member: same as "2.b." above.~~
   D. Associate member, full Squad funeral services unless otherwise requested by the family or if services are held outside Long Island. Bunting will be displayed and the flag flown at half-staff for a period of one (1) week. A sympathy card will be sent in accordance with Good and Welfare Committee protocols.

~~Deviation from the above rules, including use of an ambulance in the funeral procession, requires approval of the President and Chief.~~

3. Funeral Services:

   A. Members will report to the Squad or meet at the funeral home in full uniform, including white shirts, blue pants, blue ties, black shoes and black belt. Red Jackets (either summer or winter weight) may be worn, depending upon the season. Whether jackets will be worn and, if so, which jacket will be decided by the Chief and included in the information regarding the funeral arrangements.
   B. At the funeral home, members will assemble in two lines. One line will include the Chief, Chief Officers, Captains and Ex-Chiefs, the other the President, Board Officers, other Directors and Past Presidents. All other members will split equally between the two lines. A Squad chaplain (or a member appointed to lead the services)

will lead the group into the room. The line led by the Chief will move along the left side of the room, the line led by the President along the right side of the room. Each line will proceed no further than the first row of chairs. All will remain standing throughout the services.

C. When the "chaplain" announces, members from the right line (i.e. behind the Board of Directors) will move in an orderly manner to the casket, pause and pay their respects and then exit to the left. As the members from the right side are coming forward, members from the left side (i.e., behind the Operational Officers) will turn to the rear, and, in file, join the end of the line on the right side. When all the members have filed past the casket, the chaplain will next call up the Ex-Chiefs, Past Presidents, Day Captains, all Board members (except the President), and all Chief Officers (except the Squad Chief) will pay their respects in a similar manner.

D. The Squad Chief and the President will then approach the casket, pay their respects and then offer the condolences of the Corporation and members to the members of the family. They will then file out of the room.

E. In the case of the death of a member, the American flag and the Squad flag are to be placed on either side of the casket with a color guard, prior to the entrance of the Squad members. At the end of the service, the color guard will face the casket, pay their respects and file to the back of the room.

F. Ample time will be allowed for any member who wishes to express personal condolences to do so after the Squad service, before Squad vehicles return to Headquarters.

Any deviation from the Funeral Protocol rules, including use of an ambulance in the funeral procession, requires approval of the President and Chief.

WITHDRAWN:

Proposed SOP Change
03-2019

Proposal:
To allow members flexibility in completing their required hours.

Background/Justification:
Members working flexible hours some weeks cannot due a shift, while other weeks they can do multiple shifts. Non-Company 8 members are not restricted from doing multiple shifts when making up shifts missed. Balanced with the safety of our members, understanding that the possibility exists that a member might not be able to get rest during a shift, and their patients.

Change (additions are underlined and deletions are ~~stricken~~):
Article II, Section 9 – Company 8

The purpose of Company 8 is to enable a member of HCFAS who can no longer maintain a regularly scheduled duty tour to continue their active, operational membership in HCFAS. To request Company 8, a Duty tour Change Request Form(#138) stating the reason(s) for requesting Company 8 status must be submitted to the Chief, with a copy to the First Deputy and the current Day Captain. Documentation supporting the request (i.e., letter from employer, school transcripts) must accompany the form. The request will be reviewed, discussed and voted on at the next scheduled Officer's meeting. The member will continue on his regularly scheduled duty tour, or obtain a replacement of equal or higher status, pending the results of the Officer's meeting. Members requesting Company 8 must be in good standing, be a First Aider or higher in status or a Permanent Dispatcher with a minimum of two years on the Squad, and be prevented by work, school or other situation from fulfilling a regularly scheduled duty tour.

The following rules and regulations apply to all members granted Company 8. Any violation may result in the loss of Company 8 privileges for a minimum of ninety days and could result in permanent loss of Company 8 privileges.

A. The member must fill one scheduled duty tour per week (minimum of four hours) and must be on time and in uniform to receive credit for the duty tour. If a member is unable to do a scheduled shift per week, they must notify and receive approval from the First Deputy Chief to do multiple shifts per week, but at no time can this exceed more than sixteen consecutive hours or sixteen hours in any twenty-four hour period. An eight-hour overnight duty tour will count for two consecutive weekly tours.
B. It is the responsibility of the members of Company 8 to call the Day Captain of the day in which they are available to fill a duty tour. A minimum of forty-eight (48) hours notice is required.
C. If a member of Company 8 cannot make a scheduled duty tour they signed up for, he must get a replacement of equal or higher status for the duty tour or he will receive a no show.
D. If the member has two (2) no shows and/or two (2) late shows, Company 8 privileges may be forfeited.
E. Members on Company 8 who cannot fulfill a weekly duty tour must inform the First Deputy Chief in writing ahead of time.

The First Deputy is responsible for maintaining the hours of Company 8 personnel. He will report to the Operational Officers and a review will be conducted on the status of all Company 8 personnel at the first Operational Officers' meeting following the completion of a calendar quarter (January, April, July and October). A copy of the report will be distributed to the Board of Directors at the first scheduled Board meeting following the first Operational Officers' meeting of the quarter.

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: May 2 2019

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**Via Phone**
Jeffrey Daniels (JD)	**PRESENT**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**ABSENT**

Guests: James Mallilo, Elizabeth Wuestman, Gail Glister, David Kaufman and Lehti Laas

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Jeffrey Daniels to approve the minutes of March 28, 2019 as amended.
Yes: CO, AS, JD, DM, BC, RF Abstain: RW
MOTION APPROVED

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

Proposals-
EMS Week T-Shirts (Email Vote)
HCFAS Vinyl Reflective Bumper Stickers (Email Vote)
Cash Advance for Captains during EMS Week
Renew HCFAS Insurance Policy with VFIS
2019 NYSVA&RA Pulse Check Drill Competition Trophy(s)
2019 NYSVA&RA Pulse Check Theme Basket Raffle Donation
Repair of 2-15-81
2019 Open House

Note: The following motion was done via email:
4/26/19 email vote 5/1/19

EMS Week T-Shirts
Motion by Chief Michael Como and seconded by Ann Schwartz to purchase 322 t-shirts for EMS Week at a cost not to exceed $2163.78 from Long Island Screen printing. Starting on May 19th, Captains will distribute t-shirts to their members and Post members, and the Vice President will distribute t-shirts to administrative members.
The EMS Week t-shirts are not to be worn on duty with the exception of the duration of EMS Week (5/19/19-5/25/19).
HCFAS funds
Yes: AS, RF, RW, DM, JD, CO, MC No: BC
MOTION APPROVED

Note: The following motions were done via email:
4/26/19 email vote 4/30/19

HCFAS Vinyl Reflective Bumper Stickers
Motion by Chief Michael Como and seconded by Seth Fischer to purchase 350 vinyl reflective HCFAS stickers at a cost not to exceed $730 from Stickercutting.com. These stickers will be distributed to the membership during EMS Week.
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

Cash Advance for Captains during EMS Week
Motion by David Mohr and seconded by Roger Winter to issue a cash advance up to $400 to each of the 7 Captains for member meal allowance during the week of 5/19/2019-5/29/2019. 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 6/1/2019.
HCFAS funds
Yes: AS, RF, RW, CO, DM, JD No: BC
MOTION APPROVED

Renew HCFAS Insurance Policy with VFIS

Motion by Robert Franz and seconded by Roger Winter 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 26, 2019 from Hubbinette Cowell Associates, Inc. at a cost not to exceed $95,600.00 for the period 5/2/19 to 5/2/20. 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

2019 NYSVA&RA Pulse Check Drill Competition Trophy(s)

Motion by Robert Franz and seconded by Roger Winter to authorize and approve HCFAS to sponsor an adult and/or a youth trophy(s) for the 2019 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

Yes: AS, RF, RW, CO, BC Abstain: JD, DM

MOTION APPROVED

2019 NYSVA&RA Pulse Check Theme Basket Raffle Donation

Motion by Robert Franz and seconded by Ann Schwartz 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 or her designee will be responsible to make up the basket(s).

HCFAS Funds

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

MOTION APPROVED

Repair of 2-15-81

Motion by Robert Franz and seconded by Roger Winter to authorize and approve Third Deputy Chief David Kaufman to accept 9th Street Auto Collision 4/16/19 estimate of repair of 2-15-81 rear tail gate and bumper at a cost not to exceed $1,600.00. Damage was caused by 2-15-17 backing into 2-15-81. David will have discretion as to the extent of the repair.

HCAD funds

MOTION APPROVED UNANIMOUSLY

2019 Open House
Motion by President Seth Fischer and seconded by Robert Franz 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 on Sunday June 2, 2019 from 1100 to 1500 hours.

Activities expected to take place 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, Hands Only CPR and others.

Teddy Bear station – Chrissie Russo Tedone
Car safety – Sara Manning with Karen Blackburn
New York Blood Center – Julia Vodopia
Brets Bicycle Recycle (bike safety and new and used bike giveaways)– Captain Kathy Castillo
Sherriff's Office – Loreley Villamide Herrera
Flyer Creation– Diane Tanko
Flyer Distribution to Schools/ Advertising – Lehti Laas

CPR training courses to the public with certifications being given upon completion will occur at this event. In addition, there will be a Suffolk County Department of Health (SCDOH) & Legislator William 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 will be mentioned in the Narcan announcement flyer.

Anticipated expenses: Sodas/water, 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 $1500.00, 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 or her designee.

Note: The first weekend in June is being entertained as per Ex-Chief Casey Orr's recommendation to the Board. In 2017 (and previous years) the Open House was from 1100 to 1500 hours, Saturday May 20, 2017 which was during EMS week. The date chosen now will be a change from EMS week due to other invited agencies being booked and not being able to attend.

-Many of the funds for this event overlap established committees budgets and Sara works with the Treasurer's Office.

- Left over food/refreshments are put into storage for HCFAS future use or if perishable, left for crews. (2019 change-Treasurer Canty said the food from 2018 was put into storage, it was not used on crews and almost expired. Therefore, what can be returned, will be in 2019).

-Advertising for this event is taken out of the established public relations budget and is not included in the requested amount for this motion. Ads include print and social media advertising.

-Suffolk County Legislator William Spencer and Assemblyman Steve Stern were the elected officials contacted to see if they wanted to sponsor a table at the event. The TOH elected officials were not contacted since we are an independent contractor of the Town and they offer us yearly contracts to continue our services, however they will be invited to attend the event.

-No SCPD K-9 unit is requested as it is difficult for them to come out on the weekend during the hours of our Open House.

-SCFRES truck not requested since that is more fire related

-Work Detail is HCFAS Funds

HCAD & HCFAS funds
Yes: AS, RF, CO, DM, JD, RW 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: Apr 12, 2019 to May 02, 2019

HCAD Transactions (60) Checks & (6) Direct Debits Totaling $80,472.35

Payroll $5,390.17 03/31/19 thru 04/06/19 Pay date 04/12/19
$5,418.54 04/07/19 thru 04/13/19 Pay date 04/19/19
$6,019.72 04/14/19 thru 04/20/19 Pat date 04/26/19

HCFAS Transactions (5) Checks & (1) Direct Debits Totaling $14,967.80

MOTION APPROVED UNANIMOUSLY

Transfers M&T Bank to TOH 04/16/19 $159,160.23
1061-F to 1057-F 04/12/19 $15,000.00

Past Due Invoices:
ITS 3/29/19 Invoice # 33705 Amount $236.25

Chief's Report – Michael Como (Given by 1st Deputy Chief Wuestman):

-Company 8 discussed: only 4 members were below required hours.

Equipment & Vehicles –
Vehicles
21 – Currently in Florida undergoing repairs at the REV Group factory. The loaner is in house and will be last due once it is NYSDOH approved.
Personnel – See personnel report.
Events/Projects –

- EMS Week Gifts (Pending BOD Approval)–
    - ➢ Reflective vinyl bumper sticker
    - ➢ T-Shirt
    - ➢ Meal allowance
- 2018 HCFAS Group Photo - Tony Cruz and the operational officers feel that it would be nice to put the photo up in the building. One thought was to put it in the front foyer so it's the first thing people see when they walk into the building.

Training –
Review Training:
- May Review Training on "CPAP" will be released soon: This review training is the first phase in the rollout of BLS CPAP for our agency.

Upcoming Trainings / CMEs:

- Thursday May 9th - Watercraft trauma CME
- Friday May 24th - Compassion Fatigue CME

<u>Paid Paramedic Report:</u>

-Paid Paramedic reports of hours & checkouts distributed to the Board.

Transitioning to new lead medic due to full time job obligations.

In process of identifying and setting up interviews for qualified candidates for lead medic position.

Candidates in pipeline forwarded to Chief Como for follow up.

I will do whatever I can to make transition seamless and done in the best interested in the department and staff.

Thank you
Cono Cimino, MBA, CCEMT-P
Lead Paramedic

Secretary's Report –Robert Franz:

New Members:

Motion by Robert Franz and seconded by Jeffrey Daniels to accept Cydney Brown as a new probationary member #1556, Shift: Saturday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: CO, AS, JD, DM, BC No: RF Abstain: RW
MOTION APPROVED

Motion by Robert Franz and seconded by Jeffrey Daniels to accept John Zadran as a new probationary member #1557, Shift: Thursday 1100 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Jeffrey Daniels to accept Jerome Holway as a new probationary member in accordance with Article III, Section 2 of the By-Laws.
No: DM, RF Abstain: AS, JD, RW, BC, CO
MOTION NOT APPROVED

LOSAP 2018 Points – Bob Franz
The 2018 LOSAP Records Listing was approved by the Huntington Town Board on April 16, 2019. 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.

Life Insurance / LOSAP benefits – Bob Franz
-VESO Life Insurance and Penflex, Inc. have been notified of our recently deceased members and appropriate claim forms have been mailed to the beneficiary.
- The group life insurance certificate coverage for a member on a medical leave of absence in excess of one year has been terminated.

Insurance MVA:
-Our insurance carrier's attorney was successful in their subrogation efforts and secured full reimbursement of the vehicle damage incurred by the Squad regarding a 7/5/16 MVA.
-A $1,682 supplemental check was received from VFIS for MVA 10/14/18.
-VFIS was successful to have the cardiac malfunction death benefit and sickness/illness permanent benefit added back to their Accident & Sickness policy effective 3/22/19. This is being added at no cost to the Squad. The November 2018 renewal premium was reduced by approximately $300 when the benefit had to be removed per NYS Department of Financial Services.

Director Jeffrey Daniels:
-QA/QI Committee: no cost as of yet, working with PAB at getting quotes.
Recruiting for more members to join the committee. Availability of members for a meeting is a concern.

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. How about John Mancino?

Awards

- **Life Membership Plaque (BOD):** Complete for 2018
- **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):** In need of a new Chairperson
- **Pins and badges (Roger Winter):** I have received the members that are off of probation. I have sent their name to Colorfully Yours for processing.
- **Veterans Plaque:** As I haven't received any information to the veterans listed on the plaque, the names remain the same.

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.
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, Pete Nakelski, Martha Brenner, Roger Winter) : The Fund Drive totals for the first mailing for 2019. As of 5/1/2019 we have received $33,587.50 from 556 respondents. Mary is reporting a statistic in reference to the number of people who respond and the total donations by year.

Year	Donations	Donations Collected
2019	964	$35,882
2018	963	$37,847
2017	950	$39,444
2016	964	$38,353

Flag Etiquette (Roger Winter) : Flag will remain at ½ staff for Trish Reciniello.
Memorial Day / Veterans Day Events: I have not received any information regarding any events.
Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman. Casey has given me her preference for the picture. I will process the order this month.
Chief Operational Officers Pictures: All pictures have taken and mounted.
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 issue with the fire department and the units on the roof has been resolved. The new coils have been installed and the units are ready for the cooling season.

Garage doors: N/A

Garage Floor: Bobby Loysch continues to clean the floors. New padding for the vehicles has been purchased in the case of vehicles leaks.

Ice Machine in Ready/Room Kitchen: no issues

Gold Coast Cleaning – New cleaning supplies were ordered for replacement of chemicals used. Gold Coast will be in to clean the ceiling vents in all of the rooms

Scallo Irrigation: Has turned on the system

Pestex Pest Management: Please report any issues so we can resolve them.

Wet Fire Extinguisher System: OK

Christmas Decorations: NO CHAIR PERSON TO HANDLE THE DECORATING.

Lighting Repairs: Truck room lighting is a safety issue. R & T has been working on lights that need to be replaced with LED lighting.

On Call Power Co. Inc. –GenServ will be our generator repair and service company. Bob Franz has been contacted in regards to insurance and workman's compensation. He will get the information and then he will service our generator.

Special lighting in the GMM : New fixtures have been installed in the GMM dance floor area. They're LED light and color changing bulbs. They work from your phone and or a tablet. This is a test to see if they can be used for events. This is at the request of the Special **Events Chair Brian Canty.**

Plumber: The plumber will be in on Wednesday to reset the toilet in the Women's bathroom on the first floor.

Fire Inspection:

We passed fire inspection with the following comments from the inspector.

Alarm equipment room and RPZ room do not accurately describe the contents. (Server room and sprinkler room)

Maximum storage height of boxes etc. should be at least 18" from ceiling. E.g. large basement storage room.

Elevator room and sprinkler room shouldn't be used for storage unless items are ancillary to operation of respective equipment.

If gas fired heaters on roof, each zone should have a CO detector. Battery powered ones are acceptable. If not, we should still have more detectors unless I didn't see them.

All points of egress should be clear. E.g. back corner of truck room where ladders are stored.

Alarm equipment should be serviced regularly to avoid problems and false alarms.

Proposed Projects:

If you have a repair or project please let me know.

Motion by Brian Canty and seconded by Roger Winter to enter into Executive Session at 2025 hours, First Deputy Wuestman will remain in the room.

MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2102 hours.

Old Business:

-SOP for Paid Paramedics needs to be changed to 12 hours.

-Traffic Light Approved.

-Passing of 3 HCFAS inactive and active members.

New Business:
-There is a new coffee pot.
-Re-do the front landscaping is ~$12,000 by our current landscaper.

Motion by David Mohr 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: June 3, 2019

Amended and approved: June 27, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: May 15, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Dale Bartolomeo, Ryane Como, James Mallilo, Ann Donegan, Elizabeth Wuestman and Lehti Laas

Meeting called to order at: 1930 hours

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

Motion by Robert Franz and seconded by Jeffrey Daniels to approve the minutes of April 11th, 2019 as amended.
Yes: MC, CO, AS, JD, DM, RW, RF Abstain: BC
MOTION APPROVED

Proposals-
Blood Drive June 23, 2019
Attendance of HCFAS Delegates at the NYSVARA 2019 Pulse Check Educational Conference and Trade Show
Attendance of HCFAS members at the NYSVARA 2019 Pulse Check Educational Conference and Trade Show (Tabled)

Blood Drive June 23, 2019

Motion by Chief Michael Como and seconded by Casey Orr to host a blood drive with the New York Blood Center in honor of Brian Plante. Brian tragically took his own life last year. His mother, who is a lifelong member of our community, came up with the idea to hold a blood drive in his honor on the anniversary of his death. The GMM room would be used from 0600 to 1800, with the event occurring from 1000 to 1600 on June 23rd. The New York Blood Center has provided a Certificate of Liability Insurance.

Yes: MC, CO, AS, JD, DM, RF, BC Abstain: RW

MOTION APPROVED

Attendance of HCFAS Delegates at the NYSVARA 2019 Pulse Check Educational Conference and Trade Show

Motion by Robert Franz and seconded by Chief Michael Como to authorize and approve the Squad's New York State Volunteer Ambulance and Rescue Association's (NYSVARA) District 7 delegate Andrea Golinsky and 1st alternate delegate Robert Franz to attend the NYSVARA 2019 Pulse Check 64th Annual Educational Conference and Trade Show from Thursday, 9/12/19 to Sunday, 9/15/19 at the Crowne Plaza, Suffern, New York. Reimbursement will consist of the course and trade show registration of $200.00 per person (must register prior to 8/1/19), hotel accommodations, not to exceed $145.00 per night per person, daily meals and incidental expenses allowance at the GSA per diem rate per person ($61.00 as of 10/1/18) 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 10/1/18 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 9/29/2019. 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 APPROVED UNANIMOUSLY

Attendance of HCFAS members at the NYSVARA 2019 Pulse Check Educational Conference and Trade Show

Motion by Robert Franz and seconded by Roger Winter to accept the recommendation of Second Deputy Chief Ryane Como and authorize and approve up to six (6) members in good standing (non-delegates) at the Officer's discretion, to attend the NYSVARA 2019 Pulse Check 63rd Annual Educational Conference and Trade Show from Thursday, 9/12/19 to Sunday, 9/15/19 (3 nights) at the Crowne Plaza, Suffern, New York.

Reimbursement will consist of the course and trade show registration of $200.00 per person (must register prior to 8/1/19), hotel accommodations not to exceed $145.00 per night per person (double occupancy is required ($72.50 per night per person), if appropriate), daily meals and incidental expenses allowance at the GSA per diem rate per person ($61.00 as of 10/1/18 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 10/1/18 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

Motion by David Mohr and seconded by Brian Canty to table the motion.

MOTION APPROVED UNANIMOUSLY to table

Treasurer's Report – Brian Canty:

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

Checks dated: May 03, 2019 to May 16, 2019

HCAD Transactions (17) Checks & (3) Direct Debits Totaling $8,691.39

Payroll $6,482.47 04/21/19 thru 04/27/19 Pay date 05/03/19
$4,299.07 04/28/19 thru 05/04/19 Pay date 05/10/19

MOTION APPROVED UNANIMOUSLY

Past Due Invoices:

Boundtree	4/1/19	Invoice # 83160022	Amount $275.00
ITS	3/29/19	Invoice # 33705	Amount $236.25
IMS	4/4/19	Invoice # 2650	Amount $125.00

Transfers: None

Chief's Report – Michael Como:

Equipment & Vehicles –
Vehicles
21 – Currently in Florida undergoing repairs at the REV Group factory. The loaner is in house and has been certified by NYSDOH.
88 – Looking into getting new striping. 33 is working on getting multiple quotes for this work.
Personnel – See personnel report.
Paid Paramedic Program-

- Interviewing three prospective per-diem medics this week.
- Interviewing five candidates for Lead Medic this weekend.

Events/Projects –

- EMS Week Gifts - Gifts and meal allowance will be distributed starting 5/19. I thank the board for your support in making these gifts a reality.
- BLS Supplies - We are getting closer to rolling out a combined O2/BLS bag. The sample is in the ready room. This will be rolled out before the end of Q2.

Training –
Review Training:
- May Review Training on CPAP is out. All EMT-Bs must complete the training prior to taking the in-service class. The first in-service class is tomorrow night.

Upcoming Trainings / CMEs:

- Friday May 24th 1900 - Compassion Fatigue CME presented by the Long Island Council on Alcoholism and Drug Dependence (LICADD)

-Thanked all those who worked on the Open House.

Status Change/Advancements:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1542	Rivera Med	Felix	Sun 0700	Disp TR	Disp	4/29/2019
1547	Maiello	Fabrizia	Sun 0700	Disp TR	Disp	4/22/2019
Saito	Saito	Kyoko	Weds 1500	Disp TR	Disp	4/22/2019
1549	Savaglio	Joseph	Weds 0700	ACL	DR TR	5/14/2019
1554	Connors	John	Mon 1900	Disp TR	Disp	5/3/2019
1554	Connors	John	Mon 1900	Disp	FA	5/4/2019
1550	Guarino	Jonathan	Weds 1500	Disp TR	Disp	5/4/2019
1538	Walden	Solomon	Mon 0700	ACL	CL	5/14/2019
1538	Walden	Solomon	Mon 0701	CL	DR TR	5/14/2019
692	Donegan	Ann	Thurs 1500	Disp only	Admin	5/9/2019
1298	Grimadeau	Venel	Fri 1900	FA	ACL	5/15/2019
1522	Vodopia	Julia	Sun	FA	ACL	5/15/2019

Shift Change:

Member #	Last Name	First Name	From	To	Effective	Reason
1502	Cortez-Hernandez	Vanessa	Thurs 1100	Co 8	5/14/2019	Rot sched
1518	O’riordan	Casey	Sat 2300	Tues 2300	5/14/2019	Work conflict
1547	Maiello	Fabrizia	Sun 0700	Mon 1100	5/14/2019	Work conflict

No Show:

Member #	Last Name	First Name	Date of Offense	Day & Shift
1437	Lenio	Christian	4/21/2019	Sun 1100

Letters of Intent:

Member #	Last Name	First Name	Reason	Day & Shift	
1552	Reyes-Flores	Kimberly	last shift 2/28/19	Thurs 1100	motion to drop
1108	Ryan	Samantha	delinquent co 8	co 8	req new letter/shift by 5/30
1238	Valle	Matthew	delinquent co 8	co 8	req new letter/shift by 5/30
1208	Davis	Keith	revoke co 8 (1yr)	co 8	req new shift by 5/30

Secretary's Report –Robert Franz:

New Members:

Motion by Ann Schwartz and seconded by Chief Michael Como to accept Annika Lacroze (EMT-B) as a probationary member #1558, Shift: Saturday 0700 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 they will remain on extended probation while attending college and will be eligible to be off probation after four months from their final educational leave of absence end date. They also must pass dispatch training within one month after their final educational leave of absence end date.

Yes: MC, CO, AS, JD, DM, RW, RF Abstain: BC

MOTION APPROVED

Motion by Chief Michael Como and seconded by Robert Franz to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Burke, Sheryl	Co. 8	827	Operational	4/26/19 – 7/26/19
Campagnola, Andrew	Co. 8	1352	Extended Educational	5/14/19 – 8/14/19
Connolly, Lauren	Sunday	1503	Educational	5/18/19 – 12/20/19
Lindsay, Arlene	Tuesday	1067	Operational	6/2/19 – 9/2/19
Lopez, Esteban	Sunday	1519	Military	5/20/19 – 8/20/19
Moran, Matthew	Monday	1391	Emergency Medical	3/25/19 – 6/25/19
Salzone, Meaghan	Tuesday	1244	Operational	5/7/19 – 8/7/19
Schwartz, Kevin	Wednesday	1449	Extended Operational	5/18/19 – 8/18/19
Vasquez, Gerardo	Saturday	1055	Emergency Medical	4/12/19 – 7/12/19
Woznick, Mary Jane	Thursday	769	Extended Medical	4/19/19 – 7/19/19

MOTION APPROVED UNANIMOUSLY

Motion by Chief Michael Como and seconded by Brian Canty to approve the following LOA:

Ingwersen, James	Admin	1114	Extended Medical	4/1/19 – 6/30/19

The BOD acknowledges that this LOA request is beyond the 12 months stated in the SOP's.
2/3 Vote Required
Yes: MC, CO, AS, JD, DM, RW, BC Abstain: RF
MOTION APPROVED

Probation Ending:

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to James Kelly, member #1523, effective 5/15/19.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Jordan Drelich, member #1527, effective 5/15/19.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Equislaure Gabriel (Kiki), member #1528, effective 5/15/19.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Barreau, Fritz	Saturday	1025	3/31/19	Operational
Cortes, Roxanne	Wednesday	1521	4/10/19	Operational
Harlan, Michael	Co. 8	1444	4/13/19	Extended Educational
Levinsky, Jacob (Jake)	Sunday	1529	5/14/19	Educational
Lopez, Esteban	Sunday	1519	5/13/19	Educational
Waldron, Henry (Hank)	Wednesday	1446	4/10/19	Operational

Dropped:

Motion by Chief Michael Como and seconded by Ann Schwartz to drop from membership for failure to fulfill shift requirements probationary member Kimberly Reyes-Flores, member #1552, effective 5/15/19.
MOTION APPROVED UNANIMOUSLY

LOSAP 2018 Points – Bob Franz
Copies of LOSAP forms are in process of being pulled or LOSAP related reports are being generated to substantiate the 2018 LOSAP points recorded for selected members as requested by the Town of Huntington's new CPA firm for their audit verification work which will take place in early June at the Squad.

Insurance MVA:
- Ambulance 2-15-16 was involved at an intersection accident on Saturday May 11, 2019. Complete reporting information of the accident for the NYSDMV and our insurance carrier is a slow process. Thanks to 2nd Deputy Chief Ryane Como, today I was informed of the names of the two SCPD officers that were in the ambulance assisting with CPR when the collision occurred. Hopefully, I will have the missing information by this weekend so that a complete report can be made to our insurance carrier's claims management company. The 3rd Deputy Chief David Kaufman had a tire replaced on the ambulance to keep it in service.

Director Daniels Report:
Compliance Committee- looking into a new QA/QI Training Module.
-A RFP to EMS compliance companies was sent. No response received from any of the companies requesting for a compliance program at HCFAS.
President Fischer suggested they call Leora at the billing company.

Director Mohr Report:
-Capital Improvements needed include the ready room, air conditioning, parking lot, roof and ceiling tiles. This will cost approximately $4 million dollars over a 10 year loan.
Additional ideas: adding solar, LED lighting, concrete on sidewalk out front and handrails needed.

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.
Life Membership Plaque (BOD): Complete for 2018
- **-Length of Service (Andrea Golinsky)**: Report has been received by President Fischer
- **-Memorial Wall (David Mohr)** David is working on the new members who have recently passed away.
- **-Plaques & Certificates BOD/Chief Officer Corps):** In need of a **new Chairperson**
- **-Pins and badges (Roger Winter):** I have received the members that are off of probation. I have sent their name to Colorfully Yours for processing.
- **-Veterans Plaque:** As I haven't received any information to the veterans listed on the plaque, the names remain the same.

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.
LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko has placed a memorial page to the members who have passed away.
Public Relations/Public Information Officer (Andrea Golinsky): No Report received
Historien (Martha Brenner : No Report
Fund Drive : Report (Mary Brenner, Pete Nakelski, Martha Brenner, Roger Winter) : No Report.
Flag Étiquette (Roger Winter) : The US Flag is at ½ staff for The Police Memorial Day. I will be purchasing a Blue line US flag for next year and an appropriate flag for the fire departments Memorial Day.
Memorial Day / Veterans Day Events: I will be putting the Memorial Wreath(s) out at the flag pole.
Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman. Casey has given me her preference for the picture. I will process the order this month.
Chief Operational Officers Pictures: All pictures have taken and mounted.
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 issue with the fire department and the units on the roof has been resolved. The new coils have been installed and the units are ready for the cooling season.

Garage doors: N/A

Garage Floor: Bobby Loysch continues to clean the floors. New padding for the floor under the vehicles has been purchased in the case of vehicles leaks.

Ice Machine in Ready/Room Kitchen: no issues

Gold Coast Cleaning –Gold Coast will be in to clean the ceiling vents in all of the rooms. I have scheduled them to come in on Friday or Saturday to clean all the interior windows. The outside cleaning is another issue.

Scallo Irrigation: Has turned on the system

Pestex Pest Management: Please report any issues so we can resolve them.

Wet Fire Extinguisher System: OK

Christmas Decorations: NO CHAIR PERSON TO HANDLE THE DECORATING.

Lighting Repairs: We need some lighting work done in the rear stairwell for safety purposes. WE also need some outlets and sensor switches installed.

Gen Serv. Inc. –I still need to get the insurance papers to Bob Franz from

Special lighting in the GMM: New fixtures have been installed in the GMM dance floor area. They're LED light and color changing bulbs. They work from your phone and or a tablet. This is a test to see if they can be used for events. This is at the request of the Special Events Chair Brian Canty. I still need to have training on how to operate the system.

Plumber: The toilet in the women's bathroom next to the ready room has been repaired.

Fire Inspection: We are working on these issues.

> We passed fire inspection with the following comments from the inspector.
> Alarm equipment room and RPZ room do not accurately describe the contents. (Server room and sprinkler room)
> Maximum storage height of boxes etc. should be at least 18" from ceiling. E.g. large basement storage room.
> Elevator room and sprinkler room shouldn't be used for storage unless items are ancillary to operation of respective equipment.
> All points of egress should be clear. E.g. back corner of truck room where ladders are stored.

Stair tread repair: The top tread in the emergency exit stairs near the Administration wing has been repaired.

Hanging of the Squad Picture: Tom O'Leary is handling the hanging of the picture. It will be placed in the main entrance foyer.

Bunting: The Funeral Bunting was taken down by Life Member Andy Ball. I was late in helping him

Proposed Projects:

If you have a repair or project please let me know.

Director Winter Email to BOD on 5/9/19:

Dear All,

This past week we had the grease trap cleaned and it was a bit more that expected. The whole building was permeated with a foul odor. I am sorry for that, we will try to seek a better solution

to that issue of cleaning out the trap.
The grease trap is located in the bike room in the basement. I moved all the bikes out so the cleaning could take place. I need a bit of help moving the bikes back.

The toilet in the women bathroom was reset and the plumber made sure that all connections were secure.

I have contacted Justin and asked him to plant flowers in the front to enhance the look of the Squad.

I have purchase additional oil absorbent mats that adhere to the garage floor to help with leaks from the vehicles. This would help us save the floor from damage. David Kaufman and Bob Loysch are always helpful with projects in the truck room.

In the General Membership Meeting Room, the room was set for the children egg hunt. Because there is an event scheduled the tables and chairs were not returned to the original setting. This is a problem as we have an educational/CME training scheduled this Thursday. After every event the room should be placed back in order.

Apparently there is an issue with the cabinet's doors in the ready room kitchen. We have choices in regards to the kitchen and the cabinet doors. Are we going to revamp the ready room and kitchen? We can repair the hinges on the cabinets to make them workable. We can replace the cabinet doors with new hardware. Let me know what your feeling is.

I have asked Diane Tanko to have a message placed on the visual display in the front of the building for our departed members. It hasn't been completed yet. I expect it to be displayed soon. I am sorry for the delay. I did not think to display a message for our departed members. I will do a better job in the future.

The bunting was put up by Life Member Andy Ball. We intend to take it down on Monday, May 13, 2019. We are going to start the removal around 9:30. I will have the bunting cleaned.

I have taken it upon myself to place the Good and Welfare into the Pulse. Apparently we let this slide a bit. Please notify me of any illness, births, deaths, extended illness" and any joyful events that need to be put into the Pulse.

Old Business:
-The President discussed the LOSAP amendments and future meetings with the TOH.

New Business: None

Motion by Seth Fischer and seconded by David Mohr to adjourn the meeting at 2041 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 25, 2019

Amended and approved: June 27, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: June 6, 2019

Members:

President Seth Fischer (SF)	**Via phone 2110**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Jeffrey Daniels (JD)	**PRESENT**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: James Mallilo, Ryane Como, Andrea Golinsky and Lehti Laas

Meeting called to order at: 1930 hours by Vice President Ann Schwartz

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

Note: The following motion was made under the Chief's Report

Paramedic Hire – Barry Goldberg

Motion by Chief Michael Como and seconded by Brian Canty to accept the recommendation of the medic interview committee to hire Barry Goldberg as an at-will per diem paramedic at a pay rate of $25/hour.

HCAD Funds

Motion by David Mohr and seconded by Chief Michael Como to move the motion

2/3 Vote Required

Yes: AS, MC, CO, DM, JD, RW No: BC, RF

MOTION APPROVED to move

On the original motion:

No: AS, MC, CO, DM, JD, RW Abstain: RF Vote not received: BC

MOTION NOT APPROVED

Note: The following motions were done via email:

5/29/19 email vote 6/2/19
Paramedic Hire - Emily Edgar
Motion by Chief Michael Como and seconded by Brian Canty to accept the recommendation of the medic interview committee to hire Emily Edgar as an at-will per diem paramedic at a pay rate of $25/hour.
HCAD FUNDS
Yes: AS, MC, BC, RW, JD, CO No: RF Votes not received from: SF, DM
MOTION APPROVED

5/30/19 email vote 6/2/19
Paramedic Hire - Hayley Schutlz
Motion by Chief Michael Como and seconded by Brian Canty to accept the recommendation of the medic interview committee to hire Hayley Schutlz as an at-will per diem paramedic at pay rate of $22/hour.
HCAD FUNDS
Yes: AS, MC, BC, RW, JD, CO, DM, RF Vote not received from: SF
MOTION APPROVED

Proposals-
Suspension repairs for 2-15-17
Garage Door Repair by Tierney & Courtney Overhead Door Sales Co., Inc.
Laurent Barbou Lead Medic
TOH Billing Increase
Attendance of HCFAS members at the NYSVARA 2019 Pulse Check Educational Conference and Trade Show

Suspension repairs for 2-15-17
Motion by Chief Michael Como and seconded by David Mohr to purchase and install new front coil springs and shock absorbers, and perform a wheel alignment on 2-15-17 at a cost of $2032.52. The front of the ambulance was sagging, the vehicle bounced excessively, and bottomed out on its shock absorbers when it hit small bumps. These are indications that the springs and shock absorbers need replacement.

This repair will improve vehicle handling, increase patient comfort, and reduce risk of damage to vehicle and ambulance components due to excessive abrupt movement.

This is at the recommendation of Third Deputy Chief David Kaufman, and was first requested in 2018 by Douglas Mayer, 1384 and Philip Orlando, 706.
HCAD FUNDS
MOTION APPROVED UNANIMOUSLY

Garage Door Repair by Tierney & Courtney Overhead Door Sales Co., Inc.
Motion by Roger Winter and seconded by Robert Franz to repair garage doors north 1, 4, south 3. Supply and install new lift cables as proposed by Tierney & Courtney Overhead Door Sales Co., Inc. Metro New York's #1 Door & Dock Company! Contact Louise Justi – louise@TCDOORS.com 888-TCDOORS Tel. 888-TCDOCKS Fax. 718-894-9329, 516-747-0215 Please see quote #14910 dated 5/30/2019 document below. Total cost of repair $1,825.00.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Laurent Barbou Lead Medic
Motion by Chief Michael Como and seconded by Brian Canty to change Laurent Barbou's position from paramedic to lead paramedic at a pay rate of $30.00/hour and to change Cono Cimino's position from lead paramedic to paramedic at a pay rate of $25.00/hour.
HCAD funds
MOTION APPROVED UNANIMOUSLY

TOH Billing Increase
Motion by Brian Canty and seconded by Chief Michael Como to increase our billing rates as of 6/1/19 as voted on by the Town Council of the Town of Huntington at their meeting on May 29, 2019. The rates will be as follows: ALS 2 $1400, ALS 1 $1200,BLS $900, and mileage will increase to $30 per mile. 2019-316. Town Board Resolution 2019-17, authorizing the execution of an agreement with the Huntington Community First Aid Squad, Inc. to provide emergency medical and ambulance services for the Huntington Community Ambulance District and readopting a schedule of user fees as of January 1, 2019, nunc pro tunc.
MOTION APPROVED UNANIMOUSLY

Attendance of HCFAS members at the NYSVARA 2019 Pulse Check Educational Conference and Trade Show

Motion by Robert Franz and seconded by Roger Winter to accept the recommendation of Second Deputy Chief Ryane Como and authorize and approve up to six (6) members in good standing (non-delegates) at the Officer's discretion, to attend the NYSVARA 2019 Pulse Check 63rd Annual Educational Conference and Trade Show from Thursday, 9/12/19 to Sunday, 9/15/19 (3 nights) at the Crowne Plaza, Suffern, New York.

Reimbursement will consist of the course and trade show registration of $200.00 per person (must register prior to 8/1/19), hotel accommodations not to exceed $145.00 per night per person (double occupancy is required ($72.50 per night per person), if appropriate), daily meals and incidental expenses allowance at the GSA per diem rate per person ($61.00 as of 10/1/18 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 10/1/18 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

MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:

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

Checks dated: May 15, 2019 to Jun 06, 2019

HCAD Transactions (63) Checks & (6) Direct Debits Totaling $95,380.66
Payroll $4,411.30 05/05/19 thru 05/11/19 Pay date 05/17/19
$5,193.96 05/12/19 thru 05/18/19 Pay date 05/24/19
$5,044.33 05/19/19 thru 05/25/19 Pay date 05/31/19

HCFAS Transactions (5) Checks & (1) Direct Debit Totaling $4,825.63
MOTION APPROVED UNANIMOUSLY

Past Due Invoices:

LI Screen Printing	4/16/19	Invoice #56808
	4/18/19	Invoice #56806
	4/18/19	Invoice #56807
	4/19/19	Invoice # ESA 56783
	4/19/19	Invoice # ES 56786
	4/19/19	Invoice # ESA 56783
	4/19/19	Invoice # ESA 57107
Received Invoices on 4/26/19		
	4/19/19	Invoice # ESA 56783
		Invoice # ES 56786

ITS	3/29/19	Invoice # 33705	Amount $236.25
IMS	4/4/19	Invoice # 2650	Amount $125.00

Transfers: None

2020 Budget request worksheets were emailed two days ago and should be returned by 6/23/19. The 2020 budget must be submitted to the TOH by 7/15/19.

Chief's Report – Michael Como:

-The Chief distributed to the BOD the following from the Lead Medic:
- Paramedics Checkout list from 5/19/19 – 6/1/19
- Hours worked by Paramedics from 5/19/19 -5/25/19 & 5/26/19 – 6/1/19.

Equipment & Vehicles –
16 - Currently at 9th street undergoing repairs from an accident.
17 - Welding work on back step recently completed at Formac.

21 – Currently in Florida undergoing repairs at the REV Group factory. REV Group anticipates the work being completed by the end of June.
88 – Looking into getting new striping. 33 is working on getting multiple quotes for this work.
Personnel – See personnel report.
Paid Paramedic Program-

- Laurent Barbou chosen as new lead medic
  - Will be returning to duty within a month. Laurent will be filling out HCFAS Form 301 and will have it signed by a physician prior to returning to duty.
- Two new medics hired:
  - Hayley Schultz
  - Emily Edgar
- One medic to be brought to BOD soon.
  - Barry Goldberg - Received the final item I need to complete his packet yesterday. The timing didn't work out for this meeting. Will bring to BOD via e-mail within a couple of days.

Events/Projects –

- The Chiefs are in the process of drafting a procedure for the new traffic light.

Training –
Review Training:
- June Review Training on BBP is out.
-BLS CPAP in-service classes ongoing. Thank you Brian for your assistance.
Upcoming Trainings / CMEs:

- On Thursday June 13th at 1900 Dr. Brandler will be coming to do a lecture and call review on Chest Pain.

- On Monday June 17th at 1900 a representative from ESO is coming to do training on the ePCR software and to discuss proper documentation practices. Please make all efforts to attend this training, particularly if you struggle to complete your pcrs. This training will touch on proper documentation as it pertains to billing practices as well.

- On Saturday June 29th at 1000 Dr. Crupi will be presenting on Abdominal Pain.

-2nd Deputy Chief Como asked if we obtained a 2nd switch on the dispatch console for the new traffic signal and if there would be one control switch for each dispatch console.

Secretary's Report –Robert Franz:
New Members:
Motion by Robert Franz and seconded by Chief Michael Como to accept Mackenzie O'Brien as a new probationary member #1559, Shift: Sunday 2300 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept Aaron Surette as a new probationary member #1560, Shift: Wednesday 0700 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

LOSAP 2018 Points – Bob Franz

-The 2018 LOSAP Listing was approved by the Town Board on 4/16/19 and was returned to HCFAS on 5/20/19 and was posted on the bulletin board on 5/22/19 for a mandatory 30 day period.

-The Town of Huntington's new CPA firm began their LOSAP Point audit verification work on June 3, 2019 and hopefully their field work is complete as of June 6th. The lack of paperwork was noted by the auditor as well as sign offs verification by Officers for their review of various documents.

-Thanks to Jim Mallilo and Christy Stiles for their assistance before and during the audit.

Insurance:

- Ambulance 2-15-16 was involved at an intersection accident on Saturday May 11, 2019. Complete reporting information of the accident for the NYSDMV and our insurance carrier was finally completed and an adjustor inspected the damage. A check in the amount of $8,562.38 was received from our insurance company on 5/30/19.

A member felt a pain in their back after the incident and was examined by their own doctor which resulted in no medical complications or lost time.

-Reported incident: While training a new member on the pram / stretcher, a mishap occurred and the trainer suffered a pain in their lower back. The trainer felt better a few days later and no medical intervention or VAW compensation claim was necessary or lost time was incurred.

Open House – Kudos to the committee and all the members who participated. This was an event that was well executed and well attended. Supervisor Chad Lupinacci and NYS Senator Jim Gaughran were in attendance as well as SC Legislator "Doc" Spencer and SC DOH EMS Medical Director Gregson Pigott.

Legislation -NYS:

In case you heard that a bill was introduced which provides a state income tax exemption for volunteer firefighters and volunteer ambulance workers. My research of the bill indicates that the volunteer must attend at least 55% of the activities of the VFD or VAS. For that reason, it is a poorly written bill and probably will not get out of committee before the legislative session ends on June 19th.

Vice President's Report – Ann Schwartz:

-Distributed to the BOD:

- Members outstanding service awards listing for 2019.
- A 6/5/19 memo summarizing service award guideline practices.
- A memo with the service award guidelines being used and future suggested changes.

Director Winter's Report-

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

Life Membership Plaque (BOD): Complete for 2018

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

-Memorial Wall (David Mohr) David is working on the new members who have recently passed away.

-Plaques & Certificates BOD/Chief Officer Corps): In need of a **new Chairperson**

-Pins and badges (Roger Winter): Membership Badges have been received. They are ready for distribution by Chief Como. I am awaiting Tom Romano's Life Member Badge. All award pins have been ordered and received.

-Veterans Plaque: As I haven't received any information to the veterans listed on the plaque, the names remain the same.

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

LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko has placed a memorial page to the members who have passed away.

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

Historien (Martha Brenner : No Report

Fund Drive Report : (Mary Brenner, Pete Nakelski, Martha Brenner, Roger Winter) : No Report.

Flag Étiquette (Roger Winter) : The flag was just set at ½ staff for the victims in Virginia Beach.

Memorial Day / Veterans Day Events: Bunting and drapes have been hung outside and over the doorway. I will take them down on Friday or Saturday after the 75th Anniversary of D-Day, June 6, 1944.

Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman. Casey has given me her preference for the picture. I will process the order this month.

Chief Operational Officers Pictures: All pictures have taken and mounted.

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 will be calling for the repair of all the valves in the truck room. We voted to replace the valves in a previous motion.

Garage door: A-motion to repair the doors has been submitted. South door 4 needs a new switch.

Garage Floor: Bobby Loysch continues to clean the floors. New padding for the floor under the vehicles has been purchased in the case of vehicles leaks.

Ice Machine in Ready/Room Kitchen: no issues

Gold Coast Cleaning –All the interior windows and vents have been cleaned.

Scallo Irrigation: Ok, No Report

Pestex Pest Management: Please report any issues so we can resolve them.

Wet Fire Extinguisher System: OK
Christmas Decorations: NO CHAIR PERSON TO HANDLE THE DECORATING.
Lighting Repairs: We need some lighting work done in the rear stairwell for safety purposes. WE also need some outlets and sensor switches installed.
Gen Serv. Inc. –I still need to get the insurance papers to Bob Franz from
Special lighting in the GMM: New fixtures have been installed in the GMM dance floor area. They're LED light and color changing bulbs. They work from your phone and or a tablet. This is a test to see if they can be used for events. This is at the request of the Special Events Chair Brian Canty. I still need to have training on how to operate the system.
Plumber: No Report
Fire Inspection: We are working on these issues.

We passed fire inspection with the following comments from the inspector.

Alarm equipment room and RPZ room do not accurately describe the contents. (Server room and sprinkler room)

Maximum storage height of boxes etc. should be at least 18" from ceiling. E.g. large basement storage room.

Elevator room and sprinkler room shouldn't be used for storage unless items are ancillary to operation of respective equipment.

All points of egress should be clear. E.g. back corner of truck room where ladders are stored.

Stair tread repair: Repaired
Hanging of the Squad Picture: Tom O'Leary is handling the hanging of the picture. It will be placed in the main entrance foyer.
Funeral Bunting: I am waiting word about Ed Jose
Proposed Projects:

If you have a repair or project please let me know.

New Business:
-Andrea Golinsky discussed with the Board the service awards program material distributed (see Vice President's report).
Treasurer Canty feels this needs to go back to the committee and a SOP should be created with Director Mohr's assistance.

-Treasurer brought up the E-Z Pass fine for using a members E-Z Pass.

Old Business:
-Compliance Committee: Director Daniels called various agencies and they have not returned the phone call.

Motion by Ann Schwartz and seconded by Casey Orr to enter into Executive Session at 2051 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2117 hours. President Fischer joined a portion of the executive session via phone.

Motion by Casey Orr and seconded by Brian Canty to adjourn the meeting at 2117 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 16, 2019

Amended and approved: August 6, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: June 27, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Ryane Como, Ann Donegan, Jake Levinsky, Elizabeth Wuestman, Kathy Bonessi, Dale Bartolomeo, Andrew Taylor, Maxine Epstein and Lehti Laas

Meeting called to order at: 1935 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of May 2nd, 2019 as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Casey Orr to approve the minutes of May 15th, 2019 as amended.
MOTION APPROVED UNANIMOUSLY

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

Proposals-
SOP 03-2019: Flexibility In Completing Required Hours-Company 8
SOP 04-2019: Credentials
SOP 05-2019: Gift Card Eligibility (Tabled)
2020 HCAD Budget
Amend HCFAS Members Group Life Insurance Coverage Program Guidelines
General Meeting Room Use Request Monday July 8, 2019 – Michael Como #1463
General Meeting Room Use Request- Saturday April 18, 2020 by Susanna Otto # 790
Asphalt Repair, Sealcoat and Stripe Parking Lot. Quality Blacktop Services, Inc
Cosmetic repairs for 2-15-20
Host the Suffolk County Ambulance Chiefs Association Meeting Wednesday September 18, 2019

SOP 03-2019: Flexibility In Completing Required Hours-Company 8

Motion by David Mohr and seconded by Chief Michael Como to approve SOP 03-2019 as amended: Flexibility In Completing Required Hours-Company 8. The SOP was printed in the April 2019 Pulse and read at the April 2019 General Membership Meeting (Clean version at the end of the minutes).

SOP - 2/3 majority of the Board of Directors

Yes: BC, DM, MC, CO, AS, SF No: RW, RF

MOTION APPROVED

SOP 04-2019: Credentials

Motion by David Mohr and seconded by Chief Michael Como to approve SOP 04-2019 as amended: Credentials. The SOP was printed in the April 2019 Pulse and read at the April 2019 General Membership Meeting (Clean version at the end of the minutes).

SOP - 2/3 majority of the Board of Directors

MOTION APPROVED UNANIMOUSLY

SOP 05-2019: Gift Card Eligibility

Motion by David Mohr and seconded by Chief Michael Como to approve SOP 05-2019 as amended: Gift Card Eligibility. The SOP was printed in the April 2019 Pulse and read at the April 2019 General Membership Meeting (Proposed version at the end of the minutes).

SOP - 2/3 majority of the Board of Directors

Motion by Ann Schwartz and seconded by Roger Winter to table the motion.

Yes: AS, BC, RW, RF, MC, CO Vote not cast: DM

MOTION APPROVED to table

2020 HCAD Budget

Motion by Treasurer Brian Canty and seconded by Roger Winter to accept the 2020 HCAD budget of $1,743,806.00 representing a 6% increase as submitted by the Budget and Finance Committee for submission to the Town of Huntington.

MOTION APPROVED UNANIMOUSLY

Amend HCFAS Members Group Life Insurance Coverage Program Guidelines

Motion by Robert Franz and seconded by Brian Canty to amend the HCFAS Members Group Life Insurance Coverage Program Guidelines and provide a $2,500 benefit from age 95 through 99 as attached. The annual cost for this coverage is approximately $600 for a female.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

General Meeting Room Use Request Monday July 8, 2019 – Michael Como #1463

Motion by Robert Franz and seconded by Brian Canty to permit Michael Como #1463, the use of the General Membership Meeting Room in accordance with HCFAS General Meeting Room Use Application and Rules to conduct a memorial reception honoring past president, charter and life member Ferdinand A. Rocke and charter Member Ruth Rocke on Monday July 8, 2019 from 10:00AM to 1:00PM. Set-up time will be either the evening before or two hours prior to the event and cleanup will be after the event. A Security deposit of $500 has been received. The calendar has no events scheduled for this date and time. An insurance certificate, vendor hold harmless agreements or TIPs certified bartender are not required since no alcohol will be served and member will provide and serve their own refreshments. The member is responsible for contacting the President in a timely manner for pre and post inspections of the room.

MOTION APPROVED UNANIMOUSLY

General Meeting Room Use Request- Saturday April 18, 2020 by Susanna Otto # 790

Motion by Robert Franz and seconded by Roger Winter to permit Susanna Otto #790, the use of the General Membership Meeting Room in accordance with the HCFAS General Meeting Room Use Application and Rules to conduct a wedding reception on Saturday April 18, 2020 from 2PM to 10PM. Set-up will be on Friday April 17, 2020 from 6:00PM to 12AM and cleanup will be an hour after the event. A security deposit of $500 must be received prior to the event. The calendar has no events scheduled for this date and time. A copy of a bartender's TIPS certification must be submitted since alcohol will be served. Food and alcohol will be served by the caterer. The member must submit a certificate of liability insurance in the amount of $1,000,000.00 with Huntington Community First Aid Squad Inc. named as an additional insured which must include liquor law legal liability coverage. The caterer must submit a certificate of liability insurance including liquor law liability in the amount of $1,000,000.00 with Huntington Community First Aid Squad Inc. named as additional insured. Caterer must also submit a certificate of workers' compensation covering the catering and food & bar service staff. The caterer must also submit a vendor hold harmless agreement. An insurance certificate with Huntington Community First Aid Squad named as additional insured 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, vendor hold harmless agreements and TIPS certificate and security deposit. 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

Asphalt Repair, Sealcoat and Stripe Parking Lot. Quality Blacktop Services, Inc

Motion by Roger Winter and seconded by Robert Franz to repair parking lot as outlined by Quality Blacktop Services, Inc., our current vendor. Please see Proposal and the Scope of Work as provide by Quality Blacktop Services Inc. below. Total cost for the repair as outlined $8,425.

HCAD Funds

Yes: RW, RF, BC, DM, MC Abstain: CO, AS

MOTION APPROVED

<u>Cosmetic repairs for 2-15-20</u>

Motion by Chief Michael Como and seconded by Roger Winter to repair body damage and make cosmetic repairs on 2-15-20 at a cost of $4688.00. The paint will be repaired on the passenger side and bottom of driver side will be repaired. Damage on the passenger side will be fixed. Rub rails will be installed on both sides of the ambulance. Wheel flare will be repaired. This repair will greatly improve the vehicle's appearance and as this vehicle has more years on the road (the newest of the Chevy ambulances) these repairs are recommended by Third Deputy Chief David Kaufman. The vendor is 9th Street Auto Collision located in Huntington Station, N.Y.

HCAD FUNDS

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made after the Executive Session

<u>Host the Suffolk County Ambulance Chiefs Association Meeting Wednesday September 18, 2019</u>

Motion by Robert Franz and seconded by Chief Michael Como to host the Suffolk County Ambulance Chiefs Association meeting on Wednesday September 18, 2019 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 Ex Chief Andrea Golinsky or Chief Michael Como and served by 7:00 PM. There are no events scheduled for the General Meeting Room on that date.

HCAD funds

MOTION APPROVED UNANIMOUSLY

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: June 7, 2019 to Jun 27, 2019

HCAD Transactions (37) Checks & (6) Direct Debits Totaling $51,734.00

Payroll $4,878.90 05/26/19 thru 06/01/19 Pay date 06/07/19

$4,241.36 06/02/19 thru 06/08/19 Pay date 06/14/19

$5,115.33 06/09/19 thru 06/15/19 Pay date 06/21/19

HCFAS Transactions (3) Checks & (1) Direct Debit Totaling $1,961.83

*** HCFAS CK 2068 & 2069 were voided.**

POST Transactions (1) Checks & (0) Direct Debit Totaling $28.99

MOTION APPROVED UNANIMOUSLY

Past Due Invoices:

IMS	4/4/2019	Invoice # 2650	$125.00
All American	5/9/2019	Invoice #5249	$158.06
Weight Watchers	5/5/2019	Invoice #5754828	$2,730.00

Transfers: None

-Proposed 2020 HCAD Budget is at the end of the minutes-See Motions.

Chief's Report – Michael Como:

Equipment & Vehicles –
16 - Damages from May accident were repaired at 9th Street.
20 - Rear door lock fixed by 2-15-33 to help with Chief's Order 02-2019. 20 is currently undergoing long awaited cosmetic repairs at 9th Street because the parts (rub rails) finally came in.
21 – Currently in Florida undergoing repairs at the REV Group factory.
82 – Bumper cover replaced and painted.
Personnel – See personnel report.
Paid Paramedic Program-

- Laurent Barbou chosen as new lead medic
    - Will be returning to duty within a week. Laurent will be filling out HCFAS Form 301 and will have it signed by a physician prior to returning to duty.

Events/Projects –

- The blood drive was a success. Caryolyn Plante was grateful to us for letting the NYBC use our GMM room.
- The submission of our NYSDOH operating license renewal packet is imminent pending the receipt of a form from Huntington Hospital.
- There was a work detail Sunday 6/23. All ambulances and fly cars were checked out in preparation for our NYSDOH inspection.

Training –
Review Training:
- June Review Training on BBP is out.
-BLS CPAP in-service classes ongoing. Thank you Brian for your assistance.
- ESO ePCR training was well attended. This will be followed up by a review training to re-enforce best practices.
Upcoming Trainings / CMEs:

- On Saturday June 29th at 1000 Dr. Crupi will be presenting on Abdominal Pain.

Status Change:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1553	Weigle	Colin	Fri 1500	Disp TR	Disp	5/25/2019
1546	Dowler	Brett	Thurs 0700	Disp TR	Disp	6/1/2019
1543	Tuck	Zach	Tues 2300	Disp TR	Disp	6/8/2019
1543	Tuck	Zach	Tues 2301	ACL	DR TR	6/11/2019
1549	Savaglio	Joseph	Weds 0700	ACL	CL	6/11/2019
1560	Surette	Aaron	Weds 0700	Sun 0700	Disp TR	6/12/2019

Shift Change:

Member #	Last Name	First Name	From	To	Effective
1400	Feliciano	Cynthia	Fri 1100	Co. 8	6/11/2019
1548	Liu	Tristan	Sat 1500	Tues 1900	6/11/2019
1512	Eyebergen	Brandon	Sat 2300	Co. 8	6/11/2019
1435	Tamayo	Keith	Sun 1100	Co. 8	6/11/2019

No Show's:

Member #	Last Name	First Name	Date of Offense	Day & Shift
1269	Jean-Baptiste	Bency	5/25/2019	Sat 1900

Secretary's Report –Robert Franz:

New Members:

Motion by Robert Franz and seconded by Chief Michael Como to accept as a new probationary member:
#1561 Giorgia Iannetti Friday 1100 in accordance with Article III, Section 2 of the By-Laws.
Note: Three references were received and accepted.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept as a new probationary member:
#1562 William Burton Sunday 2300 in accordance with Article III, Section 2 of the By-Laws.
Note: Three references were received and accepted.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept as a new probationary member:
#1563 Robert Sinrich   Thursday 1100 in accordance with Article III, Section 2 of the By-Laws.
Note: Three references were received and accepted.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Burns, Eileen	Sunday	767	Emergency Medical	5/26/19 – 8/26/19
Corcoran, Joseph	Sunday	1517	Operational	6/9/19 – 9/9/19
Crespo, Suzette	Monday	1438	Operational	6/10/19-9/10/19
Denker, Christina	Company 8	1489	Educational	6/10/19 – 3/20/20
Guariglia, Frank	Friday	1115	Operational	6/14/19 – 9/14/19
Nappi, Joseph	Admin	753	Emergency Medical	4/15/19 – 5/15/19
Roulo, Donald	Co. 8	1017	Emergency Medical	6/12/19 – 9/12/19
Rudolph, Richard	Co. 8	1083	Extended Operational	5/3/19 – 7/3/19

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Capotosto, Michael	Sunday	1447	5/14/19	Educational
Connolly, Lauren	Sunday	1503	5/12/19	Educational
Harkins, Sean	Tuesday	1486	6/4/19	Educational
Magerle, Heidie	Tuesday	1163	5/14/19	Operational
Nappi, Joseph	Admin	753	5/16/19	Medical
Nucci, Carol	Tuesday	1324	4/11/19	Operational
Vogel, Joanne	Tuesday	861	5/21/19	Operational

Status Change:

Motion by Robert Franz and seconded by Ann Schwartz to grant the following Status Change:
#692 Ann Donegan- Operational Membership to Administrative Membership effective 6/27/19.
Yes: MC, CO, RW, RF, AS, SF   Vote not cast: BC, DM
MOTION APPROVED

Motion by Robert Franz and seconded by Chief Michael Como to grant the following Status Change:
#959 James Lupo- Operational Membership to Associate Membership effective 6/27/19.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to grant the following Status Change:
#1043 Javier (Tony) Cruz- Operational Membership to Associate Membership effective 7/31/19.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Resignation:

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of #1497 Pamela Best- Resignation letter dated 5/20/19, effective 6/27/19
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of #1547 Fabrizia Maiello- Resignation email dated 5/30/19, effective 6/27/19
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of #1524 Shaniece Malloy- Resignation email dated 6/12/19, effective 6/27/19
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of #1397 Lauren Aviles- Resignation email dated 6/22/19, effective 6/27/19
MOTION APPROVED UNANIMOUSLY

PCR:
- SC District Attorney requested and was sent 3 PCRs regarding a recent domestic violence call.
- SC District Attorney interviewed a member regarding a victim of violence call where the patient subsequently died. Member will be called to give testimony at the trial in early July after a jury is impaneled.

LOSAP 2018:
-After the mandatory posting at the Squad for 30 days, the 2018 LOSAP point listing was returned to the TOH for further processing. No changes to the listing were reported by members.
- I have not heard anything further from the TOH independent CPA firm who did the 2018 LOSAP audit field work.

- Members who are currently receiving benefits will see an increase in their benefit for the 2018 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: While on a signal 8 and backing into a parking space 2-15-82 hit an unoccupied parked vehicle behind 82 and damaged their grill. Our driver stated that 82 rolled back after being put into park. SCPD left an accident information exchange form on the windshield of the other vehicle. An estimate of the damage could not be obtained since we do not have the VIN number of the other vehicle (2017 Toyota Prius). This will be reported to our insurance carrier since we do not have a way to contact the owner of the other vehicle.

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.
-After amending the legislative bill that would allow fire departments to bill, the bill passed the NYS Senate but did not get out of the NYS Assembly local government committee. It will be on the 2020 legislative calendar.
-A bill passed NYS Senate and Assembly to allow a maximum annual contribution of $1,200.00 per participant in a defined contribution LOSAP Plan.

NYS Volunteer Ambulance and Rescue Association (NYSVARA) – The Board meeting will be held Saturday 7/13 or Sunday 7/14 in Suffern, NY and the next meeting will be at Pulse Check Educational Conference and Trade Show in September.

NYSVARA 2019 Scholarship-Deadline August 1, 2019
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, 2019. Members have been notified of this scholarship.

NYSVARA Special Awards-Deadline August 1, 2019
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) to NYSVARA for consideration.

President's Report – Seth Fischer:
-Thanked Second Deputy Chief Ryane Como for trainings
-Meeting with TOH to discuss LOSAP for our members

Director Daniels Report:
Emailed to the BOD:
Compliance: I am waiting on 2 proposals - one from Page, Wolfberg and Wirth and the other from EMSCompliance.com.

Seems their pricing models vary greatly so I need to compare apples to apples. One seems to be a completely custom program payable monthly at $295 p/mo.whereas the other uses a template which costs $300. (to start) but I don't have further info yet.

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.

Life Membership Plaque (BOD): Complete for 2018

- **Length of Service (Andrea Golinsky)**: Report has been received by President Fischer
- **Memorial Wall (David Mohr)** David is working on the new members who have recently passed away.
- **Plaques & Certificates BOD/Chief Officer Corps):** In need of a **new Chairperson**
- **Pins and badges (Roger Winter):** Membership Badges have been received. They are ready for distribution by Chief Como. I am awaiting Tom Romano's Life Member Badge. All award pins have been ordered and received.
- **Veterans Plaque:** As I haven't received any information to the veterans listed on the plaque, the names remain the same.

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

LED Sign (Diane Tanko): The sign is up to date and working. Diane Tanko has placed a memorial page to the members who have passed away.

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

Historien (Martha Brenner : No Report

Fund Drive Report : (Mary Brenner, Pete Nakelski, Martha Brenner, Roger Winter) : No Report.

Flag Etiquette (Roger Winter) : The flag was just set at ½ staff for the victims in Virginia Beach.

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. Casey has given me her preference for the picture. I will process the order this month.

Chief Operational Officers Pictures: All pictures have taken and mounted.

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 will be calling for the repair of all the valves in the truck room. We voted to replace the valves in a previous motion.

Garage door: North 1 needed a repair of the sensor on Monday. repaired

Garage Floor: Bobby Loysch continues to clean the floors. New padding for the floor under the vehicles has been purchased in the case of vehicles leaks.

Ice Machine in Ready/Room Kitchen: no issues

Ice Machine 2nd Floor: A leak was reported by David Kaufman. An initial repair was made. It still has a small leak. I will try something before I call again for a solution.

Gold Coast Cleaning: All the interior windows and vents have been cleaned.

Scallo Irrigation: Ok, No Report

Pestex Pest Management: Please report any issues so we can resolve them.

Wet Fire Extinguisher System: OK

Christmas Decorations: NO CHAIR PERSON TO HANDLE THE DECORATING.

Lighting Repairs: We need some lighting work done in the rear stairwell for safety purposes. WE also need some outlets and sensor switches installed.

GenServ. Inc.: I still need to get the insurance papers to Bob Franz from

Special lighting in the GMM: New fixtures have been installed in the GMM dance floor area. They’re LED light and color changing bulbs. They work from your phone and or a tablet. This is a test to see if they can be used for events. This is at the request of the Special Events Chair Brian Canty. I still need to have training on how to operate the system.

Plumber: The faucet in the ready room was replaced.

Fire Inspection: We are working on these issues.

We passed fire inspection with the following comments from the inspector.

Alarm equipment room and RPZ room do not accurately describe the contents. (Server room and sprinkler room)

Maximum storage height of boxes etc. should be at least 18" from ceiling. E.g. large basement storage room.

Elevator room and sprinkler room shouldn't be used for storage unless items are ancillary to operation of respective equipment.

All points of egress should be clear. E.g. back corner of truck room where ladders are stored.

Rear Stair tread repair: Repaired

Hanging the Squad Picture: Tom O’Leary has hung the picture in the main entrance foyer.

Funeral Bunting: new bunting was purchased.

Proposed Projects:

Squad Parking lot repair: We should move forward with the repair instead of tearing up the whole lot.

Roof Leak in the Chief Officers Room: Apparently there is a roof leak in the chief’s office near the chiefs desk. I have called Nationwide Restoration, Inc, they will be out to inspect the roof and give us a quote to repair the roof. Our warrantee on the roof expired in August of 2016.

Cement repair work:I have contacted Mike DeMartino for a quote on the repairs needed. Most are for safety issues. Mike is also the cement contractor to the project across the street. They seem to be having issues with the job as they are on their third project manager. Our original repair of the ramp may now not be covered.

Lund Vale: Will is cooking in for their yearly check of our back flow devices in July.

Interior Lighting: We need to inspect all lighting fixtures and replace all bulbs that are burned out. the light above the Chief’s desk might need a new ballast.

Parking lot overcrowding: So today when leaving the Squad I noticed several gentleman walking to cars in our lot. They are apparently the supervisors for the Condo across the street. I believe this is why we have so many cars in out lot at times.

Emailed to the BOD:

- Today I put up the battle flag above the Plaque of veterans by the elevator.
- The repair was made to the air conditioner in the basement.
- The ice machine on he second floor now only has a very small drip. I am looking into another repair.
- I called the plumber who installed the new faucet in the ready room to have the hot and cold water supply lines changed.

Old Business: None

New Business:

-Treasurer Canty reminded the Board that the picnic is taking place on Sunday July 28, 2019.
-Draft of HCFAS and HCAD audited Financial Statements were emailed to the Board, please review them so they can be sent to the TOH.

Motion by Ann Schwartz and seconded by Roger Winter to enter into Executive Session at 2050 hours, First Deputy Chief Wuestman and 2nd Deputy Chief Ryane Como will remain.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2131 hours.

Huntington Community Ambulance District
Proposed 2020 Budget

Name	2020 Request
Paid Employees	**$301,927**
Billing Services	**$172,800**
EMS Equipment & Supplies	**$98,904**
Vehicles, Equipment, Repairs, Maintenance, Fuel	**$286,700**
Building Repair & Maintenance	**$218,875**
Utilities	**$86,400**
Communications Equipment & Repairs	**$66,300**
Professional Fees	**$22,500**
Insurance	**$241,900**
Office	**$22,500**
Members Uniforms & Subsistence	**$70,200**
Members Inspection	**$54,000**
Education and Training	**$47,550**
Public Relations	**$15,000**
Other Expenditures & Medical Expenses	**$38,250**
Total 2020 Budget Request	**$1,743,806**

FINAL VERSION:

SOP 03-2019

Article II, Section 9 – Company 8

The purpose of Company 8 is to enable a member of HCFAS who can no longer maintain a regularly scheduled duty tour to continue their active, operational membership in HCFAS. To request Company 8, a Shift Change and Company 8 Request Form (#138) stating the reason(s) for requesting Company 8 status must be submitted to the Chief, with a copy to the First Deputy and the current Day Captain. Documentation supporting the request (i.e., letter from employer, school transcripts) must accompany the form. The request will be reviewed, discussed and voted on at the next scheduled Officer's meeting. The member will continue on his regularly scheduled duty tour, or obtain a replacement of equal or higher status, pending the results of the Officer's meeting. Members requesting Company 8 must be in good standing, be a First Aider or higher in status or a Permanent Dispatcher with a minimum of two years on the Squad, and be prevented by work, school or other situation from fulfilling a regularly scheduled duty tour.

The following rules and regulations apply to all members granted Company 8. Any violation will result in the loss of Company 8 privileges for a minimum of ninety days and could result in permanent loss of Company 8 privileges. Members may appeal their loss of Company 8 privileges to the Board of Directors.

A. The member must fill two scheduled duty tour per two week period (minimum of eight hours) and must be on time and in uniform to receive credit for the duty tour. An eight-hour overnight duty tour will count for two consecutive weekly tours.
B. It is the responsibility of the members of Company 8 to call the Day Captain of the day in which they are available to fill a duty tour. A minimum of forty-eight (48) hours notice is required.
C. If a member of Company 8 cannot make a scheduled duty tour they signed up for, he must get a replacement of equal or higher status for the duty tour or he will receive a no show.
D. If the member has two (2) no shows and/or two (2) late shows, Company 8 privileges may be forfeited.
E. Members on Company 8 who cannot fulfill a weekly duty tour must inform the First Deputy Chief in writing ahead of time.

The First Deputy is responsible for maintaining the hours of Company 8 personnel. He will report to the Operational Officers and a review will be conducted on the status of all Company 8 personnel at the first Operational Officers' meeting following the completion of a calendar quarter (January, April, July and October). A copy of the report will be distributed to the Board of Directors at the first scheduled Board meeting following the first Operational Officers' meeting of the quarter.

FINAL VERSION:

SOP 04-2019

Article III, Section 1 – General Rules

1. All members are required to have their credentials on them at all times while on Squad property, in any Squad vehicle, during any non-social Squad function, while on duty or on a back up call. Members may, in lieu of carrying credentials, may carry a photo of their credentials. Credentials are defined as and will include the following based on your status:

A. Administrative Members/ Dispatchers/First Aiders - A current Squad issued Membership Card and a current copy of your driver's license.
B. Drivers - A current Squad issued Membership Card and a current copy of your driver's license.
C. Crewleaders - A current Squad issued Membership Card and a copy of your EMT-B/CC/P certification and a current copy of your driver's license.

Proposed SOP Change
03-2019

Proposal:
To allow members flexibility in completing their required hours.

Background/Justification:
Members working flexible hours some weeks cannot due a shift, while other weeks they can do multiple shifts. Non-Company 8 members are not restricted from doing multiple shifts when making up shifts missed. Balanced with the safety of our members, understanding that the possibility exists that a member might not be able to get rest during a shift, and their patients.

Change (additions are <u>underlined</u> and deletions are ~~stricken~~):
Article II, Section 9 – Company 8

The purpose of Company 8 is to enable a member of HCFAS who can no longer maintain a regularly scheduled duty tour to continue their active, operational membership in HCFAS. To request Company 8, a Duty tour Change Request Form(#138) stating the reason(s) for requesting Company 8 status must be submitted to the Chief, with a copy to the First Deputy and the current Day Captain. Documentation supporting the request (i.e., letter from employer, school transcripts) must accompany the form. The request will be reviewed, discussed and voted on at the next scheduled Officer's meeting. The member will continue on his regularly scheduled duty tour, or obtain a replacement of equal or higher status, pending the results of the Officer's meeting. Members requesting Company 8 must be in good standing, be a First Aider or higher in status or a Permanent Dispatcher with a minimum of two years on the Squad, and be prevented by work, school or other situation from fulfilling a regularly scheduled duty tour.

The following rules and regulations apply to all members granted Company 8. Any violation may result in the loss of Company 8 privileges for a minimum of ninety days and could result in permanent loss of Company 8 privileges.

F. The member must fill one scheduled duty tour per week (minimum of four hours) and must be on time and in uniform to receive credit for the duty tour. <u>If a member is unable to do a scheduled shift per week, they must notify and receive approval from the First Deputy Chief to do multiple shifts per week, but at no time can this exceed more than sixteen consecutive hours or sixteen hours in any twenty-four hour period.</u> An eight-hour overnight duty tour will count for two consecutive weekly tours.

G. It is the responsibility of the members of Company 8 to call the Day Captain of the day in which they are available to fill a duty tour. A minimum of forty-eight (48) hours notice is required.

H. If a member of Company 8 cannot make a scheduled duty tour they signed up for, he must get a replacement of equal or higher status for the duty tour or he will receive a no show.

I. If the member has two (2) no shows and/or two (2) late shows, Company 8 privileges may be forfeited.

J. Members on Company 8 who cannot fulfill a weekly duty tour must inform the First Deputy Chief in writing ahead of time.

The First Deputy is responsible for maintaining the hours of Company 8 personnel. He will report to the Operational Officers and a review will be conducted on the status of all Company 8 personnel at the first Operational Officers' meeting following the completion of a calendar quarter (January, April, July and October). A copy of the report will be distributed to the Board of Directors at the first scheduled Board meeting following the first Operational Officers' meeting of the quarter.

Proposed SOP Change
04-2019

Proposal:
To add the requirement that members carry their credentials with them at all times while on duty or on a backup call.

Background/Justification:
It is extremely important to have your credentials on you at all time while performing in the capacity of a first responder.

Change (additions are <u>underlined</u> and deletions are ~~stricken~~):
Article III, Section 1 – General Rules
Add a new number 1 and renumber the original

<u>1. All members are required to have their credentials on them at all times while on Squad property, in any Squad vehicle, during any non-social Squad function, while on duty or on a back up call. Credentials are defined as and will include the following based on your status:</u>

C. <u>Dispatchers/First Aiders - A current Squad issued Membership Card.</u>
D. <u>Drivers - A current Squad issued Membership Card and a current laminated copy of your driver's license.</u>
E. <u>Crewleaders - A current Squad issued Membership Card and a laminated copy of your EMT-B/CC/P certification.</u>

Proposed SOP Change
05-2019

Proposal:
Change the eligibility criteria and reporting for gift cards.

Background/Justification:
This covers a full year of shifts in calculating the 75% requirement. As it stands now we count 11 months this means that members who take a LOA that includes December have an easier time making up the missed shifts. It allows the Board a longer time to review the list and order/collate the gift cards for distribution at the December GMM. It adds the requirement to post the hours in September and October but also makes it clear that watching their hours is the responsibility of the member.

Change (additions are underlined and deletions are ~~stricken~~):
Article X, Section 1, Paragraph A, (17), (g)

g. Gift Eligibility – In order to receive a holiday gift as may be approved by the Board of Directors annually, a member must fulfill the following requirements:

i. The member must be a member in good standing as defined in Article II, Section 1 of the SOP's, with the exception of the required duty tours or hourly commitment, which is defined in paragraph (iii) and (iv) below, as of ~~December~~ November 1st .

ii. The member may not have been suspended, or received a temporary suspension, during the twelve (12) month period preceding ~~December~~ November 1st .

iii. As of ~~December~~ November 1st, Operational members must have completed thirty-~~six~~ nine (3~~6~~9) four (4) hour duty tours or thirty-~~six~~ nine (3~~6~~9) eight (8) hour overnight duty tours or ~~eighteen~~ twenty ~~18~~20) eight (8) hour duty tours if on Alternating Overnight Status (an alternating 8 hour overnight counts as 2 4 hour duty tours). Duty tours include both weekly duty tours and each four (4) hour standby as counted from November 1st the previous year to October 31st of the current year.

iv. As of ~~December~~ November 1st, Administrative members must have completed and submitted to the ~~Chief Dispatcher~~ Vice President a total of ~~eighty-two~~ one hundred forty four (~~82~~144) hours of duty time as counted from November 1st of the previous year to October 31st of the current year.

v. The Chief will provide the list of all eligible members ~~or members who received a gift~~ and those ineligible members to the Board of Directors no later than the 2nd Board meeting in ~~December~~. November for operational personnel. The Vice President will provide the list of all eligible administrative members and those ineligible members to the Board of Directors no later than the 2nd Board meeting in November.

vi. The First Deputy Chief and the Vice President will post the hourly record for operational and administrative members respectively initially by August 31st and an updated list by September 30th. It is the responsibility of the member to review the posted information as well as their own information found in the member page/member report of the website.

vii Any exception to the above must be approved by the Board of Directors.

Motion by Brian Canty and seconded by Chief Michael Como to adjourn the meeting at 2132 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 22, 2019

Amended and approved: August 6, 2019

MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: August 6, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Elizabeth Wuestman, Ryane Como, Kathy Castillo and James Mallilo.

Meeting called to order at: 1930 hours

Presentation and discussion of 2018 HCFAS audited Financial Statements by Fuoco Group's: Scott Small, CPA and Russell Seyffarth.

Motion by Casey Orr and seconded by Chief Michael Como to approve the minutes of June 6th, 2019 as amended.
MOTION APPROVED UNANIMOUSLY   (Note: BC Out of the room)

Motion by Robert Franz and seconded by Casey Orr to approve the minutes of June 27th, 2019 as amended.
MOTION APPROVED UNANIMOUSLY   (Note: BC Out of the room)

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

Proposals-

Financial Statements HCFAS & HCAD 2018
Fitness Room Equipment
Suffolk County Ambulance Chief's Association (SCACA) Dues
Annual NYSVARA Squad Dues & Report
Annual NYSVARA Individual Dues
Annual Fire Chiefs Individual Dues
Annual Firemen's Association State of New York Individual Dues
Use of Voting Machine on Election Day
Advance for Meals on Election Day
Advance for the Cash Box on Election Day
2019 Election Day Hours
Provide Member Email Addresses for Election Candidates
Revised motion for the Parking lot Asphalt repair, Sealcoat and Stripe Parking Lot. Quality Blacktop Services, Inc. (Tabled)
Shrub Removal
Paramedic Pay Increases: Gregory Pierre & Hector Feliciano (Email)
Pay Schedule For Medics with 5+ Years Experience (Email)
Pay Schedule For Medics with <5 Years Experience (Email)
Pay Schedule For Lead Paramedic (Email)
Paramedic Raises Aug 2019 (Email)
EMS WORLD EXPO 2019 New Orleans (Email)

Financial Statements HCFAS & HCAD 2018

Motion by Brian Canty and seconded by David Mohr to approve the 2018 financial statements for HCFAS and HCAD as prepared and presented by FUOCO Group, CPA.

MOTION APPROVED UNANIMOUSLY

Fitness Room Equipment

Motion by Brian Canty and seconded by Chief Michael Como to enter into an agreement with Fitness Machine Technicians, Dix Hills, NY for the purpose of performing a semiannual Preventative Maintenance on all our Fitness Room equipment at a cost not to exceed $500 per year. A certificate of liability insurance will be required from Fitness Machine Technicians with HCFAS named as additional insured and a certificate of workers compensation insurance is also required.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Suffolk County Ambulance Chief's Association (SCACA) Dues

Motion by Robert Franz and seconded by David Mohr to pay the annual dues to Suffolk County Ambulance Chief's Association in the amount of $100.00 for 2020.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Annual NYSVARA Squad Dues & Report

Motion by Robert Franz and seconded by Brian Canty to authorize the Secretary or Squad Delegate to update the NYS Volunteer Ambulance and Rescue Association (NYSVARA) Member Organization report and approve the dues payment to NYSVARA of $140.00 for the period 10/01/2019 to 9/30/2020. The annual report will name Andrea Golinsky as Primary Delegate and Robert Franz as the Alternate Delegate. 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

Annual NYSVARA Individual Dues

Motion by Robert Franz and seconded by Chief Michael Como to approve and pay the annual individual dues request of $10.00 for new or renewal membership in the NYS Volunteer Ambulance and Rescue Association for Huntington Community First Aid Squad members for the year 10/1/19 to 9/30/20.

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 ($40.00 for 2020) for new or renewal active or affiliated membership in the NYS Association of Fire Chiefs for any director or Chief officer holding office in 2020 and for any past president or ex-chief. There will be a maximum number of three memberships or a total amount not to exceed $120.00.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Annual Firemen’s Association State of New York Individual Dues

Motion by Robert Franz and seconded by Roger Winter to approve and pay the annual dues requests ($15.00 for 2020) 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 2020 and for any past president or ex-Chief. There will be a maximum number of three memberships or a total amount not to exceed $45.00.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Use of Voting Machine on Election Day
Motion be Robert Franz and seconded by Brian Canty to authorize and approve the Secretary or designee to enter into a purchase order/agreement with the County of Suffolk Board of Elections (SCBOE) 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 9, 2019 at a cost not to exceed $1,900.00. Delivery and pick up of the machine may be contracted to Bay Shore Movers or another reputable moving company at an additional cost of $350.00 if Suffolk County BOE cannot perform the task. The total amount is not to exceed $2,250.00.
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 Election Day meals on for the staff who are working the 2020 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 Casey Orr to authorize the Treasurer to fund the cash box with $100.00 to provide change when members pay their annual dues on December 9, 2019. 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 16, 2019.
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

2019 Election Day Hours
Motion by Robert Franz and seconded by Casey Orr to set the times of the 2019 General Election Day from 8:00 AM to 8:00 PM on December 9, 2019.
MOTION APPROVED UNANIMOUSLY

Restrict Candidate Presence on Election Day
Motion by Brian Canty and seconded by Casey Orr 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, MC, RW, CO, DM, No: RF
MOTION APPROVED

Provide Member Email Addresses for Election Candidates
Motion by Robert Franz and seconded by Chief Michael Como to authorize and approve the candidates for an office in 2020, 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 12/06/2019.
MOTION APPROVED UNANIMOUSLY

Revised motion for the Parking lot Asphalt repair, Sealcoat and Stripe Parking Lot. Quality Blacktop Services, Inc.
Motion by Roger Winter and seconded by Robert Ftanz to increase the expenditure for the parking lot repair as additional areas were identified by Roger Winter that needed repair that totaled 1,177 sq. ft. This is above the Quality Blacktop Services, Inc. contract of aprox.1, 220 sq. ft. $8,425.00 for the repairs, sealcoating and striping from the June 27, 2019 BOD meeting. The new adjustment in cost is for $4,850. The new total $13,275.00.
Please see the attached invoice.
HCAD Funds

Motion by David Mohr and seconded by Brian Canty to table the motion.
Yes: CO, BC, MC, AS, DM No: RW, RF
MOTION APPROVED to table

Landscape - Shrub Removal
Motion by Seth Fischer and seconded by David Mohr to engage Soundview Garden and Design, our current landscapers, for the removal of 16 shrubs in the front of the parking lot facing Railroad Street and dispose of the debris. NTE $1950.00.
HCAD Funds
Yes: CO, RF, MC, AS, DM, SF No: RW, BC
MOTION APPROVED

Note: The following motions were done via email: (See Secretary's Report for new members)

6/30/19 email vote 7/11/19
Paramedic Pay Increases: Gregory Pierre & Hector Feliciano
Motion by Chief Michael Como and seconded by Casey Orr to increase Paramedics Gregory Pierre and Hector Feliciano's hourly pay rate from $22.00 to $24.00 an hour which is an increase of 9%.
Justification: Gregory Pierre's start date was 3/25/17 and Hector Feliciano's start date was 8/4/18. Both individuals have shown exemplary performance, great attendance, and work great with all crews. Brian has confirmed that there is money in the budget for this increase.
HCAD Funds
Yes: CO, BC, MC, SF, JD, AS, RF, DM Did Not Vote: RW
MOTION APPROVED

7/12/19 email vote 7/18/19

Pay Schedule For Medics with 5+ Years Experience

Motion by Chief Michael Como and seconded by Casey Orr to increase the pay of paramedics with 5+ years of experience from $25.00 to $26.00 per hour (4% increase) after one full year of employment. After each subsequent year of employment, the paramedics pay will increase by $0.50 per hour with a maximum pay of $28.00. In order for a paramedic to qualify for a raise they must have worked a minimum of 196 hours during the preceding year and have been compliant with their checkouts. Any deviation from the above shall be reported to the Chief and approved by the Board of Directors.

Justification: To retain paramedics. Brian has been consulted and there is enough money in the budget for the remainder of this year and this was included in the 2020 budget.

HCAD Funds

Yes: AS, BC, DM, MC, SF, JD, RW Abstain: RF Did Not Vote: CO

MOTION APPROVED

7/12/19 email vote 7/18/19

Pay Schedule For Medics with <5 Years Experience

Motion by Chief Michael Como and seconded by Casey Orr to increase the pay of paramedics with less than 5 years of experience from $22.00 to $24.00 per hour (~9% increase) after one full year of employment, and from $24.00 to 25.00 per hour (4% increase) after two full years of employment. After each subsequent year of employment, the paramedics pay will increase by $0.50 per hour with a maximum pay of $28.00. In order for a paramedic to qualify for a raise they must have worked a minimum of 196 hours during the preceding year and have been compliant with their checkouts. Any deviation from the above shall be reported to the Chief and approved by the Board of Directors.

Justification: To retain paramedics. Brian has been consulted and there is enough money in the budget for the remainder of this year and this was included in the 2020 budget.

HCAD Funds

Yes: AS, BC, DM, MC, SF, JD, RW Abstain: RF Did Not Vote: CO

MOTION APPROVED

7/12/19 email vote 7/18/19

Pay Schedule For Lead Paramedic

Motion by Chief Michael Como and seconded by Casey Orr to increase the pay of the lead paramedic by $0.50 per hour after each full year employed in that position with a maximum pay of $33.00. In order for the lead paramedic to qualify for a raise they must have worked a minimum of 196 hours during the preceding year and have been compliant with their checkouts. Any deviation from the above shall be reported to the Chief and approved by the Board of Directors.

HCAD Funds

Yes: AS, BC, DM, MC, SF, JD, RW   Abstain: RF   Did Not Vote: CO

MOTION APPROVED

7/22/19 email vote 7/25/19

Paramedic Raises Aug 2019

Motion by Chief Michael Como and seconded by David Mohr to implement wage increases consistent with the schedule (motion) previously approved by the BOD for five paid paramedics to be effective August 4, 2019. The wage increases are as follows: 1) Jennifer Massem from $25.00/hr to $26.00/hr, 2) Kerry Carlock from $25.00/hr to $26.00/hr, 3) Joe Losquadro from $25.00/hr to $26.00/hr, 4) Michael Allison from $25.00/hr to $26.00/hr, and 5) Cono Cimino from $25.00/hr to $26.00/hr.

Employee Name	Starting Pay Rate	Proposed Pay Rate	Start Date	Yr1 Hrs
Jennifer Massem	$25.00	$26.00	11/3/2016	472
Kerry Carlock	$25.00	$26.00	11/26/2016	284
Joe Losquadro	$25.00	$26.00	4/17/2017	496
Michael Allison	$25.00	$26.00	4/26/2017	1428
Cono Cimino	$25.00	$26.00	1/19/2018	493

HCAD Funds

Yes: DM, JD, MC, BC, RW, SF, AS, RF   Did Not Vote: CO

MOTION APPROVED

7/23/19 email vote 7/25/19

EMS WORLD EXPO 2019 New Orleans

Motion by Chief Michael Como and seconded by David Mohr to accept the recommendation of Second Deputy Chief Ryane Como and authorize and approve up to six (6) members to attend the EMS World Expo at the Ernest N. Memorial Convention Center, New Orleans, LA, from Tuesday, October 15, 2019 to Friday, October 18, 2019 at a registration cost not to exceed $485.00 per person, (3 –5) $360 per person, (6+) $320.00 per person. Hotel accommodations not to exceed $390 per person ($130/night/person) (inclusive of any taxes and fees, double occupancy is required), Tuesday, October 15, 2019 through Friday, October 18, 2019 (3 nights). Meals and incidental expenses not to exceed GSA federal government rate (as of 10/01/2019 GSA rate is $71.00) (breakfast, lunch, and dinner & IE) (less 25% for travel days) per day per person, providing no meals are included as part of the registration package (alcoholic beverages are excluded for reimbursement), round trip coach airfare not to exceed $250.00 per person per trip. All ground transportation not to exceed $100.00 per person (receipts required). Members will attend a minimum of 9 educational sessions (a minimum of 3 per day). A listing of the sessions attended and any course completion certificates received will be submitted with LOSAP forms as part of the reimbursement package, as well as a comprehensive report (submitted electronically) on at least one session attended per person that will be used as a future Review Training for our members (the attendee may be asked by the 2nd Deputy Chief to write a test on the comprehensive report) which will be given to the Second Deputy Chief within 10 days after returning from the conference. Upon request of the Chief, Second Deputy Chief, or the Board of Directors, the member must be available to make a report as determined by the requester concerning one of the educational sessions attended. Reimbursement of deposits or prepaid tickets due to non-attendance is the responsibility of the member, unless an exception is requested by the member in writing and approved by the Board of Directors. Reimbursement will be in accordance with HCFAS Purchasing Policy Procedures and will include original receipts and a statement that no other party is paying or reimbursing the attendee for this conference or any part thereof. It will be approved by the Second Deputy Chief and Chief, and submitted to the Treasurer. Each attendee must submit a package of materials requested and paid original invoices within 10 days of return from the conference to be reimbursed. The Treasurer will provide the Board of Directors an accounting for this conference at the Board of Directors meeting immediately following the request for reimbursement after the event. Only actual expenses shall be reimbursed up to their approved limit and category. If possible all airfares and room expenses will be paid by an HCFAS corporate credit card.

HCAD Funds

Yes: DM, RW, BC, AS, RF, CO, MC, JD Did Not Vote: SF

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: Jun 28, 2019 to Aug 02, 2019
HCAD Transactions (79) Checks & (9) Direct Debits Totaling $151,457.89
Payroll $5,437.91 06/16/19 thru 06/22/19 Pay date 06/28/19
$4,534.29 06/23/19 thru 06/29/19 Pay date 07/05/19
$4,742.87 06/30/19 thru 07/06/19 Pay date 07/12/19
$4,863.79 07/07/19 thru 07/13/19 Pay date 07/19/19
$7,089.00 07/14/19 thru 07/20/19 Pay date 07/26/19
$5,636.25 07/21/19 thru 07/27/19 Pay date 08/02/19

HCFAS Transactions (18) Checks & (1) Direct Debit Totaling $21,824.21
POST Transactions (2) Checks & (0) Direct Debit Totaling $317.00

*** HCAD CKS 9659-9663, 9667, & 9691 were voided.**

MOTION APPROVED UNANIMOUSLY

Past Due Invoices:

All American	5/9/2019	Invoice #5249	$158.06
All American	6/12/2019	Invoice #52471	$212.94
Boundtree	7/5/2019	Invoice #83265734	$28.30
GenServe	6/30/2019	Invoice #0176107-IN	$600.00
LI Screen Printing	7/5/2019	Invoice #E59626	$26.00
Island Tech Services	5/30/19	Invoice #34619	$ 67.50

Open PO's:

Chief #0312
July 16th 2019 VistaPR Vista Print.com 866-8936743MA $136.85

President #0044
Jun 21st 2019 Best Bagel Around $18.37
July 13th 2019 Webroot Secure Anywhere $1,374.10

Need Motion Soudview Garden & Design $1,950 for removal of shrubs in front of bldg.

Also waiting for original bill for Raymour & Flanigan

Transfers: From M&T Bank to TOH 7/15/19 $181,143.84
From Fund Drive 1061-F to HCFAS 1057-F 7/23/19 $20,000.00

Chief's Report – Michael Como:

Distributed to the Board:
- Paid Paramedic hours for the month of July
- Company 8 Report (Amended SOP was emailed to Co. 8 members)
- Delinquent Members Hours for 1st and 2nd Quarter

Missed Paid Paramedic checkouts:
7/1-Massem -2
7/4-Losquadro -2
7/12-Lutz -2
7/13-Lutz -2
7/16-Allison -2
7/18-Greenless -1
7/20-Schultz -1
7/23-Allison -2
7/24-Greenless -1
7/30-Allison -2

-2 indicates that no ambulances were checked out
-1 indicates that 1 ambulance was checked out

No 2-15-81 checkouts were missed.

According to the digital record Mike Allison did **no ambulance check outs for the month of July**. Mike says he did them but didn't use the Google checkout sheet. I explained that the Google sheet is the only way we can track checkouts so he has to use it. He has been notified that if this continues he will be removed from the schedule.

All medics have been reminded that checkouts are a requirement.

Q1/Q2 delinquency report
The Q1/Q2 delinquency report makes perfect sense to me, but I can see how it could be cryptic and difficult to follow. The left column is for Q1 2019. If a member was short in Q1 2019 their target hours for Q2 are in the "Need Q2 2019" column. If the number is that column is struck through it means that they met the requirement. All of the members that did not meet their requirements were on medical leaves (with the exception of Arlene Lindsay who was granted a leave).

Equipment & Vehicles –
16 - Needs to go to VCI for minor repairs (Hidden unlock button broken, ALS cooler broken, leak in roof)

18 - Our newest ambulance is undergoing final prepwork at VCI. Anticipated to be in quarters Thursday 8/8
19 - Needs to go to VCI for minor repairs (Cool tech fault, cabinet exhaust for ALS cooler, potential liquid spring suspension issue)
20 - Was cosmetically repaired by 9th Street.
21 – Currently at Specialty. Anticipated to be back in quarters Thursday 8/8
81 – F1 mobile radio has an intermittent power problem. Before we get IWT involved we are troubleshooting to see whether it is a problem with the radio or the vehicle. 81's mobile radio has been swapped with 82's in an effort to isolate the problem.

Personnel –
- All of the members involved in three recent cardiac arrest calls have been nominated for REMSCO Save Awards. We are awaiting final confirmation from Mike Masterton.
- See attached for personnel actions, co8 report, and Q2 hours delinquency report.

Paid Paramedic Program-
- Medics Hayley Schultz and Emily Edgar started picking up shifts in the beginning of July. Both medics have been picking up numerous shifts and as a result the schedule has been in much better shape.

Events/Projects –
- Joint meeting of TOH Chief's Council will be on 8/26/19 at Dix Hills FD (115 Deer Park Rd)
- HCFAS will be hosting the TOH Chief's Council on 9/30/19
- HCFAS will be hosting the Suffolk County Amnulance Chief's in September
- Parades - Details below:
  - ENFD Parade 8/6/19
  - GFD Parade 8/29/19
- Planning has started for the Fall Festival.

Training –
Review Training:
- August review Training on Firefighter Rehab is out.
-BLS CPAP in-service classes are ongoing.

Status Changes/ Advancements:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1551	Campbell	Nicole	Tue 0700	Disp	FA	6/25/2019
1558	Lacroze	Annika	Sat 0700	Disp TR	Disp	7/2/2019
1558	Lacroze	Annika	Sat 0700	Disp	FA	7/2/2019
1558	Lacroze	Annika	Sat 0700	FA	ACL	7/3/2019
1543	Tuck	Zach	Tues 2300	Disp	FA	6/22/2019
1541	Prestin	Kim	Sat 1900	Disp	FA	6/24/2019
1555	Kallergis	Katherine	Fri 0700	Disp TR	Disp	7/2/2019

1546	Dowler	Brett	Thurs 0700	Disp	FA	6/20/2019
1546	Dowler	Brett	Thurs 0701	FA	ACL	7/9/2019
1531	Flurkey	Zach	Fri 1500	ACL	CL	6/27/2019

<u>Shift Change:</u>
#1550 Jonathan Guarino from Wednesday 1500 to Monday 1100 Effective 7/8/19

Secretary's Report –Robert Franz:

LOSAP 2018 – Bob Franz
Penflex Inc. had a few staff changes which resulted in the following:
- the 2018 annual report is a month behind schedule.
- the 2018 Participant LOSAP statements are also delayed.
- for those receiving benefits, the 2018 incremental increase catch up for 2019 has not been distributed and the new monthly benefit has not been initiated.

Insurance Workers Compensation – Bob Franz
In mid-July, a member was injured on a call and a VAW compensation claim has been filed. This will negatively affect our loss experience modification.

Anti-Harassment policy complaint – Bob Franz
A member filed a complaint against another member which has been referred to the Squad's grievance committee.

New Members:
Motion by Ann Schwartz and seconded by Roger Winter to accept EMT Jesse Annunziata as a new probationary member #1569, Shift: Thursday 1100 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Ann Schwartz and seconded by Roger Winter to accept Leonardo Terrones-Nuñez as a new probationary member #1570, Shift: Wednesday 1100 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Ann Schwartz and seconded by Roger Winter to accept Vera Farina-Ehlers as a new probationary member #1571, Shift: Wednesday 0700 in accordance with Article III, Section 2 of the By-Laws.
Yes: AS, BC, DM, MC, RW, RF Abstain: CO
MOTION APPROVED

Motion by Ann Schwartz and seconded by Roger Winter to accept EMT-B Steven Conroy as a new probationary member #1572, Shift: Wednesday 1500 in accordance with Article III, Section 2 of the By-Laws.
Yes: AS, CO, DM, MC, RF No: BC Abstain: RW
MOTION APPROVED

7/8/19 email vote: 7/11/19
Motion by Ann Schwartz and seconded by Jeffery Daniels to accept EMT-B Michael Mahoney as a new probationary member #1564, Shift: Sunday 1900 in accordance with Article III, Section 2 of the By-Laws.
Yes: RF, DM, AS, JD, BC, RW, CO, MC Did Not Vote: SF
MOTION APPROVED

7/15/19 email vote: 7/16/19
Motion by Ann Schwartz and seconded by Chief Michael Como to accept Elizabeth Bernfeld as a new probationary member #1565, Shift: Monday 1100 in accordance with Article III, Section 2 of the By-Laws as of 7/16/19.
Yes: RF, DM, AS, JD, BC, MC Did Not Vote: CO, RW, SF
MOTION APPROVED

7/15/19 email vote: 7/16/19
Motion by Ann Schwartz and seconded by Chief Michael Como to accept EMT-B William Villatoro as a new probationary member #1566, Shift: Wednesday 1100 in accordance with Article III, Section 2 of the By-Laws as of 7/16/19.
Yes: RF, DM, AS, JD, BC, MC Did Not Vote: CO, RW, SF
MOTION APPROVED

7/15/19 email vote: 7/16/19
Motion by Ann Schwartz and seconded by Chief Michael Como to accept Post 215 member Estrella Flores as a new probationary member #1567, Shift: Tuesday 1700 in accordance with Article III, Section 2 of the By-Laws as of 7/16/19.
Yes: RF, DM, AS, JD, BC, MC, RW Did Not Vote: CO, SF
MOTION APPROVED

7/15/19 email vote: 7/16/19
Motion by Ann Schwartz and seconded by Chief Michael Como to accept Post 215 member Benjamin Curry as a new probationary member #1568, Shift: Saturday 0700 in accordance with Article III, Section 2 of the By-Laws as of 7/16/19.
Yes: RF, DM, AS, JD, BC, MC, RW Did Not Vote: CO, SF
MOTION APPROVED

Probation Ending:

7/24/19 email vote 7/25/19
Motion by Chief Michael Como and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Joshua Abraham, member #1507, effective 7/25/19.
Yes: AS, BC, DM, MC, RF, JD, RW Did Not Vote: CO, SF
MOTION APPROVED

7/24/19 email vote 7/25/19
Motion by Chief Michael Como and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to Jacob Levinsky, member #1529, effective 7/25/19.
Yes: AS, BC, DM, MC, RF, JD, RW Did Not Vote: CO, SF
MOTION APPROVED

Resignation:

7/24/19 email vote 7/25/19
Motion by Chief Michael Como and seconded by Robert Franz to accept the resignation of Shayna Castagna #1381 - Resignation email dated 7/9/19, effective 7/25/19.
Yes: AS, BC, DM, MC, RF, JD, RW Did Not Vote: CO, SF
MOTION APPROVED

7/24/19 email vote 7/25/19
Motion by Chief Michael Como and seconded by Robert Franz to accept the resignation of #1557 John Zadran - Resignation email dated 6/19/19, effective 7/25/19.
Yes: AS, BC, DM, MC, RF, JD, RW Did Not Vote: CO, SF
MOTION APPROVED

Returned to Duty:

Name	Day	Membership #	RTD Date	Note/From
Burns, Eileen	Sunday	767	6/30/19	Medical
Klotsche, Alexander	Co. 8	1363	6/1/19	Educational
Lopez, Esteban	Sunday	1519	6/22/19	Military
Moran, Matthew	Monday	1391	7/8/19	Emergency Medical
Woznick, Mary Jane	Thursday	769	7/11/19	Medical

LOA'S:

Motion by Robert Franz and seconded by Chief Michael Como to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Cortes, Roxanne	Wednesday	1521	Operational	6/15/19 - 9/15/19
Ingwersen, James	Admin	1114	Extended Medical	7/1/19 – 9/30/19
Klotsche, Alexander	Co. 8	1363	Operational	6/2/19 – 9/2/19
Orlando, Philip	Friday	706	Emergency Medical (LOD)	7/13/19 – 10/13/19
Nakelski, Peter	Admin	681	Extended Medical	7/14/19 – 10/14/19
Roach, Sheryl	Sunday	1253	Medical	7/7/19 – 10/7/19

MOTION APPROVED UNANIMOUSLY

Letters of Intent:

Member #	Last Name	First Name	Reason	Day & Shift
1102	Axelrod	Alyssa	Short Q2 Hours	Sunday
1185	Delva	Audin	Short Q2 Hours	Sunday
1358	Daniels	Jeffrey	Short Q2 Hours	Sunday
1437	Lenio	Christian	Short Q2 Hours	Sunday
1435	Tamayo	Keith	Short Q2 Hours	Sunday
1248	Schaffert	Emily	Short Q2 Hours	Weds
1429	Cook	Justin	Short Q2 Hours	Thurs
1052	Stone	Jonathan	Short Q2 Hours	Thurs
1453	Crane	John	Short Q2 Hours	Friday

Vice President's Report – Ann Schwartz:

Recap of 2019 Picnic – 7/28/19

Total Signed Up	148	26	29	17
NO SHOWS	15			
Add Ons	19	0	4	0
Max Total attending	**152**	**26**	**33**	**17**
Total paid	**152**	**0**	**16**	**16**

Costs

Catering	$8,077.00
Camp Use	$2,000.00
Misc	$861.54
Total Cost	$10,938.54

No Shows

Name	Memb #	# Guest 21+	# 13 - 20	# 6 - 12	#< 5
Wuestman, Elizabeth	1399	1	0	Got Called into Work	
Vodopia, Julia	1522	3	0	3 Guests could not attend	
Valle, Matthew	1238	1	0	1 Child could not attend	
Sinrich, Robert	1563	2	0	Emailed got called into work	
Steenson, Elizabeth	820	2	0	Emailed too hot	
Dell, Louis	1388	2	0	Had another event	
Decker, Gilda(Jill)	908	2		No Show	
Donegan, Kathryn	1460	2	0	No Show	
		15			

Adds

Name	Memb #	# 21+	# 13 - 20	6 - 12	#<5
Golinsky, Andrea		2			
Woznick, Mary Jane		2		1	
Barbou, Laurant		2		2	
Orlando, Phil		2			
Saito, Kyoko		1			
Kelly, Paul		1			
Lenord, Kahty		1			
Dominic, Jon		1			
O'Riordan, Casey		1			
Palmieri, John		1			
Kennedy, Bridget		2			
Schwartz, Ann		1			
		17	0	3	0

Signed up Different then Showed Up

Tufo, Patricia	1242	1	-	
Villamide-Herrera, Loreley	1370	1	-	
Rich, Solange	1499	-	-	1
	0	2	0	

Director Daniels Report:

I will be uploading the proposals for the Compliance program and will be prepared to discuss them at the next meeting.

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**): Complete for 2018
- **-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):** In need of a new Chairperson. Chief Como and I have received the plaques that were previously purchased at Artplak by Christine Roulo. We will try to estimate the total number of items to be purchased and the total expense for this year's plaques.
- **-Pins and badges (Roger Winter):** I have received the members that are off of probation. I have received the badges and I am confirming the order. I will then give the badges to the Chief.
- **-Veterans Plaque:** The only new name to be processed is Ferdinand Rocke, US Army.

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.

LED Sign (Dian Tanko): A small repair is necessary for the lettering on the top of the sign. Apparently the smoked glass has fallen down into the compartment. I have contacted Ed Applegate of Visual Information Services for the repair. The cost will be $400.00. 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, Pete Nakelski, Martha Brenner, Roger Winter) : The Fund Drive totals for the second mailing for 2019. As of 8/5/2019 we have received $67,991.87 from 1924 respondents

Flag Etiquette (Roger Winter) :

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. Casey has given me her preference for the picture. I will process the order this month.

Chief Operational Officers Pictures: All pictures have taken and mounted.

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: No report

Garage doors: N/A

Garage Floor: Bobby Loysch continues to clean the floors. New padding for the vehicles has been purchased in the case of vehicles leaks.

Ice Machine in Ready/Room Kitchen: no issues

Gold Coast Cleaning – New cleaning supplies were ordered for replacement of chemicals used.

Scallo Irrigation: OK

Pestex Pest Management: Please report any issues so we can resolve them.
Wet Fire Extinguisher System: OK
Christmas Decorations: NO CHAIR PERSON TO HANDLE THE DECORATING.
Lighting Repairs: Truck room lighting is a safety issue. R & T has been working on lights that need to be replaced with LED lighting.
GenServ - Generator Service: OK
Special lighting in the GMM : New fixtures have been installed in the GMM dance floor area. They're LED light and color changing bulbs. They work from your phone and or a tablet. This is a test to see if they can be used for events. This is at the request of the Special Events Chair Brian Canty. We have not fully explored the effectiveness of the new lights.
Plumber: No Report
Fire Inspection:
Proposed /In Progress Projects:

-Cement Work front Ramp and handicapped front ramp. I have contacted Mike DeMartino. He has looked at the two job sites. I haven't received any quote yet. Quality Blacktop has given a quote of $400.00

-Painting of the railings will be taken on by Jim Mallilo

-Roof leak in the dispatch office is being investigated by Nation Wide Restoration Waiting to see if it is resolved. Awaiting the next rain.

-Johnson Controls will be in Thursday to make the repair of the duct sensor that set off the alarm last week. We found a smoke detector on the ground and I asked them to find where it goes. I guess it would show up on the panel if there was a problem. Resolved new detector installed.

-Parking lot repair complete.

-White Post Farms came in and planted flowers in the barrels in the front of the building. We thank them as it was at no cost. A letter was sent thanking them

-Insurance request was made to GenServe. Complete

-Insurance request was made to Gold Coast cleaning. Complete

-Gold Coast Cleaning will be in to wax the floors and clean the carpets.

Motion by Seth Fischer and seconded by David Mohr to enter into Executive Session at 2029 hours with 1st Deputy Chief Wuestman and 2nd Deputy Chief Ryane Como attending.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2051 hours.

Old Business:
BOD dinner meeting 8/9/19 at IMC, Huntington at 6:45 P.M.

New Business: None

Motion by David Mohr and seconded by Brian Canty to adjourn the meeting at 2052 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 1, 2019

Amended and approved: September 5, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: September 5, 2019

Members:

President Seth Fischer (SF)	**PRESENT**
Vice President Ann Schwartz (AS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**Via Phone**
Jeffrey Daniels (JD)	**PRESENT**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Ryane Como, Andrea Golinsky, Elizabeth Wuestman, John Mancino, Gail Glister 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 August 6th, 2019 as amended.
MOTION APPROVED UNANIMOUSLY

Note: The following motion was made prior to the Chief's Report
Paramedic Hire- Stephen Hess
Motion by Chief Michael Como and seconded by David Mohr to hire Stephen Hess as a Paramedic at $22.00 per hour.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Proposals-
Proposed SOP 01-2019: Purchasing Policy to add the EMT-CC to EMT-P Bridge program Article X, Section 1, (A), (10) Training (Tabled)
Proposed SOP 06-2019: Article X, Section 7 – Paid Paramedics on Alpha/Bravo Calls
Proposed SOP 07-2019: Article VI, Section 6 - Proceeding to the Hospital
Proposed SOP 08-2019: Article X, Section 1 – Purchasing Policy-Length of Service Awards Program
Stryker Oxygen Straps
General Meeting Room Use Request Saturday 10/05/19 – Michael Como #1463
Amend NYSVARA Pulse Check Motions 5/15 /19 & 6/6/19 for Delegates and Individuals
Nicole Campbell - Student Status Motion
Parking Lot Asphalt Work (email vote)
Dehumidifier (email vote)

Proposed SOP 01-2019: Purchasing Policy to add the EMT-CC to EMT-P Bridge program Article X, Section 1, (A), (10) Training

Motion by David Mohr and seconded by Casey Orr to approve SOP 01-2019 as amended: Article X, Section 1, (A), (10) Training. The SOP was printed in the August 2019 Pulse and read at the August 2019 General Membership Meeting.

SOP - 2/3 majority of the Board of Directors

Motion by David Mohr and seconded by Casey Orr to table the motion.

Yes: AS, RW, DM, CO, JD, BC No: RF Abstain: MC

MOTION APPROVED to table

Proposed SOP 06-2019: Article X, Section 7 – Paid Paramedics on Alpha/Bravo Calls

Motion by David Mohr and seconded by Casey Orr to approve SOP 06-2019: Article X, Section 7 – Paid Paramedics. The SOP was printed in the August 2019 Pulse and read at the August 2019 General Membership Meeting. (Clean version at the end of the minutes)

SOP - 2/3 majority of the Board of Directors

Motion by David Mohr and seconded by Casey Orr to move the motion.

Yes: AS, DM, CO, JD, MC No: RF, BC, RW

MOTION APPROVED

On the original motion:

Yes: AS, DM, CO, JD, MC, SF No: RF, BC, RW

MOTION APPROVED

Treasurer Canty disconnected from the meeting at 2030 hours

Proposed SOP 07-2019: Article VI, Section 6 - Proceeding to the Hospital

Motion by David Mohr and seconded by Casey Orr to approve SOP 07-2019 as amended: Article VI, Section 6 - Proceeding to the Hospital. The SOP was printed in the August 2019 Pulse and read at the August 2019 General Membership Meeting. (Clean version at the end of the minutes)

SOP - 2/3 majority of the Board of Directors

MOTION APPROVED UNANIMOUSLY

Proposed SOP 08-2019: Article X, Section 1 – Purchasing Policy-Length of Service Awards Program

Motion by David Mohr and seconded by Robert Franz to approve SOP 08-2019 as amended: Article X, Section 1 – Purchasing Policy, Paragraph (A), (17)-Length of Service Awards Program. The SOP was printed in the August 2019 Pulse and read at the August 2019 General Membership Meeting. (Clean version at the end of the minutes)

SOP - 2/3 majority of the Board of Directors

MOTION APPROVED UNANIMOUSLY

Stryker Oxygen Straps
Motion by Chief Michael Como and seconded by Roger Winter to purchase 8 stretcher oxygen tank holders from Stryker at the recommendation of Third Deputy Chief David Kaufman at a cost of 175.07 each for a total cost NTE $1,500.00. The straps will help secure the oxygen tank to the stretcher and reduce the risk of a tank falling and injuring someone. This accessory was requested by members Andrew Giusto and Esteban Lopez; and paramedic Michael Allison. The chairperson of the BLS committee brought this idea to the August GMM and it was widely supported.
HCAD FUNDS
MOTION APPROVED UNANIMOUSLY

General Meeting Room Use Request Saturday 10/05/19 – Michael Como #1463
Motion by Robert Franz and seconded by David Mohr to permit Michael Como #1463, the use of the General Membership Meeting Room in accordance with HCFAS General Meeting Room Use Application & Rules to conduct his wife's baby shower on Saturday, October 5, 2019 from 12:00 PM to 5:00 PM which includes set-up time and cleanup time. 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 or photographer are 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

Amend NYSVARA Pulse Check Motions 5/15 /19 & 6/6/19 for Delegates and Individuals
Motion by Robert Franz and seconded by Ann Schwartz to amend the 5/15/19 and 6/6/19 motions for NYSVARA Pulse Check attendance by delegates and individuals whereby the GSA rate of $61.00 in the motions is changed to the correct GSA rate of $66.00 for Suffern, NY. Further, the dinner meal allowance deduction is $28.00 and the first and last day of travel at 75% is $49.50.
MOTION APPROVED UNANIMOUSLY

Nicole Campbell - Student Status Motion
Motion by Chief Michael Como and seconded by Vice President Ann Schwartz to grant Nicole Campbell, member #1551, the following student status: Two shifts per week will be done during the school summer break and during other school breaks and it is further understood that Nicole will remain on extended probation while attending graduate school and will be eligible to be off probation after four months from her final educational leave of absence end date.
MOTION APPROVED UNANIMOUSLY

Note: The following motions were done via email:

8/9/19 email vote 8/12/19
Parking Lot Asphalt Work
Motion by David Mohr and seconded by Casey Orr to authorize and approved the additional asphalt work to the parking lot, as part of the original proposal approved by the BOD on 6/27/19, at a discounted cost of $3,880.00.
HCAD Funds
Yes: DM, BC, RF, AS, MC, CO, JD Did Not Vote: SF, RW
MOTION APPROVED

8/20/19 email vote 8/21/19
Dehumidifier
Motion by David Mohr and seconded by Chief Michael Como to authorize the purchase of a dehumidifier from Amazon Prime at a cost not to exceed $200.00.
HCAD Funds
Yes: DM, BC, RF, AS, MC, CO, JD, SF Did Not Vote: RW
MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Ann Schwartz and seconded by David Mohr to accept the following for payment in accordance with the PP and previous Board of Director motions:
Checks dated: Aug 05, 2019 to Sept 5, 2019
HCAD Transactions (92) Checks & (10) Direct Debits Totaling $189,221.63

Payroll	$6,679.36	07/28/19 thru 08/03/19	Pay date 08/09/19
	$6,352.72	08/04/19 thru 08/10/19	Pay date 08/16/19
	$5,905.02	08/11/19 thru 08/17/19	Pay date 08/23/19
	$6,086.10	08/18/19 thru 08/24/19	Pay date 08/30/19

*** HCAD CKS 9731 was voided.**

HCFAS Transactions (4) Checks & (1) Direct Debit Totaling $4,005.29

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

Transfers:
From M&T Bank to TOH 8/12/19 $183,658.37

Past Due Invoices:

All American	5/9/2019	Invoice #5249	$158.06
All American	6/12/2019	Invoice #52471	$212.94
Boundtree	7/5/2019	Invoice #83265734	$ 28.30
Henry Schein	7/9/2019	Invoice #66901258	

Budget vs. Actual month to date and year to date as of 8/31/19 was emailed on 9/2/19.

Chief's Report – Michael Como:

Equipment & Vehicles –
16 - Needs to go to VCI or Specialty for minor repairs (ALS cooler broken, leak in roof)
18 - In quarters and awaiting NYSDOH inspection.
19 - Needs to go to VCI or Specialty for minor repairs (Cool tech fault, cabinet exhaust for ALS cooler, potential liquid spring suspension issue)
21 – 2-15-33 was unhappy with the repairs that were done. Vehicle is undergoing further cosmetic work (at no additional cost to HCFAS)
Personnel –

- Crews are going to be receiving REMSCO save awards for cardiac arrest saves that took place on 7/13 and 7/14.

Paid Paramedic Program-

- Consideration of Thomas Hess for hiring into the paid paramedic program.

Events/Projects –

- HCFAS will be hosting the TOH Chief's Council on 9/30/19
- HCFAS will be hosting the Suffolk County Ambulance Chief's in September
- Planning has started for the Fall Festival.

Training –
Review Training:
- September review Training on ePCR is out.
- BLS CPAP in-service classes are ongoing.
- Awaiting more information from Suffolk REMSCO for BLS protocol changes

<u>Shift Change:</u>

Member #	Last Name	First Name	From	To	Effective
1535	Oneill	Jeffrey	Thurs 1500	Thurs 1100	8/13/2019
1528	Gabriel	Equislaure	Mon 1900	Thurs 1900	7/15/2019
769	Woznick	Mary Jane	Thurs 0700	Thurs 1500	8/13/2019
1562	Ianetta	Giorgia	Fri 1100	Mon 1500	8/13/2019
1572	Conroy	Steven	Thurs 1500	Weds 1500	8/21/2019
1067	Lindsay	Arlene	Tues 1900	Co 8	ASAP

Status Change/Advancements:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1546	Dowler	Brett	Thurs 0700	ACL	CL	8/13/2019
1543	Tuck	Zack	Tues 2300	ACL	CL	8/13/2019
1558	Lacrose	Annika	Sat 0700	ACL	CL	8/13/2019
1541	Prestin	Kim	Sat 1900	FA	ACL	7/8/2019

Letters of Intent:
Vanessa Gallego #1450
Kevin Schwartz #1449

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Chief Michael Como to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Aievoli, Allison	Friday	1433	Operational	8/9/19 – 11/9/19
Brown, Cydney	Saturday	1556	Emergency Medical	6/27/19 – 9/27/19
Campbell, Nicole	Tuesday	1551	Educational	9/3/19-12/18/19
Curry, Benjamin	Saturday	1568	Educational	8/23/19 – 12/9/19
Dowler, Brett	Thursday	1546	Educational	8/22/19–1/6/20
Gabriel, Rodriguens	Monday	1224	Educational	8/26/19-12/23/19
Klotsche, Alex	Co 8	1363	Extended Operational	9/2/19 – 12/2/19
Lacroze, Annika	Saturday	1558	Educational	8/17/19 – 12/15/19
Levinsky, Jacob	Sunday	1529	Educational	8/26/19-12/13/19
Lopez, Esteban	Sunday	1519	Educational	8/29/19-12/23/19
Magerle, Heidie	Tuesday	1163	Operational	8/20/19 – 11/19/19
Raynor, Danielle	Sunday	1509	Educational	8/25/19-12/29/19
Smiles, Robin	Monday	937	Operational	7/29/19-10/29/19

MOTION APPROVED UNANIMOUSLY

Probation Ending:

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Leyda Mata, member #1530, effective 9/5/19.

MOTION APPROVED UNANIMOUSLY

Members on Extended Probation/Extra Shifts:

#1551 Nicole Campbell

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Gregory Orr	Tuesday	983	7/12/19	Emergency Medical
Sheryl Roach	Sunday	1253	8/14/19	Dispatch Only until 11/3/19
Karen Sprague-Wong	Wednesday	945	7/10/19	Medical Dispatch Only to Full Riding
Gerardo Vasquez	Saturday	1055	7/27/19	Emergency Medical

Resignation:

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of probationary member Jonathan Guarino, member #1550 Email received- 7/17/19, Effective 9/5/19.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of Joseph Kaempf, member #1389 Email received- 8/11/19, Effective 9/5/19.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of probationary member Tristan Liu, member #1548 Email received- 8/8/19, effective 9/5/19.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of Keith Tamayo, member #1435 Email received- 8/7/19, Effective 9/30/19.

MOTION APPROVED UNANIMOUSLY

LOSAP 2018 Benefit Statements

- The 2018 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. Thank you to Mary Brenner, Martha Brenner, Roger Winter and JoeNappi who assisted with the distribution and mailing of the statements.

-The total number of benefit statements distributed was 394. In 2018 247 members earned a year of service credit (50 points) of which 206 are below 65 years of age and 41 are 65 years of age or older.

- Non-deliverable mail that is being returned by the USPS is being explored to find an updated correct address.

- The TOH pays the 2018 LOSAP contribution due of $432,469 in 2019 (the TOH 2019 adopted budget included $500,000 for LOSAP). The HCFAS LOSAP fund at 12/31/18 is underfunded by $1,010,689 or a funded ratio of 85% ($523,393 (92%) in 2017; $875,181(85%) in 2016; $708,511 (87%) in 2015) before the contribution payment in 2019. Net investment income (loss) was (247,716) for 2018 vs. $815,131 for 2017, $239,214 for 2016, $77,872 for 2015, $273,000 for 2014 and $586,000 for 2013. Investment Rate of Return was: 2018-negative 4.20%, 2017-18.16%, 2016-4.86%; 2015-1.16%; 2014-6.35%; 2013-18.16% and 2012-11.33%.

- The Town paid $500,000 (2018 budget) in 2018 for the 2017 billed contribution of $404,644.

- 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 2018 would be approximately $62,000 higher).

Insurance:

- MVA Mutual Aid Request 3/8/19: We received from McNeil and Co., Inc. (ARCH Insurance) a subrogation claim for the Melville Fire District for a loss that was incurred on 3/8/19 for $17,431.00. Melville was responding to our call for mutual aid at the Silas Wood School. While traveling to the call, their chief's vehicle 5-29 was cut off by another car and their chief's vehicle was damaged (total Loss). This has been submitted to our insurance carrier for investigation and disposition. Since no written notification of the loss was mailed to us by the Melville FD or ESIP, our insurance carrier will send them a denial of claim.

- MVA 9/4/19: 2-15-17 Chevy 2012 ambulance struck the left front corner of a CHS (Hunter) ambulance with its left rear tire wheel well rubber bumper while backing into a parking space at HH ED. There was no reported damage to the CHS ambulance but the 2-15-17 rubber bumper is greatly damaged. This will not be reported to our insurance carrier unless the cost estimate received from the third deputy to repair the damage is very high.

VAWBL

-As previously reported at the last meeting a member was injured on a call and a claim was filed with the NYSIF. The member will require surgery and a lengthy rehabilitation period which will affect our loss modification experience resulting in increased future premiums.
-Pursuant to a decision of the Workers Compensation Board, NYSIF was ordered to pay a member an additional $4,170 (total $10,250) for a 10/29/16 injury incurred on a Post 215 outing. VFIS also paid $12,600 on this claim.

- Insurance Certificate 9/14/19: A certificate of liability insurance with the SHUFSD and Huntington Awareness Day named as additional insured was issued for our participation in Huntington Awareness Day Parade and HOCPR instruction and recruitment initiative.

SC Ambulance Service Agreements

Ambulance Service Agreements with SC will be sent to each EMS agency in the next few months.

SC Recruitment Committee

– The Suffolk Educational program for Retention in the Voluntary Emergency Service (SERVES) - (DEADLINE 10/1/19)

The SERVES Administrative Guide is posted on the bulletin board. A notice and outline of the program has been in the last few issues of the Pulse.
- The program is a reimbursement program with award payment made directly to the student-volunteer at the completion of each semester.
- SERVES provide student-volunteers who attend any NYS DOE college or university located within Suffolk County with a reimbursement based upon tuition costs at Suffolk County Community College and their GPA.
-- The Deadline for application and documentation submission for the Fall Semester is October 1, 2019- For more information about SERVES go to www.suffolksbravest.com/pdf/currentSERVESguide.pdf.

– An application to extend the FEMA SAFER Grant beyond the October 1, 2019 deadline has been made.
- Approval or disapproval on a new FEMA SAFER Grant application has not been received.
- The annual volunteer membership census has been faxed to all departments. This information is a vital requirement for the SAFER grant.

Designation of Beneficiary

A notice to check your beneficiaries on has been printed in the September Pulse.

Legislation:

On August 6th Governor Andrew M. Cuomo signed legislation (S5685/A4853) – Brianna's Law – to phase in requirements that all operators of motorized watercraft must complete a state-approved boating safety course. (Community Ambulance Company (Sayville) is hosted a couple of NYS Safe Boating Courses in September.

At the end of July, the Governor signed legislation authorizing firefighters and other emergency medical responders to remove animals in unattended motor vehicles under conditions that endanger their health and well-being.

Suffolk REMSCO:
- At the September 10, 2019 meeting, two crews will be recipients of CPR Life Saving awards.
- Tom Lateulere conference is on Saturday 9/21/19 at the Riverhead Fire Department.

President's Report – Seth Fischer:

-There will be a meeting with the TOH to discuss LOSAP
-Tom Hogan has inquired about the building next door
-The traffic light should be fully functional in a week
-2-15-32 is doing building compliance

Director Daniels Report:

-Discussed two companies that are being looked at to provide compliance packages.
-Companies that provide webinars are being looked at.

Director Mohr Report:

<u>Capital Improvement Committee Update</u>
This afternoon, Seth and I participated in a conference call with Tim G. and members of the IDA (Industrial Development Agency). This was for them, IDA, to get an idea of the scope of our proposed project and how we have come to this point. A brief history was given by Tim and me of the feasibility study and how we came to the conclusion of wanting to explore another bond issue. The IDA explained that they have been replaced with a LDC (Local Development Corp), as the IDA can't legally handle Not for Profit agencies anymore, but they are allowed to provide consulting services for the LDC, which they do regularly. Additionally, local banks are now allowed to hold these bonds, they were not allowed to 20 years ago, and TD Bank is a participating bank. We also discussed the use of special outside council for the Squad. Howard Gross was our special outside council last time. The IDA will be sending Tim a list of a few names for him to review, and yes, Howard is still on the list.

-The air conditioning will be worked on first, then the roof which is estimated to cost one million dollars ($1,000,000.00)

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): Complete for 2018

-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): In need of a new Chairperson. Chief Como and I have received the plaques that were previously purchased at Artplak by Christine Roulo. We will try to estimate the total number of items to be purchased and the total expense for this year's plaques.

-Pins and badges (Roger Winter): I have received the members that are off of probation. I have received the badges and I am confirming the order. I will then give the badges to the Chief.

-Veterans Plaque: The only new name to be processed is Ferdinand Rocke, US Army. The plaque had been updated.

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.

LED Sign (Diane Tanko): The sign has been repaired. Diane is updating weekly.

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

Historien (Martha Brenner : Martha is working on all documents memorabilia

Fund Drive: Report (Mary Brenner, Pete Nakelski, Martha Brenner, Roger Winter) : The Fund Drive totals for the second mailing for 2019. As of 9/4/2019 we have received $72,149.67 from 2015 respondents

Flag Etiquette (Roger Winter) : The Flag is set at ½ staff for Stephen McLoud 090319-090719 – Gov. Como

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.

Chief Casey Orr picture has been ordered. I am waiting to have it delivered and then it will be framed and hung.

Chief Operational Officers Pictures: complete

Old Business: None

New Business:

-The next meeting will take place 9/19/19

Motion by David Mohr and seconded by Casey Orr to adjourn the meeting at 2118 hours.
MOTION APPROVED UNANIMOUSLY

FINAL Version:

SOP Change 06-2019

Article X, Section 7 – Paid Paramedics, Paragraph 13

Paramedic response - The on-duty paramedic will respond to alarms based on the following matrix:
Alpha and Bravo calls – A BLS ambulance only will respond.
Charlie, Delta and Echo calls – BLS or ALS volunteer ambulance and a Paid Paramedic responder.

At any time, a Crewleader may request that the Paid Paramedic respond in conjunction with the on-duty crew. In the case of a back-up call, in which the Dispatcher is paging out for a Crewleader or Driver, the Dispatcher will immediately send the Paid Paramedic to the call regardless of the nature or priority level of the call.

If a Paid Paramedic responds, they will 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. If the ALS assessment determines that the call is BLS, the Paid Paramedic must document the reason for the downgrade on the separate PCR. 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.

FINAL Version:

SOP Change 07-2019

Article VI, Section 6 - Proceeding to the Hospital

1. Once the patient(s), personnel and equipment are secured on-board the ambulance, the Driver will check to see that all doors are closed. The Driver will check with the Crewleader before the ambulance is moved. The Driver will adjust his driving in accordance with the nature of the call, road conditions, etc.

2. The Crewleader will give Medcom and the Dispatcher a Signal 18 and advice as to which hospital they will be transporting.

3. The Crewleader will contact the hospital, if needed, and inform them of the number of patients and their condition. Transmissions to the hospital should be informative and brief. If you are unable to contact the hospital on the hospital frequency, go through the Dispatcher. Do not keep calling the hospital or Medcom if they do not answer after three attempts.

4. Upon arriving at the hospital give Medcom the signal before the Dispatcher and turn the vehicle engine off. The Driver should remain with the vehicle, unless assistance with the patient is needed. If the Driver needs to leave the vehicle unattended, remove the keys from the ignition and secure all doors and external compartments.

FINAL Version:

SOP Change 08-2019

Article X, Section 1 – Purchasing Policy, Paragraph (A), (17)

h. Length of Service Award Eligibility – In recognition of years of service to the community, the Board of Director may award a member an award, based on the below criteria.

i The member must be in good standing as outlined in Article II, Section 1 of the Standard Operating Procedures to receive an award.

ii Any time, the member was suspended or who has cumulative Operational or Educational Leaves of Absence in excess of one (1) year, will not have that time counted towards their length of service time period.

iii Associate Members who have left the Squad in Good Standing and return to Active Duty will have their prior time counted towards the length of service time period.

iv Members achieving twenty (20) years of service will receive a watch engraved with their initials, membership number and years of service, at a cost not to exceed $500.

v For lengths of service in excess of twenty (20) years, the member will be notified, in writing, by the Committee Chairperson four (4) months in advance of reaching a milestone length of service and will have two (2) months, from there service date, to notify the Committee Chairperson of their choice.

vi Members achieving twenty-five (25) years of service will receive an award of their choice at a cost not to exceed $1,000. The award must be engravable, or be able to have a plaque permanently affixed to it. The cost of the engraving or plaque shall not be included in the cost of the award. The engraving will have the members initials, membership number and years of service.

vii Members achieving thirty (30) years of service and at five (5) year intervals thereafter, will receive an award of their choice at a cost not to exceed $1,400. The award must be engravable, or be able to have a plaque permanently affixed to it. The cost of the engraving or plaque shall not be included in the cost of the award. The engraving will have the members initials, membership number and years of service.

viii The award must be one item or a “set” of items, i.e. a computer with a printer and monitor or a camera, carrying case and battery charger, provided that the items are integral to the award.

ix Any exception to the above must be approved by the Board of Directors.

Proposed SOP Change
01-2019

Proposal:
To update the Purchasing Policy to add the EMT-CC to EMT-P Bridge program.

Background/Justification:
NYS has eliminate the EMT-CC program and implemented a bridge program for all current EMT-CC's

Change (additions are underlined and deletions are ~~stricken~~):
Article X, Section 1, (A), (10)

10. Training

The Chief is authorized to approve and schedule work details, squad-related EMS training courses at the squad, including courses given by the Suffolk County Division of EMS or other course sponsors, and will be responsible for scheduling and coordination of events. The Chief will confirm all programs with the President.

The training of our members is of the utmost importance. Training is no longer limited to a single course or two. In addition to the recognized state levels of certification there are seminars, conferences, and continuing education courses that benefit members. In an effort to allow membership to achieve the most from what is available to them, while insuring that the squad benefits also, the following guidelines have been established for the reimbursement of training courses for members in good standing. A member on probation is not precluded from attending courses. Training courses beyond the normal and customary American Red Cross, American Heart Association, Suffolk or Nassau County EMT ~~and/or AEMT~~, including CME classes, require pre-approval of the Second Deputy Chief. Any training course that exceeds these limits requires the pre-approval of the Board of Directors.

Upon successful completion of any course, conference or seminar that is directly related to the function of the organization, as determined by the Second Deputy Chief, the member must complete a Course/Seminar Reimbursement Request form. The member must attach a copy of the certificate of completion along with verification of the course cost and payment, and submit all documentation to the Second Deputy Chief for approval. All training courses except ARC, AHA~~,~~ and EMT ~~and CC~~ courses require pre-approval from the Second Deputy Chief. The reimbursement of HCFAS required course fee, through the American Red Cross and American Heart Association is authorized when that individual is subsequently accepted for membership within 6 months of course completion. Members must be in good standing when requesting reimbursement. For reimbursement for EMT-P courses the member must be in good standing for the entire preceding (6) six month period immediately preceding each reimbursement request.

Reimbursement limits are as follows:

a. Seminars, Conferences and Continuing Education courses: $75.00 maximum including mileage, unless approved in advance by the Board of Directors.
b. CTC Course: $150.00 maximum including mileage.
c. ACLS Course: $400.00 maximum including mileage.
d. EMT ~~and EMT-CC~~: $550.00 maximum including mileage.
e. EMT-P Refresher Courses: $800.00 maximum including mileage.
f. EMT-P Original Course: Due to the current extreme cost of these courses, each request must be pre-approved on an individual basis. The individual member requesting approval for the course must submit, in writing, to the Board of Directors a total breakdown of the course costs (fees, tuition, books and daily mileage) the approved mileage will not exceed $1,000.00. The Chief will verify in writing that the member has been in good standing for the six months prior to the request. ~~The initial reimbursement will be for 1/6 of the total approved course cost (fees, tuition, books and mileage) after~~
    a. After the member receives the status of EMT-P and is approved to ride in Suffolk County (see item 7 below), provided the member has remained in good standing, the member will be entitled to initial reimbursement for one-sixth (1/6) of the total approved course cost (fees, tuition, books and mileage).
    b. Reimbursement Period: The member shall be entitled to reimbursement of the balance of the approved course cost in five parts, every six months for the next two and a half years, the first at the six month anniversary of issuance of the member's EMT-P card. These anniversary dates shall be extended by the period of any medical leave of absence taken by the member following completion of the course.
    c. Requirements: Entitlement to reimbursement is contingent upon the member meeting the service requirements. During the reimbursement period, the member must:
        i. Remain a member in good standing;
        ii. Maintain the status of an active HCFAS EMT-P;

iii. Fulfill additional duty requirements as follows:
   1. Must ride as an ALS provider when on duty except as otherwise approved by the operational officers;
   2. Provide an additional four hours per week either on a second duty tour or as back-up personnel for a duty tour during the reimbursement period approved by the operational officers;

iv. Not gone on any Leaves of Absences, other than Medical Leave. In the case of Medical Leave, the member shall not be credited for service requirements, but the reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months.

d. Responsibility of the Member: ~~For the next two and one half years, every~~ Every six months during the reimbursement period, from the ~~course completion date~~ anniversary of issuance of the member's EMT-P card, the member must complete a Purchase Order for an additional one-sixth (1/6) of the total approved course costs and submit this to the Treasurer. The Treasurer will obtain a written verification from the Chief, that during the reimbursement period, the member has maintained the status of an active HCFAS EMT-P~~; fulfilled additional duty requirements as listed below; not gone on any Leaves of Absences, other than Medical; and is a member in good standing with the squad before reimbursement may occur. The two and half year's reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months. The member must ride as an ALS provider when on duty and any regular deviation must be approved by the operational officers. The member must agree to provide an additional 4 hours per week either on a second duty tour or as back-up personnel for a duty tour during the reimbursement period. The second duty tour must be approved by the operational officers.~~

e. Any member not meeting the reimbursement requirements for the reimbursement period will be reviewed by the Board of Directors.

f. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI-ANNUAL REIMBURSEMENTS.**

g. EMT-CC to EMT-P Bridge Course: Due to the current extreme cost of these courses, each request must be pre-approved on an individual basis. The individual member requesting approval for the course must submit, in writing, to the Board of Directors a total breakdown of the course costs (fees, tuition, books and daily mileage) the approved mileage will not exceed $1,000.00. The Chief will verify in writing that the member has been in good standing for the six months prior to the request.

i. After the member receives the status of EMT-P and is approved to ride in Suffolk County (see item 7 below), provided the member has remained in good standing, the member will be entitled to initial reimbursement for one-third (1/3) of the total approved course cost (fees, tuition, books and mileage).

ii. Reimbursement Period: The member shall be entitled to reimbursement of the balance of the approved course cost in two parts, the first at the six (6) month anniversary of issuance of the member's EMT-P card, and the last and final part at the one year anniversary. These anniversary dates shall be extended by the period of any medical leave of absence taken by the member following completion of the course.

iii. Requirements: Entitlement to reimbursement is contingent upon the member meeting the service requirements. During the reimbursement period, the member must:
   a. Remain a member in good standing;
   b. Maintain the status of an active HCFAS EMT-P;
   c. Fulfill additional duty requirements as follows:
      i. Must ride as an ALS provider when on duty except as otherwise approved by the operational officers;
      ii. Provide an additional four hours per week either on a second duty tour or as back-up personnel for a duty tour during the reimbursement period approved by the operational officers;
   d. Not gone on any Leaves of Absences, other than Medical Leave. In the case of medical leave, the member shall not be credited for service requirements, but the one year reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months.

iv. Responsibility of the Member: Every six months during the reimbursement period, from the anniversary of issuance of the member's EMT-P card, the member must complete a Purchase Order for an additional one-third (1/3) of the total approved course costs and submit this to the Treasurer. The Treasurer will obtain a written verification from the Chief, that during the reimbursement period, the member has maintained the status of an active HCFAS EMT-P; fulfilled additional duty requirements.

v. Any member not meeting the reimbursement requirements for the reimbursement period will be reviewed by the Board of Directors.

vi. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI-ANNUAL REIMBURSEMENTS.**

h. Courses not sponsored by the Nassau or Suffolk County EMS Program Agency will be reimbursed to the member provided the following requirements are completed:

i. Pre-approval is required by the Board of Directors and must be presented to the Board of Directors by the Chief.
ii. A Course/Seminar Reimbursement Request form is completed with verification of course costs attached (fees, tuition, books and detail daily mileage).
iii. The member provides documentation of successful completion of the course (copy of certificate).
iv. The member submits a completed certification; HCFAS form #, stating that HCFAS is the last dollar reimbursement.
v. The member submits a completed acknowledgement of squad reimbursement HCFAS form #. The member provides proof of completion of all requirements to ride as a member of the Suffolk County system.

i. The Chief is authorized to spend an amount not to exceed $150.00 for each in-house training event for food and beverage.

NOTE: The Treasurer is responsible to file the NYS DOH EMT course reimbursement voucher but the member must provide the Treasurer with any documentation required by the NYS DOH otherwise the squad's reimbursement to the member will be delayed.

Old letters (g) and (h) change to (h) and (i).

Proposed SOP Change
06-2019

Proposal:
To create a response matrix to reduce the number of ALS to BLS hand-offs; maximize our EPCR practices through proper charting; increase the participation of our volunteers; reduce the number of multi-vehicle responses, thereby increasing safety awareness, all while not jeopardizing patient care or our contract with the Town of Huntington.

Background/Justification:
History has now shown that there are a lot of calls in which there is no need to have a paramedic respond. This proposal will address that issue and thereby increase our safety awareness.

Change (additions are underlined and deletions are ~~stricken~~):
Article X, Section 7 – Paid Paramedics, Paragraph 13

Paramedic response - The on-duty paramedic will respond to ~~all~~ alarms based on the following matrix:
Alpha and Bravo calls – A BLS ambulance only will respond.
Charlie, Delta and Echo calls – BLS or ALS volunteer ambulance and a Paid Paramedic responder.

At any time, a Crewleader may request that the Paid Paramedic respond in conjunction with the on-duty crew. In the case of a back-up call, in which the Dispatcher is paging out for a Crewleader or Driver, the Dispatcher will immediately send the Paid Paramedic to the call regardless of the nature or priority level of the call.

If a Paid Paramedic responds, they will ~~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. If the ALS assessment determines that the call is BLS, the Paid Paramedic must document the reason for the downgrade on the separate PCR. 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.

Proposed SOP Change
07-2019

Proposal:
Add the securing of vehicles while at the hospital to the Drivers responsibilities and update procedures.

Background/Justification:
This proposed SOP change is designed to bring us in to compliance with NYSDOH Policy 09-07, which was first released June 17, 2009. NYSDOH Policy 09-07 is intended to encourage EMS agencies to develop policies and procedures that will improve the security and safety of their response vehicles and minimize the possibility of unauthorized use and theft.

Update procedures based on current practice.

Change (additions are underlined and deletions are ~~stricken~~):
Article VI, Section 6 - Proceeding to the Hospital

1. Once the patient(s), personnel and equipment are secured on-board the ambulance, the Driver will check to see that all doors are closed. The Driver will check with the Crewleader before the ambulance is moved. The Driver will adjust his driving in accordance with the nature of the call, road conditions, etc.

2. The Crewleader will give Medcom and base a Signal 18 and advice as to which hospital they will be transporting. ~~The First Aider in the Crewleader seat will give base a Signal 18 and advise the Dispatcher of the number of patients being transported.~~

3. The Crewleader will contact the hospital, if needed, and inform them of the number of patients and ~~,~~ their condition ~~and estimated time of arrival~~. Transmissions to the hospital should be informative and brief. If you are unable to contact the hospital on the hospital frequency, go through the Dispatcher. Do not keep calling the hospital or Medcom if they do not answer after three attempts.

4. Upon arriving at the hospital give Medcom the signal before base and turn the vehicle engine off. The Driver should remain with the vehicle, unless assistance with the patient is needed. ~~maintain a Signal 9 whenever possible~~. If the Driver needs to leave the vehicle unattended~~ the engine shall be turned off~~, remove the keys ~~removed~~ from the ignition and secure all doors ~~the vehicle~~ and external compartments ~~secured~~.

Proposed SOP Change
08-2019

Proposal:
To add the length of service awards gift program to the SOP's

Background/Justification:
To incorporate the program into the SOP's

Change (additions are underlined and deletions are ~~stricken~~):
Article X, Section 1 – Purchasing Policy, Paragraph (A), (17)

Add a new paragraph h

h. Length of Service Award Gift Eligibility – In recognition of years of service to the community, the Board of Director may award a member a gift, based on the below criteria.

i. The member must be in good standing as outlined in Article II, Section 1 of the Standard Operating Procedures to receive a gift.
ii. Any time, the member was suspended or who has cumulative Operational or Educational Leaves of Absence in excess of one (1) year, will not have that time counted towards their length of service time period.

iii. Associate Members who have left the Squad in Good Standing and return to Active Duty will have their prior time counted towards the length of service time period.
iv. Members achieving twenty (20) years of service will receive a watch engraved with their initials, membership number and years of service, at a cost not to exceed $500.
v. For lengths of service in excess of twenty (20) years, the member will be notified, in writing, by the Committee Chairperson three (3) months in advance of reaching a milestone length of service and will have three (3) months, from there service date, to notify the Committee Chairperson of their choice.
vi. Members achieving twenty-five (25) years of service will receive a gift of their choice at a cost not to exceed $1,000. The gift must be engravable, or be able to have a plaque permanently affixed to it. The cost of the engraving or plaque shall be included in the cost of the gift. The engraving will have the members initials, membership number and years of service.
vii. Members achieving thirty (30) years of service and at five (5) year intervals thereafter, will receive a gift of their choice at a cost not to exceed $1,500. The gift must be engravable, or be able to have a plaque permanently affixed to it. The cost of the engraving or plaque shall be included in the cost of the gift. The engraving will have the members initials, membership number and years of service.
viii. The gifts may be one item or a "set" of items, i.e. a computer with a printer and monitor or a camera, carrying case and battery charger, provided that the items are integral to the award. The member cannot "go shopping" to spend the allotted amount.
ix. Any exception to the above must be approved by the Board of Directors.

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: October 1, 2019

Amended and approved: October 10, 2019
MOTION APPROVED

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: October 10, 2019

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**
David Mohr (DM)	**ABSENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Elizabeth Wuestman, Ryane Como, John Mancino, Andrew Taylor, Gail Glister and Lehti Laas (via phone)

Meeting called to order at: 1930 hours

Director Daniels went on an emergency call.

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

Motion by Robert Franz and seconded by Ann Schwartz to approve the minutes of September 5th, 2019 as amended.
Yes: RW, RF, CO, AS, MC Abstain: BC
MOTION APPROVED

Proposals-
SOP 01-2019 Update Purchasing Policy (Untable)
SOP 01-2019 Update Purchasing Policy (Table)
Memorial Tree Update
Honorary Membership Jo-Ann Raia (See Secretary's Report)
Paid Paramedic William Lutz Annual Raise
Continuation of Group Life Insurance
Robert Franz NYSVARA Pulse Check Reimbursement
EMS Compliance, LLC
Cosmetic repairs for 2-15-17 (Email Vote)
Suspension repairs for 2-15-20 (Email Vote)
10 Annual Field of Honor Flag Purchase (Email Vote)
Mets Game 2020 EMS Day (Email Vote)
Lobby Floor Restoration – Service Legend, LLC (Email Vote)
Memorial Tree Update (Email Vote)

2019 Children's Holiday Party (Email Vote)
Upgrading Portable Radios to All-Band Motorola APX8000XE (Email Vote)
Use of the General Meeting Room- Saturday November 2, 2019 for Tiffany Gonzalez #1422 (Email Vote)
Rescind 6/27/19 Motion to Amend HCFAS Members Group Life Insurance Coverage Program Guidelines (Email Vote)

SOP 01-2019 Update Purchasing Policy (Untable)

Motion by Ann Schwartz and seconded by Robert Franz to untable the 9/5/19 motion to approve SOP 01-2019 to update the Purchasing Policy to add EMT-CC to EMT-P Bridge program.

MOTION APPROVED UNANIMOUSLY

SOP 01-2019 Update Purchasing Policy (Table)

Motion by Brian Canty and seconded by Chief Michael Como to table the 9/5/19 motion to approve SOP 01-2019 to update the Purchasing Policy to add EMT-CC to EMT-P Bridge program.

MOTION APPROVED UNANIMOUSLY

Memorial Tree Update

Motion by Roger Winter and seconded by Brian Canty to amend the previous email vote to increase the amount to update the Memorial Tree not to exceed $3,600.00.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Paid Paramedic William Lutz Annual Raise

Motion by Chief Michael Como and seconded by Casey Orr to increase Paid Paramedic William Lutz’s hourly pay rate from $25.00/hour to $26.00/hour, effective at the beginning of the next pay period. Regarding the requirements set forth in the approved Paid Paramedic pay schedule: William has exceeded the hourly requirements but is compliant with his rig checks approximately 80% of the time, thereby requiring board approval for his annual raise.

HCAD 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, 2019 to October 31, 2020 with an approved extension to February 28, 2021 pending notification of the insurance company's November 1, 2020 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 $ 875.00 for inactive life members (based upon the 8/1/19 census of 228 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. It is anticipated that there will be an 8% to 10% increase in premium on 1/1/20 including members moving from one age band to another.

HCAD & HCFAS Funds

MOTION APPROVED UNANIMOUSLY

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

Robert Franz NYSVARA Pulse Check Reimbursement

Motion by Chief Michael Como and seconded by Roger Winter to reimburse NYSVARA delegate Robert Franz $219.99.00 for Pulse Check 2019 GSA per diem plus tolls for attending the educational conference. The submission of Robert's expense reimbursement was late.

HCAD funds

Yes: AS, RW, RF, CO, MC No: BC

MOTION APPROVED

Note: The following motion was made after the Executive Session

EMS Compliance, LLC

Motion by Jeffrey Daniels and seconded by Brian Canty to approve the recommendation of the compliance officer Jeff Daniels and authorize and approve the engagement of EMS Compliance, LLC to provide compliance program expertise plus training at an annual cost of $3,000.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Note - The following motions were all made via email vote:

9/13/19 email vote 9/13/19
<u>Cosmetic repairs for 2-15-17</u>
Motion by Chief Michael Como and seconded by David Mohr to have 9th Street Auto Collision Inc. repair body damage and make cosmetic repairs on 2-15-17 at a cost of $2472.00. Rub rails will be installed on both sides of the ambulance. Wheel flares will be repaired. Hub cabs will be replaced. Various paint areas and stripes will be touched up. This repair will greatly improve the vehicle's appearance. These repairs are recommended by Third Deputy Chief David Kaufman.
HCAD FUNDS
Yes: RW, RF, DM, MC, JD, AS Did Not Vote: CO, SF, BC
MOTION APPROVED UNANIMOUSLY

9/13/19 email vote 9/13/19
<u>Suspension repairs for 2-15-20</u>
Motion by Chief Michael Como and seconded by David Mohr to have 9th Street Auto Collision purchase and install new front coil springs and shock absorbers, and perform a wheel alignment on 2-15-20 at a cost of $1,852.41. The front of the ambulance is sagging, the vehicle bounces excessively, and bottoms out on its shock absorbers when it hits small bumps. These are all indications that the springs and shock absorbers need replacement. This repair will improve vehicle handling, increase patient comfort, and reduce the risk of damage to vehicle and ambulance components due to excessive abrupt movement. These repairs are recommended by Third Deputy Chief David Kaufman.
HCAD FUNDS
Yes: RW, RF, DM, MC, JD, AS Did Not Vote: CO, SF, BC
MOTION APPROVED UNANIMOUSLY

9/18/19 email vote 9/18/19
<u>10 Annual Field of Honor Flag Purchase</u>
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 2019 and come down December 2019. A check made payable to The Kiwanis Club of Huntington for $35.00. Mail to PO Box 251, Huntington, NY 11743.
HCFAS Funds
Yes: RW, RF, BC, DM, MC, JD, AS Did Not Vote: CO, SF
MOTION APPROVED UNANIMOUSLY

10/3/19 email vote 10/4/19
<u>Mets Game 2020 EMS Day</u>
Motion by Brian Canty and seconded by David Mohr to authorize the deposit of $500 for the 2020 EMS Day Game to be held on Monday, May 18, 2020. By providing NY Mets with a deposit we are given a first choice seating opportunity.
HCFAS funds
MOTION APPROVED UNANIMOUSLY (Did Not Vote: SF)

10/3/19 email vote 10/4/19
Lobby Floor Restoration – Service Legend, LLC
Motion by Brian Canty and seconded by David Mohr to engage the services of Service Legend, LLC, Brooklyn, NY for the purpose of Hone entire Terrazzo floor in Lobby and cleaning the steps and landings. The cost shall not exceed $3,500.00. A certificate of insurance with HCFAS named as additional insured and a certificate of workers' compensation coverage will be required from Service Legend, LLC.
HCAD funds
MOTION APPROVED UNANIMOUSLY (Did Not Vote: SF)

9/27/19 email vote 10/4/19
Memorial Tree Update
Motion by David Mohr and seconded by Ann Schwartz to authorize and approve the update to the Memorial Tree at a cost not to exceed $3,500.00.
The vendor is U.S. Bronze and includes installation.
HCFAS Funds
Yes: DM, CO, MC, JD, AS, BC, RW Abstain: RF Did Not Vote: SF
MOTION APPROVED

10/3/19 email vote 10/4/19
2019 Children's Holiday Party
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 7, 2019, 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 the approval of the Board liaison will have the authority to approve or deny requests to attend by other interested parties with a fee of $40.00 per 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 10, 2019. 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 Casey Stone 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 (Did Not Vote: SF)

10/3/19 email vote 10/4/19

Upgrading Portable Radios to All-Band Motorola APX8000XE

Motion by David Mohr and seconded by Chief Michael Como to upgrade HCFAS portable radios to the all-band Motorola APX8000XE at a cost of $81,714.80. The costs includes 14 portable radios, a 3 year service plan, vehicle chargers (all rigs and fly-cars), single unit desktop chargers, a 6-unit charger, spare batteries, remote microphones, and engraving costs. The radio equipment is to be purchased from a single source (IWT) through a County buying contract NYSPT68722.

HCAD FUNDS

Yes: DM, CO, MC, JD, AS Abstain: RF, RW Did Not Vote: BC, SF

MOTION APPROVED

Justification:

- Until November 30th we are able to purchase this equipment with a 40% discount through a Suffolk County group purchase. If we wait until after November 30th the price will go up.
- Our current portable radios were purchased in March 2010. They are no longer manufactured. We are currently in the "sunset window" of support for our units.
- Safety - Our crews will gain the ability to go direct with MedCom on their portable radio to request PD ("Rush on signal 10", "Has PD been dispatched to our location?", etc..)
- MCI management - With our current radio infrastructure a provider has to be in a vehicle to communicate with MedCom. These portable radios will allow incident command to communicate directly with medcom and hospital north.
- All-Band technology will protect our portable radio infrastructure from a potential loss of the T-Band. If, through legislation, the T-Band is in fact taken away from emergency services, we will be able to use our VHF frequency on these radios.

10/3/19 email vote 10/4/19

Use of the General Meeting Room- Saturday November 2, 2019 for Tiffany Gonzalez #1422

Motion by Robert Franz and seconded by Brian Canty to permit Tiffany Gonzalez #1422, the use of the General Membership Meeting Room in accordance with the HCFAS General Meeting Room Use Application and Rules to conduct her sister's in law baby shower on Saturday November 2, 2019 from 4PM to 8PM. Set-up will be on Friday evening 11/1/19 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. Approval is pending the receipt of the acceptable certificate(s) of insurance, TIPS certificate, 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.

YES: AS, RF, MC, DM, RW, BC Did Not Vote: SF, CO, JD

MOTION APPROVED

10/3/19 email vote 10/4/19

<u>Rescind 6/27/19 Motion to Amend HCFAS Members Group Life Insurance Coverage Program Guidelines</u>

Motion by Robert Franz and seconded by Brian Canty to rescind the 6/27/19 motion to amend the 8/8/13 HCFAS Members Group Life Insurance Coverage Program Guidelines due to an error in the $600 annual quote to provide a $2,500 benefit for a 95 year old female. The actual annual quote amount should have been $ 1,490.00. Per the 8/8/13 guidelines, coverage will cease for all active member participants upon reaching age 95.

Further to rescind the changes to the 8/8/13 guidelines extending the coverage to age 99 except for the following changes to align them with HCFAS SOPs for leaves of absences as follows:

Participants who take an approved leave of absence will not have their coverage terminated except when the following periods are exceeded:

1. Operational Leave – Six consecutive months.
2. Medical or Emergency medical Leave – Twelve consecutive months unless the injury is squad related, then this period can be extended by the HCFAS Board of Directors.
3. Military Leave- Twelve consecutive months.
4. Educational Leave – Six months (Paramedic course – nine months).
5. Involuntary Leave (Suspension) – Six months.

<u>6/27/19 motion to Amend HCFAS Members Group Life Insurance Coverage Program Guidelines</u>

Motion by Robert Franz and seconded by Brian Canty to amend the HCFAS Members Group Life Insurance Coverage Program Guidelines and provide a $2,500 benefit from age 95 through 99 as attached. The annual cost for this coverage is approximately $600 for a female.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

HCAD Funds

YES: AS, RF, MC, RW, BC Did Not Vote: SF, CO, JD, DM

MOTION APPROVED

Treasurer's Report – Brian Canty:

Note: The following motion was made via email vote

10/3/19 email vote 10/4/19

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: Sep 05, 2019 to Oct 03, 2019

HCAD Transactions (59) Checks & (7) Direct Debits Totaling $63,332.82

Payroll $5,908.59 08/25/19 thru 08/31/19 Pay date 09/06/19
$6,044.68 09/01/19 thru 09/07/19 Pay date 09/13/19
$6,659.56 09/08/19 thru 09/08/19 Pay date 09/20/19
$7,145.96 09/15/19 thru 09/21/19 Pay date 09/27/19

HCFAS Transactions (4) Checks & (1) Direct Debit Totaling $5,360.17

POST Transactions (2) Checks & (1) Direct Debit Totaling $166.56

MOTION APPROVED UNANIMOUSLY (Did Not Vote: SF)

*** HCAD CKS 9826 was voided.**

NYSVARA - Reimbursements

The following attendees have not submitted their reimbursement request in accordance with the motion and will require a BOD motion to approve once they are received. As I stated during the discussions of these motions, if such reimbursements are not submitted in time they should be forfeited.

Andrea Golinsky
Robert Franz
Susanna Otto

Past Due Invoices:

All American	5/09/2019	Invoice #5249	$158.06
All American	6/12/2019	Invoice #52471	$212.94
VSS. Security	8/14/2019	Invoice #7342	$450.00
IMS Online	8/02/2019	Invoice #24291	$125.00

Transfers:

9/05/19	From 1061-F to 1057-F	$15,000.00
9/13/19	From M&T Bank to TOH	$183,309.17

Chief's Report – Michael Como:

Equipment & Vehicles –
<u>*All 6 rigs are in quarters and in service</u>
16 - To be sent out for minor repairs AFTER the Fall Festival
17 - To be sent out for cosmetic repairs once 9th Street gets parts and AFTER the Fall Festival
18 - In quarters.
19 - To be sent out for minor repairs AFTER the Fall Festival
20 - To be sent out for suspension repairs once 9th Street gets parts and AFTER the Fall Festival
21 – In quarters.

Personnel –
- Crews are going to be receiving proclamations from Supervisor Lupinacci for cardiac arrest saves that took place on 7/13 and 7/14.

Paid Paramedic Program-
- Thomas Hess starting in a week.
- Hoping to interview another candidate soon.

Events/Projects –
- Fall Festival 10/12 and 10/13.

Training –
Review Training:
- NYS BLS Protocol update

Status Change:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1545	Kyoko	Saito	Weds 1500	FA	ACL	9/11/2019
1559	Obrian	Mackenzie	Sun 2300	Disp TR	Disp	8/19/2019
1560	Surette	Aaron	Sun 0700	Disp TR	Disp	8/19/2019
1563	Sinrich	Robert	Thurs 1100	Disp TR	Disp	8/19/2019
1553	Weigle	Colin	Fri 1500	FA	ACL	9/11/2019
1555	Kallergis	Katherine	Fri 0700	Obs	FA	9/11/2019
978	Cortemanche	Nancy	Co 8	CL	Disp only	9/30/2019
748	Mohr	Dave	Mon 1900	CL	DR only	9/30/2019
1352	Campagnola	Andrew	Co 8	ALS	DR only	9/30/2019

Shift Change:

Member #	Last Name	First Name	From	To	Effective
930	Barker	Nancy	Sun 0700	Tues 0700	9/11/2019
1572	Conroy	Steven	Thurs	Weds 1500	9/11/2019

Secretary's Report –Robert Franz:

Note: The following motion was made after the memorial tree motion (above).

Status Change:

Honorary Membership Jo-Ann Raia

Motion by Roger Winter and seconded by Chief Michael Como to grant Honorary Membership to Jo-Ann Raia in accordance to **By-Laws, Article III, Section 4 – Honorary**. Honorary membership shall be bestowed upon those outstanding citizens who have contributed to the success of the corporation. Honorary membership shall be bestowed by a 2/3 vote of the Board of Directors.

If selected she will join the following in Honorary Membership:
Hestell Powell
Walter Brenner
James Conte
George Woznick
Jean Giacomini
John Neary SCPD
Sandy Glanz MD

HCFAS Funds
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Note: The following motions on new members were made via email vote

New Members:

9/16/19 email vote 9/17/19
Motion by Ann Schwartz and seconded by Casey Orr to accept EMT-B, Thomas Panichella as a new probationary member #1573, Shift: Thursday 2300 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY (Did Not Vote: SF)

9/30/19 email vote 9/30/19
Motion by Ann Schwartz and seconded by Robert Franz to accept Jack Campbell who is a National Registry EMT-B and has applied for NYS reciprocity, as a new probationary member #1574, Shift: Tuesday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: AS, RF, MC, JD, CO Did Not Vote: SF, RW, BC, DM
MOTION APPROVED UNANIMOUSLY

9/30/19 email vote 9/30/19
Motion by Ann Schwartz and seconded by Robert Franz to accept Waldir Cruz-Catota as a new probationary member #1575, Shift: Monday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: AS, RF, MC, JD, CO Did Not Vote: SF, RW, BC, DM
MOTION APPROVED UNANIMOUSLY

10/4/19 email vote 10/4/19
Motion by Ann Schwartz and seconded by Chief Michael Como to accept EMT-B & Former Post 215 member Alexander Hastava as a new probationary member #1576, Shift: Sunday 0700 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY (Did Not Vote: SF)

10/4/19 email vote 10/4/19
Motion by Ann Schwartz and seconded by Chief Michael Como to accept Rachel Bellack as a new probationary member #1577, Shift: Tuesday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: AS, MC, JD, RW, CO, DM Abstain: RF Did Not Vote: SF, BC
MOTION APPROVED

Motion by Robert Franz and seconded by Chief Michael Como to approve the following LOA's:

Name	**Day**	**Membership #**	**Type**	**Dates**
Brenner, Jeffrey	Co. 8	1135	Operational	10/7/19 – 1/7/20
Como, Ryane	Friday	1462	Operational	10/10/19 – 1/10/20
Cortes, Israel	Friday	1174	Operational	7/5/19– 10/5/19
Crane, John	Friday	1453	Operational	9/13/19 – 12/13/19
Donegan, Ann	Admin	692	Emergency Medical	7/25/19 – 10/25/19
Gabriel, Equislaure (Kiki)	Thursday	1528	Educational	9/12/19 – 12/19/19
Golinsky, Andrea	Admin	315	Emergency Medical LOD	9/7/19 – 12/7/19
Guariglia, Frank	Friday	1115	Extended Operational	9/14/19 – 12/14/19
Hastava, Alexander	Sunday	1576	Educational	10/3/19 – 12/25/19
Kennedy, Bridget	Friday	1544	Operational	8/30/19 – 11/30/19
O'Riordan, Casey	Tuesday	1518	Educational	9/26/19 – 8/28/20
Vogel, Joanne	Tuesday	861	Operational	8/20/19 – 11/22/19

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	**Day**	**Membership #**	**RTD Date**	**Note/From**
Burke, Sheryl	Co. 8	827	7/26/19	Operational
Campagnola, Andrew	Co. 8	1352	9/4/19	Educational
Cortes, Israel	Friday 1900	1174	9/13/19	Operational
Raynor, Danielle	Sunday 0700	1509	5/5/19	Educational
Roulo, Donald	Co. 8	1017	8/26/19	Emergency Medical
Rudolph, Richard	Co. 8	1083	7/21/19	Operational
Salzone, Meaghan	Tuesday 1900	1244	7/16/19	Operational

Resignation:

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of Joseph Corcoran #1517. Resignation email letter dated 8/30/19, effective 10/10/19
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept the resignation of Kevin Schwartz #1449. Resignation letter dated 8/6/19, effective 10/10/19
MOTION APPROVED UNANIMOUSLY

Insurance:

- MVA 9/6/19: While stopped at a light, 2-15-80 was rear ended by another vehicle. After inspecting the damage, our insurance company mailed us a check for $1,299.00. The other vehicle's insurance company accepted the damage claim to our vehicle.
-MVA 9/11/19: While backing up at the HH ED, 2-15-16 struck a stationery pole and damaged the rear bumper which was subsequently repaired for $350.00.
-MVA 9/28/19: While returning to the Squad on NY Ave., 2-15-17 mirror struck another vehicle's mirror but did not cause any damage. Our mirror's glass was cracked.
- MVA 9/30/19: Windshield was replaced in 2-15-17. A ding in the windshield was reported in February 2019.

Loaner Ambulance: I am waiting to receive the NYS DMV plate return documentation so that the insurance can be cancelled.

VAWBL
- A claim was filed with the NYSIF for a 9/7/19 shoulder injury sustained by a member who fell in the building after being tripped by a dog.
- A member injured in the 9/6/19 MVA visited the HH ED for a checkup. We are waiting for the $5,000 plus bill incurred to be rebilled at workers compensation rates to determine whether to file as a VAWBL claim or pay the bill directly. As previously reported all claims affect our loss modification experience resulting in increased future premiums.
- A VFIS accident claim was filed for the member who was injured on 7/12/19 in order to supplement their NYSIF indemnity benefit being paid.

Group term life insurance program: Due to an error in quoting a premium for a proposed new age bracket in June, the revised insurance premium may be cost prohibitive in relation to the benefit and may require corrective action by the board of directors (see proposed motion).

LOSAP – Some 2018 LOSAP statement envelopes are still being returned by the USPS as undeliverable or not forwardable. Research is being done to find a correct address. Thank you Brian.

Estate Beneficiary – Since February, I have been in contact with an attorney regarding a bequest from the estate of an Angela Trotta whose will is being probated in North Carolina. We should receive a check within 10 days.

NYSVARA – Thank you for the BOD and Operational Officers for hosting the September District 7 meeting at our headquarters.

Motion by Chief Michael Como and seconded by Casey Orr to enter into Executive Session with 1st Deputy Chief Elizabeth Wuestman and 2nd Deputy Chief Ryane Como in attendance at 2001 hours.
MOTION APPROVED UNANIMOUSLY

Director Daniels returned from the ambulance call at 2004 hours.

Executive Session ended at 2020 hours.

Old Business: Director Daniels discussed quotes received from EMS Compliance Vendors.

New Business: None

Next BOD meeting will take place on 11/7/19.

Motion by Brian Canty and seconded by Jeffrey Daniels to adjourn the meeting at 2040 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 31, 2019

Amended and approved: November 7, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: November 7, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: Elizabeth Wuestman, Carol Nucci and James Mallilo

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of October 10th, 2019 as amended.
MOTION APPROVED UNANIMOUSLY

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

Note: The following Paramedic motions were done via email:

10/31/19 email vote 11/1/19
Paramedic Hire- Caitlin Ortiz
Motion by Chief Michael Como and seconded by Ann Schwartz to hire Caitlin Ortiz as a per diem Paramedic at $22.00 per hour.
HCAD Funds
Yes: MC, CO, AS, JD, DM, RW, RF Did Not Vote: BC
MOTION APPROVED

10/31/19 email vote 11/1/19
Paramedic Hire- Dominique Spiegowski
Motion by Chief Michael Como and seconded by Ann Schwartz to hire Dominique Spiegowski as a per diem Paramedic at $22.00 per hour.
HCAD Funds
Yes: MC, CO, AS, JD, DM, RW, RF Did Not Vote: BC
MOTION APPROVED

Proposals-

Proposed SOP 01-2019: Update Purchasing Policy: EMT-CC to EMT-P Bridge Program (Untable)
Proposed SOP 01-2019: Update Purchasing Policy: EMT-CC to EMT-P Bridge Program
Proposed SOP 09-2019: Remove D from EMT-D (Article V, Section 2)
HCFAS Adult Holiday Party 2019
VSS Alteration of Access System for Fitness Room Safety
Participate in the 2019 Huntington Holiday Parade
Renewal of VFIS Accident and Sickness Policy
Amend Group Term Life Insurance Program - Insert Funeral Benefit for Active Members age 95 or Older
Tim Quigley and Jeffrey Daniels - Training Motion - NAEMT Tactical Combat Casualty Care Course
Pulse Check – Reimbursement Andrea Golinsky #315
Pulse Check – Reimbursement Sue Otto #790
Purchase Fargo DTC1250e Dual Sided ID Card Printer
EMS World Conference – New Orleans Deduction For Reimbursement Submissions
Penflex, Inc. – Report The Costs To Amend LOSAP For 60 Years Of Age At $30/Month
Engage a Temp for the Treasurer

<u>Proposed SOP 01-2019: Update Purchasing Policy: EMT-CC to EMT-P Bridge Program (Untable)</u>

Motion by Robert Franz and seconded by Brian Canty to untable SOP 01-2019 Update Purchasing Policy: EMT-CC to EMT-P Bridge Program.

MOTION APPROVED UNANIMOUSLY

<u>Proposed SOP 01-2019: Update Purchasing Policy: EMT-CC to EMT-P Bridge Program</u>

Motion by Robert Franz and seconded by Chief Michael Como to approve SOP 01-2019 as amended: Update Purchasing Policy: EMT-CC to EMT-P Bridge Program. The SOP was printed in the August 2019 Pulse and read at the August 2019 General Membership Meeting. (Clean version at the end of the minutes)

SOP - 2/3 majority of the Board of Directors

MOTION APPROVED UNANIMOUSLY

<u>Proposed SOP 09-2019: Remove D from EMT-D (Article V, Section 2)</u>

Motion by Robert Franz and seconded by Chief Michael Como to approve SOP 09-2019 as amended: Remove D from EMT-D (Article V, Section 2). The SOP was printed in the October 2019 Pulse and read at the October 2019 General Membership Meeting. (Clean version at the end of the minutes)

SOP - 2/3 majority of the Board of Directors

MOTION APPROVED UNANIMOUSLY

HCFAS Adult Holiday Party 2019

Motion by Brian Canty and seconded by Chief Michael Como 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 14, 2019 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

VSS Alteration of Access System for Fitness Room Safety

Motion by Chief Michael Como seconded by Robert Franz to have VSS modify the access system so the fitness room automatically unlocks when an individual activates the emergency distress button in the fitness room. The cost of this modification is not to exceed $350.00.

HCAD FUNDS

MOTION APPROVED UNANIMOUSLY

Participate in the 2019 Huntington Holiday Parade

Motion by Chief Michael Como and seconded by Casey Orr to participate in the Huntington Holiday Parade for 2019 to be held Saturday, November 30, 2019 at 5:30 PM. Cost for supplies to build the float and for food for the builders shall not exceed $2,000.00.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Renewal of VFIS Accident and Sickness Policy

Motion by Robert Franz and seconded by Brian Canty to accept the recommendation of R. Franz, insurance committee chairperson, to continue coverage for HCFAS volunteers by renewing the 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 11/27/19 through 11/26/20 for an annual premium of $ 8,833.00. A schedule of coverages or benefits is attached. The premium is the same as the 2018/2019 premium.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Amend Group Term Life Insurance Program - Insert Funeral Benefit for Active Members age 95 or Older

Motion by Robert Franz and seconded by Casey Orr to accept the recommendation of the R. Franz, insurance committee chairperson, to amend the HCFAS Group Term Life Insurance Program Guidelines and insert a funeral benefit of $2,500 for active members age 95 or older.

HCFAS funds

Yes: RF, RW, AS, BC, JD, CO, MC Abstain: DM

MOTION APPROVED

Tim Quigley and Jeffrey Daniels - Training Motion - NAEMT Tactical Combat Casualty Care Course

Motion by Chief Michael Como and seconded by Brian Canty to accept the recommendation of Second Deputy Chief Ryane Como to authorize Tim Quigley #1261 and Jeffrey Daniels #1358 to attend a "NAEMT Tactical Combat Casualty Care (TCCC-AC) Course" at Dix Hills Fire Department on Saturday 11/23/19 at a cost of $250.00 plus mileage per attendee. The cost includes course registration fees and supplies needed for the course. In order to receive reimbursement, Tim and Jeffrey will have 10 days following the completion of the course to provide Second Deputy Chief Como with a comprehensive report (submitted electronically) on at least one topic covered and are encouraged to bring any suggestions back to HCFAS.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Pulse Check – Reimbursement Andrea Golinsky #315

Motion by Chief Michael Como and seconded by Ann Schwartz to reimburse member #315, Andrea Golinsky $277.91 for Pulse Check.

HCAD Funds

Yes: RF, RW, AS, DM, JD, CO, MC No: BC

MOTION APPROVED

Pulse Check – Reimbursement Sue Otto #790

Motion by Chief Michael Como and seconded by Roger Winter to reimburse member #790, Sue Otto $277.91 for Pulse Check.

HCAD Funds

Yes: RF, RW, AS, DM, JD, CO, MC No: BC

MOTION APPROVED

Purchase Fargo DTC1250e Dual Sided ID Card Printer

Motion by Roger Winter and seconded by Brian Canty to purchase a Fargo DTC1250e Dual Sided ID Card Printer at a cost of $1,500.00 from IDI 26 Harbor Park Drive, Port Washington, NY 11050. This will include installation and setup, 2 Part # 45000 full color ribbons and a three year warranty.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

EMS World Conference – New Orleans Deduction For Reimbursement Submissions

Motion by Brian Canty and seconded by David Mohr to reduce the reimbursement request to individuals who have not submitted their EMS World Expo Conference – New Orleans P.O.'s and documentation for reimbursement by Sunday November 10, 2019 1900 hours by 25%.

MOTION APPROVED UNANIMOUSLY

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

Penflex, Inc. – Report The Costs To Amend LOSAP For 60 Years Of Age At $30/Month

Motion by Robert Franz and seconded by Brian Canty to expend $1500.00 for an updated report from Penflex Inc for the costs to amend LOSAP for an entitlement age of 60 years and a benefit of $30.00/month.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Note: The following motion was made after the Executive Session

Engage a Temp for the Treasurer

Motion by Brian Canty and seconded by Ann Schwartz to hire Associate Member Samantha Mohr Cohen at $25.00/hour as a temp for 4-6 hours to assist the Treasurer. The Board discussed the Conflict of Interest Policy and this is the daughter of Director David Mohr.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Chief's Report – Michael Como:

Equipment & Vehicles –

16 - At VCI for minor repairs.
17 - To be sent out to 9th Street for cosmetic repairs the week of 11/11
18 - In quarters.
19 - In quarters. Going to VCI for minor repairs when 16 returns.
20 - Suspension was replaced by 9th Street last month. Back to 9th Street for rub rail repairs.

21 – In quarters.

Personnel –

- At the Town Board meeting on 11/6 HCFAS crews received proclamations from Supervisor Lupinacci for cardiac arrest saves that took place on 7/13 and 7/14.

Paid Paramedic Program-

- Dominique Spiegowski and Caitlin Ortiz filled out their financial paperwork and are currently coordinating with Michele Miller for their controlled substance onboarding. Both medics will be on the schedule within a week or so. Thank you all very much for helping me move this process along.

Events/Projects –

- The Fall Festival took place over the weekend of 10/12/19-10/13/19. Suffolk EMS did a surprise inspection one of our rigs on 10/12/19 and found missing equipment. Prior to County's arrival the BLS bag from the rig on Madison and Prime was moved to the cottage and was therefore not present during the inspection. Captain Mancino gave County his assurances that all would be promptly rectified and we received no formal write-up.
- Last month there was a meeting at HMFD HQ regarding the project to build medians on New York Avenue. First Deputy Chief Wuestman attended. Her notes are as follows:

  "The main point the DOH was trying to make was that the plans to create these "safe zones" will only help us. That they do not feel it will affect traffic patterns and that it will not prevent us from responding to emergencies or slow us down. They plan for it to be wide enough to fit the entire ambulance on it at once and it is only "2 inches high."

  Concerns raised by Manor, HCFAS, Melville, Andrew Raia...
  - J-walking is illegal, make it legal then creating safe havens makes sense.
  - The space between parked cars and median is too narrow.
  - SNOW, how are they going to ensure that snow will be completely removed every day every time?
  - 2 inches or not pt comfort will be affected. This will slow our already difficult transport/response times trying to navigate through traffic of NYA.
  - Extra wear on vehicles, as if the pot holes aren't bad enough.
  -Why are they encouraging citizens to cross where there is no crosswalk.
  - Why not create the "illusion" of a safe haven with brick and paint without the raise.
  - You can not legislate stupidity.

  Manor advocate stepped up to speak with them after they go back to their bosses. They basically said their hands are tied something needs to happen and they are sorry they did not reach out before starting this major project. Manor advocate has 1st dep and chief email to keep us in the loop."
- HCFAS attending Town of Huntington Veterans Day Ceremony on Sunday 11/10/19. Class A uniforms.
- Holiday Parade on 11/30/19
- NEMSIS 3 "go live"date will be 12/17/19. The state is only allowing agencies to "go

live" on Tuesdays.

- Operative IQ - Attended a webinar hosted by Operative IQ, which described the inventory management benefits of the software. Additional information attached. Currently working on putting a proposal together for the BOD. If anyone is willing to be the BOD liaison for this project please let me know. This is at the crossroads of operations and the BOD and is a great opportunity for us to work together to save money and optimize workflows.

Training –

NYS BLS Protocol update:

Had a meeting with our medical director and potential trainers on 11/6. We are going to begin conducting skill check-out sessions on November 15th and try to get all EMTs trained by December 15th. The actual deadline is December 31st, so we incorporated a buffer into our training program.

Review Training:

November - NYS BLS Protocol update

December - NEMSIS 3 training to help HCFAS membership adhere to new ePCR standards.

Distributed to the Board via 11/5/19 email:

-3rd Quarter Membership delinquent hours

-3rd Quarter Company 8 Report

-Paid Paramedic hours for the end of October 2019

-Operative IQ sample reports and Inventory Management Options PowerPoint proposal

Q3 Hours

Attached you will find a summary of who was delinquent in hours for Q3 for all companies (2-15-30_Q3_HrsReport_Report.pdf). Additionally, you will find the Q3 Co8 hours report (2-15-30_Q3_Co8_Report.pdf).

Motions

I ended up sending out numerous e-mails with motions. I have condensed them all into one word document attached (2-15-30_Motions). The only new motion on there is a training motion for Director Daniels.

Medic Program

Hourly summaries provided by the Lead Medic are attached (LeadMedic_Hour_Summaries). There has been an issue with the medic checkout google form (either with the form or the hardware), so no checkout report is available for the previous period. We have temporarily switched to a paper checkout system, which I hope to replace in the future with Operative IQ. A good segway to the next section!

Operative IQ

Operative IQ's Operations Management software is a tool HCFAS can utilize to greatly enhance the way we do things. It will allow us to get a handle on current inventory including expiration dates so we only order what we need. We will no longer run into those situations where we throw out a box of expired supplies because they slipped through the cracks. Additionaly, we will be able to use this software to do our ambulance checkouts on our GETAC ePCR laptops. Once everyone is doing checkouts on this system the software will track supply usage and checkout compliance. This was my best attempt to "boil down" what Operative IQ is. I have attached a powerpoint presentation, different examples of what the software can do, and some testimonials (all attachments starting in "OperativeIQ_"). If anyone would be interested in being the board liason please let me know. This is meant to be informational at this point. I am hoping to have a proposal ready for the BOD soon.

All of these attachments have also been placed on the google drive.

The Treasurer asked the Chief about medic checkouts and Company 8 personnel.

Status Change/Advancement

Member #	Last Name	First Name	Day & Shift	From	To	Effective
978	Courtemanche	Nancy	Mon 2300	CL	Disp only	9/30/2019
1515	Tiersch	Kristin	Mon 1500	CL	DR	10/10/2019
1569	Annunziata	Jesse	Thurs 1100	Disp TR	Disp	10/7/2019
1572	Conroy	Steven	Weds 1500	Disp TR	Disp	10/8/2019
1564	Mahoney	Michael	Sun 1900	Disp TR	Disp	10/9/2019
1566	Villatoro	William	Weds 1100	Disp TR	Disp	9/23/2019
1561	Iannetti	Giorgia	Mon 1500	Disp TR	Disp	9/16/2019
1561	Iannetti	Giorgia	Mon 1500	Disp	FA	10/28/2019
1562	Burton	William	Sun 2300	Disp TR	Disp	9/16/2019
1545	Saito	Kyoko	Weds 1500	FA	ACL	10/10/2019
1563	Sinrich	Robert	Thurs 1500	Disp	OBS	10/10/2019

Shift Change

Member #	Last Name	First Name	From	To	Effective	Reason
978	Courtemanche	Nancy	Co 8	Mon 2300	10/7/2019	New sched
936	Bonessi	Kathi	Admin	Sun 0700	10/29/2019	Wants to disp

Letters of Intent:

Member #	Last Name	First Name	Reason	Day & Shift
1339	Calderone	Nicole	Q3 hours	Sunday
1422	Gonzales	Tiffany	Q3 hours	Sunday

1162	Mulchandani	Monica	Q3 hours	Sunday
790	Otto	Sue	Q3 hours	Sunday
1185	Delva	Audin	Q3 hours	Sunday
1358	Daniels	Jeffrey	Q3 hours	Sunday
945	SpragueWong	Karen	Q3 hours	Wednesday
920	Stone	Casey	Q3 hours	Thurs
1501	Cruise	Evelyn	Q3 hours	Fri
1346	Epstein	Maxine	Q3 hours	Co 8
1283	Orr	Casey	Q3 hours	Co 8
1444	Harlan	Mike	Q3 hours	Co 8

Secretary's Report –Robert Franz:

New Members:

Motion by Robert Franz and seconded by Chief Michael Como to accept Michael Giarrizzo (EMT) as a probationary member #1578, Shift: Saturday 1500 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 they will remain on extended probation while attending college and will be eligible to be off probation after four months from their final educational leave of absence end date. They also must pass dispatch training within one month after their final educational leave of absence end date.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept Christopher Grisham (EMT) as a probationary member #1579, Shift: Wednesday 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 they will remain on extended probation while attending college and will be eligible to be off probation after four months from their final educational leave of absence end date. They also must pass dispatch training within one month after their final educational leave of absence end date.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept Dylan Collier (EMT) as a probationary member #1580, Shift: Saturday 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 they will remain on extended probation while attending college and will be eligible to be off probation after four months from their final educational leave of absence end date. They also must pass dispatch training within one month after their final educational leave of absence end date.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to accept Jacqueline deBruin as a probationary member #1581, Shift: Thursday 0700 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 they will remain on extended probation while attending college and will be eligible to be off probation after four months from their final educational leave of absence end date. They also must pass dispatch training within one month after their final educational leave of absence end date.

MOTION APPROVED UNANIMOUSLY

Motion by Chief Michael Como and seconded by Robert Franz to approve the following LOA's:

Name	**Day**	**Membership #**	**Type**	**Dates**
Brown, Cydney	Saturday	1556	Extended Medical	9/28/19 – 12/28/19
Burns, Eileen	Sunday	767	Operational	10/6/19 – 1/6/20
Davis, Keith	Co. 8	1208	Emergency Medical	9/30/19 – 12/30/19
Feliciano, Cynthia	Co.8	1400	Operational	7/1/19 – 8/1/19
Gallego, Vanessa	Monday	1450	Extended Medical	7/10/19 – 1/10/20
Hafner, Bruce	Wednesday	1158	Medical	10/10/19 – 1/10/20
Hirasawa, Tomoko	Monday	1404	Emergency Medical	9/30/19 – 12/30/19
Ishikawa, Kazuo (Spike)	Tuesday	1282	Operational	11/1/19 – 2/1/20
Mulchandani, Monica	Sunday	1162	Operational	10/13/19 – 3/13/20
Nakelski, Peter	Admin	681	Extended Medical	10/15/19-1/15/20
Reeder, George	Monday	1328	Emergency Medical	9/30/19-12/30/19
Taylor, Andrew	Monday	1338	Emergency Medical	10/6/19 – 10/9/19
Villegas, David	Saturday	1472	Operational	10/12/19 – 1/12/20

MOTION APPROVED UNANIMOUSLY

Probation Ending:

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Nicholas Oberle, member #1532, effective 11/7/19. Military LOA 1/5/19-4/13/19.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Michaela Ryan, member #1537, effective 11/7/19.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Soloman Walden, member #1538, effective 11/7/19.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Cortes, Roxanne	Wednesday	1521	9/28/19	Operational
Crespo, Suzette	Monday	1438	9/23/19	Operational
Ingwersen, James (Jim)	Admin	1114	10/13/19	Extended Medical
Lindsay, Arlene	Co. 8	1067	9/2/19	Operational
Magerle, Heidie	Tuesday	1163	10/29/19	Operational
Taylor, Andrew	Monday	1338	10/9/19	Emergency Medical

Insurance:

- MVA 10/31/19: While driving down a leaf coated driveway in Lloyd Harbor enroute to HH, 2-15-20 slid into and damaged a wooden fence. A damage report and pictures of the damage and an estimate to repair are in progress and will be used to determine if it should be reported to our insurance company.

Loaner Ambulance: Plates were surrendered to the NYSDMV and insurance was cancelled and a refund was received.

VAWBL
- A VFIS accident claim was filed for the member who incurred a shoulder fracture on 9/7/19.

- Two closed NYSIF claims have incurred costs associated with current medical treatment.

- One open NYSIF claim had their estimated total medical costs increased to $50,000 from $25,000.

Group term life insurance program: A motion is on the agenda this evening to include a $2,500 funeral benefit for active members age 95 and older.

LOSAP –At the request of the TOH Comptroller, Penflex is updating their estimate of cost to increase the benefit to $30 and reduction in the age.

Estate Beneficiary – We received a $10,000 bequest from the estate of an Angela Trotta whose will is being probated in North Carolina.

NYSVARA – The next board meeting is in Albany on November 16, 2019.

Thank you – Chris & Don Roulo thanks the board of directors and officers for approving them to attend the EMS Expo in New Orleans. It was a wonderful learning experience.

Veterans – The veterans in active service at HCFAS will be saluted with the annual Veterans ad placed in the Long Islander. Thank you.

Medtronic – Claire Tesoriero, a Medtronic Pain Therapies employee, has applied for a $500 volunteer grant for HCFAS for her volunteer work at the Squad.

Annual Squad Election- Notices were placed in the November Pulse regarding the annual squad election on December 9, 2019.

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): Complete for 2018

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

-Memorial Wall (David Mohr) David is proposing an update to the wall. Adding founding members to the base of the wall.

-Plaques & Certificates BOD/Chief Officer Corps): In need of a new Chairperson. Chief Como and I have received the invoices for plaques that were previously purchased at Artplak by Christine Roulo. We will try to estimate the total number of items to be purchased and the total expense for this year's plaques.

-Pins and badges (Roger Winter): I have received the members that are off of probation. I have given all badges to the Chief.

-Veterans Plaque: The only new name to be processed is Ferdinand Rocke, US Army. The plaque had been updated. Robert Franz is working on new members and anyone who qualifies for the plaque. We are looking at a few members.

ID/Accountability Cards (Roger Winter): The printer is need of repair. I have put in a motion to purchase a new machine.

LED Sign (Diane Tanko): The sign has been repaired. Diane is updating weekly.

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

Historian (Martha Brenner: Martha is working on all documents memorabilia

Fund Drive: Report (Mary Brenner, Pete Nakelski, Martha Brenner, Roger Winter): The third wave has been mailed. We are receiving donations.

Flag Etiquette (Roger Winter): The 9/11 flag was flown for the month of September. The MIA flag is now being flown. The flag was flown at ½ staff several times this past month at the request of Governor Como. Two times I was not available to put up notices as I was not able to get to the Squad

Memorial Day / Veterans Day Events: November 10, 2019 TOH will be having a ceremony at the Veterans Plaza, Start time 0900 hours.

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

Chief Casey Orr has chosen a picture and it has been ordered. I am waiting to have it delivered and then it will be framed and hung.

Chief Operational Officers Pictures: complete

President's Report – Seth Fischer:

-The traffic light outside of the building is functioning

-Condolences to Treasurer Canty on the loss of his mother.

-Congrats to Chief and 2nd Deputy Chief's Como on the birth of their son.

-LOSAP help thank-you to Brian Canty, Bob Franz and Tom Hogan.

-PAB: transport to Medi-Center in the future instead of the E.R.

-Life Membership: John Palmieri will Chair and needs assistance.

-Annette Hershkowitz will run the election this year.

Motion by Seth Fischer and seconded by Brian Canty to enter into Executive Session at 2027 hours with 1st Deputy Chief Elizabeth Wuestmann present.

MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2100 hours.

Old Business: None

New Business: None

Motion by Ann Schwartz and seconded by Brian Canty to adjourn the meeting at 2101 hours.

MOTION APPROVED UNANIMOUSLY

FINAL Version:

SOP Change
01-2019

Article X, Section 1, (A), (10)

10. Training

The Chief is authorized to approve and schedule, squad-related EMS training courses at the squad, including courses given by the Suffolk County Division of EMS or other course sponsors, and will be responsible for scheduling and coordination of events. The Chief will confirm all programs with the President.

The training of our members is of the utmost importance. Training is no longer limited to a single course or two. In addition to the recognized state levels of certification there are seminars, conferences, and continuing education courses that benefit members. In an effort to allow membership to achieve the most from what is available to them, while insuring that the squad benefits also, the following guidelines have been established for the reimbursement of training courses for members in good standing. A member on probation is not precluded from attending courses. Training courses beyond the normal and customary American Red Cross, American Heart Association, Suffolk or Nassau County EMT, including CME classes, require pre-approval of the Second Deputy Chief. Any training course that exceeds these limits requires the pre-approval of the Board of Directors.

Upon successful completion of any course, conference or seminar that is directly related to the function of the organization, as determined by the Second Deputy Chief, the member must complete a Course/Seminar Reimbursement Request form. The member must attach a copy of the certificate of completion along with verification of the course cost and payment, and submit all documentation to the Second Deputy Chief for approval. All training courses except ARC, AHA and Suffolk or Nassau County EMT courses including CME classes require pre-approval from the Second Deputy Chief. The reimbursement of HCFAS required course fee (BLS CPR), through the American Red Cross and American Heart Association is authorized when that individual is subsequently accepted for membership within 6 months of course completion. Members must be in good standing when requesting reimbursement. For reimbursement for EMT-P courses the member must be in good standing for the entire preceding (6) six month period immediately preceding each reimbursement request.

Reimbursement limits are as follows:

a. Seminars, Conferences and Continuing Education courses: $250.00 maximum including mileage, unless approved in advance by the Board of Directors.
b. CTC Course: $150.00 maximum including mileage.
c. ACLS Course: $400.00 maximum including mileage.
d. EMT: $550.00 maximum including mileage.
e. EMT-P Refresher Courses: $800.00 maximum including mileage.

f. EMT-P Original Course: Due to the current extreme cost of these courses, each request must be pre-approved on an individual basis. The individual member requesting approval for the course must submit, in writing, to the Board of Directors a total breakdown of the course costs (fees, tuition, books and daily mileage) the approved mileage will not exceed $1,000.00. The Chief will verify in writing that the member has been in good standing for the six months prior to the request.

   a. After the member receives the status of EMT-P and is approved to ride in Suffolk County provided the member has remained in good standing, the member will be entitled to initial reimbursement for one-sixth (1/6) of the total approved course cost (fees, tuition, books and mileage).
   b. Reimbursement Period: The member may be entitled to reimbursement of the balance of the approved course cost in five parts, every six months for the next two and a half years, the first at the six month anniversary of issuance of the member's Suffolk REMAC card. These anniversary dates shall be extended by the period of any medical leave of absence taken by the member following completion of the course.
   c. Requirements: Entitlement to reimbursement is contingent upon the member meeting the following service requirements. During the reimbursement period, the member must:
      i. Remain a member in good standing;
      ii. Maintain the status of an active HCFAS EMT-P;
      iii. Fulfill additional duty requirements as follows:
         1. Must ride as an ALS provider when on duty except as otherwise approved by the operational officers;
         2. Provide an additional four hours per week either on a second duty tour or as back-up personnel for a duty tour as approved by the operational officers;
      iv. Not gone on any Leaves of Absences, other than Medical Leave. In the case of Medical Leave, the member shall not be credited for service requirements, but the reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months.
   d. Responsibility of the Member: Every six months during the reimbursement period, from the anniversary of issuance of the member's Suffolk REMAC card, the member must complete a Purchase Order for an additional one-sixth (1/6) of the total approved course costs and submit this to the Treasurer. The Treasurer must obtain a written verification from the Chief, that during the reimbursement period, the member has maintained the status of an active HCFAS EMT-P; and fulfilled all the service requirements-as listed above before reimbursement may occur.
   e. Any member not meeting the reimbursement service requirements for the reimbursement period must be reviewed by the Board of Directors.
   f. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI-ANNUAL REIMBURSEMENTS.**

g. EMT-CC to EMT-P Bridge Course: Due to the current extreme cost of these courses, each request must be pre-approved on an individual basis. The individual member requesting approval for the course must submit, in writing, to the Board of Directors a total breakdown of the course costs (fees, tuition, books and daily mileage) the approved mileage will not exceed $200.00. The Chief will verify in writing that the member has been in good standing for the six months prior to the request.

i. After the member receives the status of EMT-P and is approved to ride in Suffolk County, provided the member has remained in good standing, the member will be entitled to initial reimbursement for one-third (1/3) of the total approved course cost (fees, tuition, books and mileage).

ii. Reimbursement Period: The member shall be entitled to reimbursement of the balance of the approved course cost in two parts, the first at the six (6) month anniversary of issuance of the member's Suffolk REMAC card, and the last and final part at the one year anniversary. These anniversary dates shall be extended by the period of any medical leave of absence taken by the member following completion of the course.

iii. Requirements: Entitlement to reimbursement is contingent upon the member meeting the following service requirements. During the reimbursement period, the member must:

   a. Remain a member in good standing;
   b. Maintain the status of an active HCFAS EMT-P;
   c. Fulfill additional duty requirements as follows:
      i. Must ride as an ALS provider when on duty except as otherwise approved by the operational officers;
      ii. Provide an additional four hours per week either on a second duty tour or as back-up personnel for a duty tour as approved by the operational officers;
   d. Not gone on any Leaves of Absences, other than Medical Leave. In the case of medical leave, the member shall not be credited for service requirements, but the one year reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months.

iv. Responsibility of the Member: Every six months during the reimbursement period, from the anniversary of issuance of the member's Suffolk REMAC card, the member must complete a Purchase Order for an additional one-third (1/3) of the total approved course costs and submit this to the Treasurer. The Treasurer must obtain a written verification from the Chief, that during the reimbursement period, the member has maintained the status of an active HCFAS EMT-P; and fulfilled all the service requirements as listed above before reimbursement may occur.

v. Any member not meeting the reimbursement requirements for the reimbursement period must be reviewed by the Board of Directors.

vi. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI-ANNUAL REIMBURSEMENTS.**

h. Courses not sponsored by the Nassau or Suffolk County EMS Program Agency will be reimbursed to the member provided the following requirements are completed:

i. Pre-approval is required by the Board of Directors and must be presented to the Board of Directors by the Chief.

ii. A Course/Seminar Reimbursement Request form #154 is completed with verification of course costs attached (fees, tuition, books and detail daily mileage). The form will also certify that HCFAS is the last dollar reimbursement and acknowledgement of squad reimbursement.

iii. The member provides documentation of successful completion of the course (copy of certificate).
iv. The member provides proof of completion of all requirements to ride as a member of the Suffolk County system.

i. The Chief is authorized to spend an amount not to exceed $10.00 per attendee for each in-house training event for food and beverage.

NOTE: The Treasurer is responsible to file the NYS DOH EMT course reimbursement voucher but the member must provide the Treasurer with any documentation required by the NYS DOH otherwise the squad's reimbursement to the member will be delayed.

FINAL VERSION:

SOP 09-2019

Article V, Section 2 - EMT:

1. EMT's are responsible for checking out their equipment at the beginning of their duty tour and notifying the proper personnel of any problems.

2. EMT's are responsible for patient care when they are the highest medical authority at the scene; however, the Crewleader shall remain in charge of the total scene.

3. EMT's are responsible for the safe handling of equipment on an emergency run and the proper replacement of equipment back at Headquarters.

4. EMT’s are responsible for training their crews.

5. EMT's are responsible for all supplemental paperwork, as required.

Proposed SOP Change
01-2019

Proposal:
To update the Purchasing Policy to add the EMT-CC to EMT-P Bridge program.

Background/Justification:
NYS has eliminate the EMT-CC program and implemented a bridge program for all current EMT-CC's

Change (additions are underlined and deletions are ~~stricken~~):
Article X, Section 1, (A), (10)
10. Training

The Chief is authorized to approve and schedule work details, squad-related EMS training courses at the squad, including courses given by the Suffolk County Division of EMS or other course sponsors, and will be responsible for scheduling and coordination of events. The Chief will confirm all programs with the President.

The training of our members is of the utmost importance. Training is no longer limited to a single course or two. In addition to the recognized state levels of certification there are seminars, conferences, and continuing education courses that benefit members. In an effort to allow membership to achieve the most from what is available to them, while insuring that the squad benefits also, the following guidelines have been established for the reimbursement of training courses for members in good standing. A member on probation is not precluded from attending courses. Training courses beyond the normal and customary American Red Cross, American Heart Association, Suffolk or Nassau County EMT ~~and/or AEMT~~, including CME classes, require pre-approval of the Second Deputy Chief. Any training course that exceeds these limits requires the pre-approval of the Board of Directors.

Upon successful completion of any course, conference or seminar that is directly related to the function of the organization, as determined by the Second Deputy Chief, the member must complete a Course/Seminar Reimbursement Request form. The member must attach a copy of the certificate of completion along with verification of the course cost and payment, and submit all documentation to the Second Deputy Chief for approval. All training courses except ARC, AHA~~,~~ and EMT ~~and CC~~ courses require pre-approval from the Second Deputy Chief. The reimbursement of HCFAS required course fee, through the American Red Cross and American Heart Association is authorized when that individual is subsequently accepted for membership within 6 months of course completion. Members must be in good standing when requesting reimbursement. For reimbursement for EMT-P courses the member must be in good standing for the entire preceding (6) six month period immediately preceding each reimbursement request.

Reimbursement limits are as follows:

a. Seminars, Conferences and Continuing Education courses: $75.00 maximum including mileage, unless approved in advance by the Board of Directors.
b. CTC Course: $150.00 maximum including mileage.
c. ACLS Course: $400.00 maximum including mileage.
d. EMT ~~and EMT-CC~~: $550.00 maximum including mileage.
e. EMT-P Refresher Courses: $800.00 maximum including mileage.
f. EMT-P Original Course: Due to the current extreme cost of these courses, each request must be pre-approved on an individual basis. The individual member requesting approval for the course must submit, in writing, to the Board of Directors a total breakdown of the course costs (fees, tuition, books and daily mileage) the approved mileage will not exceed $1,000.00. The Chief will verify in writing that the member has been in good standing for the six months prior to the request. ~~The initial reimbursement will be for 1/6 of the total approved course cost (fees, tuition, books and mileage) after~~

a. After the member receives the status of EMT-P and is approved to ride in Suffolk County (see item 7 below), provided the member has remained in good standing, the member will be entitled to initial reimbursement for one-sixth (1/6) of the total approved course cost (fees, tuition, books and mileage).

b. Reimbursement Period: The member shall be entitled to reimbursement of the balance of the approved course cost in five parts, every six months for the next two and a half years, the first at the six month anniversary of issuance of the member's EMT-P card. These anniversary dates shall be extended by the period of any medical leave of absence taken by the member following completion of the course.

c. Requirements: Entitlement to reimbursement is contingent upon the member meeting the service requirements. During the reimbursement period, the member must:

i. Remain a member in good standing;
ii. Maintain the status of an active HCFAS EMT-P;
iii. Fulfill additional duty requirements as follows:

1. Must ride as an ALS provider when on duty except as otherwise approved by the operational officers;
2. Provide an additional four hours per week either on a second duty tour or as back-up personnel for a duty tour during the reimbursement period approved by the operational officers;

iv. Not gone on any Leaves of Absences, other than Medical Leave. In the case of Medical Leave, the member shall not be credited for service requirements, but the reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months.

d. Responsibility of the Member: ~~For the next two and one half years, every~~ Every six months during the reimbursement period, from the ~~course completion date~~ anniversary of issuance of the member's EMT-P card, the member must complete a Purchase Order for an additional one-sixth (1/6) of the total approved course costs and submit this to the Treasurer. The Treasurer will obtain a written verification from the Chief, that during the reimbursement period, the member has maintained the status of an active HCFAS EMT-P~~; fulfilled additional duty requirements as listed below; not gone on any Leaves of Absences, other than Medical; and is a member in good standing with the squad before reimbursement may occur. The two and half year's reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months. The member must ride as an ALS provider when on duty and any regular deviation must be approved by the operational officers. The member must agree to provide an additional 4 hours per week either on a second duty tour or as back-up personnel for a duty tour during the reimbursement period. The second duty tour must be approved by the operational officers.~~

e. Any member not meeting the reimbursement requirements for the reimbursement period will be reviewed by the Board of Directors.

f. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI-ANNUAL REIMBURSEMENTS.**

g. EMT-CC to EMT-P Bridge Course: Due to the current extreme cost of these courses, each request must be pre-approved on an individual basis. The individual member requesting approval for the course must submit, in writing, to the Board of Directors a total breakdown of the course costs (fees, tuition, books and daily mileage) the approved mileage will not exceed $1,000.00. The Chief will verify in writing that the member has been in good standing for the six months prior to the request.

i. After the member receives the status of EMT-P and is approved to ride in Suffolk County (see item 7 below), provided the member has remained in good standing, the member will be entitled to initial reimbursement for one-third (1/3) of the total approved course cost (fees, tuition, books and mileage).

ii. Reimbursement Period: The member shall be entitled to reimbursement of the balance of the approved course cost in two parts, the first at the six (6) month anniversary of issuance of the member's EMT-P card, and the last and final part at the one year anniversary. These anniversary dates shall be extended by the period of any medical leave of absence taken by the member following completion of the course.

iii. Requirements: Entitlement to reimbursement is contingent upon the member meeting the service requirements. During the reimbursement period, the member must:

a. Remain a member in good standing;
b. Maintain the status of an active HCFAS EMT-P;
c. Fulfill additional duty requirements as follows:
    i. Must ride as an ALS provider when on duty except as otherwise approved by the operational officers;
    ii. Provide an additional four hours per week either on a second duty tour or as back-up personnel for a duty tour during the reimbursement period approved by the operational officers;
d. Not gone on any Leaves of Absences, other than Medical Leave. In the case of medical leave, the member shall not be credited for service requirements, but the one year reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months.

iv. Responsibility of the Member: Every six months during the reimbursement period, from the anniversary of issuance of the member's EMT-P card, the member must complete a Purchase Order for an additional one-third (1/3) of the total approved course costs and submit this to the Treasurer. The Treasurer will obtain a written verification from the Chief, that during the reimbursement period, the member has maintained the status of an active HCFAS EMT-P; fulfilled additional duty requirements.

v. Any member not meeting the reimbursement requirements for the reimbursement period will be reviewed by the Board of Directors.

vi. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI-ANNUAL REIMBURSEMENTS.**

h. Courses not sponsored by the Nassau or Suffolk County EMS Program Agency will be reimbursed to the member provided the following requirements are completed:

i. Pre-approval is required by the Board of Directors and must be presented to the Board of Directors by the Chief.

ii. A Course/Seminar Reimbursement Request form is completed with verification of course costs attached (fees, tuition, books and detail daily mileage).
iii. The member provides documentation of successful completion of the course (copy of certificate).
iv. The member submits a completed certification; HCFAS form #, stating that HCFAS is the last dollar reimbursement.
v. The member submits a completed acknowledgement of squad reimbursement HCFAS form #. The member provides proof of completion of all requirements to ride as a member of the Suffolk County system.

i. The Chief is authorized to spend an amount not to exceed $150.00 for each in-house training event for food and beverage.

Proposed SOP Change
09-2019

Proposal:
Remove D from EMT-D

Background/Justification:
Grammatical update.

Change (additions are <u>underlined</u> and deletions are ~~stricken~~):

Article V, Section 2 - EMT~~-D~~:

1. EMT~~-D~~'s are responsible for checking out their equipment at the beginning of their duty tour and notifying the proper personnel of any problems.

2. EMT~~-D~~'s are responsible for patient care when they are the highest medical authority at the scene; however, the Crewleader shall remain in charge of the total scene.

3. EMT~~-D~~'s are responsible for the safe handling of equipment on an emergency run and the proper replacement of equipment back at Headquarters.

4. EMT~~-D~~'s are responsible for training their crews ~~with the EMT-D and related equipment~~.

5. EMT~~-D~~'s are responsible for all supplemental paperwork, as required.

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: December 12, 2019

Amended and approved: December 17, 2019
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: November 21, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**ABSENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: James Mallilo, John Palmieri, and Lehti Laas

Meeting called to order at: 1930 hours

Proposals-
General Meeting Room Use Request Friday, 12/27/19 – Stephanie Cortes #1426
Finger Reader Equipment Upgrade
Continue NYS VAWBL Insurance for Volunteers
Continue Workmen's Compensation Insurance for Employees
Continue Disability Benefits Policy Including PFL coverage with NYS Insurance Fund
General Meeting Room Use Request Sunday, January 12, 2020 - Tiffany White #1259
R&T Electric, INC Payment
Purchase 2019 Gift Cards
Purchase 2019 Gift Cards for Life Members

General Meeting Room Use Request Friday, 12/27/19 – Stephanie Cortes #1426
Motion by Robert Franz and seconded by Roger Winter 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 a holiday party on Friday, December 27, 2019 from 7:00PM to 11:00PM. Set-up time will be two and a half hours prior to the event (4:30 PM) and cleanup will be after the event from 11:00 PM to 12:00 AM. 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 is not required. Member is providing and serving her own food and no DJ or photographer are 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

Finger Reader Equipment Upgrade

Motion by Chief Michael Como seconded by Roger Winter to purchase from SCM replacement finger readers in the GMM room, outside of Dispatch and by the rear door, at the recommendation of Jim Mallilo. Cost not to exceed $ 6,735.00. Competitive bids are not applicable as that would require replacing the entire Dispatch, RSA and LOSAP software and seeking a different vendor. With exception of the board room finger reader the other three are obsolete and are no longer supported. While keeping them till each dies and requires replacement it is preventing HCFAS from getting software updates to our system. All members will need to be registered on the new style reader (board room). A majority of the membership can be registered on Election Day to ease the transition. The old finger readers will be environmentally scrapped at the TOH recycling center, as they have no value.

HCAD FUNDS

Yes: AS, RW, DM, MC No: BC, RF

MOTION APPROVED

Continue NYS VAWBL Insurance for Volunteers

Motion by Robert Franz and seconded by Brian Canty 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 $26,800.00 for the 2020 calendar year. NYSIF is the sole provider of VAWBL insurance for volunteer ambulance squads in NYS.

HCAD Funds

MOTION APPROVED UNANIMOUSLY (Note: Chief out of the room)

Continue Workmen's Compensation Insurance for Employees

Motion by Robert Franz and seconded by Brian Canty 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 $10,000.00 for the 2020 calendar year

HCAD Funds

MOTION APPROVED UNANIMOUSLY (Note: Chief out of the room)

Continue Disability Benefits Policy Including PFL coverage with NYS Insurance Fund

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 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 $ 125.00 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 2019).

HCAD Funds

MOTION APPROVED UNANIMOUSLY (Note: Chief out of the room)

General Meeting Room Use Request Sunday, January 12, 2020 - Tiffany White #1259
Motion by Bob Franz and seconded by Ann Schwartz 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 Godson/Nephew's birthday party on Sunday January 12, 2020 from 4PM to 6PM. Set-up will be on Saturday evening 1/11/20 from 6PM to 10PM and cleanup will be from 6PM to 10PM after the event. A security deposit of $100 was received and the $400 balance must be received prior to the event. Food service will be by the member. Entertainment will be a baby shark character. An insurance certificate and a vendor hold harmless agreement are required from the shark character 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. The above is approved pending the member contacting the EMT class instructor and obtaining permission for the event since an EMT class is pending on the calendar for this day.
MOTION APPROVED UNANIMOUSLY

Note: The following motion was made during the Treasurer's Report
R&T Electric, INC Payment
Motion by David Mohr and seconded by Seth Fischer to submit payment to R&T Electric, INC. for back stairwell electrical work done in the amount of $1680.00.
HCAD Funds
Yes: AS, RW, DM, MC, RF No: BC
MOTION APPROVED

Note: The following motions were made under New Business
Purchase 2019 Gift Cards
Motion by Ann Schwartz and seconded by David Mohr 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
MOTION APPROVED UNANIMOUSLY

Purchase 2019 Gift Cards for Life Members
Motion by Brian Canty and seconded by David Mohr to purchase $200 holiday/gift cards for all Life Members.
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

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: Oct 04, 2019 to Nov 20, 2019
HCAD 88 Checks & 13 Direct Debits Totaling $172,90.97
Payroll
09/22/19 thru 09/28/19 Pay Date 10/04/19: $4,951.85
9/29/19 thru 10/05/19 Pay Date 10/11/19: $4,514.21
10/06/19 thru 10/12/19 Pay Date 10/18/19: $5,343.36
10/13/19 thru 10/19/19 Pay Date 10/25/19: $5,152.05
10/20/19 thru 10/26/19 Pay Date 11/01/19: $4,005.72
10/2719 thru 11/02/19 Pay Date 11/08/19: $3,556.51
11/03/19 thru 11/09/19 Pay Date 11/15/19: $3,682.78
11/10/19 thru 11/16/19 Pay Date 11/22/19: $4,163.33

HCFAS 10 Checks & 1 Direct Debit Totaling $13,638.78
MOTION APPROVED UNANIMOUSLY

PAST DUE INVOICES
Capital One -
Seth -Best Buy 49.98
Best Bagel 44.00

Upright installation
6/15/19 - $450

Johnson Control
10/16/19 - $510

R&T Electric
11/5/19 - $1,680
Who approved need motion

LI Screen Print
10/3/19 - $79
10/10/19 - $45.50
10/23/19 - $606.00
10/29/19 - $26.00
10/30/19 - $151.50
10/31/19 - $808.00

Transfers
10/11/2019 From M&T Bank to TOH $189,612.56
11/20/19 From M&T Bank to TOH $172,633.68

Chief's Report – Michael Como:

Equipment & Vehicles –
16 - In quarters. BLS only. Cooler being sent to FL for repairs.
17 - At 9th Street undergoing repairs
18 - In quarters.
19 -At VCI for minor repairs..
20 - In quarters.
21 – In quarters.
Personnel -
Paid Paramedic Program-

- Dominique Spiegowski and Caitlin Ortiz have started picking up shifts.

Events/Projects –

- Holiday parade float being constructed in S5
- NEMSIS 3 go-live date Dec 17th

Training –
NYS BLS Protocol update:
Classes posted.
Review Training:
November - NYS BLS Protocol update
December - NEMSIS 3 training to help HCFAS membership adhere to new ePCR standards.

Status Changes:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1565	Bernfeld	Liz	Mon 1100	Disp TR	Disp	11/11/2019
1542	Medina	Felix	Sun 0700	Disp	FA	10/26/2019
1560	Surette	Aaron	Sun 0700	Disp	FA	10/10/2019
1569	Annunziata	Jesse	Thurs 1100	Disp	FA	11/14/2019

Shift Change:

Member #	Last Name	First Name	From	To
1510	Silverstein	Dana	Sat 0700	Co 8
1521	Cortes	Roxanne	Weds 1900	Sat 0700

Secretary's Report –Robert Franz:

Motion by Robert Franz and seconded by Chief Michael Como to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Donegan, Ann	Admin	692	Extended Medical	10/26/19 – 1/26/20
Mayer, Douglas	Tuesday	1384	Medical	10/15/19 – 1/15/20
Orlando, Philip	Friday	706	Extended Emergency Medical	10/14/19 – 1/14/20
Tanko, Diane	Sunday	1240	Medical	11/24/19 – 2/24/20
Witkowski, Fiona	Thursday	1343	Medical	11/13/19 – 2/13/20

MOTION APPROVED UNANIMOUSLY

Probation Ending:

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Lauren Stalzer, member #1540, effective 11/21/19.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Kimberly Prestin, member #1541, effective 11/21/19.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief Michael Como to grant active membership in accordance with Article III, Section 2 of the By-Laws to Kyoko Saito, member #1545, effective 12/1/19.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Hafner, Bruce	Wednesday	1158	10/30/19	Dispatch Only from a Medical
Vogel, Joanne	Tuesday	861	10/29/19	Operational

LOSAP – As previously reported, the Town Board adopted a resolution on 11/19/19 for a referendum to be held December 20, 2019 to amend HCFAS LOSAP Program. A Special Town Board meeting will be held on December 3rd to approve 3 additional resolutions needed for the referendum – budget and poll inspectors.

-Polls will be open 12/20/19 from 12:00 P.M. – 9:00 P.M. at Town Hall.
-Poll Watchers and phone call help will be needed

Insurance:
- MVA 11/12/19: While pulling out of building 2-15-20 (2013 Chev) came in contact with a yellow pole and cracked the skin on the left side of the ambulance. The third deputy chief is in process of determining cost to repair. This will not be reported to our insurance carrier.
- MVA 10/31/19: As previously reported 2-15-20 slid into and damaged a wooden fence in Lloyd Harbor - this was not reported to our insurance company. Driver will repair fence when weather improves.

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): Complete for 2018. I am waiting for the selections for 2019 so I can update the plaque.
-Length of Service (Andrea Golinsky): Report has been received by President Fischer
-Memorial Wall (David Mohr) David is proposing an update to the wall. Adding founding members to the base of the wall.
-Plaques & Certificates BOD/Chief Officer Corps): Joe Nappi is new Chairperson. I will help with the help of the Chief Officer corps in ordering the plaques. Chief Como and I have received the invoices for plaques that were previously purchased at Artplak by Christine Roulo. We will try to estimate the total number of items to be purchased and the total expense for this year’s plaques.
-Pins and badges (Roger Winter): I have received the members that are off of probation. I have given all badges to the Chief.
-Veterans Plaque: The plaque had been updated. Robert Franz is working on new members and anyone who qualifies for the plaque. We are looking at a few members.

ID/Accountability Cards (Roger Winter): The new printer is operational. We will be processing new ID cards for 2010. I need to
LED Sign (Diane Tanko): The sign has been repaired. Diane is updating weekly.
Public Relations/Public Information Officer (Andrea Golinsky): No Report received

Historian (Martha Brenner): Martha is working on all documents memorabilia

Fund Drive: Report (Mary Brenner, Pete Nakelski, Martha Brenner, Roger Winter): The third wave has been mailed. We are receiving donations. As of Monday, 11/18/2019 we have received $81,474.82 from 2276 contributors.

Flag Etiquette (Roger Winter): At the request of Governor Como or the President of the United States the flags are placed at ½ staff. I will put up notices to give the reason why the flg is at ½ staff

Memorial Day / Veterans Day Events:

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

Chief Casey Orr has chosen a picture and it has been ordered. I am waiting to have it delivered and then it will be framed and hung.

Chief Operational Officers Pictures: complete.

President's Report – Seth Fischer:

-Life Membership meeting will be on Tuesday, John Palmieri is the Chair.

Old Business: None

New Business:

-Annual gift card motions discussed

Motion by David Mohr and seconded by Chief Michael Como to adjourn the meeting at 2015 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 10, 2020

Amended and approved: January 16, 2020

MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: December 5, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**Present Via Zoom**

Guests: Michael Capotosto, William Connolly, David Kaufman, Carol Nucci, James Mallilo, and Lehti Laas (via Zoom)

Meeting called to order at: 1930 hours

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

Proposals-
LUCAS Devices Service Contract Addendum
Flammable Storage Cabinet
Air Compressor
Paramedics Invite to Holiday Party
General Meeting Room Use Request - Tiffany White #1259 - Amend
Installation Dinner 2020 Invite List

LUCAS Devices Service Contract Addendum
Motion by Brian Canty and seconded by Casey Orr to accept the recommendation of the 3rd Deputy Chief to enter into a service contract with PhysioControl (STRYKER) to cover our 3 LUCAS devices that are currently not covered. Total cost is $3781.74. The coverage will run from 12/7/19 to 10/30/20 and will include annual quality assurance inspection and preventative maintenance service, plus would provide up to three replacement batteries per device and should any repairs be necessary, this plan would cover that as well (parts and labor included). The quote has been prorated for the time of coverage. The expiration date will align with the expiration on the rest of our LUCAS devices.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Flammable Storage Cabinet

Motion by Brian Canty and seconded by Robert Franz to accept the recommendation of the 3rd Deputy Chief to purchase a flammable storage cabinet at a cost of $749.29. This storage cabinet will allow us to properly and safely store flammable liquids and aerosols per NFPA and OSHA standards.

HCAD Funds

Yes: AS, BC, MC, RF, CO, DM, JD No: RW

MOTION APPROVED

Air Compressor

Motion by Brian Canty and seconded by Robert Franz to accept the recommendation of the 3rd Deputy Chief to purchase a 60 gallon 3HP air compressor and three 3/8inch by 50 feet retracting air hose reels at a cost of $1003.88. This equipment will allow the vehicle maintenance committee to keep our fleets tires properly inflated and will allow the use of pneumatic tools. This will be replacing our current air compressor, which is broken.

HCAD Funds

Yes: AS, BC, MC, RF, CO, DM, JD No: RW

MOTION APPROVED

Paramedics Invite to Holiday Party

Motion by Chief Michael Como seconded by Jeffrey Daniels to amend the 11/07/2019 Holiday Party Motion to offer timely invitations to Paid Personnel with the same guest privileges as HCFAS members.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Amend 11/21/19 motion for use of the General Meeting Room by Tiffany White #1259

Motion by Bob Franz and seconded by Chief Michael Como to amend the 11/21/19 motion for use of the General Meeting Room by Tiffany White#1259 by changing the date of use to Saturday 1/4/20 and set up to Friday 1/3/20. After conferring with Brian Canty, there are no EMT classes scheduled for these dates.

Original motion from 11/21/19 BOD meeting

General Meeting Room Use Request Sunday, January 12, 2020 - Tiffany White #1259

Motion by Bob Franz and seconded by Ann Schwartz 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 a birthday party on Sunday January 12, 2020 from 4PM to 6PM. Set-up will be on Saturday evening 1/11/20 from 6PM to 10PM and cleanup will be from 6PM to 10PM after the event. A security deposit of $100 was received and the $400 balance must be received prior to the event. Food service will be by the member. Entertainment will be a baby shark character. An insurance certificate and a vendor hold harmless agreement are required from the shark character 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. The above is approved pending the member contacting the EMT class instructor and obtaining permission for the event since an EMT class is pending on the calendar for this day.

MOTION APPROVED UNANIMOUSLY

MOTION APPROVED UNANIMOUSLY

Installation Dinner 2020 Invite List

Motion by Robert Franz and seconded by Brian Canty to accept the following:

Invited Guests to 2020 Installation Dinner:

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-Elect Andrew 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	
Senator John J. Flanagan & 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
Nathaniel Bialek & Guest	SCEMS Director, EMS and Public Health Emerge 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 & Guest	
Mr. Tim Glynn & Guest	
Ms. Jamie Mcrea & Guest	
Laurent Barbou & Guest	Lead Medic
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
Second Precinct Officer James Garside	
Congressman Thomas Suozzi	3rd District U.S. Representative

MOTION APPROVED UNANIMOUSLY

Motion by Seth Fischer and seconded by Robert Franz to enter into Executive Session at 1955 hours. John Palmieri was invited to attend.
MOTION APPROVED UNANIMOUSLY

Executive Session ended at 2042 hours.

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: Nov 21, 2019 to Dec 05, 2019
HCAD 35 Checks 6 Direct Debits Totaling $39,000.53
Payroll:
11/17/19 thru 11/23/19 Pay Date 11/29/19: $4,312.98
11/24/19 thru 11/30/19 Pay Date 12/06/19: $3,969.95

HCFAS 2 Check Totaling $170
MOTION APPROVED UNANIMOUSLY

Transfers:
11/25/2019 Transfer from TDAmertrade to TD BANK HCFAS $50,000.00

PAST DUE INVOICES -

Capital One -
Seth -Best Buy 49.98
Best Bagel 44.00
The Home Depot 10/18 1,201.37
Hilton Hotel 10/19 519.60
Hilton Hotel 10/19 519.60
Hilton Hotel 10/19 519.60
ButterCooky Bakery 10/23 39.51
J&J Cleaners 11/13 77.20

LI Screen Print
10/3/19 - ES61193 $79
10/10/19 - E61748 $45.50
10/29/19 - E63257 $26.00
10/23/19 - 61657 $606.00
10/30/19 - 63256 $151.50
10/31/19 -61654 $808.00
11/20/2019 - 61659 $136.50

Chief's Report – Michael Como:

Equipment & Vehicles –
16 - Cooler sent to FL for repairs. Got a new steering wheel under warranty.
17 - Cosmetic repairs completed per BOD motion. In quarters.
18 - In quarters. Going to be taken to Ford for recalls.
19 - At VCI for minor repairs.
20 - Getting an estimate for cosmetic damages.
21 – In quarters.
81 – Going to be taken to Chevy for recalls.
82 – Going to be taken to Chevy for recalls.

Personnel -
Paid Paramedic Program-

- Resignation of Stephen Hess. During Stephens interview he stated his availability would be "Nights/days other than Tuesday and Thursday". In reality, he was only able to work on Friday during the day. As a per diem employer, we were unable to guarantee him every Friday so he resigned on good terms. He has high regards for our agency.

Events/Projects –

- NEMSIS 3 go-live date Dec 17th

Training –
<u>NYS BLS Protocol update</u>:
Classes posted and training of the membership is progressing.
<u>Review Training</u>:
December - Child Abuse

<u>Lead Paramedic Report</u>
Paramedic hours through 12/7/19 were distributed to the BOD.

Missed Checkouts:
11/26-Allison (Has been spoken to by lead medic)
11/29-Hess (Has since resigned from HCFAS employment)

Chief Dispatchers Report

In November, we handled **464** calls for a total of **5517** YTD.

There were **3** signal 24s in November. YTD we have **25** for **.45%**.

We are **122** calls ahead of last year. If we do **537** calls in December like last year, we will end up with **6054** calls in 2019.

Secretary's Report –Robert Franz:

New Members:

Motion by Ann Schwartz and seconded by David Mohr to accept Post 215 member Jacqueline Callinan as a new probationary member #1582, Shift: Sunday 1900 in accordance with Article III, Section 2 of the By-Laws.

MOTION APPROVED UNANIMOUSLY

LOA's:

Motion by Michael Como and seconded by Brian Canty to grant an Emergency Medical Leave of Absence to Kevin McCann #1143 from 11/27/19 to 2/27/20.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Motion by Robert Franz and seconded by David Mohr to grant Philip Orlando #706 a limited Return to Duty from an extended Medical LOA to the 12/7/19 Children's Holiday Party as a single event to play Santa Claus with restrictions per Form 301. After the Holiday Party performance, Philip will continue on his previously approved Extended Medical LOA.

Yes: AS, BC, RW, CO, DM, JD No: MC Abstain: RF

MOTION APPROVED

Status Change:

Note: The following was done after the Executive Session

Motion by Chief Michael Como and seconded by Ann Schwartz to grant the following Status Change:

Associate Membership to Andrew Campagnola #1352 effective 12/8/19.

2/3 Vote Required

Motion by Brian Canty and seconded by Robert Franz to have a ballot vote.

MOTION APPROVED UNANIMOUSLY

Results of Ballot vote: Yes- 1 No – 8

MOTION NOT APPROVED

Motion by David Mohr and seconded by Robert Franz to destroy the ballots.

MOTION APPROVED UNANIMOUSLY

Annual HCFAS Election 12/9/19 – Ballots have been printed, voting machine and privacy booths should be delivered tomorrow and set up of room will be done after the children's holiday party. Absentee ballots requested have been distributed. The eligible voter list is in process. Election Day personnel are still being recruited.

LOSAP Referendum - HCFAS

-Notices via email, the pulse and bulletin board have been distributed to the members regarding the special registration for un-registered voters at Town Hall today from 12noon to 8pm.
- I attended the Special TOH Board meeting on Tuesday 12/3/19 at 2pm at which the three additional resolutions (registration board members appointed, election inspectors appointed and approved budget for equipment and personnel) needed for the referendum were approved. I individually thanked the Town Board members, the Town Clerk and Town Attorney for their support and assistance in making the scheduled referendum a reality.
-Voter Watchers (squad members who are registered voters & living within the HCAD) are needed on December 20th to sit at Town Hall and observe the voters and report back to us if there appears to be an overwhelming number of non-squad related voters casting a ballot.
- Now all WE have to do is to get all our members, family, friends etc. living in the HCAD out to vote on December 20th from 12noon to 9pm.
- Application forms to request an absentee ballot are on the mail folder counter. Application can be mailed or taken to the Town Clerk's office during normal business hours (8:30am to 4:30pm (Friday 7:30pm).
- there will be notices on the bulletin board, emails reminding members will be sent and phone calls made – currently requesting members to assist with this – any help would be appreciated.
- Voters should have picture identification (preferred NYSDMV Driver's License or Identification) to enter Town Hall on 12/20/19.

-There are approximately 40,000 registered voters in the HCAD. Approximately 250 Disabled registered voters will automatically be sent an absentee ballot in connection with the referendum vote.

Huntington Fire District – On December 10th, district registered voters will vote on an increase of the HFD LOSAP benefit from \$20 to \$30 (3pm to 9pm).

Melville Fire District - On December 10th, district registered voters will vote on lowering their LOSAP participation age from 18 to 17 years (3pm to 9pm).

Huntington Manor Fire District – HMFD 11/22/19 letter sent to Ms. Marie Therese Dominguez, NYS DOT Commissioner re: safety concern on installation of five medians on New York Avenue in Huntington Station was distributed to the Board.

Director Daniels Report:
Jeff gave a verbal report on the issue of updating the Squad's website and mentioned three sites that he thought had great merit. He will also talk to member Diane Tanko who has website expertise. Bob mentioned that member Jill Decker had expertise also.

Old Business: None

New Business:

The next BOD meeting will take place Tuesday, 12/17/19:
2020 Board – 7PM
2019 Board – 7:30 PM

Board of Directors Annual Dinner Meeting: Sunday 1/5/20 at 6pm at IMC (279 Main St)

Director Schwartz left the meeting at 2056 hours.

Motion by Brian Canty and seconded by Casey Orr to adjourn the meeting at 2059 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 10, 2020

Amended and approved: January 16, 2020
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2019 Board of Directors Meeting
DATE: December 17, 2019

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**
David Mohr (DM)	**PRESENT**
Casey Orr (CO)	**PRESENT**
Roger Winter (RW)	**PRESENT**
Chief Michael Como (MC)	**PRESENT**

Guests: James Mallilo, Richard Stone, Maxx Hotton 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 November 7th, 2019 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals-
20 Year Exempt
911 Memorial Display in the Main Lobby
Authorize the SCM Products Annual Maintenance Contract
Propane Cylinder Storage Cage
Gift Cards for Poll Watchers
Gift Cards – Exceptions
Gift Cards - Completion of Review Trainings
Gift Cards – Exceptions
Temporary Suspensions for Incomplete EMT BLS Protocol Update Completion
Life Membership
Destroy Ballots
Snow Plowing (Email Vote)

20 Year Exempt

Motion by Michael Como and seconded by Robert Franz to grant 20-Year Exempt Membership status upon the recommendation of Chief Michael Como and the Operational Officers to #965 Fernando Rivadeneira (eligible 3/3/19) and #978 Nancy Courtemanche (eligible 12/20/19) effective as of their eligibility date in accordance with the By-Laws.

2/3 Vote Required

MOTION APPROVED UNANIMOUSLY

911 Memorial Display in the Main Lobby

Motion by Roger Winter and seconded by David Mohr to have 911 display constructed and placed in one of the display cases in the main lobby of the building. The display will be designed and constructed by Diane Tanko and Patty Tufo. Patty has many artifacts from the twin towers. A photographic display and artifacts will be displayed with memories of members who participated in the rescue and recovery mission. Completion date is September 2020. Before moving forward, the conceptual design is to be presented and approved by the BOD. Further to authorize an amount NTE $1,000.00 for this project.

HCFAS Funds

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 1/01/2020 to 12/31/2020 for software as recommended by the Systems Committee Chairperson James Mallilo. Cost of this maintenance is $8,454.00. Also, to approve the maintenance of four finger readers at $350.00 each for the same period. Cost of this maintenance is $1,400.00. Total cost of this SCM Products Maintenance contract is $9,854.00.

HCAD FUNDS

MOTION APPROVED UNANIMOUSLY

Propane Cylinder Storage Cage

Motion by Chief Michael Como and seconded by David Mohr to accept the recommendation of the 3rd Deputy Chief to purchase a propane cylinder storage Cage from ULINE at a cost of $486.90. This storage cage will allow us to properly and safely store our liquid propane cylinders per OSHA 1910 standards. The cage will be anchored to the ground flush with the wall east of the picnic table behind the building and locked with a padlock.

HCAD FUNDS

Yes: AS, BC, DM, RF, CO, MC No: RW

MOTION APPROVED

Gift Cards for Poll Watchers

Motion by David Mohr and seconded by Casey Orr to authorize the Secretary to purchase up to $300.00 of gift cards for referendum vote poll watchers on 12/20/19.

HCFAS Funds

Yes: AS, RW, DM, RF, CO, MC No: BC

MOTION APPROVED

Gift Cards - Exemptions

Motion by Ann Schwartz and seconded by Chief Michael Como to authorize and approve the distribution of gift cards to Lehti Laas #938 and Richard Gierbolini #1124.

2/3 Vote Required

Yes: AS, MC, CO, RW, RF, SF No: DM, BC

MOTION APPROVED

Gift Cards - Completion of Review Trainings

Motion by Chief Michael Como and seconded by Brian Canty that review trainings must be completed by December 26, 2019 or members will forfeit the right to a gift card.

MOTION APPROVED UNANIMOUSLY

Gift Cards – Exceptions

Motion by Chief Michael Como and seconded by Brian Canty to authorize and approve the distribution of gift cards to Robin Smiles #937 and Heidie Magerle #1163.

MOTION APPROVED UNANIMOUSLY

Temporary Suspensions for Incomplete EMT BLS Protocol Update Completion

Motion by Brian Canty and seconded by David Mohr to support the Chiefs order for temporary suspension of any EMT who has not completed the required BLS Protocol update by 12/31/19.

Yes: AS, CO, RW, RF, DM, BC Abstain: MC

MOTION APPROVED

Note: All the following motions were done after the Executive Session

Life Membership

Motion by Robert Franz and seconded by Brian Canty to bestow life membership to members as selected by the Board of Directors in Executive Session, to be announced at the annual installation dinner on March 3, 2020.

2/3 Vote Required

MOTION APPROVED UNANIMOUSLY

Destroy Ballots

Motion by David Mohr and seconded by Robert Franz to destroy the ballots from Executive Session.

MOTION APPROVED UNANIMOUSLY

Note: The following motion was done via email:

12/7/19 email vote 12/8/19

Snow Plowing

Motion by Seth Fischer, seconded by Robert Franz to continue the contract with Harbor Irrigation for the 2019/2020 season for snowplowing of the parking lot, the ramp areas, the sidewalks and street sidewalks as described in the contract, dated November 18, 2019, 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 (Did Not Vote: CO)

Treasurer's Report – Brian Canty:

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

Checks dated: Dec 05, 2019 to Dec 15, 2019
HCAD 32 Checks & 3 Direct Debits Totaling $120,134.50
12/1/19 thru 12/07/19 Pay Date 12/13/19: $4,083.52

HCFAS 7 Checks Totaling $11,841.72

MOTION APPROVED UNANIMOUSLY

Transfers:
12/15/2019 Transfer from M&T Billing Account to TOH Account $180,991.95

PAST DUE INVOICES - Can these please cleared up ASAP.

Capital One -

Seth - The Home Depot 10/18 1,201.37
J&J Cleaners 11/13 77.20

State Chemicals - 10/28/2019 $836.97

ABT Design & Fire Protection 12/2/2019 C82680 $185.00

LI Screen Print

10/29/19 - E63257 $26.00
10/23/19 - 61657 $606.00
10/30/19 - 63256 $151.50
10/31/19 -61654 $808.00
10/31/19 -63428 $108.00
11/04/19-63178 $612.06
11/11/19-63177 $309.60
11/20/2019 - 61659 $136.50

<u>All American Awards</u>
05/09/2019 - 52459 $158.06
6/12/2019-5271 $212.94

Chief's Report – Michael Como:

Equipment & Vehicles –
16 - In quarters. Cooler sent to FL for repairs.
17 - In quarters.
18 - In quarters. Going to be taken to Ford for recalls.
19 - In quarters.
20 - Still waiting on an estimate to repair cosmetic damages
21 – In quarters.
81 – Going to be taken to Chevy for recalls.
82 – Going to be taken to Chevy for recalls.

Personnel -
Paid Paramedic Program-

- No missing checkouts since last BOD meeting
- See attached for hour summaries

Events/Projects –

- NEMSIS 3 go-live date Dec 17th. The ePCR chairperson sent an email to the membership.

Training –
<u>NYS BLS Protocol update</u>:
Classes posted and training of the membership is progressing.
Current stats:

	Total	Online Portion Complete	Online Portion Incomplete	Skills Complete	Skills Incomplete
EMT-B	140	109	31	66	74
EMT-CC	26	23	3	10	16
EMT-P	6	6	0	2	4

<u>Review Training</u>:
December - Child Abuse

-**<u>Paramedic Hours distributed to the Board for</u>**:
December 1st, 2019 – December 7th, 2019
December 8th, 2019 – December 14th, 2019
December 15th, 2019 – December 21st, 2019

Advancements/Status Changes:

Member #	Last Name	First Name	Day & Shift	From	To	Effective
1573	Panichella	Tom	Thurs 2300	Disp TR	Disp	11/25/2019
1549	Savaglio	Joe	Weds 0700	DR TR	DR	9/26/2019
1572	Conroy	Steven	Weds 1500	Disp	FA	11/20/2019
1572	Conroy	Steven	Weds 1500	FA	ACL	12/11/2019
1566	Villatoro	William	Weds 1500	Disp	FA	11/20/2019
1566	Villatoro	William	Weds 1501	FA	ACL	12/11/2019
1574	Campbell	Jack	Tues 1100	Disp TR	Disp	11/23/2019
1570	Terrones	Leo	Weds 1100	Disp TR	Disp	11/16/2019
1525	Foresberg	Karl	Fri 2300	DR TR	ALS	12/11/2019
1574	Jacoby	Michael	Sat 1100	DR TR	CL	12/11/2019
1055	Vasquez	Gerardo	Sat 1500	DR TR	CL	12/11/2019
1396	Campanelli	Mike	Fri 1900	DR TR	CL	12/11/2019
1573	Panichella	Thomas	Thurs 2300	Disp	FA	12/5/2019
1563	Sinrich	Robert	Thurs 1100	OBS	FA	11/14/2019

Shift Changes:

Member #	Last Name	First Name	From	To	Effective	Reason
1433	Aievoli	Allison	Friday 2300	Co8	12/11/2019	Rotating sche
1521	Cortes	Roxanne	Weds 1900	Sat 0700	12/11/2019	child care issue

Secretary's Report –Robert Franz:

See Proposals for 20 Year Exempt and Life Membership.

Motion by Robert Franz and seconded by Chief Michael Como to approve the following LOA's:

Name	Day	Membership #	Type	Dates
Conroy, Steven	Wednesday	1572	Emergency Medical	11/27/19 – 1/27/20
Feliciano, Cynthia	Co. 8	1400	Operational	12/20/19 – 3/20/20
Golinsky, Andrea	Admin	315	Extended Medical	12/7/19 – 3/7/20
Hotton, Maxx	Thursday	1533	Educational	1/8/20 – 5/28/20
Jean, Steeven	Saturday	1349	Educational	1/4/20 – 7/4/20

MOTION APPROVED UNANIMOUSLY

Probation Ending:
Motion by Chief Michael Como and seconded by Robert Franz to grant active membership in accordance with Article III, Section 2 of the By-Laws to #1533 Maxx Hotton, Thursday 2300, effective 12/17/19.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Day	Membership #	RTD Date	Note/From
Hafner, Bruce	Wednesday	1158	11/27/19	Full Riding from Medical Dispatch Only
Waldron, Henry (Hank)	Wednesday	1446	11/19/19	Medical
Witowski, Fiona	Thursday	1343	12/17/19	Medical

Status Change:

Motion by Robert Franz and seconded by Brian Canty to grant the following Status Change:
#1115 Frank Guarglia - Operational Membership to Associate Membership,
Letter received 12/6/19, effective 12/17/19
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Resignation:

Motion by Robert Franz and seconded by Ann Schwartz to accept the resignation of:
#1526 Melanie Grossman - Probationary Member, Resignation email dated 11/27/19, effective 12/17/19.
Yes: AS, RW, DM, RF, CO, MC No: BC
MOTION APPROVED

Annual HCFAS Election 12/9/19 –
Thank you to Chris Roulo for making the arrangements with SC Board of Elections for our voting machine and to Annette Hershkowitz and all her assistants for running the Squad's annual election plus dues collection, gift card and ID card distribution and for Annette's sign in and raffle ticket distribution.Thank you to Jim Mallilo for preparing the ballot distribution voting list for the election. Thank you to Joanne Vogel and Chris Roulo for the vote count tally.
Thank you to everyone who worked the annual election – Carolyn Mullen, Mary Jane Woznick, Gina Angevine, Julia Vodopia, Colin Weigele, Robert Sinrich, Chris Roulo, Jim Mallilo and Fiona Witkowski.

LOSAP Referendum - HCFAS

-Voter Watchers (squad members who are registered voters & living within the HCAD) are needed on December 20th to sit at Town Hall and observe the voters and report back to us if there appears to be an overwhelming number of non-squad related voters casting a ballot.
- Now all WE have to do is to get all our members, family, friends etc. living in the HCAD out to vote on December 20th from 12noon to 9pm.
- Application forms to request an absentee ballot are on the mail folder counter. Application can be mailed or taken to the Town Clerk's office during normal business hours (8:30am to 4:30pm (Friday 7:30pm).
- Blast email will go out reminding members to vote.
REMINDER - Voters should have picture identification (preferred NYSDMV Driver's License or Identification) to enter Town Hall on 12/20/19 and should not wear Squad insignia clothing.

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): I am waiting for the selections for 2019 so I can update the plaque.

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

-Memorial Wall (David Mohr) The upgrade to the Memorial Wall is complete.

-Plaques & Certificates BOD/Chief Officer Corps): Joe Nappi is new -- Chairperson. I will help with the help of the Chief Officer corps in ordering the plaques. Chief Como and I have received the invoices for plaques that were previously purchased at Artplak by Christine Roulo. We will try to estimate the total number of items to be purchased and the total expense for this year's plaques.

-Pins and badges (Roger Winter): I have received the members that are off of probation. I have given all badges to the Chief. I need an updated list from the Officer Corps.

-Veterans Plaque: The plaque had been updated. Robert Franz is working on new members and anyone who qualifies for the plaque. We are looking at a few members.

ID/Accountability Cards (Roger Winter): We have processed all members. We still need to take pictures of several members. Mostly students on an educational leave.
LED Sign (Diane Tanko): Diane is updating weekly.
Public Relations/Public Information Officer (Andrea Golinsky): No Report received
Historian (Martha Brenner: Martha is working on all documents memorabilia
Fund Drive: Report (Mary Brenner, Pete Nakelski, Martha Brenner, Roger Winter): The third wave has been mailed. We are receiving donations.
Flag Etiquette (Roger Winter): At the request of Governor Como or the President of the United States the flags are placed at ½ staff. I will put up notices to give the reason why the flag is at ½ staff.

Squad Photos Past Presidents and Ex. Chiefs (Roger Winter): The only picture left to mount is Drew Silverman.
Chief Casey Orr has chosen a picture and it has been ordered. I am waiting to have it delivered and then it will be framed and hung.
Chief Operational Officers Pictures: complete.

Old Business: None

New Business:
-The BOD discussed Installation dinner gifts. Richard Stone presented a coffee mug costing $24.00 and it was decided to not proceed with a gift this year. Treasurer Canty was opposed to the idea. It was also noted that we usually give members a small item during EMS Week.

Motion by Seth Fischer and seconded by David Mohr to enter into Executive Session at 2021 hours. President Fischer phoned Past President John Palmieri during the executive session.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2054 hours.

Motion by Seth Fischer and seconded by David Mohr to adjourn the meeting at 2056 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 21, 2020

Amended and approved: February 6, 2020
MOTION APPROVED UNANIMOUSLY