Huntington Community First Aid Squad
2011 Board of Directors Meeting
January 6, 2011

Members: 2010 Executive Board listed

President Roger Winter (RW)	**PRESENT**
Vice President Brian Canty (BC)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer (2011 Chief) John Palmieri (JP)	**PRESENT**
Mark Cappola	**2155 hours**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Rich Stone (RS)	**PRESENT**

Guests: None

Meeting called to order at 1955 hours.

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of December 23, 2010 as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Lehti Laas to approve the minutes of the 2011 Executive Board elections voted on December 23, 2010 as amended.
Yes: AA, AG, RF,LL No: BC, JP, RS, RW
MOTION NOT APPROVED

Proposals- 20 Year Exempt Status, Banking Resolutions, Monthly Recruitment, Parades/Activities, Refreshments Parades/Events, Weight Watchers, EMS Mega Show, NYSVA&RA District 7 Board Meetings, and Driver Improvement Classes.

20 Year Exempt Status
Motion by John Palmieri and seconded by Robert Franz upon recommendation of the Operational Officers we grant the following members 20 year exempt status; Thomas Curry #833, Susanna Otto # 790, Claire Tesoriero #811.
MOTION APPROVED UNANIMOUSLY

Banking resolutions with HCFAS's Designated Banks
Motion by Robert Franz and seconded by Brian Canty to authorize and approve the President, Vice President, Secretary and Treasurer to execute the attached required banking resolutions with HCFAS's designated banks (Bank of America, State Bank of Long Island, Bank of New York and TD Bank). The resolutions shall specify that all withdrawals (payment orders, wire transfers etc.) and borrowing will require the authorized signatures of any two corporate officers

listed above, except that one corporate officer signature is required for electronic transfers from one HCFAS bank account to another HCFAS bank account within the same bank. A printed confirmation of all transfers will be sent by the bank to the Treasurer directly.

MOTION APPROVED UNANIMOUSLY

Monthly Recruitment Activities

A Motion by Mark Cappola, seconded by Andrea Golinsky to approve the recommendation of Board Liaison Mark Cappola, Publicity Chairperson Andrea Golinsky and Recruitment Chairperson Mike Barker and authorize the expenditure to announce monthly recruitment activities at a cost not to exceed $600 per month, from January 2011 thru December 2011. Advertisement announcements will be approved by the Recruitment Committees' Board Liaison. This cost would include meeting expenses.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Parades / Activities

Motion by Chief John Palmieri and seconded by Andrea Golinsky to authorize and approve HCFAS's participation in the St. Patrick's Day Parade, Memorial Day Parade, the Huntington Manor Fire Department Parade, East Northport Fire Department Parade, and the Greenlawn Fire Department Parade. Post 215 members are invited to march in these parades providing the required Post 215 advisors shall be present at the parade and any refreshment events. Post 215 Advisors and Chief will identify them and take all directions from the HCFAS Chief concerning the event. Alcoholic beverages, if provided by the parade host, will only be allowed to be consumed by parade participants at the conclusion of the parade. Squad members, Post 215 members and any of their guests below the NYS legal drinking age are not allowed to consume alcoholic beverages under any circumstances while participating in these events. SOP Section IX (A) Parade Refreshments Protocol will apply to the St. Patrick's and Memorial Day Parades. The Chief or designee will disburse a meal allowance of $10.00 per person for all fire department parade participants, including Post 215 members and advisors to be distributed at the time of the parade or event for refreshments. Only authorized members on standby per 4 hour shift during the fair will also receive a $10 meal allowance as authorized by the Chief at the time of the parade or event for refreshments. The Chief will do a timely submission to The PULSE and/or electronic blast e-mail announcing each event and post a signup sheet for each event at least 14 days prior to the event. The Chief is also authorized to request an advance from the Treasurer for each event which will be accounted for in accordance with HCFAS Purchasing Policy Procedures (PPP) and the Treasurer will provide the Board of Directors an accounting of the cost of each event at the Board meeting immediately following the receipt of the event accounting. The Chief will be responsible for these events.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Refreshments Parades / Events

Motion by Brian Canty and seconded by Robert Franz to authorize and approve the Special Event Committee Chairperson Brian Canty's request to provide refreshments, including beer and the remaining holiday party wine, after the St. Patrick's Day Parade at a cost not to exceed $1,500.00 and refreshments before the Memorial Day Parade at the cost not to exceed $500.00.

Both events are in accordance with SOP Section IX (A) Parade Refreshments Protocol. Post 215 members are invited to these refreshment events and may bring parents (guardians) and siblings. Alcoholic beverages, provided by HCFAS, will only be allowed to be consumed by parade participants at the conclusion of the parade. Squad members, Post 215 members and any of their guests and band members below the NYS legal drinking age are not allowed to be served or consume alcoholic beverages under any circumstances while participating in these events (these restrictions must be posted as part of the parade signup sheets). Approval of any other invitee will be at the discretion of the Special Event Committee Chairperson with the approval of the Board liaison. The above amounts include flowers, paper goods, decorations, (table decorations only), beverages and desserts. The special events committee will be responsible to provide an accounting to the Treasurer in accordance with HCFAS Purchasing Policy Procedures (PPP) and the Treasurer will provide the Board of Directors an accounting of the cost of each event at the Board meeting immediately following the receipt of the event accountings. The Chief will be responsible for these events.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

SCM Annual Maintenance Contract Software and Hardware

Motion by Brian Canty, seconded by Chief John Palmieri to accept the recommendation of Jim Mallilo of the Systems Committee and Brian Canty the Board Liaison to Technology and authorize the Annual Maintenance Contract for SCM Software and Hardware for the period January 1, 2011 through December 31, 2011 at a cost of $8,000 for software maintenance and $975 for hardware maintenance (finger readers). A certificate of insurance with HCFAS named as additional insured and a certificate indicating workers compensation coverage will be requested from the vendor.

HCAD funds

Motion by Brian Canty and seconded by Andrea Golinsky to table the motion.

Yes: AA, AG, BC, JP, RF, LL No: RS

MOTION TO TABLE APPROVED

WEIGHT WATCHERS SESSION REIMBURSEMENT

Motion by Alyssa Axelrod and seconded by Andrea Golinsky to reimburse eligible members attending a 12-week in-house Weight Watchers session beginning 1/10/10. The $144 session cost will be paid up front by all participants.

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 the member must achieve a minimum weight loss of 5% of their starting weight (e.g. a 300 lb person would have to lose 15 lbs, a 160 lb person would have to lose 8 lbs). Record keeping is to be completed by Alyssa Axelrod, who will be responsible for verifying member's attendance and weight loss percentage for reimbursement. Personal information remains confidential. Up to 20 squad members may enroll in this session and may become eligible for reimbursement, for a total cost not to exceed $2,880.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

FIRE, RESCUE & EMS MEGA SHOW 2010 at the Nassau Coliseum

Motion by Andrea Golinsky, seconded by Robert Franz to approve the payment of the discounted admission fee and parking fee for any active member or inactive life member attending the FIRE, RESCUE & EMS MEGA SHOW 2011 at the Nassau Coliseum on February 26 and 27, 2011 (Saturday and or Sunday) providing original receipts are provided to the Treasurer attached to a completed Purchase Order. Mileage will not be reimbursed. Members are encouraged to car pool. Discount tickets should be utilized or members must sign in at L.I. Productions booth (Information Booth) and Squad will be billed for the member's admission fee. The 2ndDeputy Chief will be responsible to arrange for the billing of the Squad and Post 215; also to post the Show's flyer on the bulletin board along with the reimbursement policy and procedure.

HCAD funds

Yes: AA, AG, RF, RS, JP,LL No: BC

MOTION APPROVED

NYSVA&RA District 7 Delegate and 1st Alternate to attend the NYSVA&RA Board meetings near Albany, NY

Motion by Andrea Golinsky and seconded by Lehti Laas to authorize and approve NYSVA&RA District 7 Delegate and 1st Alternate to attend the NYSVA&RA Board meetings near Albany, N.Y. on Saturday February 12, 2011 and Sunday February 13, 2011 (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 Saturday, February 12, 2011 at an amount not to exceed a base room rate of $125.00 per person and the reimbursement on February 12, 2011 and February 13, 2011 of the GSA per diem rate for Meals and Incidentals (current rate $61.00 per day) less 25% for travel days. The NYS exempt organization sales tax certificates must be obtained from 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 this event at the next Board meeting immediately following the request for reimbursement for the event. Delegate and 1st Alternate is 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. Further, Delegate and 1st alternate are authorized and approved to attend other 2011 quarterly board meeting in accordance with the above and the BOD will be informed in advance of these quarterly meetings.

HCAD funds

Yes: AA, AG, RF, LL, JP,RS No: BC

MOTION APPROVED

Driver Improvement Classes

Motion by Brian Canty and seconded by Lehti Laas to have AAA New York, 1415 Kellum Place, Garden City, New York 11530, conduct a Driver Improvement classes (Defensive Driving Classes) at HCFAS. This program will be organized by Brian Canty. The classes will be open to all HCFAS members and their families. All non members will pay the required course fee of $25.00. HCFAS will pay for all HCFAS members who successfully complete the class. Light refreshments will be provided. Total cost not to exceed $900.00.

HCAD funds
MOTION APPROVED UNANIMOUSLY

Treasurer's Report – John Palmieri:
Motion by John Palmieri and seconded by Brian Canty to accept the following for payment in accordance with the PPPs and previous Board of Directors motions:
December 21, 2010 to January 4, 2011, 50 Transactions HCAD = $128,863.20
December 21, 2010 to January 4, 2011, 10 Transactions HCFAS = $3,871.42
December 21, 2010 to January 4, 2011, 0 Transactions HCFAS Dues= $0
December 21, 2010 to January 4, 2011, 11 Transactions HCFAS Post 215 = $465.00

Yes: AA, AG, LL, JP, BC, RS Abstain: RF
MOTION APPROVED

-Board notified that the Arbitrage Report has been requested by BONY
-BONY 2003 discussed
-Bond principal and interest for 2011 will be $580,802 (Principal $370,000 and Interest $211,802)

Chief's Report - John Palmieri:
The Operational Officers met Wednesday Jan. 5, 2011.
Topics:
Post 215 will resume training on 1/15/2011, Saturday from 2 to 4PM.
The Vito Reciniello paperwork is being researched by 1st Deputy C. Winter and will be finalized by 1/20/2011.
Joe Frisenda was spoken to today by myself. He will supply a certificate when he successfully accomplishes the training. It is fully paid for by his insurance and he is aware of all the ramifications of his return.
Dave Mohr came up with an idea to establish a dinner night for recipients of the "Officers Awards". This would be done quarterly at the Squad. This would promote member unity instead of handing out gift certificates so that all people would go out separately. All the Officers thought it was a good idea to pursue.

Advancements:
Mon.- Vanessa Ortiz #1297, passed Ambulance Orientation
Tues.- Matt Valle #1238, to Crewleader
Wed.- Erica Alicea #1222 and Kyle Rudden #1288, to Crewleaders
Kevin DeFriest #1270, to First Aider
Thurs.- Richard Fernandez #1217, to ACL
Fri.- Paul Tekverk #1169, to Driver
Richard Stein #1311 to ACL
Taha Aiman #1201, to ACL
Sat.- Howard Lowenthal #1260, to Driver Training
Sun.- no

Shift Changes:
- Liz Mohr #1292 from Sat 1100 to Sat 2300
- Mike Jurgrau #1302 from Sat 1500 to Sat 1100
- John Connors #1272 from Mon 2300 to Mon 1500
- Mark Brenner #449 from Co. 8 to Mon 1500
- Paul Biersack #1004 from Co. 8 to Sat 2300

Situation with Ozlem Bilgen will be addressed by 1st this week

The Officers and myself are recommending that Amanda Manning be approved for membership on the Thursday 1500 shift.

The Officers recommend that
- Thomas "TC" Curry #883
- Susanna Otto #790
- Claire Tesoriero #811

Be awarded 20 Year Exempt Status

Director Cappola entered at 2155 hours.

Secretary's Report –Robert Franz:

Return To Duty:

Member	#	Return to Duty Date
Biersack, Paul	1004	1/5/2011
Guadagnin, Linda	1148	12/23/10
Heinisch, Thomas	1109	1/6/11
Lupo, James	959	1/6/11
Mori, Paul	934	12/13/10
Valle, Matthew	1238	12/7/10

New Members

Motion by Robert Franz and seconded by Lehti Laas to accept Theresa Wray-Dolgin as a new probationary member #1315, Shift: Sunday 0700 in accordance with Article III, Section 2 of the By-Laws.

Yes: AA, MC, JP, RF, LL, RS No: AG, BC

MOTION APPROVED

Motion by Robert Franz and seconded by Lehti Laas to accept Nathaniel Watts as a new probationary member #1316, Shift: Monday 1500 in accordance with Article III, Section 2 of the By-Laws.

Yes: AA, BC, MC, JP, RF, LL, RS No: AG

MOTION APPROVED

Motion by Robert Franz and seconded by Lehti Laas to accept Mary Ellen Boehm as a new probationary member #1317, Shift: Sunday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: AA, MC, JP, RF, LL, RS No: AG, BC
MOTION APPROVED

Motion by Robert Franz and seconded by Lehti Laas to accept Christopher Daddura as a new probationary member #1318, Shift: Saturday 2300 in accordance with Article III, Section 2 of the By-Laws.
Yes: AA, BC, MC, JP, RF, LL, RS No: AG
MOTION APPROVED

Motion by Robert Franz and seconded by Lehti Laas to accept Tanya Harris as a new probationary member #1319, Shift: Friday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: AA, MC, JP, RF, LL, RS No: AG Abstain: BC
MOTION APPROVED

Note: motions for 20 year exempt status were voted on under regular motions.
Status Change:
20 Year Exempt Status granted to:
- Thomas Curry #833
- Susanna Otto #790
- Claire Tesoriero #811

Note: an error was made on Joseph Grant's eligibility date and this motion will be reversed at the next Board meeting.
Motion by Robert Franz and seconded by Brian Canty to grant active membership in accordance with Article III, Section 2 of the By-Laws to Joseph Grant, member #1304, eligible 1/1/11, effective 1/6/11.
Yes: RF, RS, MC, JP, BC, LL Abstain: AA, AG
MOTION APPROVED

Members Dropped From Membership:
Motion by Robert Franz and seconded by Brian Canty to drop from membership for failure to fulfill shift requirements probationary member Melvin Sanchez, member #1312 effective 1/6/11.
MOTION APPROVED UNANIMOUSLY

Secretary's Report:
Insurance:
Vehicle 2-15-81 had a mishap with the TOH LIRR north parking garage entrance on 12/29/10 resulting in an antenna being ripped off. I am waiting for the Third Deputy Chief's or Chief Dispatcher assessment of the damage but I do not anticipate a report of this incident to our insurance carrier.

VAWBL (Workers' compensation) – I met with an upstate insurance agent/consultant regarding our NYSIF VAWBL premium and to explore various avenues to have the premium decreased. We looked at various items including our loss runs for the last five years. At this time, he feels that we are keeping good records and are doing everything that we can do to control our claims and premium. After we are with NYSIF for three to four years, he may be able to assist us with certain components of the NYSIF premium. We plan to talk again sometime in the third quarter.

Vice President's Report:
Medical Return to Duty forms have been updated.
The Red form will go to the 1st Deputy now.

Motion by Brian Canty and seconded by John Palmieri to enter into Executive Session at 2245 hours.
Yes: AA, AG, BC, JP, MC, RS No: RF, LL
MOTION APPROVED

Out of Executive Session at 2304 hours.

Motion by Brian Canty and seconded by Mark Cappola to adjourn the meeting at 2312 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 14, 2011

Amended and approved: January 20, 2011
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
January 20, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**1937 hours**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**1932 hours**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Tom O'Leary, Sal Signorelli, Luke Bartolomeo, and
Tim Glynn of Glynn Mercep and Purcell, LLP

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Lehti Laas to approve the minutes of January 6, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals- SCM Annual Maintenance contract, Treatment of a patient by non-HCFAS members policy, DJ for 2011 Installation Dinner, motions for consideration format, Suffolk County Ambulance Chief's association dues, Suffolk County Ambulance Chief's annual contribution, The Not-So-Irish Band, RTE/CPR course, NYSVA&RA contribution, SCM Fire Rescue Systems paging program, & Explorer Post 215: food drive, 2011 activities, & fundraisers.
Joseph Frisenda 9/23/10 hearing update.
Hearing for Luke Bartolomeo, member #1198.
2011 Executive Board election.

Un-table SCM Annual Maintenance Contract Software and Hardware
Motion by Brian Canty and seconded by Chief John Palmieri to un-table the SCM Annual Maintenance Contract Software and Hardware motion that was tabled on 1/6/2011.
Yes: BC, JP, MC, RS, AA,AG No: RF, LL
MOTION APPROVED

SCM Annual Maintenance Contract Software and Hardware
Motion by Brian Canty, seconded by Chief John Palmieri to accept the recommendation of Jim Mallilo of the Systems Committee and Brian Canty the Board Liaison to Technology and authorize the Annual Maintenance Contract for SCM Software and Hardware for the period January 1, 2011 through December 31, 2011 at a cost of $8,000 for software maintenance and

$975 for hardware maintenance (finger readers). A certificate of insurance with HCFAS named as additional insured and a certificate indicating workers compensation coverage will be requested from the vendor.

HCAD funds

Motion by Andrea Golisky and seconded by Robert Franz to table the motion.
Yes: RF, AG No: BC, JP, MC, RS, AA (**Note**: LL not present for vote)
MOTION TO TABLE NOT APPROVED

On original motion:
Yes: BC, JP, MC, RS, AA No: AG, RF (**Note**: LL not present for vote)
MOTION APPROVED

Treatment of a Patient by Non-HCFAS Members Policy
Motion by Chief John Palmieri and seconded by Robert Franz to accept the Treatment of a Patient by Non-HCFAS Members Policy as amended by Suffolk County Department of Health Services, Division of EMS, Chief, Pre-hospital Medical Operations & Acting Director Robert Delagi and Chief, Education & Training Thomas Lateulere, at the December 29, 2010 meeting held at the H. Lee Dennison Building EMS Division headquarters.
MOTION APPROVED UNANIMOUSLY

Tim Glynn of Glynn, Mercep, and Purcell, LLP entered at 1950 hours.

Motion by Brian Canty and seconded by Andrea Golinsky to enter into Executive Session at 2002 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2205 hours.

Luke Bartolomeo Hearing
Motion by Mark Cappola and seconded by Robert Franz, with respect to the charges against Luke Bartolomeo, after a hearing and a modification of the charges to a lesser included offense of having consumed an alcoholic beverage;
Count 1: operated a responder vehicle
Count 2: operated an ambulance with a patient and crew members;
the charges were determined to be sustained.
Luke Bartolomeo is suspended effective January 20, 2011 and for a period of time ending April 20, 2011.
During the period of suspension he is not allowed in the building, on the premises, to attend any squad functions as a member or as a guest and is not entitled to any squad benefits.
MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by John Palmieri to enter into Executive Session for the purpose of electing corporate officers at 2214 hours.
Yes: BC, JP, MC, RS,RW No: RF, AG, AA, LL
MOTION APPROVED

Out of Executive Session at 2237 hours.

Motion by John Palmieri, and seconded by Rich Stone to conduct a ballot vote to rescind the results of the December 23, 2010 motion for the election of the 2011 corporate officers.

Ballots collected by the attorney.
Yes: 5 No:4
Election Rescinded
MOTION APPROVED

<u>Office of President</u>:
Lehti Laas nominates Andrea Golinsky
Brian Canty nominates Roger Winter

Ballots collected by the attorney and the Secretary validated the votes.
RW: 5 AG: 3 Abstain: 1
Roger Winter is elected President for 2011.

<u>Office of Vice President</u>:
Andrea Golinsky nominates Lehti Laas
Brian Canty nominates Richard Stone

Ballots collected by the attorney and the President validated the votes.
RS: 5 LL: 3 Abstain: 1
Richard Stone is elected Vice President for 2011

<u>Office of Treasurer</u>:
John Palmieri nominates Brian Canty
Andrea Golinsky nominates Robert Franz

Ballots collected by the attorney and the President validated the votes.
BC: 5 RF: 3 Abstain: 1
Brian Canty is elected Treasurer for 2011

<u>Office of Secretary</u>:
Andrea Golinsky nominates Robert Franz
Robert Franz nominates Mark Cappola, Mark declines.
Robert Franz nominates Alyssa Axelrod, Alyssa declines.

Ballots collected by the attorney and the President validated the votes.
RF: 3 Abstain: 6
Robert Franz is elected Secretary for 2011

Motion by Brian Canty and seconded by Mark Cappola that the ballots be placed in a sealed envelope and remain for 30 days with squad counsel.

Yes: AA, BC No: JP, MC, RS, AG, RF, LL
MOTION NOT APPROVED

Motion by John Palmieri and seconded by Andrea Golinsky to destroy the ballots.
Yes: JP, MC, RS, AG, RF,LL No: AA, BC
MOTION APPROVED

Disc Jockey Installation & Inspection Dinner 2010
Motion by Alyssa Axelrod and seconded by Mark Cappola to accept the recommendation of the Special Event Committee Chairperson Brian Canty and to accept the bid of Absolute Entertainment and enter into an agreement/purchase order for their services as the DJ for the 2011 Installation and Inspection Dinner on 2/26/2011 from 6:00PM to 12:00AM at a cost not to exceed $ 1,400.00. The HCFAS cancellation policy will be part of contractual agreement.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Motions for Consideration Format
Motion by Robert Franz, seconded by Lehti Laas that:
1. All motions for consideration at a Board meeting must be sent to the President, in electronic format, no later than 9:00pm the Friday before the following week's Board of Directors meeting. The President will have them electronically distributed by Saturday, during the day if possible, or at the earliest time available.
2. All supporting documentation for Board motions must be signed by all the appropriate personnel and placed in each Board members mailbox no later than 12:00 PM the Sunday before the following week's Board meeting.
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.
MOTION APPROVED UNANIMOUSLY

Suffolk County Ambulance Chiefs Association Dues
Motion by Andrea Golinsky and seconded by Richard Stone to pay annual dues to Suffolk County Ambulance Chiefs Association in the amount of $100.00
HCAD funds
MOTION APPROVED UNANIMOUSLY

Annual contribution to Suffolk County Ambulance Chiefs Association
Motion by Andrea Golinsky and seconded by Richard Stone to make annual contribution to Suffolk County Ambulance Chiefs Association in the amount of $500.00
HCFAS funds
Yes: RF, AG, AA, RS, MC, LL No: JP, BC
MOTION APPROVED

The Not-So-Irish-Band
Motion by Mark Cappola and seconded by Brian Canty to extend an invitation once again to The Not-So-Irish-Band to play for us again at the dinner after the St. Patrick's Day parade on March

13, 2011.

MOTION APPROVED UNANIMOUSLY

RTE / CPR Course

Motion by Chief John Palmieri and seconded by Mark Cappola to approval a RTE / CPR Course for prospective members to be taught by Michael Barker on Sunday afternoons from 1:00p to 5:00p from March 6 thru April 17, 2011. The only conflict I anticipate is on the date of the St Patrick's Day Parade. This happens every year. On that date, I will run the class in the Board Room to stay away from the preparations in the main meeting room.

MOTION APPROVED UNANIMOUSLY

Contribution of $1000.00 to the NYSVA&RA

Motion by Andrea Golinsky seconded by Alyssa Axelrod to approve a voluntary contribution of $1000.00 to the NYSVA&RA to support their effort with Legislative issues, enhance membership communication via their publication the Blanket and continued support of their Educational Conference, Pulse Check.

HCFAS Funds

Yes: RF, AG, AA, RS,LL No: JP, MC, BC

MOTION APPROVED

Explorer Post 215 Food Drive

Motion by Brian Canty and seconded by mark Cappola to permit Explorer Post 215 in conjunction with the Family Service League to conduct their Annual Spring Donation Food Drive. The date of the event is scheduled for March 12, 2011 from 9:30-2:30 pm at the following locations; King Kullen, 275 W. Jericho Tpk. Huntington Station, Waldbaums, 711 E. Jericho Turnpike, Huntington Station, Stop n Shop, 1100 Jericho Turnpike, Huntington, Path Mark 683 Old Country Road, Dix Hills. Appropriate proof of insurance will be distributed to all places of business involved.

MOTION APPROVED UNANIMOUSLY

SCM Fire Rescue Systems Paging Program on non-Unit Signals

Motion by Brian Canty and seconded Chief John Palmieri to accept the recommendation of the Operational Officers to accept the quote from SCM, Fire Rescue Systems to modify the Pager Program to allow members to be paged based on non-Unit Signals. This will allow a member to not be paged on every Incident, but be paged if the Incident requires their specific skill or qualification.

Cost not to exceed $1,400.00

HCAD funds

Motion by Robert Franz and seconded by Andrea Golinsky to table the motion.

Yes: RF, AG, AA, LL,RW No: RS, MC, JP, BC

MOTION TO TABLE APPROVED

Explorer Post 215 Activities 2011

Motion by Brian Canty and seconded by Chief John Palmieri to approve the following events and fund raisers for Explorer Post 215 for the 2010-2011 school year. Chief Advisor David Mohr will oversee all events with the appropriate adult supervision. Any activity that requires a permission slip for Explorer Post 215 will be included in the prerequisite for participation. If a BSA permission slip is necessary that will also be required for participation as well as any Boys Scouts of America permit required. If insurance coverage for an activity is necessary all necessary documentation will be requested from our insurance committee chair.

1. Joint Training with BSA Post 218 - TBA
2. Spring Donation Food Drive - Family League - TBA
3. St. Patrick's Day Parade/Dinner - TBA.
4. Touch-A-Truck - TOH TBA.
5. Fund Raisers - Candy Sales, Car Wash, Flower Sale - TBA
6. Holiday Extravaganza - TBA.
7. EMS Week Open House - TBA.
8. Explorer Post 215 Installation Dinner - TBA.
9. Participation in a Charity Softball game – TBA.
10. Explorer Post 215 Recruitment Meetings - TBA.
11. Annual Pasta dinner - TBA.
12. EMS Competition – TBA.
13. Joint Training with Huntington Manor Fire Department Juniors – TBA.
14. Joint Training with Huntington Fire Department Juniors – TBA.
15. Joint Training with Halesite Fire Department Juniors – TBA.
16. EMS ALS Demonstration at Dix Hills Fire Department.
17. Explorer Post 215 Lock in Event – Schedule to be announced.
18. Ice Skating with other local Department Youth Squads.

MOTION APPROVED UNANIMOUSLY

Explorer Post 215 Fundraisers
Motion by Brian Canty and seconded by Chief John Palmieri to permit Explorer Post 215 to fundraise at HCFAS and/or Explorer Post 215 meetings and events for 2011. Fundraising events would include but not limited to the following; Holiday Extravaganza, Spring Food Drive & Donation – Family League, Candy Sales, Car Wash, Flower Sale, and pasta dinner. Further to authorize Explorer Post 215 solicitation for funds, gift certificates, and merchandise including businesses that are HCFAS vendors.
MOTION APPROVED UNANIMOUSLY

Joseph Frisenda Hearing 9/23/10 update
Note: The following motion was approved under the Secretary's Report:
Motion by Robert Franz and seconded by Brian Canty to approve the facility that Joseph Frisenda, member #1160 is taking his anger management class. This class is covered under Joseph's insurance and there will be no cost to HCFAS.
MOTION APPROVED UNANIMOUSLY

Treasurer's Report – John Palmieri (2010 Treasurer):
Motion by John Palmieri and seconded by Brian Canty to accept the following for payment in accordance with the PPPs and previous Board of Directors motions:
January 4, 2011 to January 20, 2011, 26 Transactions HCAD = $18,091.66

January 4, 2011 to January 20, 2011, 2 Transactions HCFAS = $295.15
January 4, 2011 to January 20, 2011, 0 Transactions HCFAS Dues= $0
January 4, 2011 to January 20, 2011, 0 Transactions HCFAS Post 215 = $0
MOTION APPROVED UNANIMOUSLY

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Brian Canty to rescind the January 6, 2011 motion of active membership to member Joseph Grant #1304. An error was made on the date he was eligible to be off probation.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to accept the resignation of probationary member Aaron Long #1300 effective January 17, 201.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to accept the resignation of probationary member Susan Guterman #1273 effective January 20, 2011.
MOTION APPROVED UNANIMOUSLY

Probation Ending
Motion by Robert Franz and seconded by Brian Canty to grant active membership in accordance with Article III, Section 2 of the By-Laws to Nicole Menditto, member #1294, eligible 1/13/11, effective 1/20/11.
MOTION APPROVED UNANIMOUSLY

Brian Canty and Mark Cappola left the meeting at 2352 hours.

Motion by Robert Franz and seconded by John Palmieri to approve the following LOA's:

Name	**#**	**Type**	**Dates**
Daniel, Ruthnie	1263	Extended Operational	10/27/10 – 1/27/11
Guadagnin, Linda	1148	Educational	2/3/11 – 5/3/11
Hirasawa, Tomoko	1129	Extended Medical	12/28/10 – 3/28/11
Kraese, Mary Beth	873	Emergency Medical	1/9/11 - 4/9/11
Korets, Jonathan	1219	Educational	1/8/11 – 4/8/11
Nathan, Paul	1235	Educational	1/24/11 – 4/24/11
Rittenhouse, Paul	1146	Extended Educational	1/6/11 – 4/6/11
Valle, Matthew	1238	Educational	1/18/11 – 4/18/11

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	#	Date
Burke, Sheryl	827	10/15/10
Gander, Joseph	1166	1/12/11
Korets, Jonathan	1219	12/12/10
Schramm, Mary Ann	595	12/1/10

The following reports were submitted via email but were not discussed due to Board approved time constraints.

Secretary's Report – Robert Franz:
Vehicle 2-15-21 had a mishap with another vehicle on January 10, 2011 breaking the passenger side mirror of the other vehicle. The replacement mirror cost incurred by the squad was $380 and was not reported to our insurance carrier.

Vehicle 2-15-21 had a mishap with another moving vehicle on January 17, 2011 breaking the driver side mirrors of 21 and the other vehicle. I am waiting for an estimate to repair 21's mirror from the 3rd Deputy Chief. The other vehicles mirror is approximately $300 and our estimate is approximately $645. An insurance claim will probably not be filed for this incident.

On 1/12/11 (after snow storm ended), a member slipped in a patient's basement apartment on their tile floor and injured their right knee while falling. The knee was treated with ice and there was no additional medical intervention. No report is being made to NYSIF.

On 1/17/11 a member slipped on ice in a patient's driveway and was treated for a knee bruise and slightly sprained finger at Huntington Hospital ED. The finger was treated with a cold pack and there was no additional medical intervention. No report is being made to NYSIF and the ED bill will be sent to and paid by the Squad.

VFIS sent a member $125 which is the balance of the member's deductible in connection with an MVA involving the member's personal vehicle while responding to a call on 4/8/10.

VAWBL & WC
OSHA's Form 300A for year 2010summary of work related injuries and illnesses have been posted on the bulletin board for the mandatory posting period beginning on 2/1/10.

Suffolk REMSCO Meeting January 11, 2011 – Copies of the meeting agenda and related handouts were distributed to the Board and Chief Officers and posted on the bulletin board. The meeting was fairly uneventful probably due to the pending snow storm. The response committee is working on a new survey and welcomes any questions you would like included for their consideration. A reminder that an agency must apply to the FCC for the purposes of changing emission designations from high band to narrow band for license holders of VHF High Band (150-175 MHZ range) spectrum. The SC EMS division received word that their capital project request to equip all ambulance vehicles and each hospital ED in the county with new VHF High Band mobile radios has been approved and a request for legislative approval to appropriate the funds has been sent. This is in response to the FCC mandate for narrow-banding and its impact on radio communications. This is a seed project to offset costs, ambulance agencies will need to address budgeting for other radios they may need for first responder vehicles etc. Historical statistics for medical control were distributed. REMAC is working on revised protocols and education on use of restraints. Instructor updates on two Friday evenings has been planned. REMSCO's white paper will be presented to SC legislators in order to further educate them on Suffolk's EMS system. MED COM should be fully moved back to Yaphank in 1 ½ months. The next meeting is Tuesday March 8, 2011at 7PM at SCEMS in Hauppauge. Other 2011 meetings are scheduled for 5/10; 7/12; 9/13; 11/15.

SEMSCO: The next 2011 SEMAC & SEMSCO meetings are scheduled for 3/29-30; 5/24-25; 9/13-14.

Chief's Report – John Palmieri:
The Operational Officers met Wednesday Jan. 19, 2011.

Topics:

Post 215 accepted 6 new members on the 11th. The Post will continue with their annual Spring Donation Drive at four supermarkets on Jericho on March 12. They will also be selling "I Love EMS" bracelets sometime soon.

The Recruitment and Interview Committee (New Membership) gave an over view of their procedures and goals with emphasis on what we could do to better this process from Operations standpoint. An accurate roster, involvement of the affected Captains, and delaying member physicals were points that were discussed.

"Officers'Awards" for the months of November and December were decided and will be part of the first quarter awards dinner.

The Officers voted to participate in the Huntington Saint Patrick's Day Parade on March 13th, but were opposed to sponsoring a band. They would rather have that money be available to the Captains for crew dinners.

I received a letter from Mastic Fire Department thanking our members for their response to the Propane Gas Leak.

Coverage for the Installation Dinner is being worked out by 2nd Deputy Miller and Sunday Captain Rubenstein. Attendance at neighboring department's dinners is being taken care of.

Advancements:

Mon.- Jenna Arcati #1310, passed Dispatch Training on 1/13/11
Tues.- No
Wed.- Tina Sholes #1250, to Fly Car Driver
JP Garcia #1116, to full Driver
Thurs.- Todd McIndoo #1306, passed Dispatch Training on 1/13/11
Fri.- No
Sat.- Jim Hanson #1291, to Driver Training
Sun.- Nicole Menditto #1294, to FA
John Maier #886, to CL
Co. 8 – Sam Ryan #1108, to Driver Training

Shift Changes:
Ray Pollard #1110 from Mon 2300 to Mon 1100
Ashley Taylor #1214 from Sat 1100 to Co. 8

Extended Probation:
Anthony Palmato #1289
Cathryn Schiavone #1290

President's Report – Roger Winter:

- Explorer Post 215 in conjunction with the Family Service League will be conducting their Annual Spring Donation Food Drive. The date of the event is scheduled for March 12, 2011 from 9:30-2:30 pm at the following locations; King Kullen, 275 W. Jericho Tpk. Hunt. Sta. Waldbaums, 711 E. Jericho Tpk., Hunt. Sta. Stop n Shop,1100 Jericho Tpk., Huntington, Path Mark 683 Old Country Road, Dix Hills.
- Gift Card parameters for next year: I would like two members to gather the comments and to provide to the Board of Directors the Gift Card Parameter for the 2011. I have distributed the comments received thus far.

Director Golinsky Report:
<u>New York State Volunteer Ambulance & Rescue Association</u>
The meeting was held Tuesday Jan. 18th at Central Islip/ Hauppauge Amb/
Squads were reminded that annual dues is due and to please an annual report with the check.
New delegate from Exchange Ambulance of the Islips was welcomed.

<u>Information from last REMSCO meeting was distributed.</u>
It was announced that the next Eboard meeting will be held Feb. 12th and if anyone had any questions or concerns to please forward them to Andrea.
It was pointed out that a new law has gone into effect regarding blue lights on the back of emergency vehicles. As of now the law only allows blue lights on PD vehicles, fire trucks and ambulances that are part of a fire department. Independent ambulance companies can not display that at this time. FASNY was asked to try for a technical correction to add the ambulances but it was not put on their agenda. It was reported by Andrea that this topic would be on the top of the Legislative Agenda for NYSVA&RA this year.
A schedule of meetings was set for the coming year. Next meeting to be held in N. Amityville, Feb. 15th.

<u>Huntington Station Business Improvement Dist.</u>
The meeting was held at the Huntington Station Branch of the Huntington Library, Jan. 19th.
Annual Elections were held and all representatives remain in place, as do the Officers of the BID.
Motion was made and approved to match EDC grant of $2500.00 for Bravo Supermarket Façade.
It was announce that Jon Cooper had secured a grant of $42000.00 for additional security cameras but it is not known if Legis Cooper submitted the required paperwork in time.
Brad Rosen announced plans for his property on Depot Rd. He is planning to build a Family Oriented Recreational Center which will consist of an open batting cage miniature golf course

and paintball targets. Across the street there will be a building (existing) for virtual sports games. He hopes to have all approvals and permits in place to be opened in July.

<u>Suffolk County Recruitment Committee</u>

This meeting was postponed until Monday Jan. 24th

<u>Suffolk County Ambulance Chiefs Association</u>

Meeting was held Jan. 19th at Brentwood Legion Ambulance Dept. It was reported that REMSCO has approved funding for training.

The white paper report continues to promote the hiring of a full time Medical Director.

During the first 6 months of 2011 hospitals will have to run an evacuation test, a surge test or a burn surge test. Triage in and out of hospital will also be tested. Ambulance depts may be asked to participate.

EMS-Report

EMS budget is holding it own for both State and County funding

FCC mandate- narrow banding, capital project funds will be used to replace ambulance radios, 1 per unit, by the County. Each agency will be responsible to replace their handheld radios.

EMS will be keeping the VHF Hi Band system.

Agencies that have their own radio frequencies MUST apply to the FCC by Dec. 2012 or they will lose their license.

There has been a new addition to the Ryan White bill. If there is a significant HIV exposure to EMS personal the MD at the hospital can make the decision to draw blood on patient and notify EMS agency.

A discussion was held re: the infestation of bed bugs. It is to be thought of as associated with low economic standard. The problem is showing up across all economic levels. Ambulances should be sanitized after every run.

Five agencies are now using EPCR however there are issues in getting people trained.

Flu cases are on the rise and squads are urged to take necessary precautions.

County ALS contracts expired 12/31/10. Revision of contracts is being made and will be out shortly. Contracts must be signed to ensure County liability insurance. All agencies that have had a contract in place will be continued to be covered until new contracts are out.

The County web site will have preceptor information added.

Protocols will be forth coming for nasal narcan and behavior emergency restraints.

FRES- Jeff Neunberg.

Presented 30th Anniversary Proclamation to Bruce Talmage.

Thanked all the agencies that responded to the gas leak in Mastic

In the case of ER overload, Med Com will notify agencies of a back up at hospitals to alert responding crews that there may be a delay in turnaround time.

MedCom is still operating from their back-up site in Coram. They hope to be back in Yapank by mid Feb.

Bruce announced that there is 1 seat to the FRES commission that is to be filled. He asked anyone interested in this position to send a resume to him.

Next meeting to be held at Huntington Community First Aid Squad on Feb. 16th

Director Laas Report:
Minutes: all minutes for 2010 are up-to-date on the website (server will be complete prior to the start of the Board meeting). Please remember to submit your reports as a Word document using "Times New Roman" 12. The reports just get cut and pasted into the minutes. No corrections are made unless changes are requested when the draft is submitted.

Records Retention: The committee has already started meeting for 2011. They meet every other Friday afternoon. They are aware of the county $1 a box (15 box minimum) shredding.
The committee members are:
Phil Schmidt (Chairman), Millie Gabriel, Rich Gerbolini, Jim Ingwersen, Robert Franz, Annette Hershkowitz, Bernie Hershkowitz, and Andrea Golinsky.

Uniform Code: The committee has already started meeting for 2011. As long as they have 4 members who are available, they meet every Tuesday morning. They are 70% complete with the code revisions from the summer draft presented at the General Membership meeting by Deacon Ed and myself. The remaining section is duty uniforms.
The committee members are:
Deacon Ed Billia (Chairman), Robert Franz, Jerry Giacomini (Jean is an Honorary member of the Uniform Committee and joins this group), Bernie Hershkowitz, Andrea Golinsky, Annette Hershkowitz.
David Mohr has informed me that he is the new Chairman of the Bylaw's and SOP's committee. After discussing it with President Winter, the Uniform Code falls under that committee as a sub-committee. Therefore, the Bylaw and SOP's Board Liaison will be giving future reports on the "Uniform Code subcommittee". David was referred to Deacon Ed (Chairman of the Uniform Code committee) and Robert Franz (committee member and writing the document changes) to obtain further information on where the committee stands on the update.

Good and Welfare: I have gone over with Kathy Bonesi the complete way to submit purchase orders. She knows to put each invoice separately and she also received a copy of the "sample" purchase order that is in our PPP's.
She confirmed that Liz Steenson is on the committee with her.
Please remember to contact Kathy if you are aware of any member who falls under the SOP criteria of needing a fruit basket or other arrangement.

Assistant's Committee: This committee was created in September and there has been no need for the "Treasurer's Assistant's" aspect of it. Peggy was available to help but she was not needed.
There is a "Clerical Calendar" that is sent to the Executive Board, Chief, and Bookkeeper. An attempt is made to get members at least 4-5 times weekly for a few hours from 930am-130pm to

help in any clerical duties. Mary Jane Woznick, Clara Eliot, Bernie Hershkowitz, and Jim Ingwersen have been "regulars" on the calendar. There are other members willing to fill-in every few weeks. For special projects, certain members are willing to assist if called. Having the part-time Bookkeeper and this committee has been a cost effective alternative to replacing the Office Manager.

Motion by Lehti Laas and seconded by Alyssa Axelrod to adjourn the meeting at 0003 hours on January 21, 2011
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: February 2, 2011

Amended and approved: February 10, 2011
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
February 10, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Sally Staszak, Joanne Vogel, Susan Seibel

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Mark Cappola to approve the minutes of January 20, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals- Agreement with HCFAS and Town of Huntington, Photographer for Installation dinner, Committee Luncheon removal from PPP's, Band-aid drive, Kitchen cleaning (Annual), Social Networking & Internet Communication Policy draft to attorney, Board meeting time limit, Benevolent request, Harvey Lapidus general meeting room usage request.

Agreement between the Huntington Community Ambulance District Town of Huntington and the Huntington Community First Aid Squad 2011
Motion by Brian Canty and seconded by Richard Stone to sign the 2011 Agreement between the Huntington Community Ambulance District Town of Huntington and the Huntington Community First Aid Squad. The contract has been previously distributed to the members of the Board of Directors. Glynn Mercep & Purcell, LLP, have reviewed the Agreement, found no errors, and comment that the agreement is the same as the previous year.
MOTION APPROVED UNANIMOUSLY

Photographer for the Installation Dinner
Motion by Richard Stone and seconded by Mark Cappola 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 2011 Installation and Inspection Dinner at a cost not to exceed $ 1,050.00. A Creative Composition photographer will be performing services for this event. Further to authorize the Special Events Committee to purchase additional reprints at a per print cost of $10.00 (4x6), $ 15.00 (5x7 - incoming and outgoing Board of Directors and

Operational Officers, 40, 35, 30, 25 Year Members, Honorary Members, Life Members and Special Awards) and $ 15.00 (8x10 - certain other shots approved by the President). HCFAS's cancellation policy will be included as part of the agreement/purchase order.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Remove from PPP's Committee Luncheon

Motion by Mark Cappola seconded by Brian Canty to remove the following from the Purchasing Manual: Policy & Procedures approved by the Board of Directors 01/03/2008 (Page seven), as follows: "A Committee Chair or Co-Chair may have one committee luncheon per calendar year not to exceed fifteen dollars per person (food & non-alcoholic beverage). The committee's maximum quarterly scheduled amount may be used towards the lunch.

Yes: RS, MC, JP, BC,AA No: RF, AG, LL

MOTION APPROVED

Liam Gorman Band Aid Drive

Motion by Lehti Laas and seconded by Brian Canty to allow a collection box in the ready room for band-aids with characters on them in honor of 6 year old Huntington Station resident Liam Gorman who has a rare disease. The purpose of the collection is to give the band-aids to Liam's parents who will then bring them to the hospital where he receives blood transfusions to use them on all the pediatric patients. Mary Beth Kraese is coordinating this and will take full responsibility for the collection and distribution of the band-aids. She has also agreed (via email) to be responsible for any liability that may arise from the collection of the band-aids. The consent of Liam's parents has been given to Marybeth to release his name, his school, the hospital where he receives transfusions, and images of Liam for the purpose of the band-aid collection.

MOTION APPROVED UNANIMOUSLY

Kitchen Cleaning

Motion by Chief John Palmieri and seconded by Brian Canty to approve a request by the Third Deputy Chief David Mohr for the annual cleaning of the General Meeting Room Kitchen by Executive Cleaning Services, 460 New York Avenue, Huntington, New York 11743, at a cost not to exceed $650.00 A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage will be obtained from Executive Cleaning Services.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Draft Submission Social Networking & Internet Communication Policy to Attorney

Motion by Lehti Laas and seconded by Brian Canty to submit the draft HCFAS Social Networking & Internet Communication Policy as amended to our attorney for review and comment.

Yes: RF, AA, AG, RS, BC,LL No: MC, JP

MOTION APPROVED

Board of Directors Meeting Time Limit
Motion by Brian Canty seconded by Chief John Palmieri that effective with tonight's meeting all Board of Directors meetings shall be brought to a close no later than 2300 hours.
Yes: AA, RS, MC, JP,BC No: RF, AG, LL
MOTION APPROVED

Benevolent Committee Request
Motion by Brian Canty and seconded by Robert Franz to accept the recommendation of the benevolent committee chairperson James Barkocy as presented by Brian Canty committee member, and authorize and approve a loan of $2000.00 to an HCFAS active member. Repayment arrangements have been made by the committee. The member is in good standing according to HCFAS By-Laws.
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

Harvey Lapidus General Meeting Room Request
Motion by Robert Franz and seconded by Lehti Laas to allow Harvey Lapidus # 1141, the use of the General Membership Meeting Room for an event on Saturday, April 2, 2011, total time 1:00 pm-6:00 pm. A Security deposit has been received. Secretary Robert Franz's permission has been granted after checking the schedule and confirming with President Roger Winter. Insurance certificates are not required for this event.
MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:
Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

Jan 21, 2011 to Feb 3, 2011- 56 transactions = $ 88,705.14 HCAD Funds
Jan 21, 2011 to Feb 3, 2011- 13 transactions = $ 10,969.68 HCFAS Funds
Jan 21, 2011 to Feb 3, 2011 - 2 transactions = $ 53,166.95 POST Funds
MOTION APPROVED UNANIMOUSLY

Please be advised that when State Bank did a Bank Check in the amount of $52,950.63, it was drawn against the Post account, which had insufficient funds to cover that amount. A matching amount was transferred from HCAD to the Post to cover the Bank Check. That is why you see such a large amount from the post account.

The adjustment will be made in our system to reflect that it should have been from the HCAD Account. This was a payment for interest on our Bond.

Please be advised that on Monday, February 1, 2011 33 letters were mailed to members who have not paid their dues in accordance with our bylaws. As of Tuesday, February 8, 2011 10 of the 33 have been paid and there was one person who paid that was inadvertently sent a letter.

Additionally - I am asking that if you leave something on my desk, please put your name on it. In the past 2 weeks I have gotten deposits left on my desk without any additional information.

Secretary's Report –Robert Franz:

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

Name	#	Type	Date
Amaya, Vanessa	1182	Extended Operational	12/29/10-3/28/11
Bilgen, Ozlem	1145	Extended Educational	12/10/10 - 3/10/11
Brady, Shadon	1123	Extended Medical	12/24/10 - 3/24/11
Burke, Sheryl	827	Operational	2/7/11-5/7/11
Flores, Melissa	1213	Operational	11/5/10-2/5/11
Guadagnin, Linda	1148	Educational	9/1/10-12/1/10
Heinisch, Thomas	1109	Educational	8/31/10 - 11/30/10
Lupo, James	959	Operational	1/27/11-4/27/11
Ostaseski, James (Probationary member)	1301	Educational	12/17/10-3/17/11
Principato, Christine	1268	Educational	9/3/10 - 12/3/10
Romano, Thomas	939	Medical	2/4/11-5/4/11
Schramm, Mary Ann	595	Operational	3/1/11-6/1/11
Scott, Laurence	1018	Operational	2/1/11-5/1/11
Smiles, Robin	937	Medical	12/1/10-3/1/11

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	#	Date of RTD
Amaya, Vanessa	1182	2/2/11
Cruz, Krystal	1211	12/10/10
Flores, Melissa	1213	2/2/11
Moreno, Monique	1042	2/7/11
Orr, Gregory	983	12/2/10
Russo, Alison	884	1/1/11

Probation Ending

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Janet Zapata, member #1203, eligible 2/7/11, effective 2/10/11.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Joseph Grant, member #1304, eligible 2/7/11, effective 2/10/11.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Richard Stein, member #1311, eligible 2/7/11, effective 2/10/11.

MOTION APPROVED UNANIMOUSLY

New Members: Note this took place after the approval of the 1/20/11 minutes

Motion by Robert Franz and seconded by Brian Canty to accept Theopilis Lewis as a new probationary member #1320, Shift: Sunday 1900 in accordance with Article III, Section 2 of the By-Laws.

Yes: RS, MC, JP, BC, LL, RF, AA   Abstain: AG

MOTION APPROVED

Motion by Robert Franz and seconded by Brian Canty to accept former Post 215 member, Chelsea Miller as a new probationary member #1321, Shift: Saturday 1500 in accordance with Article III, Section 2 of the By-Laws.

Yes: RS, MC, JP, BC, LL, RF,AA   No: AG

MOTION APPROVED

Motion by Robert Franz and seconded by Brian Canty to accept former Post 215 member, Amanda Manning as a new probationary member #1322, Shift: Saturday 2300 in accordance with Article III, Section 2 of the By-Laws.

Yes: RS, MC, JP, BC, LL, RF,AA   No: AG

MOTION APPROVED

Motion by Robert Franz and seconded by Brian Canty to accept Matthew Cho as a new probationary member #1323, Shift: Saturday 1100 in accordance with Article III, Section 2 of the By-Laws.

Yes: RS, MC, JP, LL,AA   No: AG, BC, RF

MOTION APPROVED

Motion by Robert Franz and seconded by Brian Canty to accept Carol Nucci as a new probationary member #1324, Shift: Tuesday 1100 in accordance with Article III, Section 2 of the By-Laws.

Yes: RS, MC, JP, BC, LL, RF,AA   No: AG

MOTION APPROVED

Motion by Robert Franz and seconded by Brian Canty to accept Kelly Murphy as a new probationary member #1325, Shift: Monday 1100 in accordance with Article III, Section 2 of the By-Laws.

Yes: RS, MC, JP, BC, LL, RF,AA   No: AG

MOTION APPROVED

Motion by Robert Franz and seconded by Brian Canty to accept Dillon Piccione as a new probationary member #1326, Shift: Friday 2300 in accordance with Article III, Section 2 of the By-Laws.
Yes: RS, MC, JP, BC, LL, RF,AA No: AG
MOTION APPROVED

Motion by Robert Franz and seconded by Brian Canty to accept John Vasquez as a new probationary member #1327, Shift: Friday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: RS, MC, JP, LL,AA No: AG, BC, RF
MOTION APPROVED

Status Change:
Motion by Robert Franz and seconded by Chief John Palmieri to grant the following Status Change: Active Life to Inactive Life for Joseph D'Andrea Sr., member #2, effective 2/10/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to grant the following Status Change: Active membership to Associate membership for Ronald Weinhofer, member #922, effective 2/10/11.
MOTION APPROVED UNANIMOUSLY

Resignation:
Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation Michael Smith, Member #1200, effective 2/10/11.

Dropped from Membership:
Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to fulfill shift requirements probationary member Jason Merendini, member #1286 effective 2/10/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to fulfill shift requirements probationary member Tamah Pagan, member #1296 effective 2/10/11.
MOTION APPROVED UNANIMOUSLY

SC FRES Recruitment Committee Meeting January 24, 2011 – Meeting minutes have been distributed and posted on the bulletin board. The RFP for the mass marketing contract should be finalized shortly and the process will take several months. There are 70 students in the SERVES SCCC program for the spring 2011 semester. A meeting is planned with Nassau County officials to coordinate their goals, required information and reporting under the SAFER grant. Since October 1, 2010, 145 individuals have contacted FRES as possible recruits as VFF or VAW. The next meeting is scheduled for March 16, 2011 at 1800 hours in the FRES library.

FASNY – In an attempt to promote National Volunteer Week 2011, FASNY is encouraging all fire departments statewide to hold an open house on April 9 and or 10, 2011 for the purpose of recruiting new members. Recruitment open house ideas can be found on their website.

Chief's Report – John Palmieri:
The Operational Officers met Monday February 7, 2011.

Topics:

Post 215 showed us the "I Love EMS" rubber bracelets that they will be selling as a fundraiser. They also said that they had rosters and times for their annual Donation Drive set up.

There were questions raised about the use of Goldman Bros, Inc. for work boots. Goldman has advised us that they will continue to supply us as they have in the past, but in a new location. They will now be affiliated with Robinhood Work Clothes/Lifestyles Sports. Their new address is:

1891 Wantagh Avenue – Rear Entrance
Wantagh, New York 11793
Phone: 516-931-0441
uniforms@goldmanbros.com

There was a discussion about the wearing of EPGear in the ready room. The Officers are in agreement that any soiled garments should be left in the truck room, but that the normal wearing of EPG apparel in the ready room is acceptable and does not constitute a health hazard any more than other Squad apparel.

Personnel Report:
Advancements-
Krystal Cruz, #1211 to CL
Richard Stein, #1311 to CL
John Maier, #886 to Driver
Jim Harrigan, #1112 to Driver
Francine Vasta, #1305 to FA
Jenna Arcati, #1310 to Aide
Mike Jurgrau, #1302 to Dispatcher

Shift Changes-
Vincent Maltese, #1262 from Friday 2300 to Thursday 2300
Ray Pollard, #1110 from Monday 1100 to Monday 2300

-ZBA approved the Squad variance for the Monument and Sign.
-The Town of Huntington's health insurance rates are under $700 for an individual and under $1600 for a family.
-Chief agreed to bring back the holiday card parameter's to the Officers.

President's Report – Roger Winter:
Explorer Post 215 in conjunction with the Family Service League will be conducting their Annual Spring Donation Food Drive. The date of the event is scheduled for March 12, 2011 from 9:30-2:30 pm at the following locations; King Kullen, 275 W. Jericho Tpk. Hunt. Sta.

Waldbaums, 711 E. Jericho Tpk., Hunt. Sta. Stop n Shop,1100 Jericho Tpk., Huntington, Path Mark 683 Old Country Road, Dix Hills.

Explore Post 215 - HMFD Explorer Post is renting out the Woodbury Ice Rink for the Explorers on Saturday, Feb 19th, from 9:30 PM -11:00 PM. It's free for skating and just $3.00 if anyone needs to rent skates. I am in need of some advisors and also some drivers to get the kids there and back. Please let me know if you can help.

The concession stand will not be open, so if you want to bring a thing of hot chocolate or snacks, that's fine.

Gift Card parameters for next year: I would like two members to gather the comments and to provide to the Board of Directors the Gift Card Parameter for the 2011. I have distributed the comments received thus far.

EMS Week is the week of **May 15-21, 2011.** Let us prepare ourselves to participate as an organization.

Director Laas Report:

Good and Welfare chair wanted the Board to know the following:

We had so many complaints about happy farms and the fruit flies I had to switch.

Minutes are up-to-date on the server and website.

Uniform Code and Records Retention committees continue to meet.

Motion by John Palmieri and seconded by Brian Canty to adjourn the meeting at 2305 hours.

Yes: AA, AG, RS, MC, JP,BC No: RF, LL

MOTION APPROVED

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: February 17, 2011

Amended and approved: February 24, 2011

MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
February 24, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**ABSENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Ann Donegan, Mary Beth Kraese, Patricia Tufo, Peter Nakelski

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Lehti Laas to approve the minutes of February 10, 2011 as amended.
Yes: LL, RF, AA, MC, JP, BC Abstain: RS

Proposals- Mary Beth Krases's charges dismissed, Touch-A-Truck Earth Day event, Good and Welfare prices, Fund Drive, Bookkeeper Memorandum of Understanding, NYSVARA room use, SCEMS Leader's Seminar room use.

Motion by Rich Stone and seconded by Mark Cappola to enter into Executive Session at 1942 hours.
Yes: RF, RS, LL, AA, MC,JP No: BC
MOTION APPROVED

Out of Executive Session at 2005 hours.

Mary Beth Kraese Charges of 11/12/10
Motion by Brian Canty seconded by Mark Cappola to dismiss with prejudice the charges of insubordination on 11/12/10 brought by 2010 1st Deputy Chief Anne Gabriel against Mary Beth Kraese.

Motion by Robert Franz and seconded by Lehti Laas to have a ballot vote.
Yes: MC, RF,LL No: AA, RS, BC, JP
MOTION NOT APPROVED

Motion by Rich Stone and seconded by Mark Cappola to have a roll call vote.
Yes: RS, AA, MC, JP,BC No: RF, LL

MOTION APPROVED

On the original motion to dismiss the charges:
LL- Yes
RF- Yes
RS- Yes
AA- Yes
MC- Yes
JP- Yes
BC- Yes
MOTION APPROVED UNANIMOUSLY

Town of Huntington Earth Day Event- Touch-A-Truck

Motion by Robert Franz and seconded by Brian Canty to authorize and approve the Squad to participate in Town of Huntington Earth Day Expo, the Touch-A-Truck event on April 16, 2011, from 9 a.m.-1 p.m. A whole harmless and indemnification agreement has been executed as approved by the attorney. The Squad will provide a Certificate of Insurance with the Town as additional insured as requested.
MOTION APPROVED UNANIMOUSLY

Good and Welfare changes

Motion by Brian Canty and seconded by Lehti Lass to increase the cost of Good and Welfare guidelines and deliveries of flowers, gift baskets and other deliverable items as listed below for 2011.
2. Good & Welfare Committee Guidelines:
a. In the event of the death of a Squad member, we shall send a wreath of red, white and blue flowers with a blue ribbon bearing the letters HCFAS and the Squad emblem in the center bearing the deceased member's Squad membership number. Cost guideline in ~~2005~~ 2011: up to $250.

b. Death of a Squad member's spouse or child: flowers to be sent to the Funeral Home. Cost guideline in ~~1999~~ 2011: up to $100.

c. Death of a Squad member's parent, step-parent or guardian living in the immediate area: flowers to be sent to the Funeral Home. Cost guideline in ~~1999~~ 2011: up to $75.

d. Death of a Squad member's parent, step parent or guardian living out of the area: flowers to be sent to the Funeral Home via FTD. Cost guideline in ~~1999~~ 2011: up to $65 plus FTD delivery expenses (total not to exceed $85). If the funeral has taken place before flowers can reach the area, then either flowers or a fruit basket will be given to the member upon his return home.

e. Death of a member's immediate Grandparent or sibling: Squad will acknowledge with a sympathy card.

f. Death of a Charter member, Associate member, or former member: Squad will acknowledge with a sympathy card.

g. Birth of a child: flowers or fruit are sent for the parents in accordance with hospitalization criteria listed below plus a $50 check for each baby.

h. If a member is hospitalized (either admitted or ambulatory): flowers, a plant, or fruit is sent for each occurrence. Cost guideline in ~~1999~~ 2011: up to ~~$50~~ $65.

i. If a member's spouse is hospitalized: flower or a plant is sent for each occurrence. -Cost guideline in ~~2005~~ 2011: up to ~~$40~~ $60.

j. For children living in the same house as a member who are hospitalized: flowers or something similar are to be sent to the hospital for each occurrence. Cost guideline in ~~2005~~ 2011: up to ~~$40~~ $60.

k. Any Squad member getting married receives $100. If two Squad members marry each other, the couple receives $200.

l. Price guidelines may be adjusted each year by the Board of Directors.
HCFAS funds
MOTION APPROVED UNANIMOUSLY

Fund Drive
Motion by Chief John Palmieri and seconded by Richard Stone to approve an amount not to exceed ($25,000.00) for the supplies, production, and mailing of Fund Drive materials for calendar year 2011. Supplies are to be purchased by, all data processing and printing by, and transport to the postal service for mailing by Imagemakers, as in previous years. A letter of request for funds is in all Directors mailboxes.
HCFAS funds
MOTION APPROVED UNANIMOUSLY

Memorandum of Understanding (Agreement) Jamie McCrae 2011
Motion by Brian Canty and seconded by Chief John Palmieri to enter into an agreement with Jamie McCrae (Full Charge Bookkeeper), dba JCM Bookkeeping Service, located at 64 The Boulevard, Amityville, New York 11701. The terms of the agreement are outlined in the agreement document and supplied to all Board of Directors. The rate of pay is $32.00 per hour, for a number of hours not to exceed twenty five (25) hours per week. This agreement will stay in affect for one (1) year from the date of signing, and a new agreement will be entered into on a yearly basis. Either party has the right to cancel the agreement thirty (30) days after the presentation of a notice of cancellation in writing to the other party.
HCAD funds
Yes: RS, AA, MC, JP,BC No: LL, RF
MOTION APPROVED

Room Use NYSVA&RA Drill Competition

Motion by Brian Canty and seconded by Robert Franz to approve the use of the meeting room for the night of March 8th, 2011 for the New York State Volunteer Ambulance & Rescue Association Drill Team Committee to hold a meeting for the purpose of discussing drill team competitions.

MOTION APPROVED UNANIMOUSLY

Room Use SCEMS Leader's Seminar

Motion by Chief John Palmieri and seconded by Brian Canty to approve the use of the General Meeting Room for the night of March 21, 2011 from 7pm till 10PM for SCEMS to hold an EMS Leader's Seminar. This seminar will be attended by EMS providing agencies within Districts 2 and 4, Huntington and Smithtown. Each organization is allowed to send 2 or 3 individuals. The EMT class that was meeting there on that night will be rescheduled.

MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:

Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

Feb 4, 2011 to Feb 23, 2011- 43 transactions = $ 57,387.46 HCAD Funds

Feb 4, 2011 to Feb 23, 2011- 3 transactions = $ 6,570.62 HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Dues Outstanding

The following members still have not paid their dues and will be dropped from Membership Effective March 2, 2010:

1145	Ozlem	Bilgen
1263	Ruthnie	Daniel
1314	Sean	Farrell
1297	Vanessa	Ortiz
1301	James	Ostaseski
1289	Anthony	Palmato
1268	Christine	Principato
1290	Cathrtn	Schiavone
1206	Paul	Skirbe
1221	Christopher	Whitcomb
1207	Alexander	Witkowski
1315	Theresa	Wray-Dolgin

Wright Express Cards

After researching information provided by Secretary Franz regarding Wright Express, it was found that what is offered to the NCEMSC (North Central EMS Cooperative) is the same that was offered to us as an organization. We will be filling out the paperwork to apply for the Wright Express Universal Fleet Card, with electronic payment and statements. If you subscribe to the electronic payment and statements there is no monthly fleet card charge. Additionally, they handle all the taxes.

Federal Funds for Snow Storm 12/26/2010

This money is distributed to the state only. SC FRES is waiting to hear from the state Emergency Management Office as to when they will be holding an informational meeting regarding these funds.

-Auditors will be in early March

Lehti Laas left the meeting at 2145 but called in for the remainder of the meeting.

Chief's Report – John Palmieri:

Questions from BOD meeting of 2/10/2011:

#1 Complaint by Mary DeWan- 1st Deputy Chris Winter has written a synopsis of the meeting. This situation is finalized.

#2 Complaint by Laurence Scott- Chris has had preliminary discussions with Larry, but he is on an operational leave at this time, and so it will be finalized on his return.

#3 Chief Dispatcher Jim Mallilo has been asked about additional keys for the transition box. He is trying to find existing keys that were not returned or getting new ones made.

#4 The issue of eligibility for holiday cards was not discussed as I had to leave to attend a hearing. It will be discussed at the next meeting.

.#5 Chris has the documentation required, but is still researching a question as to LOD injury. When the information is complete, it will come to the BOD.

The Squad has been invited to participate in a firemen's softball league. A check for $1700.00 is required. The meeting is 3/5/2011. For info purposes- this league is extremely competitive.

DOH State of New York does not have the proper paper to print EMT cards, so they will be printed on regular paper until the right paper is available.

The Suffolk County Ambulance Chief's Association Meeting was held at HCFAS on 2/16/2011. South Country Ambulance showed Roger and I their EP Gear. Much lighter, but with the same classification for BBP, but not for fire. Cost $250.00 for jacket and pants.

I contacted a Squad donor that had sent in a $200 donation that had not been cashed. I sent the check back and he said that he would like to send us a new one.

2nd Deputy Chief Michele Miller is starting the process to apply for a grant for ALS equipment through the Assistance to Firefighter's Grant.

We fit into the criteria for this grant and Al Szigethy is getting the info together.

SCEMS would like to hold an EMS Leader's Seminar here on Monday March 21,2011 at 7 PM. This meeting is to include all EMS providing agencies in the 2nd and 4th division, encompassing Huntington and Smithtown. Since attendance is limited to two or three individuals per organization, I have accepted for myself, Roger as President, and Chris as 1st Deputy.

Advancements:

Brendan Fitts #1180 to Response Car Driver

Terrance Chang #1308 to Dispatcher

Brian Quinn #1256 to CL

Resignations (when paperwork is officially received by the Secretary):
Alex Witkowski #1207 as of 2/14/2011 (Equipment returned)
Chris Whitcomb #1206 as of 2/15/2011

Shift Changes:
Jessica Diaz #1307 from Sun 1500 to Wed 1900
Ray Pollard #1110 from Mon 1100 to Mon 2300

Off Probation: None

Letters of Intent:
Matthew Cappola #1087
Alexander Witkowski #1207

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Brian Canty to approve the following LOA's:

Name	Membership #	Type of LOA	Dates
Heinisch, Thomas	1109	Extended Educ.	12/1/10-3/1/11
Kutcher, Dina	950	Extended Operational	1/21/11-4/21/11
Tiersch, Kristin	P8	Medical	2/19/11 - 5/19/11

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Membership #	RTD Date
Cairl, Cynthia	798	11/12/10
Coyle, Peggy	1247	1/3/11 (Medical)
Hirasawa, Tomoko	1129	2/7/11 (Medical)
Orr, Casey	1283	12/15/10
Rivadeneira, Fernando	965	2/19/11
Vargas, Anel	1277	2/8/11

New Members
Motion by Robert Franz and seconded by Brian Canty to accept George Reeder as a new probationary member #1328, Shift: Monday 1100 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to accept Joseph J. Gander Jr. as a new probationary member #1329, Shift: Monday 1100 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Vanessa Ortiz Member #1297 effective 2/24/11.
MOTION APPROVED UNANIMOUSLY

Secretary's Report continued:
Workers Compensation insurance – NYS Insurance Fund completed their 2010 premium audit for our VAWBL and Workers' Compensation policies with no change in premium for VAWBL and a small decrease in premiums for WC.

Automobile insurance – a $295 claim for a windshield replacement for 2-15-25 will be submitted to our insurance carrier. Windshield was reported cracked on 2/5/11.

10 % Property tax exemption application forms – the filing package was filed on 2/22 with the Town Assessor's office. There were 96 renewals and 10 new applications for 2011/12 tax year.

NYS Income Tax Claim for Volunteer Ambulance Workers $200 refundable Credit for 2010-A notice was put into the March Pulse, mentioned at the February GMM and posted on the bulletin board. Tax forms were also put on the mail folder counter.

SERVES Tuition Assistance – A notice was put into the March Pulse regarding the May 1 application deadline for the fall and spring semesters.

LOSAP 2010 points – Listing for TOH is in progress. Notice was put into the March Pulse, asking members to review the current posted list and report any discrepancies to Andy Ball.

President's Report – Roger Winter:
Gift Card parameters for next year: I would like two members to gather the comments and to provide to the Board of Directors the Gift Card Parameter for the 2011. I have distributed the comments received thus far.
EMS Week is the week of **May 15-21, 2011.** Let us prepare ourselves to participate as an organization.
Member Badges I will not be ordering badges in large numbers as we have done in the past. With the resignations, dropped members it is cost prohibitive. I will be ordering member badges upon the recommendation of the Chief.

Vice President's Report – Rich Stone:
Technology
The SCM interface with the website is still be worked on. Committee has seen the preliminary link and is awaiting some changes before it will be placed on the members side of the website. Once this takes place an email will be sent out to the members informing them of the added feature.
Security
VSS has been unable to continue the exterior camera project that was approved last year due to the snow. So at this time the 3 exterior

cameras that were inoperable last year are still inoperable. Once the snow has melted and they can access the ground they can complete their work. Once this project is completed I will let you know.

Director Golinsky Report:
<u>New York State Volunteer Ambulance & Rescue Association</u>

Eboard meeting was held in Albany Feb.12-13th

It was announced that Legislative Day would be held May 2nd with the Eboard meeting held the day before. Everyone was asked to make appointments with their local State Legislators and to let the Legislative Chairperson (Chris Bitner) know so he can coordinate the meetings between the districts
The top topics for discussion with the Senators and Assemblymen will be:

The Blue Light Law being expanded to include independent ambulance companies
The continuance of Dedicated Funding for EMS education
A change in the current law to allow billing departments to have insurance checks sent directly to the provider of service rather than the patient.
To name Lee Burns as Commissioner rather that interim Commissioner of Health.

The EMS Memorial Ceremony will be held Wed. May 18th on the Plaza in Albany. At least one name will be added this year.

Pulse Check 2011 was discussed. It was stated that there have been more responses for speakers than there are spaces for them. Vendor sign-ups is ahead of last year also. This year NYSVA&RA will offer a new payment procedure. Pay Pal will be used for those that want to register for the conference and pay with a credit card.
The Chairperson of the Drill Competition Committee couldn't make the meeting but sent in a written report. The committee had a meeting in January and is planning to have more to identify why teams are not competing and to offer solutions. A meeting has been scheduled in March with Mary Ann Ferrara of New Jersey who is interested in having teams from that state possibly competed in the drill competition. Teresa is also scheduling a meeting with Rockland County.
There will be a leaders meeting on March 8th at 7 PM at a place to be announced. **<u>A request was made to hold the meeting at HCFAS.</u>**
Everyone was reminded that last year an anonymous donor will fund a $1000.00 award to the Youth Team that finishes first over all.

The Blanket committee also revealed a plan to go electronic with editions of the Blanket. Printing and postage costs are high and it would be easier to get more editions out if it was done on line. A company called Constant Contact is being looked into. If there are Association members that want a hard copy sent they would have to pay a subscription fee.
The Association is asking members to submit names of hospitals and corporations in their areas to solicit for sponsorship.
This years' PulseCheck 2011 is dedicated to those who were lost on 9-11.

A special quilt has been designed with the commemorative patches that had been collected. Tickets were distributed to everyone, the ticket price this year is $5.00 per ticket.

The PulseCheck committee is looking at venues for 2012. Some of the sites that have been suggested are:
The Mahwah Sheration- waiting for proposal however the room rates are $289.00 per night and there is no really close by food establishments and that would be everyone would have to eat at the hotel
The Marriott Hotel on Wolf Road in Albany – waiting for proposal. It was pointed out that this seems to be a good area as there is a lot of cheap

Once again NYSVA&RA will be hosting a booth at the MEGA SHOW at the Nassau Coliseum on Feb. 26th and 27th. Representatives from Districts 4, 7 and 12 will be in attendance.

President Mastianni reported that he attended the board meeting of the NorthCentral Co-op has added new ambulance vendors including

- Braun
- Crestline
- Road Rescue
- TaylorMade

All departments are encourage to look into co-op prices if they are anticipating the purchase of a new ambulance.

A second letter is to go out to departments requesting information on their experience levels for workers comp insurance. The State Association is actively seeking companies that could possibly offer lower rates than those that are being charged now.

District 7

Meeting was held Feb. 15th at North Amityville Fire Company.

Report was given re: Eboard meeting. Volunteers would requested to man the Association's booth at the Mega Show on Saturday. Islip Exchange and CI/Hauppauge members will be there along with representatives from Dist 4 and District 12.
Quilts tickets were distributed to those present to sell thru their squads. Each delegate received 25 tickets.
Teresa McLaughlin of Exchange Amb., the Chairperson of the Drill Competition for PulseCheck 2011 was in attendance and gave a report of the meeting held in Jan. She also raised issues that some youth squads had re: funds available for competitions.

Suffulk County Ambulance Chiefs

Meeting was held Feb. 16th at HCFAS.
A delicious dinner was prepared by 3rd. Dep. Chief Dave Mohr and his kitchen crew. It was enjoyed by all.

Chief John Palmieri was introduced as the new Chief of HCFAS and gave a short talk about the department.
Much discussion was held regarding the Governors budget and the ramifications it may have of EMS class funding.
District 7 gave a report on the date and agenda for Legislative Day in May and invited member squads to send representatives. They can contact Andrea for assistance or further information.
The date for the EMS Memorial ceremony was also announced.
Some members of South Country who were in attendance were wearing their EPG gear and Chief Palmieri had a chance to look at actual items.
This is the first time in about 5 years that we have hosted a SCACA meeting at our headquarters and there were several people at the meeting that were not here before. A tour of the facility was provided to them.

<u>EMS Week Open House- May 15th</u>

I have been in contact with Dep Chief Tom Napoli of the 2nd Precinct with regard to have a PD representative with the Ident a Kid program at our open house. I will be talking to our members that have participated in prior years to once again ask them to set up activities for our event.

<u>PIO/Public Relations</u>

This past Sunday a reporter from the Huntington Patch came to our headquarters in order to get information about us and take pictures. She spent approximately 2 hrs. here and was given information about our operation stressing that we are still an all volunteer corps handling over 5000 calls a year. She stated she had so much information that they might do 2 or 3 stories about us.

Director Laas Report:
<u>Good and Welfare</u>: I submitted an SOP to Chairman Mohr to increase the expenditure on flowers and fruit. I also added a little more wording I would like the Board to entertain (limiting the time between a basket/flowers).

President Winter suggested a new local vendor to Chairman Bonessi.

<u>Records Retention:</u> I emailed Chairman Schmidt earlier this week when the status of the destruction of records was questioned. At this time, no response has been received. I will follow-up before the next Board meeting and add it to my report.
I did receive a fully signed document (Records retention members and the President) authorizing me to destroy the tape recordings based on the Disposition Schedule.

<u>Telephone and Video Conferencing Policy:</u> The 7th Draft was sent to the Board in November 2010. The attorney advised us that the policy was to restrictive and a By-Law's change was needed. I have submitted the By-Law's change to Chairman Mohr.

The next part that we discussed in November was the ballot issue. I will contact the attorney about the balloting concerns that were discussed in November (how does a person calling in vote by ballot without violating our By-Law's). Getting the By-Law mentioned above first was my main concern.

<u>Social Networking & Internet Policy:</u> The 2nd Draft was sent to the Board a few days ago. The attorney is away on vacation. Therefore, I will send the draft out next week if no further comments are received at that time.

Old Business: Discussed

New Business: A copy of the US Postal office "Workplace Harassment" rights was distributed to everyone.

Motion by Robert Franz and seconded by Brian Canty to adjourn the meeting at 2215 hours
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: March 5, 2011

Amended and approved: March 10, 2011
MOTION APPROVED

Huntington Community First Aid Squad

2011 Board of Directors Meeting

March 10, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**1945 hours**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: None

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Chief John Palmieri to approve the minutes of February 24, 201 as amended.
Yes: LL, RF, AA, RS, MC, JP, BC Abstain: AG
MOTION APPROVED

Proposals-
Huntington Township Fire Chiefs Council, SHUFSD Health & Wellness Fair, PPP's Manual, General Meeting Room Request Diane Tanko # 1240, Room Use CME Class, Traditional Air Conditioning Systems & Service (Traditional) agreement, Mets EMS Night, NYSVA&RA Legislative Day on May 2, 2011 , Pager Purchase, Working Budget for 2011, Grant Writing Proposal, Amend Operational Officers plaque like awards (12/9/2010 motion).

SCM Up-grade Notification System
Huntington Township Fire Chiefs Council
Motion by Chief John Palmieri and seconded by Brian Canty to pay for .the Huntington Township Fire Chiefs Council $350.00 Annual Dues for 2011. Chief will be responsible for posting the minutes and providing the President a copy for distribution.
HCAD funds
Yes: RF, AG, AA, MC, BC, LL Abstain: JP, RS
MOTION APPROVED

SHUFSD Health & Wellness Fair
Motion by PIO Andrea Golinsky and seconded by Robert Franz to authorize and approve the Squad to participate in South Huntington Union Free School District Health and Wellness Fair as a service to the community. The event will take place at Walt Whitman High School. The date

of the event will be Thursday, March 24, 2011, time 4-8pm. The Squad will provide a Certificate of Insurance to the SHUFSD as additional insured as requested.
MOTION APPROVED UNANIMOUSLY

Director Cappola entered at 1945 hours.

PPP's Manual
Motion by Robert Franz and seconded by Treasurer Brian Canty to accept the Purchasing, Policy and Procedures (PPP's) manual as amended for 2011.
Re: Good & Welfare 2/24/2011, Mileage reimbursement 2010.

Motion by Robert Franz and seconded by Lehti Laas to table the motion on The PPP's manual
Yes: RF, AG, AA, RS,LL No: BC, JP Abstain: MC
MOTION TO TABLE APPROVED

General Meeting Room Request Diane Tanko # 1240
Motion by Robert Franz and seconded by Lehti Laas to permit Diane Tanko #1240 the use of the General Membership Meeting Room to conduct an Eagle Scout Court of Honor on Friday, April 29,2011, Set-up time April 29, 2011 5pm to 7pm, event time is 7pm to 9pm, clean-up time 9pm to 10pm. A Security deposit has been received. Secretary Robert Franz permission has been granted after checking the schedule and confirming with President Roger Winter. Insurance certificates are required for this event. The member must obtain and pay for an umbrella policy (including host liquor liability) in the amount of $250,000 covering the event if the member is going to serve alcohol with HCFAS named as additional insured (approval pending proper insurance).
Yes: RF, AG, AA, RS, MC, JP,LL Abstain: BC
MOTION APPROVED

Room Use CME Class
Motion by Chief John Palmieri and seconded by Brian Canty to approve the use of the General Membership Meeting Room on April 23, 2011, 0830-1230 hours for a New York State Certified CME class, "Weapons of Mass Destruction" class. Second Deputy Chief Michele Miller will supervise the class or her designee.
MOTION APPROVED UNANIMOUSLY

Traditional Air Conditioning Systems & Service (Traditional) agreement
Motion by Chief John Palmieri and seconded by Mark Cappola 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 3.1.2011 to 2/28/2012 (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

Mets EMS Night

Motion by Mark Cappola, second by Brian Canty to purchase a maximum of 50 tickets to attend the **"EMS Night"** Mets v Marlins game on May 16, 2011 at a group purchase promotional cost of *$21.60 per seat for "Big Apple Reserved" (B.A.R.) seats or seats of equal value for members and a guest, or a Post member 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 must pay $25.00 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/post member signing up for the trip must give the event coordinator Mark Cappola a $25.00 check covering their cost, and a separate check for guest (s). In order to guarantee B.A.R. seats all checks must be received prior to April 11, 2011. Tickets will not be purchased for anyone unless their checks are in hand on April 11, 2011. Actual attendees (member/post member checks only) will have their checks returned to them after the trip. Members and their guests and Post members signing up and not attending will have their check and that of their guest cashed by the squad. In addition, a bus driver tip of $40/driver is requested (2 buses have been requested/offered). Cost not to exceed $1185.

cost breakdown as follows:

50 tickets at $21.60	$1080
processing fee $25 per order	$ 25
parking for 2 buses @$40 each	$ 80
bus driver tip 2@$40	$ 80
Total	$1265

Additional info : Per METS on 3/7/11. 700 seats in Big Apple Reserved have been sold so far. Only 100 remain and Rep recommends we pay 20% down ($221.00) now to hold those seats with balance due by April 16. If we don't do that, Big Apple seats may not be available and only upper level seats would be available.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

NYSVA&RA Legislative Day on May 2, 2011

Motion by Andrea Golinsky and seconded by Bob Franz to accept the recommendation of Andrea Golinsky, the Squad's Legislative Committee Chairperson and primary delegate to NYSVA&RA District 7, and authorize and approve Andrea Golinsky and other interested Squad members to attend a NYSVA&RA Legislative Day on May 2, 2011, at the Legislative Office Building in Albany, NY. Further to authorize and approve the use of a Squad vehicle(s) (with more than one driver) at the discretion of the Chief and/or mileage reimbursement for personal vehicles plus tolls, parking; the reimbursement for hotel accommodations on Sunday, May 2, 2011 at an amount not to exceed base room rate of $110.00(double occupancy required or a member requesting single occupancy pays incremental supplement) and a GSA meal allowance of $63.00 per day less 25% for travel days. A sign-up 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 8 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 ten days of this event and the Treasurer will provide 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 and /or members and other VAS or FD members to ride in an authorized Squad vehicle or personal vehicle to attend this function providing there is adequate room to accommodate them. Andrea will provide a written summery to the event to the Board of Directors and the Treasurer.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Pager Purchase

Motion by Richard Stone, second by John Palmieri to purchase from Motorola Corp. Ten(10) Minitor V dual channel VHF pagers. Each pager includes a standard charger and will be engraved with HCFAS on the side. Price includes shipping and handling.

Total cost not to exceed $4,982.00

HCAD funds

Yes: RS, AA, MC, JP,LL Abstain: RF, AG, BC

MOTION APPROVED

SCM Up-grade Notification System

Motion by Chief John Palmieri and seconded by Richard Stone to enhance the SCM notification system as an option to our members as outlined below. The cost is $2,800.00 and is discounted 50% with SCM sharing the rest of the cost of development, so our cost is $1,400.00.

Reason: Seeking methods to inform membership of what skills are needed in order to reduce the number of 24's. This is by no means a total solution, but an additional method of reaching out to our membership. It is NOT a replacement of pagers; we have a high level of control of the pagers, the transmission of our pages and the backup of our power generating equipment. We do not control their internet or the various phone companies that sell services to the public.

Participating members will not receive any reimbursement.

How it works: The enhancement will allow a specific message to be sent, via the internet, to a specific group of members telling them what assistance is needed. The groups would be predefined by HCFAS. An example of this would be a 3 on a 16 for a driver, when this non unit signal was selected, those members who poses the driver qualification will receive the page. The same would apply to CL/DR, ALS or even a broadcast to all for manpower is needed.

Why? People very rarely leave their cell phone home and we have a minimum of 65 members who currently get every call on their cell phone. While this is a reasonable number of members, they probably do not look at every call because it is every call. If their cell phone goes off when their skills are needed they may have more reason to look and possibly prevent a 24 from happening, then by using the member call in feature a crew confirmation can be established and avoid a mutual aid.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Working Budget for 2011
Motion by Brian Canty Treasurer and seconded by Chief John Palmieri to accept the proposed working budget for 2011 as dated 03/07/2011 and amended 3/10/11.
MOTION APPROVED UNANIMOUSLY

Amend Operational Officers plaque like awards 2010 as written below
Motion by Chief John Palmieri and seconded by Mark Cappola to amend the Operational Officers plaque like award 2010 motion dated 12/9/2010 to increase the allotted cost of the plaques to accommodate the increased expense, due to an increase in the number of awards given. The additional expense would increase the amount spent by $280.52.
Operational Officers plaque like awards 2010
Motion by Robert Franz and seconded by Andrea Golinsky to accept the recommendation of the 2010 Operational Officers and authorize and approve Chief Dominic Heavey to purchase and present plaque like awards at the 2011 Installation Inspection Dinner for the Operational Officers' 2010 Awards at a cost not to exceed an aggregate amount of $500.00. The award recipients were selected by the 2010 Operational Officers. The awards are for Probationary Member of the Year, BLS Provider of the Year, ALS Provider of the Year, Chiefs Outstanding Performance in the Field and Operational Member of the Year.
HCAD funds
Yes: RF, JP, BC, GO No: MC Abstain: AG
MOTION APPROVED

Motion by Mark Cappola and seconded by Brian Canty to move the motion.
MOTION APPROVED UNANIMOUSLY

On the original motion to amend the Operational Officers plaques
MOTION APPROVED UNANIMOUSLY

Grant Writing Proposal
Motion by Alyssa Axelrod and seconded by Lehti Laas to procure the services of Mesiano Consulting, a grants research/writing firm. Mesiano Consulting would conduct a targeted survey of available grant resources to identify current or emerging programs that might offer HCFAS the most promising potential funding. Estimates for grant writing and administration assistance are prvided on a project basis. Hours estimated to complete survey is 5, at an hourly rate of $150. Total cost not to exceed $750.
HCAD funds

Motion by Mark Cappola and seconded by Brian Canty to move the motion on grant writing proposal.
Yes: RS, JP, BC, MC, AG No: AA, RF, LL
MOTION APPROVED

On the original motion for the grant writing proposal
No: RS, AG, AA, MC, JP, AA Abstain: BC, RF
MOTION NOT APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:
Feb 24, 2011 to March 9, 2011- 31 transactions = $ 68,439.26 HCAD Funds
Feb 24, 2011 to March 9, 2011- 4 transactions = $ 5,392.13 HCFAS Funds
MOTION APPROVED UNANIMOUSLY

HCAD Funds
On Friday, March 4th President Winter went to the Comptroller's office and picked up and deposited our first ½ check from the town of Huntington.

Yoga Reimbursement
I have distributed the Yoga reimbursements as per the committees' request. There was a total of 28 participants. 11 were reimbursed for maintaining the requirements that were in the motion, 2 were reimbursed due to not being able to finish because of medical reasons and 15 were not reimbursed and that money was deposited.

Members to be Dropped
Please be advised that the following members are to be dropped from Membership(for non-payment of dues) in accordance with Article V, Section 1 of the by-law's:

1263 Ruthnie Daniel
1289 Anthony Palmato

FEMA Funds for Snow Removal of 12/26 & 12/27
I was going to attend the FEMA briefing on Tuesday, but Second Deputy Miller was there in the AM and informed me that at the current time we are not eligible for any of the FEMA funds that may be available for the snow storm of 12/26 12/27. At the current time no money will be reimbursed for snow removal. The state will be revisiting and recalculating the numbers to see if snow removal can be added to this deceleration. If we incurred any costs besides paying the company to plow or remove snow then we could put in for it as long as it's over $1,000.

Fund Drive Procedures
On March 3rd I emailed the entire BOD the following –

> ***Who is the BOD liaison to the Fund Drive -***
>
> ***The auditors would like to know the procedure that is followed when it comes to the tabulation of the fund drive money? Do we have a written procedure of the steps that are followed? Who opens the envelopes? Who makes the deposits? Who verifies this information?***

Chief Palmieri (as the BOD liaison for 2010) gave me a summary of the work the committee does, but he does not know of any procedure. At this time I am asking the BOD liaison to the Fund Drive committee to sit with the committee and develop a procedure that I can provide to our auditors.

-Wright Express cards are scheduled to arrive next week. There website lists viable gas stations in 11746 and 11743

Chief's Report – John Palmieri:

Topics:

#1 I have received two requests from the Town of Huntington Councilman's office for ambulance standbys at upcoming events:

On Wednesday, April 20, 2011, the Town is sponsoring a Spring Eggstravaganza in Heckscher Park from 10AM to 1PM.

On Sunday, May 1, 2011, the Town is sponsoring the 11th Annual Tulip Festival in Heckscher Park from 11AM to 4PM.

The standby chairperson has been forwarded both requests.

#2 The Operational Officers voted to approve sending a request for participation to the BOD to spend fifty dollars to be a "Hole Sponsor" at the Firefighter Cancer Support Network Golf Outing on May m2, 201.

#3 The Squad has been asked and we will be sending an ambulance to the 4th Annual Chuck Varese Vehicle Extraction Tournament on Saturday May 14, 2011 at the Northport Fireman's Training Grounds.

#4 A report was given by Mary Winter about the procedures of the Ambulance Orientation Committee and how the officers could participate.

#5 EVOC Training- Michele is exploring getting an EVOC class to be held here with at least 10 students. The actual driving would have to be at Yaphank. The insurance committee was asked to ascertain from our insurance providers, whether this training would benefit the Squad financially.

#6 It is being investigated whether "Fit Testing" of masks is required every year and by which agency.

Advancements:

Jenna Arcati#1310 to First Aider

Overdue Returns To Duty:

Laurie Hoffman #1243	Due Back 1/29/2011
Carlos Suarez #1103	Due Back 1/31/2011
Orlando Salcedo #935	Due Back 2/19/2011
Ozlem Bilgen #1145	Due Back 2/28/2011 (Resigned 3/7/2011)
Robin Smiles #937	Due Back 3/1/2011
Carl Schramm #997	Due Back 3/1/2011

Shift Changes:

Laurie Hoffman #1243 from Saturday 2300 to Tuesday 2300-
This is a temporary change so that Laurie can ride with Brian, an ALS provider, to aid in her studies for ALS certification.

No Shows Given:

Dennis Vangroski #1274

Additions at meeting:
-Goldman Brothers sent a new list of boots but with no price listing.
-Ambulance will be discussed with committee, bench needs to be examined
-Will call a former member to obtain a radio and pager, discussed that radios are $80 & pagers are $400 to replace
-Pager inventory is being worked on, serial #'s are being cross referenced, Rich Stone will look at previous bills to see the pager inventory
-Rich Stone will obtain a computer inventory

Secretary's Report –Robert Franz:

Note: the following motion was approved after the minutes:
New Members
Motion by Robert Franz and seconded by Chief John Palmieri to accept Matty Lupinacci as a new probationary member #1330, Shift: Tuesday 1500 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Note: the following motion was approved with all the other motions after the tabling of the PPP's manual:
Non-Payment of Dues 2011
Motion by Treasurer Brian Canty and seconded by Chief John Palmieri to drop from membership in accordance with Article V, Section 1 of the by-laws (non-payment of dues for 2011) the following members:

#1263 **Ruthnie Daniel**
#1289 **Anthony Palmato** (Probationary Member)

MOTION APPROVED UNANIMOUSLY

LOA's:
Motion by Robert Franz and seconded by John Palmieri to approve the following LOA's:

Name	Membership #	Type	Dates
Pamela Brenner	1157	Medical	2/22/11 – 5/22/11
Eric Schmierer	909	Medical	3/3/11 -6/3/11
Casey Stone	920	Medical	3/1/11 -6/1/11
Janet Zapata	1203	Medical	1/31/11 -4/30/11

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Membership #	RTD date	
Alyssa Axelrod	1102	2/6/11	From Dispatch Only to Riding
Donna Smith	1193	2/28/11	From Dispatch Only to Riding

Bazeel Walters	1137	3/1/11	

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Ozlem Bilgen, member #1145, effective 3/4/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Sean Farrell, member #1314, effective 2/28/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Paul Skirbe, member #1206, effective 2/16/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Christopher Whitcomb, member #1221, effective 2/15/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Alexander Witkowski, member #1207, effective 2/14/11.
MOTION APPROVED UNANIMOUSLY
Insurance:

On 1/12/11, a member bruised left elbow and right shoulder upon falling on a patient's staircase when a railing came loose. Bruises were treated with ice and there was no additional medical intervention. No report is being made to NYSIF.

Suffolk REMSCO Meeting March 8, 2011 – Copies of the meeting agenda and related handouts were distributed to the Board and Chief Officers and posted on the bulletin board. The education committee is looking into presenting a seminar on scene safety. Protocols will be changed once AHA changes are reviewed by SEMSCO. The deadline for nominations for 2010 NYSDOH EMS bureau awards is May 9, 2011 (see website for applications). New SC agreements for ambulance services in a new format similar to a memorandum of understanding will be mailed to each agency in the near future for signing. The MOU should take into account all past concerns that agency attorneys transmitted to the SC attorney's office. SC EMS completed the CLIA re-application process on behalf of the SC EMS system (license expires 4/30/11). SC EMS staff participated in conference calls with the End Stage Renal Disease emergency preparedness coalition to address dialysis surge. REMSCO and the ad hoc committee on statistics analysis will be sending a letter to each PSAP requesting their screen data to determine commonality of recording signal times. REMSCO approved the purchase of multi language translator pictorial books similar to the Spanish version previously distributed to all agencies. The SC EMS division received word that the SC Legislature approved their capital project request to equip all ambulance vehicles and each hospital ED in the county with new VHF High Band mobile radios in 2012. This is in response to the FCC mandate for narrow-banding and its impact on radio communications. This is a seed project to offset costs, ambulance agencies will need to address budgeting for other radios they may need for first responder vehicles etc. The next meeting is Tuesday May 10, 2011at 7PM at SCEMS in Hauppauge. Other 2011 meetings are scheduled for 7/12; 9/13; 11/15.

SEMSCO: The next 2011 SEMAC & SEMSCO meetings are scheduled for 3/29-30; 5/24-25; 9/13-14.

Burn Center: NYS proposed budget cuts to SUNY SBH may result in the elimination of the Burn Center. Each agency is encouraged to contact their state legislators to support funding to SBH.

Director Laas Report:

Good and Welfare: Kathi is aware of the changes to the SOP prices. It was in the Pulse the wording changes proposed. The SOP will be discussed at the GM meeting. At our next meeting it will be discussed and voted on.

Records Retention: Phil has been emailed for an update on the destruction of records. As of this time he has not responded to my emails.

-Shredding procedure and county contract discussed

Assistant's Committee: Bernie collects gas receipts off the vehicles weekly. Margaret will be trained later this week to send out Leave of Absence ending letters. Clara and Mary Jane continue to file.

-Bernie will get final minutes and will add them to the hard copy folder

President's Report – Roger Winter:

Gift Card parameters for next year

EMS Week is the week of May 15-21, 2011

Fund Drive I will be the liaison to the Fund Drive as per their request.

Old Business:

-Communications update was given under the pager motion and request to add it to a report to add to future minutes made

New Business: None discussed

Motion by Rich Stone and seconded by Andrea Golinsky to adjourn the meeting at 2255 hours.

Yes: AG, AA, RS, MC, JP,BC No: RF, LL

MOTION APPROVED

Respectfully Submitted,

Lehti Laas

Lehti Laas

Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: March 19, 2011

Amended and approved: March 24, 2011
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
March 24, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**ABSENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**1943 via video Skpye**

Guests: None

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of March 10, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

Medical Committee discussion took place on light duty and immunizations for new members.

<u>Proposals</u>- SOP proposals voted on (12 in total, at end of the minutes starting at line 237), Room Use CME Class, Firefighter Cancer Support Network, Physio- Control, Inc. Technical Service Support Agreement,General Meeting Room Request Dominic Heavey #973, Children's Easter Egg Hunt, Emergency Repair of Standby Emergency Generator

Standard Operating Procedures: the votes on the 12 proposed SOP changes are below (line 237).

Room Use CME Class
Motion by Chief John Palmieri and seconded by Brian Canty to approve the use of the General Membership Meeting Room on Saturday, May 21, 2011, 0900-1200 hours for a New York State Certified CME class, to be conducted by Suffolk County Emergency Medical Services, topic: Preparatory & Airway class, the instructor at this time is unknown. A second class is scheduled on Saturday, July 16, 2011, from 0900-1300 hours, topic; Medical, under the direction of Mark Brenner.
MOTION APPROVED UNANIMOUSLY

Firefighter Cancer Support Network

Motion by Chief John Palmieri and seconded by Richard Stone to sponsor a “Hole Sponsor” sign at a cost of $50.00 for the Firefighter Cancer Support Network, 3rd Annual Golf, May 2, 2011 at the Hamlet Wind Watch Golf & Country Club. A “Hole Sponsor”, will cost just $50.00 and they will display a professionally made sign at a Hole on the course with our name on it.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

Physio- Control, Inc. Technical Service Support Agreement

Motion by Chief John Palmieri and seconded by Alyssa Axelrod to accept the recommendation of Second Deputy Chief Michele Miller and renew the Physio- Control, Inc. Technical Service Support Agreement. This agreement begins 4/16/2011 and expires on 4/15/2012. The designated Coverage Equipment and/or Software is listed on Schedule A. This agreement is for 9 Lifepak 12’s and 3 Battery Support System 2. A complete contract is located in the Treasurer/Secretary’s Office. Price of coverage specified on Schedule A is $7,113.00 per term, payable in a One Time Installment.

HCAD funds

MOTION APPROVED UNANIMOUSLY

General Meeting Room Request Dominic Heavey #973

Motion by Robert Franz and seconded by Lehti Laas to permit Dominic Heavey #973 the use of the General Membership Meeting Room to conduct a Surprise Birthday Party (Wife) on Saturday, May 21, 2011, Set-up time May 21, 2011 3:30pm to 6pm, event time is 6pm to 11pm, clean-up time 10pm to 11pm. A Security deposit has been received. Secretary Robert Franz permission has been granted after checking the schedule and confirming with President Roger Winter. Insurance certificates are required for this event. The member must obtain and pay for an umbrella policy (including host liquor liability) in the amount of $250,000 covering the event if the member is going to serve alcohol with HCFAS named as additional insured (approval pending proper insurance).

MOTION APPROVED UNANIMOUSLY

Children’s Easter Egg Hunt

Motion by Mark Cappola 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 16, 2011 from 10:00 until 12:30PM. The hunt will be at Jefferson School on Oakwood Road and Pulaski Road (or other suitable location if not available) from 10:00 AM to 10:45 AM. The party will follow at HCFAS from 10:45 AM until 12:30 PM, in the General Meeting room. Further, to authorize an amount not to exceed $1,100.00 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 Co-Chairperson, Ann Maloney-Leslie will be responsible for the event. The authorized attendees will be in accordance with the SOP Article IX Section A5 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 $10.00 per attendee is paid in advance. The Special

Events Committee Co-Chairperson for Children's Easter Egg Hunt may request an advance from the Treasurer that will be accounted for in accordance with the PPP. No other funds will be provided without the express pre-approval of the Board of Directors. The 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

Emergency Repair of Standby Emergency Generator

Motion by Richard Stone and seconded by Chief John Palmieri to make an emergency repair to replace the engine block heater and hoses on our standby emergency generator. The repair will be performed by our contracted repair company; On Call Power Co., Inc. at a cost not to exceed $869.00. This would include all parts and labor. A certificate of liability insurance naming HCFAS as additional insured and proof of workers compensation coverage will be obtained from the vendor.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Chief John Palmieri to accept the following for payment in accordance with the PPP and previous Board of Director motions:

March 10, 2011 to March 21, 2011- 1 transaction = $ 14,080.00 HCFAS Funds
March 20, 2011 to March 21, 2011- 42 transactions = $ 44,255.59 HCAD Funds
March 20, 2011 to March 21, 2011- 1 transaction = $ 990.00 Post Funds

MOTION APPROVED UNANIMOUSLY

<u>Wright Express Fuel Cards</u>

On Sunday, March 20, 2011 all the vehicles were outfitted with the Wright Express Fuel Cards. Dale Bartolomeo, Richard Stein and I visited all of the service stations and did not have any problems.

<u>Jamie McCrae Payment Procedure</u>

For all those concerned, Jamie submits an invoice on Saturday, and I pull her Employee Finger Reads and compare it to the invoice. Once this is completed, I produce her check to be signed by two corporate officers.

President's Report – Roger Winter:

- I have sent a letter to Governor Cuomo regarding the Stony Brook University Burn Center. I have forwarded a copy to all of you.
- New Chair for EP Gear. In the interim, Chief Palmieri and I will look into the purchase of equipment.
- Grant season is open.
- Squad Scholarship motion is upon us.

- The squad gift card qualifications are sill an issue.

Chief's Report – John Palmieri:
The Operational Officers met Tuesday March 15, 2011.

Advancements:
Nicole Menditto #1294 to ACL
Anel Vargas #1277 to Driver Training
Todd McIndoo #1306 to Observer
Jeff ONeill #1299 to Driver

Overdue Returns To Duty:
Robin Smiles #937 As of 3/15/11- To extend MedLOA
Shadon Brady # 1123 As of 9/24/10- LOI
Laurie Hoffman #1243 As of 1/29/11- To extend ELOA
Christine Principato #1268 As of 3/3/11- To extend ELOA
Carlos Suarez #1103 As of 1/31/11 From MedLOA

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Chief John Palmieri to approve an Operational LOA for Kevin Brenner, member #1014 from 3/8/11 -6/8/11.
Yes: LL, RS No: BC, MC, AA, RF Abstain: JP
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Chief John Palmieri to approve an Educational LOA for Ann Maloney, member #921 from 3/10/11 to 6/10/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to approve an Educational LOA for Cathryn Schiavone, member #1290 from 3/13/11 - 6/13/11.

Motion by Robert Franz and seconded by Lehti Laas to table the motion to grant the LOA to Cathryn.
Yes: RF, LL No: RS, BC Abstain: JP, MC, AA
MOTION NOT APPROVED

On the original motion to grant Cathryn an Educational LOA:
Yes: LL, RS No: BC, MC, AA Abstain: JP, RF
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Chief John Palmieri to approve an Extended Medical LOA for Carl Schramm, member # 997 from 3/1/11 to 6/1/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to approve an Operational LOA for Ashley Taylor, member #1214 from 3/8/11 to 6/8/11.

Yes: RF, AA, RS, MC, JP,LL No: BC

MOTION APPROVED

Probation Ending

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Francine Vasta, member #1305, eligible 3/4/11, effective 3/24/11.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Membership #	RTD date	Comments
Thomas Romano	939	3/8/11	Was on a Medical LOA
Orlando Salcedo	935	3/7/11	Dispatch only from Medical LOA
Nancy Barker	930	2/28/11	Was on a Medical LOA

New Members

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Minerva Cruz as a new probationary member #1331, Shift: Friday 0700 in accordance with Article III, Section 2 of the By-Laws.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Laurence Girard as a new probationary member #1332, in accordance with Article III, Section 2 of the By-Laws.

Yes: LL No: RS, BC, MC, AA, RF, JP

MOTION NOT APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Michael Ricco as a new probationary member #1332, Shift: Tuesday 0700 in accordance with Article III, Section 2 of the By-Laws.

MOTION APPROVED UNANIMOUSLY

Director Cappola Report:

Please be advised that the following is a summary of the attendance at the 2011 Annual Installation and Inspection Dinner Dance. Cost exceeded $43,000 budget by $614.93. No photography cost was incurred due to them not showing up.

A total of 22 No Shows.

Total cost exceeded budget of $43,000 by $614.93 due to the number of Operational awards presented. No photographer cost was incurred due to them not appearing for the event.

Please be advised that the following is a summary of costs for the 2011 St. Patrick's Day Parade:

Food and Refreshments: $487.22

Flowers: $98.35
Total Cost: $585.57

Director Laas Report:
Records Retention: Phil updated me that he is aware of the county contract and the committee will work at using it with the help of David Mohr.
Assistant's Committee: The President emailed me last week that Jamie is no longer in need of daily help. The Executive Board & Chief did not have daily duties either. Therefore, I will officially disband the committee in the sense of making an effort of having a member in the building for a few hours daily. Bernie will continue collecting gas receipts. Margaret will continue sending out Leave of Absence ending letters.
Jamie is aware that if she needs additional assistance to contact me and I will make every effort at obtaining her help. The same applies to everyone reading this report.

Chief John Palmieri disconnected from the meeting at 2304 hours.

Motion by Rich Stone and seconded by Brian Canty to adjourn the meeting at 2307 hours
Yes: RS, AA, BC,MC No: RF, LL
MOTION APPROVED

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change:

Proposed SOP Change
01-2011

Proposal:
To add a section in the SOP's for the Uniform Code.

Background/Justification:
Article XI, Section 2 of the By-Laws state in part that "The Uniform Code shall be considered a part of the Standard Operating Procedures." Accordingly, the following SOP change is proposed.

Change (additions are in underlined and deletions are ~~stricken~~):
Add the following to Paragraph II – Operational Member Guidelines:
D. Uniform Code

1. The Uniform Code will describe the uniform to be worn on duty, or at other Squad functions, including items that are required and those optional items that are authorized.

MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change:

Proposed SOP Change
02-2011

Proposal:
To add the wearing of Emergency Protection Gear (EPG).

Background/Justification:
Chief's Order 2011-02 specifies when EPG should be worn. Paragraph (I), (A), (6) of the Standard Operating Procedures (SOP's) provides that the Chief may issue a Chief's Order for a period of four month during which time they must propose a change to the appropriate document.

During 2008 the Operational Officers and the Board of Directors approved the purchase of EPG for the protection of the riding membership. Guidelines have been distributed for when EPG should be worn and those guidelines have been review and the following SOP addition is proposed.

Change (additions are in underlined and deletions are ~~stricken~~):
Add the following to Paragraph II – Operational Member Guidelines:

D. Uniform Code
   2. Emergency Protection Gear (EPG)
      a. EPG is extra uniform protection for the membership and should be worn to all motor vehicle accidents, all fire stand-bys and all industrial site injury calls.
      b. EPG must be worn at the direction of the Crewleader or Officer in charge at any scene deemed a potential threat to a crewmembers protection where EPG would help prevent/reduce such threat.

MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change as amended:

Proposed SOP Change
03-2011

Proposal:
To move the Transport and Stand-bys section of the SOP's out of paragraph IV – Crewleader Responsibilities and in to paragraph VI – Emergency Calls and adjust all paragraph lettering affected.

Background/Justification:
Transports and Stand-by are a form of emergency call and require the Chiefs approval to commence. Therefore, they are not the responsibility of the crewleader. There is no change to the wording of either of the paragraphs.

Change (additions are in underlined and deletions are ~~stricken~~):
IV. Crewmember Responsibilities – Crewleader

~~**E. Transports:**~~

~~Transports will only be considered in extremely unusual circumstances. Transports require the approval of the Chief or his designee and of the Suffolk County Department of Health Services, Division of Emergency Medical Services.~~

~~F.~~ E. Patient Transport By Helicopter:

The decision to transport by helicopter is made by the Squad member in charge of the scene in coordination with the on-scene Police Officer(s). This request is generally made to the county by the Police on scene. If there is no Police yet on scene the request should be made to Med-com. The LZ (landing zone) location is selected by the Police Department on scene in coordination with the Squad member in charge of the scene. The Squad member in charge must notify our dispatcher of the helicopter transport and the LZ, and the dispatcher is to immediately notify the appropriate Fire Department.

When approaching a helicopter pick-up point:
a. Stay outside the 100' perimeter.
b. Turn off emergency lights, floods etc., so that the helicopter can land without distraction.
c. Do not approach the helicopter until directed to do so by the pilot.

~~**G. Stand-bys:**~~

~~All requests for stand-bys must be made to the Chief who will determine if the Stand-by committee should attempt to fill the request or deny it. If the request is denied the Stand-by chair will notify the requester immediately.~~

~~The Stand-by Committee Chair will make every attempt to obtain a crew for all approved requests (including phone calls, mass e-mails, sign-up sheets, etc.). A sign-up sheet will be put up in the appropriate area of the ready room within 3 days of the Stand-by Chairs receipt of the approved request. If the stand-by cannot be filled within two weeks of the event the Stand-by Chair will notify the requester that we have been unable to obtain the necessary personnel.~~

~~The Stand-by Committee Chair will submit a quarterly report to the Chief listing all requests and the outcome for all. These reports will be submitted for the second Officers Meeting of: April, July, October and January.~~

~~H.~~ F. Acting Crewleader:

VI – Emergency Calls

J. **Transports:**

Transports will only be considered in extremely unusual circumstances. Transports require the approval of the Chief or his designee and of the Suffolk County Department of Health Services, Division of Emergency Medical Services.

K. **Stand-bys:**

All requests for stand-bys must be made to the Chief who will determine if the Stand-by committee should attempt to fill the request or deny it. If the request is denied the Stand-by chair will notify the requester immediately.

The Stand-by Committee Chair will make every attempt to obtain a crew for all approved requests (including phone calls, mass e-mails, sign-up sheets, etc.). A sign-up sheet will be put up in the appropriate area of the ready room within 3 days of the Stand-by Chairs receipt of the approved request. If the stand-by cannot be filled within two weeks of the event the Stand-by Chair will notify the requester that we have been unable to obtain the necessary personnel.

The Stand-by Committee Chair will submit a quarterly report to the Chief listing all requests and the outcome for all. These reports will be submitted for the second Officers Meeting of: April, July, October and January.

MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change:

Proposed SOP Change
04-2011

Proposal:
To define how to respond to a fire stand-by.

Background/Justification:
Chief's Order 2011-01 describes what should be done during a fire stand-by. Paragraph (I), (A), (6) of the Standard Operating Procedures (SOP's) provides that the Chief may issue a Chief's Order for a period of four month during which time they must propose a change to the appropriate document.

Fire stand-bys are a unique type of emergency that we respond to that involves multiple agencies; they can have multiple patients and can change at a moment's notice. This proposal define how to respond, what equipment should respond and protocols should be initiated during this type of call.

Change (additions are in underlined and deletions are ~~stricken~~):
VI. Emergency Calls

L. Fire Stand-bys

Fire Stand-bys are a unique type of emergency call that involves multiple agencies, can have multiple patients, including fire department personnel, and a scene that can change at a moments notice. Upon receipt of a fire stand-by call the following should be done.

1. The Dispatcher should send two (2) ambulances to the scene. The first arriving ambulance will be a non-transporting, command ambulance until an Officer arrives on scene and takes over command of the scene, at which time the Officer in Charge will determine if the first arriving ambulance will continue to be a non-transporting, command ambulance.
2. As always, the highest-ranking officer on scene is in charge. In the absence of an officer, the first arriving Crewleader is in charge.
3. 2-15-25 (MCI Vehicle) is only to be sent when staffing permit or upon request by the Officer in Charge, but only after two (2) ambulances have been dispatched.
4. Switch all communications for the stand-by to F-2.
5. Utilize the SMART triage system for multiple patients.
6. Initiate Suffolk County EMS Fore Rehabilitation protocol.
7. Identify the need for additional resources.
   a. Additional ambulances from surrounding departments.
   b. Suffolk County Coordinator.
   c. Suffolk County for misting fans.
   d. Dispatchers should try and obtain a second dispatcher.
8. Notify the Day Captain.

MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change**:**

Proposed SOP Change
05-2011

Proposal:
To identify the SOP headings with Articles and Sections as with the By-Laws.

Background/Justification:
The topic headings and paragraphs of the By-Laws are identified by Articles and Sections. This provides for easy identification of a section of the document. This will move to standardize the Squads governing documents.

Change (additions are in underlined and deletions are ~~stricken~~):

All sub-paragraphs will also be adjusted accordingly.

MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change as amended**:**

Proposed SOP Change
06-2011

Proposal:
To incorporate the LOSAP Point System in to the SOP's

Background/Justification:
To centralize and consolidate all governing documents of the Squad in to the SOP's.

Change (additions are in underlined and deletions are ~~stricken~~):
Article X – Policies
Section I - Length of Service Award Program (LOSAP) Point System

A. Purpose

The purpose of this document is to establish the required point system for the Length of Service Award Program (LOSAP) for Huntington Community First Aid Squad (HCFAS) in compliance with New York State general municipal law Article II AAA, as amended to include Volunteer Ambulance Workers.

B. Requirements

In order to earn a year of credited service, a Member must earn a minimum of fifty (50) points through that calendar year from the various categories as specified in Section III. Participation in LOSAP is voluntary.

C. Point Categories

1. Training Courses – Twenty-five (25) points maximum

    a. For a course of less than twenty (20) hours in duration – one (1) point per hour with a maximum of five (5) points.

b. For a course of twenty (20) to forty-five (45) hours in duration – five (5) points for the initial twenty (20) hours and one (1) point for each hour over the initial twenty (20) hours with a combined maximum of ten (10) points.

c. For a course greater than forty-five (45) hours – fifteen (15) points.

d. Points will be earned for any course approved by HCFAS. The member must successfully complete all of the course requirements as evidenced by being issued a card or certificate of completion. Points will be awarded in the calendar year of course completion.

e. Non-compensated instructors may receive points for courses they teach based on the course length (hours) as described above.

2. Drills and Seminars – Twenty (20) points maximum

a. One (1) point per drill or seminar.

b. HCFAS sponsored or co-sponsored drill or seminar with the approval of the Board of Directors.

c. Monthly review trainings.

d. A drill or seminar must be a minimum of two (2) hours in length.

e. A drill is a skills practice or training and a seminar is a lecture, both of which must relate to emergency medical services.

3. Stand-by or Sleep in shift – Twenty (20) points maximum

a. For a regularly scheduled duty tour, four (4) hours, between 0700 hours and 2300 hours, one (1) point per duty tour. (Stand-by)

b. For a regularly scheduled overnight tour, eight (8) hours, between 2300 hours and 0700 hours, one (1) point per duty tour. (Sleep in)

c. Non-Op duty tour of four (4) hours will be considered a regularly scheduled duty tour. (Stand-by)

4. Elected or Appointed Positions - Twenty-five (25) points maximum

a. For the completion of a one (1) year term for an elected or appointed position

i. All members of the Board of Directors and Operational Officers, twenty-five (25) points.

ii. All Committee Chairs or Delegates, fifteen (15) points.

iii. All Committee Co-Chairs or Delegates, ten (10) points.

5. Attendance at Meetings – Twenty (20) points maximum

   a. For attending any official meeting of HCFAS, One (1) point per meeting.

   b. Meetings include:

      i. Monthly General Membership meetings

      ii. Board of Directors meetings

      iii. Operational Officers meetings

      iv. Officially recognized Committee meetings

      v. Officially recognized Emergency Services meetings

6. Participation in Ambulance Company Responses – Twenty-five (25) points maximum

   a. Members shall be granted one-half (1/2) point per company response for which they are a participant. Any run number is considered a company response.

7. Miscellaneous Activities – Fifteen (15) points maximum

   a. Participation in Inspections and other activities covered by the Volunteer Ambulance Worker's Benefit Law, and not otherwise listed, one (1) point per event.

   b. Events include:

      i. Inspections

      ii. Parades

      iii. Funerals

      iv. Work Details

      v. Public/Community Relations Committee presentations

Motion by Robert Franz and seconded by Lehti Laas to table the motion on SOP change 06-2011.

Yes: LL, RF No: RS, BC, MC, AA, JP
MOTION TO TABLE NOT APPROVED

On the original motion of SOP change 06-2011:
Yes: RS, BC, MC, AA,JP No: LL, RF
MOTION NOT APPROVED (2/3 MAJORITY NEEDED)

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change as amended**:**

Proposed SOP Change
07-2011

Proposal:
To incorporate the Purchase Policy in to the SOP's

Background/Justification:
To centralize and consolidate all governing documents of the Squad in to the SOP's

Change (additions are in underlined and deletions are ~~stricken~~):
Article X - Policies

Section 2 – Purchasing Policy

A. Overview

This is an overview of the existing policies and procedures concerning the purchase of goods and services for the Squad. For more details concerning individual topics covered below, see noted page references.

Bids are confidential. Under no circumstances will any member, employee, agent, consultant or representative of the squad disclose any information on bids to anyone until all bids have been received and opened. Bids will not be accepted under any circumstances by any company in which a member, employee, agent, consultant or representative of the squad has a personal or financial interest. Under no circumstance shall any member or employee accept a gratuity of any kind. Companies who which to present a token of appreciation should be directed to make a donation to the annual fund drive. Any exception to this policy must be approved by the Board of Directors.

1. Authority to order services, supplies or equipment

   The Purchase Authorization Policy identifies those members who are authorized by the Board of Directors to order items in the name of the Squad. No other member (Officer, Board Member, or other) can order services, supplies or equipment for the Squad without prior approval of an authorized member. Approval is considered the signature of the individual granted Purchase Authorization for that category, on the APPROVED BY line of the Purchase Order.

2. Purchase Authorization limits

   Purchase authorization approved by the Board of Directors is for:

   a. The ordering of services, supplies or equipment which is specified for that individual in the Purchase Authorization Policy.
   b. Placing of orders for "standard and usual" goods and services. Examples: replacement first aid supplies that are standard inventory items; ordering of forms that were previously printed; etc.
   c. Ordering of goods in quantities that are "common and usual," as determined by previous order quantities.
   d. Orders with a total cost which does not exceed the Purchase Authorization Limit specified. Splitting of orders in order to circumvent limits is not approved.
   e. The repairing of Squad equipment after the member having Purchase Authorization has ascertain that the repair cannot be completed within any warranties or extended warranties currently in effect.

3. Orders for goods and services not covered by, or exceeding the limits of, the Purchase Authorization Policy
   Any member of the Squad can request the Board of Directors to approve the purchase of specific goods or services. These requests should be made through the appropriate committee chairperson, officer or Board liaison.

   All orders for goods and services that are not covered by the Purchase Authorization Policy or orders which exceed the limits of the policy must be approved by the Board of Directors.

   Procedures for requesting purchase approval from the Board of Directors is outlined in section "E".

4. Emergency orders for service, supplies, and equipment

   Emergency order status applies only if (1) the "common and usual" emergency medical services provided by the Squad would be affected; (2) if not immediately corrected the member would be exposed to excessive dangers and risks; (3) if not immediately corrected, further damage would occur, resulting in even higher costs to the Squad.

   The individual granted Purchase Authorization by the Board of Directors can exceed the limits if an emergency situation exists, as defined above, and if the approval of the Chief has been obtained. If the Chief cannot be contacted, then the 1st Deputy Chief, 2nd Deputy Chief, etc., in order of authority.

   All orders which exceed the Purchase Authorization of the Board must be reported to the Board of Directors by the Chief, or designee, at the next scheduled Board meeting.

5. Advances
   a. Petty Cash Advances: The Board of Directors must approve all petty cash advances

which must be requested from the Treasurer on a purchase order at least two weeks in advance. These advances are issued to specific members who are responsible for the accountability of the funds to the Treasurer. Petty cash accounts are considered revolving accounts and monies spent will be reimbursed when expenses are documented via a purchase order. All petty cash accounts are in effect until the end of the year. A quarterly accounting of all petty cash expenditures must be submitted to the Treasurer by the 10th day following the end of a quarter.

b. Cash Purchase Advances: If the purchase is covered by the Purchase Authorization Policy or approved by the Board of Directors, a cash advance can be obtained by contacting the Treasurer and requesting the advance on a purchase order at least two weeks in advance. The person issued the advance is responsible for the accountability of the funds to the Treasurer. The accounting of the funds must be made within ten (10) days of the purchase or the Board of Director approved action.

6. Purchasing Procedures (A Purchase Order is required for all purchases)

Prior to placing any order for goods and services, the person granted purchase authority by the Board of Directors must approve the order by signing on the approved by line of the purchase order. A Purchase Order must be prepared for ALL orders for goods or services

Refer to Purchase Order Procedures for details.

7. Payment Approval

Payment for all goods and services must be approved by the Board of Directors. Requests for payment approval are presented by the Treasurer. Certain invoices can be paid directly by the Treasurer, based upon the Treasurer's Payment Authority granted by the Board of Directors. The Treasurer must report all payments to the Board of Directors at their next scheduled meeting.

Payment approval requests are presented to the Board of Directors by the Treasurer only if:

a. A properly prepared and approved PO is received.
b. The person who placed the order approved payment by:
   i. Filling out the inspection report section of the P.O. (if applicable).
   ii. Attaching an original invoice.
   iii. Attaching a delivery receipt or packing slip (if applicable).
c. The quantity and amount charged correspond to the PO details.
d. The purchase corresponds to the Purchase Authorization Policy or Purchase Approval granted by the Board of Directors.

When the purchase authorization is granted by the Board of Directors, a copy of the motion should be attached to the PO or the date of approval by the Board of Directors should be noted on the PO and the approved purchase authorization should be attached.

If the purchase exceeds the Purchase Authorization Policy or the Purchase Approval granted, the individual who placed the order must attend the next scheduled Board meeting and request payment approval from the Board of Directors.

The Treasurer must advise the Board of Directors of any invoice received from a supplier when the request for payment is held more than thirty days from invoice date due to lack of proper documentation. Also, the Treasurer will advise the Board of Directors on open Purchase Orders (45 days and older from Purchase Order date) for which no invoice has been received and open invoices on a vendor's statement for which no PO has been received.

8. Payment Policy

It is the policy of the Board of Directors to pay all invoices within thirty days of the invoice date, and to pay all credit cards so that the payment is received by the statement due date.

9. Suppliers (See the Treasurer for a current list)

The list of Current Suppliers identifies those suppliers who are approved by the squad. This list should be used as a guideline for the purchase of goods and services by the squad. New suppliers can be recommended for addition to the list by the individual granted Purchase Authorization for that category of goods or services. The new suppliers name, address, phone number, and point of contact should be given to the Treasurer in advance of the purchase. This will enable the Treasurer to complete and issue a Tax-Exempt Certificate and respond to any credit approval request. Additions should be based upon (1) lower price, (2) improved services and/or (3) improved quality. Deletions can be made for cause.

The Treasurer will respond to a supplier's request to verify those members authorized to place orders, to provide credit information and to authorize credit limits.

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, 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 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 the member receives the status of EMT-P and is approved to ride in Suffolk County (see item 7 below).

   For the next two and a half years, every six months, from the course completion date, the member must complete a Purchase Order for an additional 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 shift or as back-up personnel for a shift during the reimbursement period. The second shift must be approved by the operational officers. Any member not meeting the reimbursement requirements for the period will be reviewed by the Board of Directors. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI-ANNUAL REIMBURSEMENTS.**

g. 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.

h. The Chief is authorized to spend an amount not to exceed $150 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.

11. Standard Mileage Reimbursement Rates

The standard mileage reimbursement rate for the use of a member's personal vehicle ~~will be the Internal Revenue Service mileage reimbursement rate.~~
,for all approved activities, is $.40 per mile.

12. Holidays

Being a twenty-four hour a day, seven day a week, three hundred and sixty-five day a year operation, there will be times when crews will be required to be on-duty during holidays. In an effort to make those holidays a little more enjoyable the Squad Chief is authorized to spend an amount not to exceed $300.00 for food and refreshments on each pre-approved holiday. The pre-approved holidays to which this authorization applies are:

New Year's Eve Day	New Year's Day
Easter Sunday	Memorial Day
Labor Day	Independence Day
Christmas Eve Day	Thanksgiving Day
	Christmas Day

13. Warranties

Before a repair of any Squad equipment is approved by an Operational Officer, delegate or Committee Chairperson the approving person should make sure that the repair is not covered by any warranty or extended warranty. If a warranty or extended warranty exists, all attempts should be made to have the repair done pursuant to the warranty. If a repair is completed outside of the warranty, an explanation of why should be included in the remarks section of the Purchase Order. A copy of any warranty must be maintained by the appropriate officer or committee chairperson. The original warranty must be given to the Secretary who will maintain a file of all warranties. A copy of the warranty must also be attached to the invoice of the warrantable item when the PO is submitted to the Treasurer for payment.

14. Meal Reimbursement – Overnight Travel

When a member is on an approved trip which includes an overnight stay meals and incidentals will be paid on a per diem basis in the amounts detailed and approved under the US General Administrative Web Site http//www.gsa.gov, or an amount pre-approved by the Board of Directors. The days of travel, both to and from will be reimbursed at 75% of the approved rate. A purchase order must be completed by the member and approved by the appropriate officer or board liaison. This request may be made two weeks in advance of the approved trip. In the event the member does not attend the trip the money must be refunded to the squad within ten (10) days of the initial date of travel.

15. Reimbursement for out of pocket expenditures

The retention of our members is of primary importance. In addition to volunteering numerous hours in fulfillment of their required shift, many volunteer members serve in various capacities as board members, officers, committee chairman and delegates. The benefit to the organization for these services is enormous. In order to perform these additional duties the member may incur additional expenses for items such as: telephone, babysitting, meals, laundry, dry-cleaning, meeting refreshments, etc. In an effort to continue their dedication to the organization and to allow these members to be reimbursed for some of these additional costs the following guidelines have been established.

Members holding one of the following positions may request reimbursement up to the scheduled quarterly limits from the Treasurer by submitting a purchase order for "Out of Pocket" expenses. The purchase order must be submitted by the 10 (tenth) day of the month following the end of a calendar quarter. Late requests will not be honored. This request must be made on a PO and must include a description of the expense and supporting documentation for individual expenses in excess of $25.00. Each member is limited to the highest of any one scheduled amount, although expenses from multiple committees may be added to reach this limit. The member must have been active in that capacity for the entire quarter for which the reimbursement is requested. Committee chairman or co-chairman must receive approval of the board officer, board liaison or operational officer under whom the committee responsibility falls. These reimbursements are not considered compensation for the determination of LOSAP points earned. All disbursements will be made from HCAD funds unless the function performed is a HCFAS activity.

Position	Quarterly Amount
Board officer	$60.00
Director (non- officer)	$45.00
Chief Operational Officer	$60.00
Day Captain/Schedule coordinator	$45.00
Committee Chairperson	$30.00
Committee Co-chairperson	$15.00
RTE Course instruction (non-compensated)	$60.00
CPR Course instructor (non-compensated)	$30.00

16. Insurance – Suppliers

The Board of Directors may request contractors or service providers to submit a certificate of insurance in the name of the Squad or name the Squad as additional insured for their commercial general liability (contractual liability, bodily injury and property damage), automobile and professional liability insurance policies. These policies must be occurrence coverage.

They may also request contractors or service providers to submit proof of workers' compensation and disability benefits insurance coverage during the contract term.

17. Miscellaneous Items

a. The Secretary is authorized to conduct free raffles at the General Membership Meeting of non-cash gifts or vendor incentives. Edible Items donated by the community are not included in this section. The President and Chief will decide the disposition of any items that do not meet the above criteria.
b. Parades: The Chief is authorized to order the participation of the squad in the annual St Patrick's Day, Memorial Day, and Huntington Manor Fire Department, Greenlawn Fire Department and East Northport Fire Department parades. Post 215 members are invited to march in these parades provided the required Post 215 advisors are present at all times. Post 215 advisors and members will follow the directions of the highest ranking officer at all times. Parade Refreshments are covered under the SOP Section IX A 2.

   When deemed appropriate by the Chief, the parade hosts commemorative glass (at a cost not to exceed $7) and a meal allowance of $10 per member, Post 215 member and crews on standbys may be utilized. The Chief may request an advance from the Treasurer to cover this expense.

   The Social/Kitchen Committee may provide refreshments before the Memorial Day Parade ($1,500) and after the St. Patrick's Day Parade ($350), in accordance with

SOP Section IX A 2. Post 215 members are invited to these events and may bring parents, guardians and siblings. These amounts include all related expenses such as food, flowers, paper goods, etc.

c. Outside Organizations - The Chief is authorized to approve room use for the Fire Chiefs Council of the Town of Huntington, the Suffolk County Ambulance Chiefs Association and the New York State Volunteer Ambulance and Rescue Association, once each year. Refreshments are authorized, not to exceed $700 per event from HCAD Funds, and $150 for beer and wine (HCFAS Funds). All Alcohol must be served by a TIPS Certified Bartender who may be engaged at an amount not to exceed $125.
d. Squad Delegates, alternates and pre-approved members are authorized to use a squad vehicle, when available, with the prior authorization of the Chief, to attend meetings of the organization at which they directly represent HCFAS. Overnight stays are authorized to a maximum of $125/night, and meals in accordance with the meal policy (Section 14). Delegates from other EMS and FD organizations may ride in the squad vehicle, upon notification to the Chief.
e. The President and Chief are authorized to schedule an annual joint meeting of the BOD and officers, respectively, at an amount not to exceed $2,000 per meeting.

B. Purchase Authorization Policy

The Board of Directors has full responsibility and authority for all squad expenditures. In an effort to insure that designated Operational Officers and Chairpersons have the financial tools to effectively execute their responsibilities without undue delays, the Board has approved and granted SPECIAL Purchase Authorization to persons holding certain Officer and Chairperson positions. See pages

The list is presented by account category and type. If applicable, the Officer/Chairperson granted Purchase Authorization is identified, followed by the maximum limit of that person's purchase authority. If a position is not listed for Purchase Authorization, then any purchase of goods or services for that account category and type must be approved by the Board of Directors.

It is expected that all persons granted this SPECIAL authorization will follow not only the policy guidelines, but also the intent of the Policy. Any and all exceptions to this policy must have prior approval from the Board of Directors.

1. Policy Guidelines

a. The total amount to be charged to the Squad cannot exceed the approved purchase limit.
b. This Purchase Authorization is granted only for orders of goods to replenish existing inventories and for services to maintain existing equipment.
c. Requests for new items outside of the authorization amounts must be requested by submitting a completed Request for Purchase Approval form (#126) and bid form (#125) to the Board of Directors via a Chief Officer or Committee Board Liaison.

This policy has been approved by the Board of Directors for the convenience and needs of the person granted Purchase Authorization. Any violations of this policy or of the true intent of the policy, such as order splitting, can/will result in the revocation of a person's Purchase Authorization.

C. Purchase Order Procedures

An HCFAS Purchase Order must be prepared and processed for all merchandise and services purchased. **All items/services will be paid only when a properly completed Purchase Order is received.**

1. Ordering Merchandise or Services (Refer to the sample PO)

Prior to placing any order, refer to the purchase authority and limit policy. A Purchase Order must be completed when the order is placed. Under no circumstances may the requested by and approved by lines of a PO be signed by the same person. The approved line cannot be completed by entering "BOD", but must be signed by an authorized member. In the absence of the authorized member or due to unusual circumstances, the Chief, President or Treasurer may approve the PO.

NOTE: There must be a procedure if there is no authorized member; the authorized member is absent (LOA, vacation, resigned etc.) for the PO to be approved.

a. Print all PO information clearly.
   - i. Supplier information must include the supplier's full name and address. If the member is requesting reimbursement, the member's name is the supplier and the supplier's receipt information should be listed on and attached to the PO.
   - ii. Ship to line must include the person or committee to whom the items are to be directed.
   - iii. Price Listed line should be completed when a purchase is based on a quote.
   - iv. Include the shipping amount on the appropriate line and complete the total amount due
   - v. List all items or descriptions of service in itemized section. Print each item on a separate line. Indicate "QUANTITY - NUMBER and UNITS (box, case, etc.)"; number of items per unit; full "DESCRIPTION" and if applicable, supplier item number; "UNIT" and "TOTAL" price for each line item.
   - vi. Add "PRICE - TOTAL" column and write total amount in "TOTAL FOR MERCHANDISE/SERVICE" box.
   - vii. Print any instructions or information in the "SPECIAL NOTES" section of the Purchase Order.
   - viii. Write the date merchandise/service was ordered on the "ORDER DATE & NUMBER" line (upper right on the PO.). Use numbers for month. Example: 2-1-07; 12-17-07; etc. This Date will be used as our Purchase Order Number for all transactions.
   - ix. Requested by line must be signed by the requester and the approved by line signed by an authorized member per the purchase authorization list or an appropriate

Officer or Board Liaison.

2. Merchandise Received or Services Provided at Headquarters

The on-duty dispatcher will accept and sign for deliveries and services supplied at headquarters (name, # and date). Visually inspect the outside of all cartons. If damage is noted this should be written on the delivery receipt or on a separate paper. Place delivery receipt in appropriate mailbox and attempt to contact the appropriate member.

3. Inspection of Merchandise Received

The requester must inspect all orders within 10 days of receipt. This is the legal limit for shipping damage claims. Complete the inspected by section of the PO. Damages or discrepancies should be handled with the supplier immediately and disposition should be noted on the PO.

Attach original invoice with PO and place these documents into the Treasurers mail box.

4. Merchandise Delivered to or Service Provided at Headquarters

The on-duty Dispatcher will accept and sign for deliveries and services supplied at Headquarters. **NOTE:** Visually inspect outside of all cartons. If damage is apparent write this fact on the carrier's delivery report or on a separate paper. Place delivery receipt in appropriate mailbox and attempt to contact the appropriate member.

5. Inspection of Merchandise Received

a. Person who requested order must inspect and confirm contents of the order WITHIN 10 DAYS after order is received. This is the legal limit for shipping damage claims. If damage occurred, do not destroy packing materials or carton.
b. Inspect contents and complete "Inspection report" section of the PO. If an error is noted, immediately contact the supplier. Be sure to write description of any problems in "Inspection Report" section of the PO and note supplier's comments/actions. (Use back of PO. if required.)
c. Place the completed Purchase Order, with all of the supporting documents attached, in the Treasurer’s mailbox

D. Credit Card Policy

Upon approval of the Board of Directors the squad may obtain a general purpose credit card. The approved use of this card is limited to the, President, Vice President, Chief, First Deputy Chief and the Social Committee Co-Chairpersons. When a purchase is better suited to be made via a credit card, the requester must first verify that the purchase has been approved by these PPP’s, or the Board of Directors or a member who has the purchase authority, and, must present the request to one of the Officers listed above. This request must include: the company name, telephone number, copy of the approved purchase authorization form or proposal and board motion, if applicable and the cost of the item.

This request is to be used only when normal and customary purchase polices are not appropriate such as items that must be paid for now but will not be delivered or used for more than 30 days. The PO must include the notation that the order was placed by credit card and a copy of the PO must be immediately given to the Treasurer. When the goods or services have been received, the original PO with supporting documentation must be placed in the Treasurer's mail box.

E. Purchase Approval Request Procedures

All orders for goods and services not expressly covered by the Purchase Authorization Policy or orders which exceed the limits of the policy, or requests for new goods or services must be approved by the Board of Directors.

A request for purchase approval or a written proposal, including bid form documentation, must be completed and these requests must also be made in the form of a motion to the Board of Directors and must come through the appropriate Chief Officer or Board of Director Liaison. In the event there is no Chief Officer or Board Liaison designated to oversee the specific area the member should contact the Chief and or President for direction. To be considered at the next Board of Directors meeting all requests must be submitted to the President by the appropriate chief officer or Board Liaison by 9 AM the Friday preceding the meeting. Additionally, a copy of all supporting documentation must be provided to each board member no later than 9 AM the Friday before the board meeting. The President will contact the person requesting the approval if a personal appearance is necessary at the meeting.

Bids or quotes are not necessary when a proposed purchase is made on state (Office of General Services, www.ogs.state.ny.us), county or town contracts, providing the appropriate contract number is noted on the purchase approval form or proposal and referenced in the motion and supporting documentation is attached. If a bid or quote is received that is less than the state, county or town contract amount, no other bids or quotes are necessary providing the contract information is documented as part of the purchase authorization or proposal request.

If approved by the Board of Directors, the original purchase authorization or proposal request will be signed by the President and returned to the Secretary. The Secretary will give a signed copy of the request to the requestor for attachment to the Purchase Order when requesting payment. All other standard Purchase Order procedures are to be followed also.

F. Treasurer's Payment Authority

Payment for bills presented to the Corporation will be submitted by the Treasurer to the Board of Directors at each meeting for their payment approval.

Payments will be issued, by the Treasurer, only after receiving payment approval from the Board of Directors, with the following exceptions:

The Treasurer, with the approval of another Corporate Officer (following line authority), can pay bills (all required documentation must be attached) without formal Board of Directors approval for:

1. Leases, bond, utilities, credit cards or insurance payments.
2. C.O.D. (pick-up or delivery) for goods or services from a supplier who has refused our formal request for credit or for suppliers who will extend a discount for C.O.D. payment.
3. Payment to members for Good & Welfare, Uniform reimbursement and Training Course reimbursement.
4. A supplier's term discount which will expire prior to the next scheduled Board meeting.
5. A bill specified by a supplier as "Past Due" and it is confirmed by an appropriate Chief Officer or board liaison that the goods or services were "received in good condition" and the Treasurer has no proof of prior payment by the Squad.

All payments made under this exception must be reported, in writing, by the Treasurer at the next Board of Directors meeting. The Treasurer can present for payment approval bills of concern, at any regular Board of Directors' meeting.

G. Purchase Authorization Limits (see note #2)

Account Category & Name	Operational Officer or Chairperson	Purchase Limit (per item)	Other
Administrative			
Re-Printing of Forms	Chief Dispatcher	Up to $500	See Note 4
New Forms or Revisions	n/a	n/a	
Re-Printing of Stationary	Chief Dispatcher	Up to $250	See Note 4
New Stationary or Revisions	n/a	n/a	
Office Supplies	Chief Dispatcher	Up to $250	See Note 3
Office Equipment Repairs	Chief Dispatcher	Up to $500	See Note 6
Computer Parts and Supplies Software and Hardware	Chairperson	Up to $500	See Note 3
Outside Organization Dues	n/a	n/a	Board of Directors
Professional Fees	n/a	n/a	Board of Directors
Postage	Treasurer	Up to $100	Board of Directors
Auto Mileage Reimbursement	Treasurer	Up to $100	Board of Directors
New Equipment Purchase	n/a	n/a	Board of Directors
Computer Hardware & Software	Chairperson	Up to $150	
Building			
Maintenance Contracts	Third Deputy Chief	n/a	Note 5
Building Supplies	Third Deputy Chief	Up to $250	See Note 3
Equipment/Building Repairs	Third Deputy Chief	Up to $1,000	See Note 6

Account Category & Name		Operational Officer or Chairperson	Purchase Limit (per item)	Other
	Maintenance, Grounds	Third Deputy Chief	n/a	See Note 5
	Paper Goods	Third Deputy Chief	Up to $400	See Note 3
	Kitchen Supplies	Chairperson	Up to $150	
	Building Improvements	n/a	n/a	Board of Directors
	New Equipment Purchases	n/a	n/a	Board of Directors
EMS Supplies & Equipment				
	BLS Supplies	Second Deputy Chief	Up to $1,000	See Note 3
	BLS Equipment Repairs	Second Deputy Chief	Up to $250	See Note 6
	Oxygen	Second Deputy Chief	Up to $200	See Note 3
	Oxygen Equipment Repairs	Second Deputy Chief	Up to $250	See Note 6
	ALS Equipment Repairs	Second Deputy Chief	Up to $250	See Note 6
	Maintenance Contracts	Second Deputy Chief	n/a	See Note 5
	ALS Supplies	Second Deputy Chief	Up to $1,000	See Note 3
	BLS Equipment, New Purchase	n/a	n/a	Board of Directors
	Oxygen Equipment Purchase	n/a	n/a	Board of Directors
	ALS Equipment Purchase	n/a	n/a	Board of Directors
Vehicles				
	Repairs	Third Deputy Chief	Up to $1,500	See Notes 1 and 6
	Preventive Maintenance	Third Deputy Chief	n/a	See Note 5
	Parts and Oil	Third Deputy Chief	Up to $250	See Note 3
	Fuel - Gas	n/a	n/a	Board of Directors
	Tires	Third Deputy Chief	Up to $250	See Note 1
	Emergency Road Service	Third Deputy Chief	n/a	
	New Vehicle Purchase	n/a	n/a	Board of Directors
	New Equipment Purchase	n/a	n/a	Board of Directors
Communications				
	Radio, Telephone and Console Repairs	Chief Dispatcher	Up to $500	See Note 6
	Equipment, new	Chief Dispatcher	Up to $250	See Note 6
Utilities				
	Fuel - Oil	n/a	n/a	Board of Directors
	All Others	n/a	n/a	Board of Directors
Training				
	Supplies	Second Deputy Chief	Up to $250	See Note 3
	Courses and Seminars	Second Deputy Chief	Up to $100	See #10 Page 4
	Training Courses	Second Deputy Chief	$150	See #10 Page 4
	Repair of Training Equipment	Second Deputy Chief	Up to $250	See Note 6
	New Equipment Purchase	n/a	n/a	Board of Directors
	Course Refreshments	Chief	Up to $150	
	GMM refreshments	Social Chairperson	Up to $750	
Public Relations				

Account Category & Name	Operational Officer or Chairperson	Purchase Limit (per item)	Other
All Accounts	n/a	n/a	Board of Directors
Insurance			
All purchases	n/a	n/a	Board of Directors
Property Claims	Up to $750	n/a	Board of Directors
Fund Drive			
All Accounts	n/a	n/a	Board of Directors
Personnel Services			
Good & Welfare	Chairperson	Policy	Board of Directors
Medical Physicals	Chairperson	Up to $500	
Uniforms & Badges	Chairperson	Up to $1,000	See Note 3
Vending Machines	Chairperson	Up to $150	See Note 3
Coffee Supplies	Chairperson	Up to $500	See Note 3
Ready Room Refreshments	Social Chairperson	$500	Board of Directors
Emergency Service Organization	n/a	n/a	Board of Directors
Social Function - Squad	n/a	n/a	Board of Directors
Social Function - Other	n/a	n/a	Board of Directors
New Equipment Purchase	n/a	n/a	Board of Directors
Equipment Repairs	Third Deputy Chief	Up to $250	See Note 6
Various expenses	President & Chief	Up to $250	See Note 9
Uniforms and Badges	Uniform Chairperson	Up to $250	
Annual Joint Meetings of the BOD and Officers, to include incoming and outgoing members	Chief for officers, President for BOD	$2,000 each	
Notes:			

Authority is granted to the Operational Officer. The Officer can delegate authority but must inform the Treasurer, in writing, of the delegated person.

The Board of Directors retains the right to change purchase authorization. All purchase categories not specifically delegated to an Operational Officer and listed herein must be approved by the Board of Directors.

The original warranty on any new equipment, furniture or improvement must be given to the Secretary and a copy given to the Treasurer when the invoice is submitted for payment.

Note 1

If delay waiting for Board of Directors' approval will affect ability to provide effective EMS services, then Operational Officer can exceed purchase limit with written approval of the Chief. Operational Officer or Chief approving exception must report all details to the Board at the next scheduled Board meeting.

Note 2

Orders exceeding specified purchase limit must have Board approval prior to placing order with vendor.

Account Category & Name	Operational Officer or Chairperson	Purchase Limit (per item)	Other
Note 3			
Purchase of (1) items not previously in inventory, (2) increased quantity of an inventory item above previous maximum inventory levels, or (3) purchase of an item with a price increase greater than 5% above the last purchase price, requires Board approval. “Supplies” also includes replacement of small equipment items.			
Note 4			
Purchase of an increased quantity of an inventory item above previous maximum inventory levels requires Board approval.			
Note 5			
Submission to the Board of Directors of an annual plan and cost is required. Annual contracts may be approved without Board Approval as follows: a) Renewal may not be more than 5% over prior contract b) The Board of Directors is given 14 days advance notification of the intention to renew the contract, along with a copy of the contract. The President and/or the Chief are empowered to halt automatic renewal and bring the contract to the full Board for review.			
Note 6			
If a warranty or extended warranty exists, all attempts should be made to have the repair done pursuant to the warranty. Repairs which exceed 50% of replacement cost require Board of Director approval.			
Note 7			
Credit card charges (Staples, vehicle fuel) purchases must be tabulated on PO by authorized person before submission to the Treasurer.			
Note 8			
Repair must be performed at a Squad approved vendor and be coordinated with insurance committee chairperson.			
Note 9			
Maximum amount that can be expended between BOD meetings which promotes the prosperity, welfare and increases the usefulness of the Squad. Details must be reported at BOD meeting following expenditure.			
Note 10			
The Social/Kitchen Committees are authorized to determine the dinner menu for each general membership meeting, and all special events catered by HCFAS.			

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PURCHASE ORDER

HUNTINGTON COMMUNITY FIRST AID SQUAD INC.
2 Railroad Street, Huntington Station, New York 11746
Business telephone (631) 421-1263

SUPPLIER:
NAME ______
ADDRESS ______
CITY/STATE/ZIP ______

PRICES LISTED ARE BASED ON SUPPLIERS QUOTATION OF:
DATE ______ BY (Name) ______

ORDER DATE & NUMBER
______

SHIP TO:
ATTENTION: ______
AT ADDRESS LISTED ABOVE

BILL TO:
ATTENTION: TREASURER
AT ADDRESS LISTED ABOVE

QUANTITY		DESCRIPTION	PRICE	
NUMBER	UNIT		UNIT	TOTAL
			$	$

SPECIAL NOTES ______

TOTAL FOR MERCHANDISE/SERVICE	$
SHIPPING COST (Estimate)	$
TOTAL COST	$

TAX EXEMPT NUMBER: EX-133722

REQUESTED BY D. Mohr #748 APPROVED BY ______ DATE ______

For Internal Use Only

RECEIVING REPORT
DELIVERY RECEIVED BY D. Mohr #748 # ______ DATE ______
CHECK ONE: PICK-UP ☐ DELIVERED TO H. Q. ☐ OTHER ______

INSPECTION REPORT
INSPECTED BY D. Mohr #748 # ______ DATE ______
CHECK BOXES IF CORRECT: QUANTITY CORRECT ☐ ITEMS IN GOOD CONDITION ☐
ERROR NOTED, Specify ______

PLACE COMPLETED P. O. FORM AND SUPPORTING DOCUMENTS IN TREASURER'S MAIL BOX - THANK YOU
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1148

Huntington Community First Aid Squad, Inc.
2 Railroad Street Huntington Station, NY 11746
Emergency Number: 421-1212
Business Number: 421-1263
Fax: 421-0666

Request for Purchase Approval from the Board of Directors

Plan to attend board meeting when your request is evaluated for approval

Request by: ______________________ Date: ___________ Signature: ______________________

I request approval to purchase (quantity, description): ____

I have received the following three bids (attach copies of all bids)

	Company Name, City and State	Date of Bid	Total Price
A			
B			
C			

Should order from (number): Why:

Installation cost: $ ______________________ Estimated shipping cost: $______________________

Estimated delivery days after order: ______________________ Warranty period: ______________________

Is it compatible with existing equipment? Was it tested?

Is it replacing existing equipment? Disposition of old:

If "to be sold", who is responsible for sale (name):

Service provided by (name, city, state): ____

Will training of personnel be required? ______________________ (if yes, attach plan)

Has the attached training plan been approved by training committee?

When will item be fully operational/available (target date):

Coordinator for total program (name): ____

(order receiving, installation, check out, pay approval, training, etc.)

~~~~~~

Approvals (1, 2 & 3 must be approved and signed prior to presentation to the Board)

1. **Committee Chairperson**: This proposal was approved by the committee.

Name (print): Signature: Date:

2. **Officer in Charge of Committee/Board Liaison**: This proposal approved by:

Name (print): ______________________ Signature:______________________ Date:__________

3. **Squad Chief**: This proposal was approved by the Officers.

Name (print): Signature: Date:

~~~~~~

President: This proposal was approved by the Board of Directors.
Name (print): Signature: Date:

HCFAS Form #126 1/88

Huntington Community First Aid Squad, Inc.
2 Railroad Street Huntington Station, NY 11746
Emergency Number: 421-1212
Business Number: 421-1263
Fax: 421-0666

Request for Purchase Approval Bid Form

Vendor Name/Address/Telephone/Contact Person	Qty	Unit Cost	Total	Notes

Notations should be made regarding details that differentiate bids in areas other then price, such as discounts, limited time frames or other restrictions.

If the purchase request is not based on the lowest bid, specify the reason.

HCFAS Form #125 1/08

Huntington Community First Aid Squad, Inc.
2 Railroad Street Huntington Station, NY 11746
Emergency Number: 421-1212
Business Number: 421-1263
Fax: 421-0666

COURSE REIMBURSMENT REQUEST CERTIFICATION

I ______________________________________ certify to the best of my knowledge and belief that the course/seminar reimbursement request submitted to the Huntington Community First Aid Squad (HCFAS) for _________course reimbursement is true and correct. I also certify that no other party(s) has reimbursed me or will reimburse me in whole or in part for any items detailed on the request.

I acknowledge that HCFAS reimbursement is last dollar reimbursement. I further acknowledge that monies received or to be received from other sources including forgivable loan agreements etc. must be deducted prior to requesting HCFAS reimbursement and I agree that if I receive reimbursement in whole or in part from any other source after HCFAS has begun to reimburse me, I will notify HCFAS, share that reimbursement with HCFAS in proportion to the reimbursement that HCFAS has given me and reduce, pro rata, my reimbursement going forward.

I affirm the foregoing statements under penalty of perjury.

Date _____________ Signed ______________________________________ # _______

HCFAS Form # ??? 1/2011

ACKNOWLEGEMENT OF SQUAD REIMBURSEMENT

On Member's Letterhead

Date

To Whom It May Concern:

This letter is to certify that I received payment of $ ________ from Huntington Community First Aid Squad, Inc. (HCFAS) as partial tuition reimbursement for an original EMT - _________ program that I successfully completed in _________ at ___________________. I understand HCFAS will be requesting a reimbursement of this $ _________ from the NYSDOH Bureau of EMS.

Sincerely,

Member's Name & Signature

Motion by Chief John Palmieri and seconded by Brian Canty to move the motion on SOP 07-2011:
Yes: BC, RS, JP, MC No: AA, RF, LL
MOTION APPROVED

On the original motion of SOP 07-2011:
Yes: RS, JP, AA, MC, BC, RW No: LL, RF
MOTION APPROVED

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change as amended**:**

Proposed SOP Change
08-2011

Proposal:
To clarify thte use of a First Responder Vehicle (FRV) en route to the hospital.

Background/Justification:
There have been multiple reports of FRV's following an ambulance code 3 to the hospital. This practice increases the risk of an accident or injury to Squad members and the general public. If it

is necessary to have the individual in the FRV respond with the ambulance to the hospital they should be in the ambulance, not the FRV.

Change (additions are in underlined and deletions are ~~stricken~~):
Article V - Crewmember Responsibilities -- Other Crew Members:

C. Drivers and First Responder Drivers:

7. Non-Ambulance Vehicles Policy and Procedures:

b. First Responder Vehicles

~~4.~~ At no time should these vehicles follow an ambulance in emergency mode (lights & sirens). If it is necessary to have an individual in the vehicle with the patient, they should be in the ambulance. These vehicles may proceed to the hospital in a non-emergency mode.

MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change**:**

Proposed SOP Change
09-2011

Proposal:
To incorporate the Anti-Harassment/Anti-Discrimination, Anti-Retaliation Policy in to the SOP's

Background/Justification:
To centralize and consolidate all governing documents of the Squad in to the SOP's

Change (additions are in underlined and deletions are ~~stricken~~):
Article X - Policies

Section 3 – Anti-Harassment/Anti-Discrimination, Anti-Retaliation Policy

Huntington Community First Aid Squad, Inc. is committed to providing a volunteer and work environment free from harassment or discrimination, where all individuals are treated with respect and dignity. To achieve this goal, we must treat each other and workers with whom we share space in a professional and respectful manner at all times. Every individual has the right to volunteer and work in an atmosphere that promotes equal opportunity and prohibits discriminatory practices of any kind, including harassment. It is important for every member and employee to understand that our Squad has zero-tolerance for harassment or discrimination based on sex, race, creed, color, religion, gender, national origin, marital status, sexual orientation, age, veteran status, disability or any other characteristic protected by law.

Just as we are committed to providing a volunteer environment or workplace that is free from harassment or discrimination, we prohibit harassment or discrimination against a patient, vendor or anyone else who does business or interacts with our Squad. Like your fellow members and squad employees, members of the public should be treated politely, and should not be subjected to harassment or discrimination (such as the denial of service).

A. Examples of Prohibited Behavior

1. Sexual Harassment **-** While it is difficult to define sexual harassment, it certainly includes, but is not limited to, unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalling; touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including e-mail); and, other physical, verbal or visual conduct of a sexual nature. This policy also prohibits harassment not involving sexual activity or language, such as behavior aimed at an individual simply based on his or her sex.
2. Harassment or Discrimination Based on Any Other Protected Characteristic also is prohibited. We prohibit harassment or discrimination, both verbal and physical, that denigrates or shows hostility or aversion toward an individual because of his/her race, creed, color, religion, gender, national origin, marital status, sexual orientation, age, veteran status, disability or any other characteristic protected by law. We will not permit conduct that has the purpose or effect of creating an intimidating, hostile or offensive volunteer or work environment; which has the purpose or effect of unreasonably interfering with an individual's work performance, or which otherwise adversely affects an individual's employment opportunities or, if a member of the public, which adversely affects their use of our services or interaction with us.

Prohibited harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping, threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including e-mail).

These policies apply to all member and employees, regardless of position. They prohibit harassment, discrimination, and retaliation whether engaged in by fellow members or employees, by a supervisor or manager or by someone not directly connected to the squad (e.g. an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the volunteer environment or workplace and in any volunteer or work-related setting including, but not limited to, while on calls, attending classes and other activities outside the immediate volunteer environment or workplace, such as during conventions, Squad meetings and Squad-related social events.

3. Retaliation is Prohibited - The Squad prohibits retaliation against any individual who reports harassment or discrimination or who participates in an investigation of such a report. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of these policies. Retaliation, like harassment or discrimination itself, will

result in disciplinary action, up to and including termination of membership or employment.

4. Reporting an Incident of Harassment, Discrimination or Retaliation - The Squad strongly urges that all incidents of harassment, discrimination or retaliation, regardless of the offender's identity or position be reported immediately. Individuals who believe they have experienced conduct that they believe may violate this policy or who have concerns about any conduct, should file their complaints with their immediate supervisor or with the Chief before the conduct becomes severe or pervasive.

Individuals should not feel obligated to file their complaints with their immediate supervisor before bringing the matter to the attention of the Chief. Individuals who are uncomfortable, for any reason, about bringing a claim to their supervisor or the Chief may contact the Squad President. Anyone who makes a complaint to a supervisor or other individual and does not receive a prompt and satisfactory reply within three (3) business days, or who requires immediate assistance should contact the attorneys for the Squad, **Glynn and Mercep, LLP (631) 751-5757** who are authorized to intervene to see that appropriate action is taken to identify and remedy the behavior.

If you make an Harassment or Discrimination claim against a fellow member of the Squad, the Squad or its Officers and you have not followed these procedures and have not given notice to the Squad's attorneys, your failure to do so may, depending on the circumstances, give rise to an inference adverse to your claim.

IMPORTANT NOTICE TO ALL MEMBERS AND EMPLOYEES

Members, Employees and others who have experienced conduct that they believe is contrary to these policies have an obligation to take advantage of this complaint procedure. Failure to fulfill this obligation by addressing the problem promptly with us could affect his/her legal rights.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. Therefore, we strongly urge that prompt reporting of complaints or concerns so that rapid and constructive action can be taken, The Squad will make every effort to stop alleged harassment or discrimination before it becomes severe or pervasive. We can only do so with the cooperation of our members and employees (or anyone else who wishes to make a complaint).

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing or discriminating conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued.

B. The Investigation

Reporting allegations of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include interviews with the people involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigation to the extent consistent with adequate investigation and appropriate corrective action.

C. **Responsive Action**

Misconduct involving harassment, discrimination or retaliation will be dealt with promptly and appropriately. Responsive action may include, for example, corrective counseling and/or training; referral to counseling; monitoring of the offender's interactions with complainant or others; and/or disciplinary action as the Squad believes appropriate under the circumstances up to and including termination of membership and/or employment.

Yes: RS, BC, MC, JP, AA, RW No: RF, LL

MOTION APPROVED

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change**:**

Proposed SOP Change
10-2011

Proposal:
To clarify the approval process of Company 8 requests by the Operational Officers.

Background/Justification:
The current SOP's has the request being reviewed and discussed by the Officers and the member being informed of the results of the Officer's meeting. They do not indicate who approves the request.

Change (additions are in underlined and deletions are ~~stricken~~):
Article II, Section B, Paragraph 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 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, ~~and~~ discussed and voted on at the next scheduled Officer's meeting. The member will continue on his regularly scheduled shift, 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 meet one (1) of the following criteria:

MOTION APPROVED UNANIMOUSLY

Motion by Lehti Laas and seconded by Brian Canty to approve the proposed SOP change as amended**:**

Proposed SOP Change
11-2011

Proposal:
To update Good & Welfare allowable limits

Background/Justification:
To update the Good & Welfare section of the SOP's

Change (additions are in underlined and deletions are ~~stricken~~):
Section IX – Protocols
Paragraph E, 2. Good & Welfare Committee Guidelines:
a. In the event of the death of a Squad member, we shall send a wreath of red, white and blue flowers with a blue ribbon bearing the letters HCFAS and the Squad emblem in the center bearing the deceased member's Squad membership number.
Cost guideline in ~~2005~~ 2011: up to $250.

b. Death of a Squad member's spouse or child: flowers to be sent to the Funeral Home. Cost guideline in ~~1999~~ 2011: up to $100.

c. Death of a Squad member's parent, step-parent or guardian living in the immediate area: flowers to be sent to the Funeral Home. Cost guideline in ~~1999~~ 2011: up to $75.

d. Death of a Squad member's parent, step parent or guardian living out of the area: flowers to be sent to the Funeral Home ~~via FTD~~. Cost guideline in ~~1999~~ 2011: up to $65 plus ~~FTD~~ delivery costs, ~~expenses~~ total not to exceed $85. If the funeral has taken place before flowers can reach the area, then either flowers or a fruit basket will be given to the member upon his return home.

e. Death of a member's immediate Grandparent or sibling: Squad will acknowledge with a sympathy card.

f. Death of a Charter member, Associate member, or former member: Squad will acknowledge with a sympathy card.

g. Birth of a child: flowers or fruit are sent for the parents in accordance with hospitalization criteria listed below plus a $50 check for each baby.

h. If a member is hospitalized (either admitted or ambulatory): flowers, a plant, or a fruit basket is sent for each occurrence. Cost guideline in ~~1999~~ 2011: up to ~~$50~~ $65 (including delivery).

i. If a member's spouse is ~~hospitalized~~ admitted to a hospital: flower, ~~or~~ a plant or a fruit basket is sent for each occurrence. Cost guideline in ~~2005~~ 2011: up to ~~$40~~ $60 (including delivery).

j. For children or parents, step parent, or guardian living in the same house as a member who are ~~hospitalized~~ admitted to a hospital: flowers or something similar are to be sent to the hospital for each occurrence. Cost guideline in ~~2005~~ 2011: up to ~~$40~~ $60 (including delivery).

k. Any Squad member getting married receives $100. If two Squad members marry each other, the couple receives $200.

l. Price guidelines may be adjusted each year by the Board of Directors.

MOTION APPROVED UNANIMOUSLY

Proposed SOP Change 12-2011 & 13-2011 not discussed or voted on.

Motion by Brian Canty and seconded by Mark Cappola to approve the proposed SOP change**:**

Proposed SOP Change
14-2011

Proposal:
To remove the requirement of having to be a First Aider for six month before being able to become an Acting Crewleader.

Background/Justification:
This will provide flexibility to the Second Deputy Chief to have people become Acting Crewleaders who are qualified and ready to enter the program.

Change (additions are in underlined and deletions are ~~stricken~~):
IV. Crewmember Responsibilities -- Crewleader
H. Acting Crewleader:

1. Must be a First Aider ~~for a minimum of 6 months (except in special situations)~~ and must currently be an EMT or equivalent.

2. Will be scheduled by the Day Captains to ride as Acting Crewleader and will assume all Crewleader responsibilities under the direction of an experienced Crewleader.

3. It will be at the recommendation of the Crewleader's and the Day Captain that the Acting Crewleader's records will be brought to the officers and the Acting Crewleader's advancement will be voted on.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: April 10, 2011

Amended and approved: April 14, 2011
MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
April 14, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Andrew Ball

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Lehti Laas to approve the minutes of March 24, 2011 as amended.
Yes: RF, AA, RS, MC, JP, BC,LL Abstain: AG
MOTION APPROVED

Proposals-
Volunteer Ambulance Worker Service Award Program Beneficiary Designation Form
Suffolk County Volunteer Firefighters Burn Center Fund Inc.
VSS Security
Mayday Annual Maintenance on Audiolog Recording System
ON CALL POWER – Generator Maintenance
Med Pro Contract Renewal
Open House
EMS Week Meals
EMS WEEK Polo Shirts
NYS EMS Memorial Ceremony
Mets Tickets
Scholarship eligibility
Remote Computer Access

Amend HCFAS Volunteer Ambulance Worker Service Award Program Beneficiary Designation Form
Motion by Robert Franz and seconded by Brian Canty. To approve HCFAS form #430 (11-5-10) Huntington Community First Aid Squad Volunteer Ambulance Worker Service Award Program Beneficiary Designation Form as amended by the Plan Administrator Penflex, Inc. Further to authorize Robert Franz as a designated HCFAS official to witness this form.

Yes: RF, AA, RS, MC, JP, BC,LL Abstain: AG
MOTION APPROVED

Suffolk County Volunteer Firefighters Burn Center Fund Inc.
Motion by Chief John Palmieri and seconded by Alyssa Axelrod to donate 1 dollar per member to the Suffolk County Volunteer Firefighters Burn Center Fund Inc. campaign. The total donation is not to exceed $250.00.
HCFAS funds
Yes: RF, AA, RS, MC, JP, AG,LL Abstain: BC
MOTION APPROVED

VSS Security
Motion by Brian Canty, seconded by Chief John Palmieri to renew the annual service agreement, for the period April 1, 2011 to March 31, 2012, and authorize the Technology Board Liaison, Brian Canty or President Roger Winter, to sign the agreement for the Millennium Access Control System and the Digital Video Security System by VSS Security Systems Inc. as per their proposal dated March 28, 2011 at a cost not to exceed $8,000, to be paid in two semi-annual payment of $4,000 each. The service agreement amount is the same as last year. A certificate of insurance with HCFAS named as additional insured and a certificate indicating workers compensation coverage is required from the vendor.
HCAD funds
MOTION APPROVED UNANIMOUSLY

Mayday Annual Maintenance on Audiolog Recording System
Motion by Chief John Palmieri , seconded by Brian Canty to accept the recommendation of the Chief to exercise our option to renew the annual service and maintenance contract with Mayday Communications Inc. 19 Gazza Blvd. Farmingdale, NY 11735 for annual maintenance service from 4/15/11 to 4/14/12 of the 8 channel Audiolog digital voice recording system,8 Channel Audiolog – Single DVD Drive, SN: E-1446 #60901, including parts, labor, anti-virus software and software upgrades, at a annual cost of $1,650.00. A certificate of insurance with HCFAS named an additional insured and a certificate indicating workers compensation coverage is required from the vendor. Note: Same pricing as last year.
HCAD funds
MOTION APPROVED UNANIMOUSLY

ON CALL POWER – Generator Maintenance
Motion by Chief John Palmieri and seconded by Brian Canty to accept the recommendation of the Third Deputy Chief and authorize and approve the President to accept the proposal from ON CALL POWER., INC, 100 Knickerbocker Avenue Suite N, Bohemia, New York 11716 and issue a purchase order for the 2011 preventive maintenance of the gas generator as outlined in the proposal. The effective date is April 1, 2011 and shall continue with no set expiration date. This agreement can be terminated by either party with a 30 days written notice. Compensation for the services performed under this agreement $675.00, effective 4/1/12 the price will increase to $750.00. A certificate of Insurance with HCFAS named as additional insured and proof of workers' compensation coverage is required.
HCAD funds

Yes: RF, AG, AA, RS, MC, BC,JP No: LL
MOTION APPROVED

Med Pro Contract Renewal
Motion by Chief John Palmieri, seconded by Brian Canty to accept the recommendation of the Second Deputy Chief to renew our agreement with Med pro US Inc. d/b/a as MEDPRO located at 26 East Mall, Plainview, New York 11803 and authorize and approve the President to sign a 2011 two year service agreement (03/01/2011 – 02/28/2013) for the repair and maintenance of the Squad's patient handling equipment as detailed in their proposal at an annual cost not to exceed $3,000.00 ($2,970.00 actual), payable in quarterly payments. A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage is required. Same price as last year.
HCAD funds
MOTION APPROVED UNANIMOUSLY

Open House Motion
Motion by Chief John Palmieri 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 from 1300 to 1600 hours on Sunday May 15, 2011. Activities may include blood pressure screenings, an Ident-a-Kid clinic, a recruitment booth offering tours of the building, and tables for demonstrations by the ALS Committee, Youth Squad, Bike Patrol and others.
Anticipated expenses:
Advertising and promotion including school flyers and ads in local papers $2,000
Refreshments: Hot Dogs, Rolls, Sauerkraut, condiments.
Sodas, paper goods $ 600
Helium tank and balloons $50
Promotional items for members & guests $1,000
Outdoor signs with vinyl lettering announcing event (2) $150
Advertising will be reviewed by the Board Liaison. Board Liaison approval of bids, purchase orders, colors and reprint of advertising and items purchased is required. 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. Total cost not to exceed $4000.
ACCOUNTING - Original Receipts must be provided. A written accounting of the event must be provided within 10 days of completion of the event to the Treasurer
ADVANCE OF FUNDS - Authorizes the treasurer to provide funds in advance to the "responsible party." Authorizes the release of any funds pre-authorized in the PPP and SOP's.
POST 215 - Members of Post 215 are invited. At least two advisors must be present. Permission slips may be required at the discretion of the Chief Advisor and Board Liaison. REVIEW OF PRINTED MATERIALS - Drafts of printed materials are required to be reviewed by the Board Liaison and/or President prior to final printing and use.
HCAD Funds
Yes: RF, AG, AA, RS, MC, JP,LL No: BC
MOTION APPROVED

EMS Week Meals

Motion by Chief John Palmieri and seconded by Brian Canty accept the recommendation of the Operational Officers and authorize and approve the purchase of meals for duty crews and administrative members during EMS week (5/15/2011 through 5/21/2011) for an aggregate amount not to exceed $2,500.00. Chief John Palmieri and or 3rd Deputy Chief David Mohr or another designee will be responsible for the allocation and disbursement of the funds and will submit a detail documented accounting including original receipts etc. to the Treasurer for the expenditures. Original Receipts must be provided. A written accounting of the event must be provided within 10 days of completion of the event to the Treasurer. The Treasurer will provide the BOD with an accounting for these expenditures at the next Board of Directors' meeting following the receipt of the expenditure documentation.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

EMS WEEK Polo Shirts

Motion by Alyssa Axelrod and seconded by Mark Cappola to accept the recommendation of the Operational Officers and David Mohr, 3rd Deputy Chief coordinator for the purchase of polo-shirts for EMS Week. A total of 318 shirts would be ordered; small 30, medium 84, large 100, X-large 66, 2XL 26, 3XL 12 at a total cost of $3197.32, which includes production, shipping and handling. The vendor is Creative Advertising USA, 2333 Grant Avenue, Ogden, UT 84401-1407. The contact person is Greg Kinney, 1-800-999-1407.

HCFAS funds

Yes: LL, RF, AA, MC, BC, RS   No: AG   Abstain: JP

MOTION APPROVED

NYS EMS Memorial Ceremony in Albany New York on Wednesday May 18, 2011

Motion by Robert Franz, seconded by Alyssa Axelrod to accept the recommendation of Andrea Golinsky, the Squad's primary delegate to NYSVA&RA District 7, and authorize and approve Andrea Golinsky and other interested squad members not to exceed 8 members to attend the NYS EMS Memorial Ceremony in Albany, New York on Wednesday May 18, 2011 at 11AM or other alternate date or time. Further, to authorize and approve the use of a Squad vehicle(s) (with more than one driver) at the discretion of the Chief and / or mileage reimbursement for personal vehicles as authorized by the Chief, plus tolls and parking; the reimbursement of hotel accommodations on Tuesday May 17th at an amount not to exceed a base room rate of $110.00 per person and the reimbursement on May 17th and 18th of the GSA per diem rate for meals and incidentals of $61.00 per person 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 memorial ceremony. 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 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 Department to ride in an authorized Squad vehicle or personal vehicle (as authorized by the Chief) to attend this event providing there is adequate room to accommodate them.

HCAD Funds

Yes: RF, LL,AG No: BC, RS Abstain: AA, MC, JP

MOTION APPROVED

Mets Tickets

Motion by Mark Cappola and seconed by Brian Canty to amend the 3/10/11 motion to purchase a maximum of 67 tickets.

HCFAS Funds

Yes: RF, AA, MC, JP, BC, LL, RS Abstain: AG

MOTION APPROVED

Scholarship Eligibility 2011

Motion by Bob Franz and seconded by Brian Canty to approve the suspension for 2011, the HCFAS scholarship eligibility criteria whereby the 2010 winners are precluded from entering the drawing in 2011. Note: As a result of an anonymous donor in 2010, all applicants that year received a $500 scholarship.

HCFAS funds

Yes: RF, BC, LL No: AG, JP, RS, RW Abstain: AA, MC

MOTION NOT APPROVED

The following motion was voted on under the Secretary's Report:

Motion by Robert Franz and seconded by Lehti Laas that all the 2010 scholarship recipients be considered winners of the June 2010 HCFAS scholarship drawing whether the applicant was a winner of the June drawing or a subsequent recipient of a $500 scholarship made possible by an anonymous donor. Therefore all 2010 recipients are precluded from being a 2011 HCFAS scholarship applicant.

Yes: AG, AA, MC, JP,LL No: BC, RS, RF

MOTION APPROVED

The following motion was voted on under the Chief's Report:

Remote Computer Access

Motion by Brian Canty and seconded by Richard Stone to authorize the Operational Officers and BOD to utilize their computers for remote access utilizing free software such as "Go To My PC" or "Log Me In" after review and recommendation by CES and their report has been approved by the BOD at a regularly scheduled meeting.

Yes: AG, AA, MC, JP, BC,RS No: RF, LL

MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

March 24, 2011 to April 14, 2011- 52 transactions = $ 31.112.00 HCAD Funds
March 24, 2011 to April 14, 2011- 3 transactions = $ 1,081.12 HCFAS Funds
March 24, 2011 to April 14, 2011- 3 transactions = $ 712.79 Post Funds

MOTION APPROVED UNANIMOUSLY (Note: RF and JP out of the room for the vote)

Giudici - Payment of $2,188.89 for of 8 regular ballast and 1 electronic (6 in meeting room, 2 in bunk room, 1 BLS supply closet), Damage to Rig Drop in Truck room. We are checking to see if replacing these qualifies us for a Rebate from LIPA.

State Bank of Long Island Cash Management Services - A presentation was made by State Bank and after reviewing the amount of work involved and the savings, it is the opinion of President Winter, Treasurer Canty and Bookkeeper McCrae that for the amount of checks that we process, this service would not work for us, and there would be no savings to the squad.

We had an tender offer for one of our bonds OneBeacon U.S. Holdings Inc. (maturing 7/2013), formerly known as Fund American Companies, Inc.

After a review of the tender offering and consulting with the chair of the Finance committee it was determined to not accept the tender offer. We have two interest payments due for 2011, May and November for $3,672 each. The net amount of the tender would have been less than the amount we receive in interest payments for 2011.

We received the Tender Offer on April 5th and the tender had to be made by April 6th

President's Report – Roger Winter:

Life Membership – A list of this year's candidates has been given to all BOD members for your review. The concept is to make you aware of who is a candidate and for you as a Board of Director to keep your own track of accomplishments for these members. So when it comes time to vote you will have a better understanding of the candidates.

Membership Badges

I have placed an order for membership badges on a request from Chief Palmieri only, I also placed an order for Sue Otto's "Life Membership" badge a total of 6 badges.

Gift Card parameters for next year: I would like two members to gather the comments and to provide to the Board of Directors the Gift Card Parameter for the 2011. I have distributed the comments received thus far.

EMS Week is the week of May 15-21, 2011. Let us prepare ourselves to participate as an organization.

Fund Drive The first wave for the Fund Drive has been mailed and it has been received by the public.

Committee List for 2011 – I have compiled the list as best that I can to this point. A committee of ONE, is NOT a COMMITTEE, so I am asking everyone who has a committee of ONE to add another committee member so if the committee of one is incapacitated the committee can still function. The committee list has been distributed. I have changed some of the responsibilities of some of the Board Members. I find it difficult to be the liaison to a committee, and be the committee chair of the same committee.

Explorer Post 215 – The Explorer Post will take a tour of MEDCOM on April 30, 2011, at 10am. It is about a 45 minute drive, so we will have to meet at the Squad at 9:00am.

Chief's Report – John Palmieri:

1) Crews will be notified to refocus on their driving
2) Officers are not in favor of any new designation of "light duty status"
3) Officers against revealing discussions from our executive sessions
4) Officers would like to access their squad computers from offsite. Would like to see this accomplished.

Advancements:
Ann Schwartz #1313 to dispatcher as of 3/28/11
Jessica Diaz #1307 to dispatcher as of 4/1/11
Kevin McCann #1143 to driver
Kazuo Ishikawa # 1282 to Crewleader
Melissa Anastos #1309 to observer
Joeseph Frisenda #1160 to driver

Overdue Return To Duties:
Chuck Brady #1123
Carlos Suarez #1103
Ann Gabriel #919
Paul Rittenhouse #1146
Eileen Burns #767

Letter Of Intent- sent to Chuck Brady

Upcoming Parades:
Memorial Day/ Nathan Hale VFW: 5/30/11 @ 11:30AM
Commack Fire Department: 5/9/11
Huntington Manor Fire Department Wednesday 7/13/11 @ 7:30pm

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by John Palmieri to approve the following LOA's:

Name	#	Type	Dates
Robin Smiles	937	Extended Medical	3/1/11 – 6/1/11
Vincent Maltese	1262	Operational	4/2/11 – 7/2/11
Paul Nathan	1235	Extended Educational	4/24/11 -7/24/11
Juan Flores	1293	Operational	3/29/11 – 6/29/11
Matthew Valle	1238	Extended Educational	4/18/11 -7/18/11

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by John Palmieri to approve an Educational LOA request by Patricia Recieniello #740 from 3/1/11 – 6/1/11.
Yes: RF, AA, MC, BC, RS, JP,LL No: AG
MOTION APPROVED

Motion by Robert Franz and seconded by John Palmieri to approve an Educational LOA request by Thomas Heinisch #1109.
Yes: LL, MC No: RF, RS, BC, JP, AA, AG
MOTION NOT APPROVED

Probation Ending
Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Melissa Anastos member #1309, eligible 4/8/11, effective 4/14/11.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	#	RTD date
Joseph Frisenda	**1160**	**4/1/11**
Casey Stone	**920**	**3/31/11 **Medical****
Spencer Newman	**1082**	**2/1/11**
Kristin Tiersch	**P8**	**3/23/11 **Medical****

The following motion was done in the beginning of the meeting after the approval of the 3/24/11 minutes:

New Members
Motion by Robert Franz and seconded by Richard Stone to accept Post 215 member, Kristin Tiersch, as a new probationary member #1333, Shift: Monday 1500 in accordance with Article III, Section 2 of the By-Laws.
Yes: RF, AG, AA, RS, JP, BC, LL Abstain: MC

The following reports were submitted via email but were not discussed due to Board approved time constraints.

Secretary's Report- Robert Franz
Insurance: On 3/22/11, a member gashed their leg on an ambulance rear metal fold up step and was treated at Huntington Hospital on 3/22 and there was no further medical intervention. No report is being made to NYSIF.

Golf Outing: The Hubbinette – Cowell Associates 26th Annual Golf Outing will be held July 18, 2011 at the Hamlet Wind Watch Golf Club starting at 7:30am. The Squad can send a foursome. Brian has been given the information and will be putting up a signup sheet shortly for a drawing at the June General Membership meeting.

LOSAP 2010 points – The 2010 Listing was hand delivered to the TOH on April 1, 2011 for their approval. Thanks to Andy Ball, Jim Mallilo and Margaret Cornelius for their assistance in completing this task.

SC FRES Recruitment Committee – Minutes from the March 16, 2011 meeting was distributed to the President, Chief, Recruitment committee chair and posted on the bulletin board. The application deadline for the SERVES program at SCCC is May 1st which was published in the Pulse and announced at the GMM. The application and administrative guide is posted on the bulletin board.

HCFAS Scholarship application – I received a few applications already and wish to thank Chief Palmieri for forwarding to me the applications that he is receiving directly. Announcement was published in the Pulse and announced at the GMM. Applications are on the bulletin board and on the counter above the member's mail folders.

2010 NYS EMS Awards Program – Recognition of outstanding contributions. The deadline for nominees for the various awards by Suffolk REMSCO is May 9, 2011.

National EMS Memorial Bike Ride – May 14, 2011 to May 21, 2011
From Boston, Mass. to Alexandria, Va. – will be passing through parts of Long Island on Monday May 16 – from Riverhead to Westbury.

Assistance to Firefighters Grant – I forwarded an article on AFG prioritizing of grants for EMS vehicles to the NVC chair, President and Chief.

Director Axelrod Report:
Recruitment & Membership Committees: Met with committee chairs Mike Barker and Sally Staszak on 4/11/11. Discussed committee procedures, issues, how the committees could be helped, etc. Overall, both report they are running smoothly. Membership voiced interest in the captains attending more interviews or meeting individually with prospective members to get further input on recommendations. Flow sheet for all current applicants is attached. Please review the folders in the transition box for the two applicants up for membership tonight.

ByLaws and SOP Committee: Met with committee chair Dave Mohr on 3/29 to discuss committee goals and plans. Over the course of the year, at the request of the President, the committee plans on reviewing the entire of the SOP's and Bylaws. They plan on suggesting changes for grammar and accuracy, and they will be looking at updating procedures wherever appropriate. These proposed changes will be presented to the BOD and membership as they are prepared by the committee. Met with committee on 4/12, reviewed Sections 1 & part of 2 of the SOP's and discussed recommendations for changes. Committee will be meeting again on 4/18.

Motion by Andrea Golinsky and seconded by Brian Canty to adjourn the meeting at 2304 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 26, 2011

Amended and approved: April 28, 2011
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: April 28, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Andrew Ball

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of April 14, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

Treasurer Canty entered the room at 1934 hours.

New members voted on. Motions are under Secretary's report.

Holiday gift card parameters discussed.

Director Cappola left the meeting at 1957 hours, and returned 2027 hours (during holiday gift card discussion).

Proposals-
Room Use CME Class
Disposition of Obsolete Equipment
Lifepak Lithium-Ion Replacement Battery Purchase
Onsite Medical Service Renewal
Renewal of the Inspection of the Automatic Fire Sprinkler System
American Alternative Insurance Corporation Hubbinette Cowell Associates, Inc
NYS EMS Memorial Ceremony in Albany New York on Wednesday May 18, 2011
EMS WORLDEXPO Las Vegas, NV 2011
Amended Mayday Annual Maintenance on Audiolog Recording System of 4/14/2011

Room Use CME Class
Motion by Chief John Palmieri and seconded by Brian Canty to approve the use of the General Membership Meeting Room or Tuesday &Thursday, from 6:30pm-9:30pm start date of May 24, 2011 and finish on June 21, 2011 to conduct a RTE / CPR Class, Thomas Lemp will be the Instructor and responsible party, A Check of dates was reviewed by Third Deputy Chief David Mohr and the class was approved by Matt Sisinni scheduling coordinator for RYE/CPR classes. There is one conflict day on 6/14/2011 and apparently the meeting room will be sub divided.
MOTION APPROVED UNANIMOUSLY

Disposition of Obsolete Equipment
Motion by Chief John Palmieri and seconded by Alyssa Axelrod to dispose of the following obsolete Lifepak 12 equipment as follows:

#	Description	Quantity	Purchased
	Used NiCad Batteries	32	
	New NiCad Batteries	5	
	Base Chargers	3	2 - 1999, 1-2004
	Vehicle Trickle Chargers	7	5 – 2006, 2 – 2007

Al Szigethy is in the process of trying to find a vendor the purchase of this obsolete equipment or as best offer or donate as approved by the BOD.
HCAD funds
Yes: RS, RF, AG, AA, MC, JP,LL No: BC
MOTION APPROVED

Lifepak Lithium-Ion Replacement Battery Purchase
Motion by Chief John Palmieri and seconded by Alyssa Axelrod to purchase from Physio-Control11811 Willows Road NE, P.O. Box 97006, Redmond, WA 98073-9706 replacement batteries for the "Lifepak 12". The purchase would be for 22 Lifepak 12 Li-Ion Batteries at $395 per battery $8,690, discounted by a promotional sale ($2,200.00) for a total cost of $6,490.00. The promotion would include the following at no cost; 5, REDI-Charge Base at a promo cost & savings ($1,295.00 / $6,475.00), 5, LP!2 REDI-Charge Adapter Tray at a promo cost/savings, ($175.00 / $875.00), 5, U.S. AC Power Cord at a promo cost savings ($67.00 / $335.00).
Al Szigethy is the Lifepak 12 Coordinator for this project, with the assistance of Second Deputy Chief Michele Miller and Alyssa Axelrod, ALS Chairperson
Disposition of the (32) old batteries, (5) New Batteries, (3) Base Chargers, (7) Vehicle Trickle Chargers is being investigated by Al Szigethy. At this time there are no returns or purchases from Physio-Control, Inc.
Three grants have been applied for to offset the purchase from the following, Legislators Cooper, D'Amaro, and State Assemblyman Conte.
HCAD funds
Yes: RF, AG, AA, MC, JP, RS,LL No: BC
MOTION APPROVED

Onsite Medical Service Renewal
Motion by Brian Canty and seconded by Mark Cappola to renew our engagement for the services of Savasta Medical Service, P.O. Box 37, Bayville, New York 11790 at the recommendation of the Medical Committee, to provide new member physicals on site. In addition we would agree to

authorize the use of our building on a quarterly basis to provide these physicals for our members and members of other departments. A certificate of insurance with HCFAS named as additional insured and a certificate indicating workers compensation coverage is required from the vendor.

HCAD funds

MOTION APPROVED UNANIMOUSLY **(**Note: AG out of room)

Renewal of the Inspection of the Automatic Fire Sprinkler System

Motion by Chief John Palmieri and seconded by Mark Cappola to enter into a contract with UPRIGHT INSTALLATIONS INSPECTIONS Inc, 22 Sawgrass Drive, Suite 1A, Bellport, New York 11713, for the annual inspection (4/1/11-3/31/12) of the Automatic Fire Sprinkler System. A detailed outline of the work to be performed as distributed. Cost not to exceed $400.00. Inspection Contract / Invoice has been distributed. A certificate of insurance with HCFAS named as additional insured and a certificate indicating workers compensation coverage is required from the vendor.

HCAD funds

MOTION APPROVED UNANIMOUSLY **(**Note: AG out of room)

American Alternative Insurance Corporation Hubbinette Cowell Associates, Inc

Motion by Lehti Laas by and seconded by Andrea Golinsky to accept the recommendation of the insurance committee chairperson Bob Franz and authorize and 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 letter quote dated April 26, 2011 from Hubbinette Cowell Associates, Inc. at a cost not to exceed $ 71,200.00 for the period 5/2/11 to 5/2/12. 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

Yes: RF, RS, AG, AA, MC, JP,LL No: BC

MOTION APPROVED

NYS EMS Memorial Ceremony in Albany New York on Wednesday May 18, 2011

Motion by Chief John Palmieri and seconded by Mark Cappola to accept the recommendation of Chief John Palmieri, and authorize and approve Dominic Heavey and three (3) other interested squad members to attend the NYS EMS Memorial Ceremony in Albany, New York on Wednesday May 18, 2011 at 11AM. Further, to authorize and approve the use of a Squad vehicle (s) (Ambulance and/or Van) (with more than one driver) at the discretion of the Chief plus reimbursement of tolls. Reimbursement for appropriate meals on May 18, 2011 will be at GSA per diem rate of $61 per person per day less 25% (or $45.75) (breakfast, lunch, dinner). 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 for this event including all original receipts 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.

HCAD funds

Yes: BC, JP, RS, MC, AA, RF, LL Abstain: AG

MOTION APPROVED

Monument and Signage Project

Motion by Chairman of the Building Improvement Committee: Monument & Signage project John Palmieri and seconded by Richard Stone to authorizing the President to enter into an agreement with Elmer L. Henn Inc., 195 Park Avenue, Bethpage, New York 11714 to construct the monument and add the building lettering as shown on the contract drawings done by H2M. The cost of the project as proposed in a document dated January 22, 2010 is $90,719.00.The Elmer L. Henn has been made aware of the possibility of substituting a different, but equal, brand of illuminated signage at the discretion of the BOD. A certificate of insurance with HCFAS named as additional insured and a certificate indicating workers compensation coverage is required from all contractors and sub-contractors.

HCAD funds

Motion by Brian Canty and seconded by Chief John Palmieri to move the motion.

Yes: MC, JP, BC,RS No: RF, LL, AG Abstain: AA

MOTION APPROVED

On the original motion (Monument and Signage motion):

Yes: MC, JP, BC,RS No: LL, AG Abstain: AA, RF

MOTION APPROVED

EMS WORLDEXPO Las Vegas, NV 2011

Motion by Chief John Palmieri and seconded by Brian Canty to accept the recommendation of Second Deputy Chief Michele Miller and authorize and approve up to ten (10) members to attend the EMS World Expo in Las Vegas, NV between August 29 and September 2, 2011 at a registration cost of $235 per person (3 – 5), $185 (6+), hotel accommodations not to exceed $95.00 per person per night, plus taxes, Tuesday night, August 28 through Friday, September 2, meals and incidental expenses not to exceed $71.00 GSA federal government rate (breakfast, lunch, and dinner) (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 air fare not to exceed $400.00 per person per trip, round trip transportation from/to Huntington to/from the airport of $40.00 per person per trip, round trip shuttle bus from the airport to/from hotel not to exceed $40.00 per person. Members will attend a minimum of 3 educational sessions each 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 requestor 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, approved by the Second Deputy Chief and Chief, and submitted to the Treasurer at the same time (single package) within 10 days of return from the conference. 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.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Amended Mayday Annual Maintenance on Audiolog Recording System of 4/14/2011

Motion by Chief John Palmieri and seconded by Brian Canty to amend the Mayday Annual Maintenance the Audiolog Recording System contract as of the 4/14/2011 meeting. To increase the cost of the contract by $200.00 for a total cost not to exceed $1,850.00 for the annual maintenance service from 4/15/11 to 4/14/12.

HCAD funds

Yes: AG, AA, MC, JP, RS, BC,LL No: RF

MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

April 15, 2011 to April 28, 2011- 31 transactions = $ 20,402.55 HCAD Funds
April 15, 2011 to April 28, 2011- 3 transactions = $ 181.90 HCFAS Funds
April 15, 2011 to April 28, 2011- 32transactions = $ 605.34 Post Funds

MOTION APPROVED UNANIMOUSLY

Chief's Report – John Palmieri:

The Operational Officers met Thursday April 21, 2011.

The Officers discussed their thoughts on the Holiday Gift Card.

Their thoughts as agreed were:

1. A member must be in "good standing".
2. A member must be off probation.
3. A member must be in compliance with their required attendance on shifts.
4. A member must not have had a LOA longer than six (6) months, except for a medical LOD LOA.
5. A member must have completed at least 75% of their shifts.
6. A member can not have been on any suspension during that calendar year.
7. A member must have their dues paid by December 31 to be eligible to receive the card.

All members will be allowed to wear their 2011 EMS Week polo shirts on duty during EMS Week.

The officers are trying to condense the three page RMA form currently in use, to a one page form. We are using the Ridge Fire Department form as a stepping off point.

Former Chief Dominic Heavey will be taking either Unit 16 or 20 to Albany on May 18 for the EMS Memorial Service. He will be accompanied by three EMT members; Liz Mohr, Keith Rubenstein, and Richard Stein. This provides three drivers.

The 1st Deputy has forwarded a report of Company 8 to the BOD.

Advancements:
Ann Schwartz #1313 to Observer
Lenise Booth #1246 to Crew Leader

Overdue Returns To Duty:
Carlos Suarez #1103 As of 1/31/11- From Med LOA
Christine Principato # 1268 As of 3/3/11 - From Ed LOA
James Ostaseski #1301 As of 3/17/11- From Ed LOA
Chuck Brady #1268 As of 3/24/11- From Med LOA
John Korets #1219 As of 4/8/11 - From Med LOA
Mary Beth Kraese #873 As of 4/9/11 - From Med LOA

Letters of Intent:
Shadon Brady #1123 March 2011

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Richard Stone to approve the following LOA's:

Name	No.	Type	Dates
Martha Brenner	236	Medical	5/2/11 – 8/2/11
Eileen Burns	767	Emergency Medical	4/3/11 – 7/3/11

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Richard Stone to approve an Extended Operational LOA to Anne Gabriel, # 919, from 3/24/11 to 6/24/11.
Yes: RS, JP, RF, LL No: MC, BC, AG Abstain: AA
MOTION APPROVED

Probation Ending
Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Bency Jean-Baptiste, member #1269 , eligible 4/22/11, effective 4/28/11.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Membership #	RTD date	Note
Eileen Burns	767	10/10/10	Medical
Luke Bartolomeo	1198	4/21/11	Suspension
Laurie Hoffmann	1243	2/5/11	
Paul Rittenhouse	1146	4/5/11	

Eric Schmierer	909	4/13/11	Medical

New Members: note- the vote for new member took place after the approval of the minutes
Motion by Robert Franz and seconded by Chief John Palmieri to accept Jacques Cadet as a new probationary member #1334, Shift: Friday 2300 in accordance with Article III, Section 2 of the By-Laws.
Yes: RS, AA, MC, JP,LL No: AG, RF Abstain: BC
MOTION APPROVED

Motion by Robert Franz and seconded by Chief John Palmieri to accept Cliff Skodnek as a new probationary member #1335 pending medical clearance and shift assignment.
Yes: LL No: BC, AG, MC, JP, RF, RS Abstain: AA
MOTION NOT APPROVED

SC FRES Recruitment Committee – Minutes from the April 20, 2011 meeting was distributed to the President, Chief, Board Liaison, Recruitment committee chair and posted on the bulletin board. The application deadline for the SERVES program at SCCC is May 1st which was published in the Pulse, announced at the GMM and blast emailed. The application and administrative guide is posted on the bulletin board. SC FRES received 32 new applications as of 4/20/11. Thank you 1st Deputy Chief Winter for responding to FRES's request for member census as of 12/31/10 and Sally Staszak for sending the squad's recruitment referral information.

HCFAS Scholarship application deadline June 1st – The revised form will be published in the Pulse and I asked David Mohr to put the form on the website. Applications are also on the bulletin board and on the counter above the member's mail folders.

2010 NYS EMS Awards Program – Recognition of outstanding contributions. The deadline for nominees for the various awards by Suffolk REMSCO is May 9, 2011.

President's Report – Roger Winter:

Life Membership – A list of this year's candidates has been given to all BOD members for your review. The concept is to make you aware of who is a candidate and for you as a Board of Director to keep your own track of accomplishments for these members. So when it comes time to vote you will have a better understanding of the candidates.

Membership Badges
I have placed an order for membership badges on a request from Chief Palmieri only; I also placed an order for Sue Otto's "Life Membership" badge a total of 6 badges.

Gift Card parameters for next year: I would like two members to gather the comments and to provide to the Board of Directors the Gift Card Parameter for the 2011. I have distributed the comments received thus far.

Fund Drive - The first wave for the Fund Drive has been mailed and it has been received by the public. We are receiving fund drive donations now and they are being recorded. To date the first mailing has brought in as of April 26, 2011, $26,170.50. A total amount the Fund Drive has collected this year as of April 26, 2011: $30,870.50.

Committee List for 2011 – I have compiled the list as best that I can to this point. A committee of ONE is NOT a COMMITTEE, so I am asking everyone who has a committee of ONE to add another committee member so if the committee of one is incapacitated the committee can still function. The committee list has been distributed. I have changed some of the responsibilities of some of the Board Members. I find it difficult to be the liaison to a committee, and be the committee chair of the same committee.

Explorer Post 215 – The Explorer Post will take a tour of MEDCOM on April 30, 2011, at 10am. A Brunch is planned to take the place of the all you can eat breakfast fund raiser on May1, 2011, 11:00pm – 1:00pm. This is a great event sponsored by the Explorer Post, everyone participates, it is a great event, please attend.

Monument and Signage project This project will be under the direction of Chief John Palmieri, assisted by Vice President Richard Stone and Third Deputy Chief David Mohr.

Director Axelrod Report:

Recruitment Committee: The most recent RTE session was taught by Mike and Nancy Barker and ended on 4/17. Sixteen members of the community passed the final exam and most expressed an interest in joining HCFAS. The next RTE class is scheduled to begin May 24th and end on June 21st.

Membership Committees: Please review the folders in the transition box for the two applicants up for membership this week; Jacques Cadet (discussed previously) and Cliff Skodnek.

By-Laws and SOP's Committee: The committee met on 4/18 and reviewed/finalized proposed changes to Section I of the SOP's. Proposed changed were discussed through midway Section II. The committee will be meeting again on 4/27 to continue work on Section II.

Director Cappola Report:

Children's Egg Hunt Summary

	2011
Number of Children Signed UP	32
Total Cost of Games and Toys	$ 221.10
Total Cost of Candy	$ 67.41
Total Cost of Refreshments	$ 80.99
Total Cost	**$369.50**
Cost per Child	**$11.55**

Total Cost to Squad $369.50

Director Golinsky Report:

New York State Volunteer Ambulance & Rescue Assoc. - Dist. 7

Meeting was held Tuesday, April 19th at Brentwood Legion Vol Amb.
CME topic was Asthma and Allergies.
Delegates were asked to read the White Paper issued by the New York State EMS Council Systems Committee re: Mutual Aid draft document and submit comments or suggestions. It will be submitted to SEMSCO at their May meeting for approval and then submitted to New York State Dept. of Health Bureau of EMS, which intends to issue a new policy statement.
Delegates were also reminded of important dates coming up:

May 1st – 2nd. Eboard meeting and Legislative Day in Albany.

They were encouraged to send representatives to speak to their Legislators or to submit names of the Legislators for their districts with issues that they would like discussed to Andrea or Bob.

NOTE: Four members of HCFAS will be attending Legislative Day. Appointments have been made with Senators Flanagan and Marcellino and Assemblymen Conte and Raia. These members will also be accompanying other NYSVA&RA delegates to their local Legislators. An appointment has been made with Acting Director Lee Burns to discuss issues of interest within the Dept of Health EMS Bureau.

May 18th – EMS Memorial Ceremony in Albany

Three names will be added to the Memorial Wall this year at the Ceremony.
Dist. 7 members were encouraged to attend or send representatives from their departments.
Note: A signup sheet has been posted at HCFAS

Sept 22nd – 25th- Pulse Check 2011 in Albany

Delegates were reminded to register for Pulse Check and to send in reservations for the Holiday Inn for the conference. The feeling this year is that there will be more people attending than in the past due to the growing reputation of the quality of the past years conferences. (There has been an overwhelming response to the request for speakers. More speakers have applied than there are spaces for them.)

Huntington Station Business Improvement District.

Meeting was held Wednesday, April 20th at the Huntington Station Branch of the Huntington Library. President Keith Barrett thanked those that attended the Grand Opening of the new supermarket (Huntington Station Food Plaza) on Monday.
It was reported that the brick sidewalk work has begun from Olive St. to Pulaski Rd. Once that is completed the landscaping on the corner of New York Ave and Broadway (corner of the LIRR station) will be started.
Flower baskets are being ordered and some will be placed on Depot Rd and West Hills Road this year.
Discussion was held about replacing and/or ordering more garbage receptacles.
The date has been set for the second Annual Community Day Parade. It will be held Sept. 17th.
The parade committee will be reaching out to more churches, organizations and other groups to participate this year.

Suffolk County Ambulance Chiefs Association

Meeting was held Wednesday, April 20th at Wyandanch/Wheatley Hgts Vol. Amb.

Attendees were given copies of the White Paper issued from the SEMSCO Systems Committee, and told to read it and send any comments they may have.

Town of Huntington Fire Chiefs Council

Meeting was held Monday, April 25th at Huntington Manor FD

Six names were picked for the $500.00 scholarships, none were from HCFAS

EMS Week Open House- May 15th

Flyers have been printed and will be distributed to Huntington and South Huntington Schools the week prior to our Open House.

Posters have been printed and are being distributed to local businesses and public areas.

A meeting of those taking part or wishing to do so will be set for next week after my return from Albany.

Eagle Scout Project

Boy Scout Dan Roach, an Explorer member and son of member Sheryl Roach has asked to perform his Eagle Scout project for the Squad. He has a plan to identify our boundary signs that are in need of replacement and to find other sites that are good areas for new signs to be placed. He will be using our signs that we have in stock and the new recruitment signs we will be getting from the Town of Huntington Recruitment program. He has already gotten a map of our district and made a list of signs that need to be replaced due to damage or that have disappeared. He has also made a list of new sites that would be good places to put signs, especially the ones asking for volunteers.

Director Laas Report:

Final minutes are up on the website and server.

Uniform Code is 90% complete.

Records retention- 3 boxes are ready to be shredded.

Policies- the By-Laws committee needs to bring the change to the membership.

Our attorney attended the webinar for the social networking policy.

Motion by Brian Canty and seconded by Andrea Golinsky to adjourn the meeting at 2255 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 9, 2011
Draft 2 sent to the Board May 18, 2011

Amended and approved: May 26, 2011
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
May 12, 2011

Members:

President Roger Winter (RW)	**ABSENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**2108 hours**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Andrew Ball

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of 4/28/11 as amended.

Motion by Andrea Golinsky and seconded by Brian Canty to table the motion.
MOTION APPROVED UNANIMOUSLY

Proposed SOP Change 15-2011- to incorporate the conflict of interest policy into the SOP's was sent back to committee.

Proposals-
Noble Elevator
Annual Inspection & Dinner Dance 2012
Mayday Annual Maintenance on 2 Position Dispatch Console

Noble Elevator
Motion by Chief John Palmieri and seconded by Brian Canty to accept the recommendation of Third Deputy Chief David Mohr and authorize and approve the renewal of Noble Elevator Contract for the period of 6/1/11-6/1/16 the charges for

service will be as follows

THE CHARGES FOR THIS SERVICE SHALL BE AS FOLLOWS:

****$325.00 (THREE HUNDRED TWENTY FIVE DOLLARS AND ZERO CENTS) PLUS TAX (IF APPLICABLE)** ON A QUARTERLY BASIS FOR FIRST YEAR

****$335.00 (THREE HUNDRED THIRTY FIVE DOLLARS AND ZERO CENTS) PLUS TAX (IF APPLICABLE) ON A QUARTERLY BASIS FOR THE SECOND YEAR**

****$335.00 (THREE HUNDRED THIRTY FIVE DOLLARS AND ZERO CENTS) PLUS TAX (IF APPLICABLE) ON A QUARTERLY BASIS FOR THE THIRD YEAR**

****$345.00 (THREE HUNDRED FORTY FIVE DOLLARS AND ZERO CENTS) PLUS TAX (IF APPLICABLE) ON A QUARTERLY BASIS FOR THE FOURTH YEAR**

****$345.00 (THREE HUNDRED FORTY FIVE DOLLARS AND ZERO CENTS) PLUS TAX (IF APPLICABLE) ON A QUARTERLY BASIS FOR THE FIFTH YEAR**

THE INVOICE WILL BE RENDERED IN ADVANCE. PAYMENTS SHALL BE MADE WITHIN THIRTY DAYS AFTER THE RETENTION OF INVOICES.

THE CONTRACT SHALL CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES AND ALL PRIOR REPRESENTATIONS OR AGREEMENTS WHETHER WRITTEN OR ORAL IS SUSPENDED.

.

The company shall have the right to charge a fuel surcharge which will be calculated on a monthly basis. Not to exceed 3% of the quarterly billing amount.

A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage is required from Noble Elevator.

HCAD funds

Yes: AA, AG, BC, LL Abstain: RF (Note: JP not in room for vote)

Annual Inspection & Dinner Dance 2012

Motion by Andrea Golinsky, seconded by Lehti Laas, to accept the Special Events Committee Chairperson Brian Canty's recommendation and authorize and approve the President, on behalf of the Special Events Committee, to enter into a contract with Watermill Caterers Inc., for the Annual Inspection and Installation Dinner Dance on Saturday, February 25, 2012 from 6:00 PM to 12:00 AM with a minimum guarantee of 275 people at a cost not to exceed $100.00 per person inclusive of service charge plus Maitre D' (host) gratuity of $2 per person. The contract will include the Squad's standard cancellation policy.

HCAD Funds

MOTION APPROVED UNANIMOUSLY (Note: JP not in room for vote)

Mayday Annual Maintenance on 2 Position Dispatch Console

Motion by Brian Canty, seconded by Richard Stone to accept the recommendation of the Chief Dispatcher Jim Mallilo to exercise our option to renew the annual service and maintenance contract with Mayday Communications Inc. 19 Gazza Blvd. Farmingdale, NY 11735 for annual maintenance service from 4/1/11 to 3/31/12, for the two position Motorola MC 5500 console, including all parts and labor (onsite), at a annual cost of $2,800.00. A certificate of insurance with HCFAS named an additional insured and a certificate indicating workers compensation coverage is required from the vendor.

HCAD funds

Yes: AA, AG, BC, RF, JP No: LL

MOTION APPROVED

Treasurer's Report – Brian Canty:

Motion by Brian Canty and seconded by Chief John Palmieri to accept the following for payment in accordance with the PPP and previous Board of Director motions:

April 29, 2011 to May 12, 2011- 52 transactions = $ 113,598.81 HCAD Funds
April 29, 2011 to May 12, 2011- 2 transactions = $ 3,634.68 HCFAS Funds
April 29, 2011 to May 12, 2011- 1 transactions = $ 178.91 Post Funds

Motion by Brian Canty and seconded by Chief John Palmieri to move the motion.
Yes: JP, BC,AA No: LL, RF Abstain: AG
MOTION APPROVED TO MOVE THE MOTION

On the original motion (payment approval)
Yes: JP, BC, AA, RF No: LL Abstain: AG
MOTION APPROVED

Chief's Report – John Palmieri:

Motion by Andrea Golinsky and seconded by Lehti Laas to enter into Executive Session at 2022 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2030 hours.

The Operational Officers have not met in May as yet, but Chris and I have gone over a number of issues.
LOI:
- Cathryn Shiavone #1290 – No response to calls
- Tom Heinish #1109 – Awaiting response until 5/25

Overdue RTD:
- Sheryl Burke #827 – 5/7/2011 Oper
- Mary Beth Kraese #873 – 4/9/2011 Med
- James Lupo #959 – 4/27/2011 Oper
- Laurence Scott #1018 – 5/1/2011 Oper
- Shadon Brady #1123 - 3/24/2011 Med
- Christine Principato #1268 – 3/3/2011 Ed
- James Ostaseski #1301 - 3/17/2011 Ed

Chief clarified that Vito Reciniello will not be given a Line Of Duty (LOD) injury for a call that HCFAS requested a mutual aid from Huntington Manor Fire Department.
Vito was not an agent of HCFAS therefore it is not a LOD injury

President's Report – Roger Winter:

- I am still looking for a new chairperson to handle the EPG equipment issue. In the interim Chief John Palmieri and I will look into the purchase of equipment.
- I will be on holiday with my wife for this meeting I will return on 5/17/2011.

Director Cappola entered the meeting at 2108 hours.

Secretary's Report –Robert Franz:

Motion by Robert Franz and seconded by John Palmieri to approve the following LOA's:

Name	No.	Type	Dates
Mary Ann Schramm	595	Medical	5/1/11-8/1/11

MOTION APPROVED UNANIMOUSLY

Probation Ending

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Todd McIndoo, member #1306, eligible 5/13/11, effective 5/13/11.

Yes: RF, AA, MC, JP, BC,LL Abstain: AG

MOTION APPROVED

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Jenna Arcati, member #1310, eligible 5/13/11, effective 5/13/11.

Yes: RF, AA, MC, JP, BC,LL Abstain: AG

MOTION APPROVED

Return to Duty:

Name	No.	Date
Janet Zapata	1203	5/3/11 *Medical*

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Dillon Piccione, Member #1326, effective 2/26/11

MOTION APPROVED UNANIMOUSLY

Insurance – On May 1, ambulance 2-15-21 had an encounter with a fence post at Huntington High School's athletic field and considerable damage was done to the rear driver side panel, wheel skirt and left rear equipment door. Our insurance carrier was notified and the ambulance is at Proliner for an estimate.

HCFAS Scholarship application deadline June 1st – Applications continue to be received. Some applicants may not receive their grades for the spring 2011 semester by June 1 and if selected in the drawing will have to submit the grades before any disbursement of funds.

LOSAP 2010 points – The 2010 Listing was approved on May 3 by the Huntington Town Board. The list will be posted at HCFAS for the mandatory 30 days.

Bob Franz of the LOSAP Committee responded to a member's May 1 letter to the BOD pertaining to the non recording of the members EMT refresher course for 2010.

Suffolk REMSCO meeting May 11, 2011

2010 NYS EMS Awards Program – Recognition of outstanding contributions. Suffolk REMSCO announced their winners of the 2010 awards – Honorable Mention – Explorer Post 215 - for Youth Provider of the Year and Honorable Mention – HCFAS – for EMS Agency of the Year. All the nominee applications received this year were very well written thereby making the selection of the winners very difficult and the awarding of more Honorable Mentions. The Chief may wish to consider sending the nominations submitted to the NYSVA&RA for their annual awards (application deadline post mark August 8, fax or email August 10).

Copies of the meeting agenda and related handouts were distributed to the Board and Chief Officers and posted on the bulletin board. The meeting was short and there isn't much to report as most of the previously reported items are works in progress. REMAC is revising all protocols (AHA guidelines etc) – there will be a rollout of the behavior protocol before the summer – work in progress on the possibility of implementing therapeutic hypothermia (TH) protocols. REMAC is surveying the CEOs of all hospitals in the region to obtain baseline information regarding each hospital's ability to perform TH, or plans to implement TH protocols. Similar information is also being collected regarding PCI-capabilities.
The ad hoc committee is considering a second mailing to PSAPs who did not respond to their first request for tracking screen data and run logs to determine commonality of recording signal times.
The next meeting is Tuesday July 12, 2011at 7PM at SCEMS in Hauppauge. Other 2011 meetings are scheduled for 9/13&11/15.

SEMSCO: The next 2011 SEMAC & SEMSCO meetings are scheduled for 5/24-25 & 9/13-14.

Director Axelrod Report:
<u>Recruitment Committee</u>
The current list of potential prospective members has been emailed information regarding the upcoming RTE class. They were also emailed an invite to the Open House on Sunday.

<u>Membership</u>
Flow sheet of prospective members in the application process is attached for review. There are 8 interviews scheduled shortly, 1 folder went to the officers today, there are no applicants up for membership this evening.

<u>ByLaws and SOP's</u>
The committee met on 5/4. A final version of changes to SOP Section 1 was reviewed and then submitted to the Secretary. Work on Section 2 continued with a focus on proposed changes to Company 8 policies. The committee will meet again on 5/18.

Director Golinsky Report:
<u>New York State Volunteer Amb. & Rescue Assoc.(NYSVA&RA) - District 7</u>

The State Associations' Legislative Day took place in Albany on May 2, 2011. In attendance beside myself were Bob Franz, Pete Nakelski and Sal Signorelli. Prior to going to the E-Board meeting and NYSVA&RA's Legislative Day, I had made appointments with Assemblyman Conte, Assemblyman Raia, Senator Marcellino and Senator Flanagan. I had also sent Senator Flanagan a letter requesting his consideration for Senate Sponsorship of the Rear Facing Blue Light bill which has to be re introduced in both chambers.

At the E-Board meeting on Sunday, those that were going to the Capitol the next day were given a Legislative agenda with the appointment times of Legislators that had been made previously. I had also made copies for our members of the Quick Reference Guide to the Senate and Assembly in order for us to cold call other Legislators as time permitted.

The four members of HCFAS met with the NYSVARA group which included President Mike Mastrianni, Vice President Chris Bitner (who is also the Chairman of the Legislative Affairs Committee) Teri Hamilton, Secretary and others at 9:30 AM in the small cafeteria of the Legislative Office Building (LOB) to co ordinate our visits to the Legislators

Between 10 AM and our first appointment at 10:30 AM the HCFAS group split in two. Pete Nakelski and I made cold call visits to Assemblyman Ramos and Assemblyman Fitzpatrick, leaving pertinent information with them or at their office.

Our 10:30 appointment with Senator Flanagan was attended by the four HCFAS members and President Mastianni, Vice-President Bitner and Executive Vice President Henry Ehrhardt. We discussed the Rear Facing Blue Light bill and Senator Flanagan suggested that rather than he sponsor the bill we might want to talk to Senator Martins (D) from Mineola who is on the Committee for Local Government.

Since the other NYSVARA members had other appointments and the HCFAS members had a little time before our next appointment I decided to make a cold call on Senator Martins to see if we could either speak to him then or make a later appointment. We went to his office and were told he would be free shortly. After approximately 20 minutes we were able to see Senator Martins. He was very familiar with Fire Department issues, (LOSAP, SAFER Grants, etc.) He was also aware that the Rear Facing Blue Light Law that was passed excluded the independent volunteer ambulance corps and felt that needed to be rectified. He graciously agreed to be the Senate sponsor for the bill and will be working with Assemblyman Sweeney's office who has agreed to be the Assembly sponsor.

NYSVA&RA will monitor the progression of this until it is signed into law.

EMS Week Open House May 15, 2011

Plans for the open house have been progressing. The flyers were printed and distributed to the Huntington and South Huntington Schools.

Posters have been placed in local supermarkets (Food Plaza Waldbaums, Pathmark King Kullen), Huntington Station branch of the Huntington Library and at County Line Hardware.

Announcements have been placed on the Huntington Patch, Huntington Station PassPort, and the Town of Huntington web site that is shown on Cablevision and Fios

A one half page ad has been placed in the Long Islander (three editions).

Director Laas Report:

Telephone and Video Conferencing Policy- still waiting for the Bylaws committee to publish it. I have emailed.

Original had Officers in it, but BOD had me remove, now a year later under new administration requested to add them.

Social Networking Policy-need to meet with Secretary Franz to go over his comments.

New Business:

- To have the Bookkeeper become a notary for HCFAS. Decided that not needed since there are about 5 HCFAS members available.
- To purchase natural gas versus from National Grid. Will check with town to see if it has a contract. MC gave RS a pamphlet.

Motion by Brian Canty and seconded by Andrea Golinsky to adjourn the meeting at 2145 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 22, 2011

Amended and approved: May 26, 2011
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
May 26, 2011

Members:

President Roger Winter (RW)	**ABSENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**ABSENT**
Andrea Golinsky (AG)	**ABSENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Andrew Ball & Lorrie Stone

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Lehti Laas to untable the minutes of April 28, 2011.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of April 28, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of May 12, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals-
2010 Financial Statements and Statement of Cash Receipts and Disbursements and Independent Auditors Report
Ambulance Services Agreement 2011-2015
Annual Squad Picnic 2011
Reimbursement for Peter Nakelski and Sal Signorelli, Legislative Day
EMS Week Polo shirts price amendment
American Alternative Insurance Corporation Hubbinette Cowell Associates, Inc Policy Changes
General Meeting Room Request Donna Smith #1193
Benevolent Committee Request
Annual Memorial Day Wreath Ceremony – May 29, 2011 at Town Hall
Quality Blacktop Service - Sealcoating
Quality Blacktop Service - Signs

2010 Financial Statements and Statement of Cash Receipts and Disbursements and Independent Auditors Report
Motion by Brian Canty and seconded by Chief John Palmieri to approve and accept the Huntington Community Ambulance District Statement of Cash Receipts and Disbursements and Independent Auditors Report for years ended December 31, 2010 and 2009 and the HCFAS Financial Statements and Independent Auditors Report for years ended December 31, 2010 and 2009, as presented by Fuoco Group.
Yes: JP, BC, RS, No: LL Abstain: AA, RF
MOTION APPROVED

Ambulance Services Agreement 2011-2015
Motion by Chief John Palmieri and seconded by Vice President Richard Stone to enter into an agreement between the County of Suffolk ("County"), a municipal corporation of the State of New York, acting through its duly constituted Department of Health Services ("Department"), located at 225 Rabro Drive East, Hauppauge, New York 11788; and
Huntington Community First Aid Squad, Inc. ("Corps"), a not-for-profit corporation organized under the laws of the State of New York and an operator of a New York State certified voluntary ambulance service, located at Two Railroad Street, Huntington Station, New York 11746.
The parties hereto desire to enter into this Agreement regarding the provision of ambulance services ("Services") as set forth in Exhibit C herein. The Corps may provide Basic Life Support ("BLS") services. The corps may also provide Advanced Life Support ("ALS") services, provided that the Corps has been credentialed and authorized by the NYS Department of Health and the Suffolk Regional Emergency Medical Advisory Committee ("REMSC") to perform at the ALS level.
The terms of this agreement are January 1, 2011 through December 31, 2015.
The terms and Conditions are set forth in Exhibits A through H, as attached and incorporated herein.
Agreement # - 001-4618-0000-00-00023
Revision 3/23/11; law # 15-HS-465
Term: 1/1/11 – 12/31/15
Corps – Ambulance Service Agreement

Motion by Robert Franz seconded by Lehti Laas to add to the motion to further authorize the Chief to sign the agreement for HCFAS.
Yes: LL, RF No: JP, RS Abstain: BC, AA
MOTION NOT APPROVED

On the original motion (Ambulance Services Agreement 2011-2015)
Yes: JP, BC, AA, RS, RF No: LL
MOTION APPROVED

Annual Squad Picnic 2011
Motion by Robert Franz and seconded by Chief John Palmieri to accept the recommendation of Special Event Committee Chairperson Brian Canty and to accept the menu and the bid of Milk and Sugar Café aka Big Bubba's BBQ to cater the Annual Picnic on Sunday, July 17, 2011 at a cost of $ 34.50 per adult (age 21 & up) and $ 20.70 per adult (age 13 -21) and $ 9.20 per child

(age 5 to 12) inclusive of gratuity. Further to authorize and approve the following: $ 500.00 for decorations and incidentals an amount not to exceed $ 1,500.00 for West Hillls Day Camp usage fee including administrative, security, maintenance staff and life guards. Special Event Committee Chairperson Brian Canty will send invitations to the bookkeeper and guest, the SCPD Sector 202, 202A, 203 and 203A Operators and their immediate families, the Town of Huntington Board members and a guest and adjacent Fire Department Chiefs and a guest and he will have them RSVP to his Voice Mail. The Special Event Committee Chairperson with the approval of the Board liaison will have the authority to approve requests to attend by other interested parties with a fee of $ 35 per adult (age 21& up), $20 per adult (13 – 21) and $ 10 per child (age 5 to 12). Post 215 members are invited and may bring their parents or guardians if they live at home with them. The Chief Advisor is responsible to give the Picnic Coordinator a list of Post 215 attendees by the posted deadline date. Post 215 advisors shall be present at the picnic to provide supervision. The Squad and Post 215 Signup sheet will include the restriction that Squad members, Post 215 members and all guests below NYS legal drinking age are not allowed to consume alcoholic beverages under any circumstances at this event. The Caterer must issue certificates of insurance naming HCFAS (and West Hills Day Camp, if required) as additional insured with proof of workers compensation coverage and must assure that all beer will be dispensed by a tips certified bartender and honor HCFAS cancellation policy and provide a service staff of at least 3 throughout the event.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

Reimbursement for Peter Nakelski and Sal Signorelli, Legislative Day

Motion by Robert Franz and seconded by Brian Canty to reimburse Peter Nakelski and Sal Signorelli for expenses authorized at the March 10, 2011 Board of Directors meeting, NYSVA&RA Legislative Day motion. This motion is necessary due to the fact that the original paperwork exceeded the time limit requirement for submission in the original motion.

HCAD funds

MOTION APPROVED UNANIMOUSLY

EMS Week Polo shirts price amendment

Motion by Brian Canty Seconded by Robert Franz to amend the EMS WEEK Polo Shirts motion approved on April 14, 2011 for a total cost not to exceed $3,250. (Actual cost was $3,240.80)

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

American Alternative Insurance Corporation Hubbinette Cowell Associates, Inc Policy Changes

Motion by Chief John Palmieri and seconded by Alyssa Axelrod to accept the recommendation of the insurance committee chairperson Bob Franz and authorize and approve changes in the portfolio liability policy for commercial bond crime coverage as follows: decrease excess limit of insurance by specific position from $4 million to $3 million; delete the assistant treasurer position; delete bookkeeper employee and add bookkeeper independent contractor for a net decrease in premium of approximately $1,000 as per a 5/13/11 quote from Hubbinette Cowell Associates, Inc.

HCAD funds

MOTION APPROVED UNANIMOUSLY

General Meeting Room Request Donna Smith #1193

Motion by Robert Franz and seconded by Brian Canty to permit Donna Smith #1193 the use of the General Membership Meeting Room to conduct a Christening celebration on Saturday, July 16, 2011 from 1400 to 1800 hours, Set-up time Friday evening July 15, 2011 1900 to 2100 hours and clean-up time Saturday July 16, 2011 1800 to 2000 hours. A Security deposit has been received. Secretary Robert Franz permission has been granted after checking the schedule and confirming with President Roger Winter. Insurance certificates, vendor hold harmless agreement and TIPS certification are required for this event. The member must obtain and pay for an umbrella policy / rider (including host liquor liability) in the amount of $250,000 covering the event if the member is going to serve alcohol with HCFAS named as additional insured (approval pending proper insurance).

MOTION APPROVED UNANIMOUSLY

Benevolent Committee Request

Motion by Brian Canty and seconded by Robert Franz to accept the recommendation of the benevolent committee chairperson James Barkocy as presented by Brian Canty committee member, and authorize and approve a loan of $1,500.00 to an HCFAS active member. Repayment arrangements have been made by the committee. The member is in good standing according to HCFAS By-Laws.

HCFAS Funds

MOTION APPROVED UNANIMOUSLY

Annual Memorial Day Wreath Ceremony – May 29, 2011 at Town Hall

Motion by Robert Franz and seconded by Lehti Laas to accept the recommendation of Chief John Palmieri, and authorize and approve squad members to attend the annual Memorial Day wreath ceremony on Sunday May 29, 2011 at 9:30 am at Huntington Town Hall's Veterans Plaza. A squad vehicle may be used for transportation and squad members must wear their Class A uniform.

MOTION APPROVED UNANIMOUSLY

Quality Blacktop Service - Sealcoating

Motion by John Palmieri and seconded by Brian Canty to accept the recommendation of 3rd Deputy Chief David Mohr and Chief John Palmieri and approve a contract with Quality Blacktop Services, Inc., of Smithtown, NY to repair all holes and cracks in the parking lot and resurface it as per their attached quote dated May 23, 2011 at a cost not to exceed $2,750. Chief Palmieri and Third Deputy Chief David Mohr will be responsible to oversee the repair work and acceptance of the completed work. A certificate of liability insurance with HCFAS named an additional insured and a certificate indicating workers compensation coverage must be received from the vendor.

Note: this is a $200 increase in price over 2010 & 2009 pricing.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Quality Blacktop Service - Signs
Motion by John Palmieri and seconded by Brian Canty to accept the recommendation of 3rd Deputy Chief David Mohr and Chief John Palmieri and approve a contract with Quality Blacktop Services, Inc., of Smithtown, NY for the purchase and installation of 9 signs that will read "PARKING FOR ON-DUTY CREWS ONLY" for the nine horizontal parking spots along the southern property line at the rear of the building as per their attached quote dated May 23, 2011 at a cost not to exceed $1,125.00. Chief Palmieri and Third Deputy Chief David Mohr will be responsible to oversee the approval of the signs, installation and acceptance of the completed work. A certificate of liability insurance with HCFAS named an additional insured and a certificate indicating workers compensation coverage must be received from the vendor.
HCAD funds
Yes: LL No: RS, RF, AA Abstain: JP, BC
MOTION NOT APPROVED

Treasurer's Report – Brian Canty:
Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:
May 13, 2011 to May 26, 2011- 39 transactions = $ 42,720.92 HCAD Funds
May 13, 2011 to May 26, 2011- 8 transactions = $ 4,370.80 HCFAS Funds
MOTION APPROVED UNANIMOUSLY

The Audit has been completed and we will be reviewing the draft financial statements at tonight's meeting.

We had several events in May that require reporting of the expenses by the treasurers office to the Board of Directors at the next Board meeting following the events.

NYSVA&RA Legislative Day on May 2, 2011
As you saw we had expenses that were submitted after the 10 day requirement that was put on the motion for the NYSVA&RA Legislative Day. With these two additional PO's, the total cost of this event was $786.09 for four participants

EMS OPEN HOUSE May 15, 2011 due 5/25/2011
EMS WEEEK Open House May 15, 201 report due to treasurer May 25, 2011
A written accounting of the event must be provided within 10 days of completion of the event to the Treasurer, as of this email I have not received anything. I believe Director Golinsky is still trying to gather all the receipts. Once this is received, an accounting can be given to the BOD.

EMS WEEK FOOD – w/e 05/21/11 due 05/31/2011

EMS Memorial 5/18/2011 due 5/28/2011

Chief's Report – John Palmieri:
Advancements:
Nathaniel Watts #1316 Passed Dispatch
George Reeder #1328 Passed Ambulance Orientation

Megan Davis #1066 to ACL

Overdue Returns To Duty:

Carlos Suarez #1103 As of 1/31/11- From MedLOA

Christine Principato # 1268 As of 3/3/11 - From EdLOA

James Ostaseski #1301 As of 3/17/11- From EdLOA

Chuck Brady #1268 As of 3/24/11- From MedLOA

Being investigated by 1st Deputy

Mary Beth Kraese #873 As of 4/9/11 - From MedLOA

Following up with Doctor as of Monday 5/23

Catherine Schiavone #1290 No response to calls or letters.

Suggest dropping from membership as last shift was 1/30/11.

Shift Changes:

Mindy Scalzetti #1255 From Sunday 1100 to Saturday 1100

Mary Ellen Boehm #1317 From Sunday 1100 to Saturday 1100

Glen Stern #1284 From Saturday 2300 to Sunday 1500

Secretary's Report –Robert Franz:

Absences Vito Reciniello (Note: the following 2 motions were approved under regular motions after "Quality Blacktop Service- Signs")

Motion by Lehti Laas and seconded by Brian Canty, to authorize and approve the recording of Absences Without Leave in Vito Reciniello's #659 member personnel file and electronic SCM member file as follows:

1- Absences Without Leave from 11/05/09 to 1/14/10 (no cards);
2- Absences Without Leave from 4/24/10 to 6/26/10 and
3- Absences Without Leave from 6/28/10 to 7/21/10. These Absences Without Leaves will be documented by appropriately noted LOA Request Forms (Form #146) signed by the Secretary.

MOTION APPROVED UNANIMOUSLY

LOA:

Motion by Lehti Laas and seconded by Brian Canty, to grant Vito Reciniello a Medical Leave of Absence (MLOA) from 7/22/10 to 02/11/11 which is not due to a Huntington Community First Aid Squad, Inc. line of duty injury. This MLOA will be documented by an appropriately noted LOA Request Forms (Form #146) signed by the Secretary. Vito's return to duty date is 2/12/11 - medical.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	No.	Type	Dates
Juan Flores	1293	Operational	5/10/11
Sheryl Burke	827	Operational	5/23/11
Matt Valle	1238	Educational	5/10/11
Vito Reciniello	659	Medical	2/12/11

New Members (Note: the following motion was voted on under motion's after Vito's Reciniello's LOA motions)
Motion by Robert Franz and seconded by Richard Stone to accept Dylan Angevine as a new probationary member #1335, Shift: Friday 2300 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Chief John Palmieri and seconded by Brian Canty to grant the following Status Change: Active Member to Assosiate Membership for Laurence Scott Member #1018, effective 5/26/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Jessica Diaz, Member #1307, effective 5/1/11.
MOTION APPROVED UNANIMOUSLY

Motion by Brian Canty and seconded by Chief John Palmieri to drop from membership at the recommendation of the Operational Officers for failure to fulfill shift requirements, probationary member Cathryn Schiavone, member #1290, effective 5/26/11.
MOTION APPROVED UNANIMOUSLY

Insurance

Ambulance 2-15-16 had an encounter with a parked vehicle on 5/17/11. There was no damage to the other vehicle except for a bent license plate. Proliner's repair estimate is approximately $3,000 and I will send a claim to our insurance company on Friday.

The written estimate of damages to ambulance 2-15-21 from the 5/1/11 encounter with a fence post at Huntington High School's athletic field is approximately $10,000.

HCFAS Scholarship application deadline June 1st – Applications continue to be received. A blast email will go out to the membership reminding them of the deadline date.

LOSAP – When Andrea and I were in Albany last week, we had a meeting with Penflex to discuss the method of payment for post entitlement age benefits.

Director Axelrod Report:
Membership
There is one applicant up for membership this week, Dylan Angevine. Please review his file in the transition box.

Recruitment Committee
The next RTE class begins Tuesday, 5/24, and is being taught by Tom Lemp. There are 17

registrants.

ByLaws and SOP's

The committee met on 5/18. Work on Section 2 continued and all proposed changes to this section were discussed. Next meeting a draft of changes to Section 2 will be reviewed, and work will begin on SOP Section 3. The committee will meet again on 6/1.

New Business:

Gift Cards discussed: November 30th off probation is the Board consensus.
40 complete shifts as verified by SCM.
20 for members on alternate shifts.
No suspensions for the year.

LOSAP Bob discussed the methods of payment for post entitlement age (PEA) benefits based upon the meeting he and Andrea had with Penflex. It was the unanimous consensus of the Board to request a lump sum method of payment for PEA.

Motion by Robert Franz and seconded by John Palmieri to adjourn the meeting at 2251 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 4, 2011

Amended and approved: June 9, 2011
MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
June 9, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT via Skype**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**ABSENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: None

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of May 26, 2011 as amended.
Yes: RF, RS, JP, AA, LL Abstain: BC, AG
MOTION APPROVED

Holiday Gift Card Eligibility discussion.

Motion by Chief John Palmieri, and seconded by Robert Franz to enter into Executive Session at 2038 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2105 hours.

Proposals-
Landscaping
Dependable Plumbing and Heating Water Leak Computer/Security Room
NYSVA&RA Pulse Check 2011 56th Annual Educational Conference & Trade Show Advertisement
NYSVA&RA Drill Competition Trophies
Brendan Fitts #1180 General Meeting Room Request
Konica Minolta Business Solutions Renewal
NYSVA&RA 2011 Pulse Check 56th Annual Educational Conference and Trade Show
Zumba Class
Town of Huntington Fire Chief’s Council Ambulance Demonstration
Bike “Team” Patrol to participate in the Long Island 2 Day Breast Cancer Walk

Landscaping

Motion by Chief John Palmieri and seconded by V.P. Richard Stone, to accept the recommendation of Third Deputy Chief David Mohr to authorize and approve the Third Deputy Chief along with the Chief or President to enter into a purchase order/agreement for the 2011 season with Travis Smith Landscaping, 17 Polly Place, Huntington, New York 11743. Contact Travis Smith, 631-549-5551. At a cost of $60.00 Weekly maintenance, Spring Clean-up $585.00, Fall clean-up $395.00, Based on a 26 week season total cost estimate is $2,540.00. The Third Deputy Chief has the authority to modify the services after discussion with Travis Smith Landscaping and the approval of the Chief and President. A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage is required from Travis Smith Landscaping.

HCAD funds

Yes: RF, RS, JP, BC, AA, LL Abstain: AG

MOTION APPROVED

Dependable Plumbing and Heating Water Leak Computer/Security Room

Motion by V.P. Richard Stone and seconded by Chief John Palmieri to pay for repairs to the main water line located in the Computer/Security Room in the basement. The cost of the initial repair exceeds the limit set forth in the Purchasing Policy by $150.00. The total amount for the repair material and labor is $1,150.00. Contractor Dependable Plumbing and Heating, 620 6th Street, East Northport, NY 11731, service provided on 5/5/2011, PO # 593.

HCAD funds

MOTION APPROVED UNANIMOUSLY

NYSVA&RA Pulse Check 2011 56th Annual Educational Conference & Trade Show Advertisement

Motion by Robert Franz and seconded by Richard Stone, to authorize and approve Andrea Golinsky, the Squad's public relations committee chairperson and chief delegate to the NYSVA&RA District 7, to place a full page HCFAS ad in the NYSVA&RA Pulse Check 2011 56th Annual Educational Conference & Trade Show journal at a cost of $ 125.00. Ad will be similar to the ad placed in 2010 journal.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

Treasurer Canty lost his Video Connection

NYSVA&RA Drill Competition Trophies

Motion by Robert Franz, seconded by Lehti Laas, to authorize and approve HCFAS to donate a HCFAS engraved 1st Place 1st Responder Drill Trophy & 6 Oscars ,1st , 2nd & 3rd Place for Problem 1 or 2 – 1st Responders trophy or other designated trophy to the 2011 NYSVA&RA Drill Competition Committee at a cost of $ 350.00. Andrea Golinsky will be responsible to submit the donation form to the NYSVA&RA.

HCFAS funds

MOTION APPROVED UNANIMOUSLY (BC lost connection)

Brendan Fitts #1180 General Meeting Room Request

Motion by Robert Franz and seconded by Lehti Laas to acknowledge Brendan Fitts #1180 use of the General Membership Meeting Room for a Gathering after Funeral Services for his father, on Saturday, June 4, 2011, Set-up time, June 4, 2011, 1100 – 1200 hours the event time is 1200-1400 hours, clean-up time 1400-1500 hours No Security deposit is required. After checking the room schedule, President Winter and Chief Palmieri approved the use of the room prior to the event and notified the Board of Directors. The required liability insurance certificates were received but the caterer's hold harmless agreement was not received.
MOTION APPROVED UNANIMOUSLY (BC lost connection)

Konica Minolta Business Solutions Renewal
Motion by V.P Richard Stone and seconded by Alyssa Axelrod to renew our service contract with Konica Minolta Business Solutions for the following 2 copier machines Model # BIZHUB 362, serial #'s A11U011003153, A11U01100874. This includes an aggregate total number of copies per month of 15,000.The contractual period is from 6/30/2011 – 6/30/2012. This contract is part of the New York State Contract PC59463, 60 month deferred payment program. The total for service charge for each machine for the one year contract is $774.00 a total expenditure not to exceed $1,548.00 for the contractual year of service.
HCAD funds
MOTION APPROVED UNANIMOUSLY (BC lost connection)

NYSVA&RA 2011 Pulse Check 56th Annual Educational Conference and Trade Show
Motion by Andrea Golinsky and seconded by Lehti Laas to authorize and approve the Squad's New York State Volunteer Ambulance and Rescue Associations (NYSVA&RA) District 7 delegates, Andrea Golinsky and alternate delegates, Robert Franz and Annette Hershkowitz, to attend the NYSVA&RA 2011 Pulse Check 56th Annual Educational Conference and Trade Show from Thursday, 09/22/11 to Sunday 09/25/101held at Albany NY. Reimbursement will consist of the course and trade show registration of $120.-- per person, hotel & meals (Dinner to Breakfast) not to exceed $595.00 per person depending on room occupancy, mileage, tolls and current GSA rate in effect (as of 10/01/2010 rate $61.00)(less 25%for travel days) for meals per person per day. There will be no reimbursement of meals which are included as part of the conference cost. Each delegate will attend an aggregate combination of four of the following: educational sessions, or youth team or adult team competitions or business meetings including voting of the Squad's and individual members' proxies or annual banquets or perform other NYSVA&RA conference or trade show duties as requested(such as credentials, trade booth or registrations duties). The Thursday business meeting and Saturday evening business and banquet and Sunday morning business meeting should be attended. Delegates will obtain sales tax exemption certificates from the treasurer. Further, to authorize with the approval of the Chief, the use of vehicle 2-15-89 or other Squad vehicle 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 the events attended including course completion certificates received with LOSAP) forms (certificates not received will be submitted upon receipt with the LOSAP forms) and each delegate will submit a synopsis of educational session attended (should not be the same session as another delegate) as part of the reimbursement documentation Upon request of the Chief, 2nd. Deputy Chief or Board of Directors (BOD) each delegate must be available to make a report as determined by the requestor concerning one of the educational sessions attended. Advances of money are not permitted. Reimbursement of deposited due to no-attendance is the responsibility

of the delegate, unless requested by the member in writing and approved by the BOD. Reimbursement will be in accordance with HCFAS Purchasing Policy Procedures 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 and be approved by the 2nd. Deputy Chief and the Chief and be submitted to the Treasurer within 10 days of return from the conference. The Treasurer will provide the BOD an accounting for this conference at the next BOD meeting following the request for reimbursement after the conference.

HCAD funds

Yes: RF, AG, AA, RS, LL Abstain: JP, BC

MOTION APPROVED

Zumba Class

Motion by Robert Franz and seconded by Alyssa Axelrod to offer the membership Zumba Fitness Classes. Cost for attendees will be $30.00 for 10 classes. The total cost for all classes will be $750.00 to be paid to the instructor after completion. The class will begin on July 7 and be held on consecutive Thursdays at 7:15 PM for 10 weeks. There is a signup sheet on the bulletin board in the Ready Room and there are presently 30 people signed up. The program will be supervised by Joanne Cunningham. Full payment for the classes must be paid before participation by each student. A full refund will be made to any squad member who attends and participates in 80% of the classes (8 of 10 classes). The Zumba instructor is Edna Parker and she has proper insurance. A certificate of Insurance from the vendor naming HCFAS as additional insured, and proof of Workers Compensation coverage with notification clause will be provided prior to any work being performed.

Total cost $750.00

HCFAS funds

Yes: AG, AA, RS, RF, JP, LL Abstain: BC

MOTION APPROVED

Town of Huntington Fire Chief's Council Ambulance Demonstration

Motion by Chief John Palmieri and seconded by Robert Franz to host the township fire departments ambulances in conjunction with the Town of Huntington Fire Chief's Council on Wednesday June 22, 2011, 1930 hours. A light dinner or BBQ will be served by HCFAS at a cost not to exceed $500.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Bike "Team" Patrol to participate in the Long Island 2 Day Breast Cancer Walk

Motion by Chief John Palmieri and seconded by Alyssa Axelrod to permit the HCFAS Bike "Team" Patrol to participate in the Long Island 2 Day Breast Cancer Walk. The event will commence on the South Shore, starting at Smiths Point in Mastic Beach on June 11, 2011 and it will end at Cathedral Pines in Yaphank June 12, 2011. Permission will be granted to use the following equipment, and personnel; 4-8 bikes, 2-15-88 and the Special Events Trailer and upwards of 8 members that have been selected by the Second Deputy Chief Michele Miller. Second Deputy Chief Michele Miller will coordinate this event. Not to exceed $30 per person per day.

HCAD funds
Yes: AG, AA, RS, RF, JP, LL Abstain: BC
MOTION APPROVED

Treasurer's Report – Brian Canty:
Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:
May 26, 2011 to June 9, 2011- 43 transactions = $ 35,701.85 HCAD Funds
May 26, 2011 to June 9, 2011- 5 transactions = $ 3,439.28 HCFAS Funds
May 26, 2011 to June 9, 2011 - 2 transactions = $ 485.91
MOTION APPROVED UNANIMOUSLY

EMS OPEN HOUSE May 15, 2011 due 5/25/2011
EMS WEEEK Open House May 15, 201 report was due to treasurer May 25, 2011as of 3:30 this afternoon on June 8, 2011 I still **have not received** a report from Director Golinsky.
A written accounting of the event must be provided within 10 days of completion of the event to the Treasurer as per the BOD motion.

EMS WEEK FOOD – a total of $1,775.46 was spent on EMS week meals. There were some issues that I believe Chief Palmieri will bring up.

EMS Memorial 5/18/2011 - a total of $651.35 was expended for 6 people**.**

Chief's Report – John Palmieri:
The Operational Officers will meet on Thursday June 16, 2011.
Advancements:
None
Returns to Duty:
None
Overdue Returns To Duty:
Christine Principato # 1268 As of 3/3/11 - From EdLOA
James Ostaseski #1301 As of 3/17/11- From EdLOA
Chuck Brady #1268 As of 3/24/11- From MedLOA
Being investigated by 1st Deputy
Mary Beth Kraese #873 As of 4/9/11 - From MedLOA
Following up with Doctor as of Monday 5/23
Shift Changes:
None
Suspension:
Joe Frisenda #1160 As of 6/4/11 at 3:30 PM
Rescinded on 6/6/11 as of 1:00PM

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by John Palmieri to approve the following LOA's:

LOA'S Approved

Name	Membership #	Type	Dates
Carlos Suarez	1103	Extended Educational	1/31/11 – 4/30/11
Carlos Suarez	1103	Extended Educational	4/30/11-7/31/11
Joseph Frisenda	1160	Emergency Medical	6/6/11-9/6/11

MOTION APPROVED UNANIMOUSLY

The following new member motions were voted on earlier in the meeting after the Executive Session.

New Members

Motion by Robert Franz and seconded by Chief John Palmieri to accept Patricia Moore as a new probationary member #1336, Shift: Friday 1100 in accordance with Article III, Section 2 of the By-Laws.

Yes: RF, RS, JP, AA, LL Abstain: BC, AG

MOTION APPROVED

Motion by Robert Franz and seconded by Chief John Palmieri to accept Cassandra Shepherd as a new probationary member #1337, Shift: Friday 0700 in accordance with Article III, Section 2 of the By-Laws.

Yes: RF, RS, JP, AA, LL Abstain: BC, AG

MOTION APPROVED

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of probationary member Michael Jurgrau, member #1302, effective June 4, 2011.

MOTION APPROVED UNANIMOUSLY

Treasurer Canty video logged out of the meeting at 2015 hours.

Ambulance 2-15-16 damage has been assessed by VFIS and I am waiting for a report.

VFIS sent us a $9,436 check for damages to ambulance 2-15-21.

LOSAP – Penflex reported that the method of payment for post entitlement age benefits may have to be approved by the NYS Comptroller's attorney.

HCFAS Scholarship application deadline June 1st – Applications were received from 3 Squad members and 9 related individuals to squad members. There are still outstanding spring 2011 grades from some applicants which are due to the school not posting those grades. As in the 2010 raffle, these applicants will be included in the June 13th drawing and if selected must submit the grades shortly thereafter otherwise an alternate winner will be awarded the scholarship.

NYS Volunteer Ambulance & Rescue Association Scholarships – Deadline August 12, 2011

A notice for these scholarships was put in the June Pulse and is posted on the bulletin board.

NYS Volunteer Ambulance & Rescue Association Special Awards–Deadline August 8, 2011

The categories, requirements and application form were distributed to the Chief and 1st Deputy Chief for their consideration of submitting the NYS EMS Council award nominees to the Association.

President's Report – Roger Winter:
Badges
Life Membership - No report,
Membership Badges – I have one badge to send out for repair.

Gift Card parameters for next year: Alyssa Axelrod and Andrea Golinsky are heading up a committee of two to draft a gift card parameter/motion.

Fund Drive – Greg Norma has just told me you did not get the fund drive data. I sent this to you on 4/5/2011. Norma you should call Greg to see if it went into his junk mail folder automatically, Jim Mallilo reporting. The complete list was again e-mailed on June 6, 2011, 22,000 names and addresses. As of 6/8/2011 Norma reports to me that we have collected $42, 407.50.

Committee List for 2011 - I have compiled the list as best that I can to this point. A committee of ONE is NOT a COMMITTEE, so I am asking everyone who has a committee of ONE to add another committee member so if the committee of one is incapacitated the committee can still function. The committee list has been distributed. I have changed some of the responsibilities of some of the Board Members. I find it difficult to be the liaison to a committee, and be the committee chair of the same committee.

Explorer Post 215 - Please see attached invitation to the Explorer Post 215 installation dinner.

Monument and Signage project: This project will be under the direction of Chief John Palmieri, assisted by Vice President Richard Stone and Third Deputy Chief David Mohr.

Please join us in celebrating the
Installation of the 2012 Officers

A night filled with fun, food, and friends
Saturday, June 18, 2011
at the
Huntington Community First Aid Squad
From 7 to 10pm

Please RSVP by June 14, 2011
to
captain.post@yahoo.com

Director Golinsky Report:
EMS Week Open House
Expense Report

Advertising	
Long Islander ½ page	$452.00
School Flyers	137.00
Food	166.87
Children's games	46.93
Decorations-balloons	34.99
Total Expenses	**$837.79 ****

** give-a-ways used from PR stock

Blue Light Legislation

Senate Bill # S5483 and Assembly Bill # 7919 are both out of their respective transportation committees and have been sent to the Calendar for readings.
Will continue to monitor these bills

PR Committee

HCFAS will be participating in two Community Days this weekend

Sat June 11th 11 AM to 3 PM
Jefferson School Community Day on Oakwood Road. An ambulance and members will be in attendance.

Sat June 11th 12PM – 4 PM
Friends of Latin Quarters on New York Ave. Squad members will be hosting a table.

1 ambulance and 89 will be in use for these activities

Director Axelrod Report:

Membership
There are two applicants up for membership this week. Please review the files in the transition box.

ByLaws and SOP's
The committee met on 6/1 and 6/8. Work on Section 2 was completed - proposed changes were finalized and will be published in the next Pulse. Work on Section 4 began and continues. The committee will meet again on 6/15.

Old Business: Robert and Andrea's changes will be made to the monument

New Business: None

Motion by Andrea Golinsky and seconded by Richard Stone to adjourn the meeting at 2256 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 21, 2011

Amended and approved: June 23, 2011
MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
June 23, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Rich Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**2111 hours**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Andrew Ball, Richard Stein, Melissa Anastos, Sally Staszak

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of June 9, 2011 as amended.
Yes: RF, RS, AG, AA, LL Abstain: JP, BC
MOTION APPROVED

Proposals-
SOP Change 16-2011 – Chain of Command
Zumba Class amended to read Katherine Farfan-Selim Starlight Ballroom Studio with a July 14 start date.
Purchase a Field of Honor Flag
EVOC class
Holiday Gift Card Eligibility

Motion by Brian Canty and seconded by Andrea Golinsky to approve as amended proposed SOP change 16-2011- update Article I of the SOP's- Chain of Command.

Proposed SOP Change
16-2011

Proposal:
Update Article I of the SOP's.

Background/Justification:
To correct some of the grammar and to remove ambiguity within Article I.

Change (additions are in <u>underlined</u> and deletions are ~~stricken~~):

Article I - Chain of Command

Section 1 - Chief:

1. The Squad Chief shall be the senior Operational Officer and all other operational ~~Squad~~ members will be ~~are~~ subordinate.

3. The Squad Chief shall attend all meetings of the corporation and the Board of Directors. The Chief shall report to the Board any repairs or requests for additional equipment or supplies as governed by the Purchase Policy ~~and Procedures~~. The Chief shall report to the Board of Directors on personnel, vehicles and equipment at regularly scheduled Board meetings, and on equipment and supplies for the ensuing year's budget at the annual Budget meeting of the Board of Directors.

Section 3 - Second Deputy Chief:

2. The Second Deputy Chief is in charge of the Training Committee and responsible for arranging and securing the proper first-aid training and monthly review training for members, and to see that all first-aid equipment is operative and available. The Second Deputy shall oversee the First-Aid Supply Committees to ensue the proper ordering and receipt of first-aid equipment and supplies in accordance with the Purchase Policy ~~and Procedures~~.

Section 5 - Chief Dispatcher:

3. The Chief Dispatcher is responsible for maintaining the ~~Crewleaders'~~ red logbook, the computerized FCC radio log~~book, the non-emergency logbook, the business logbook~~, and ~~the~~ all other posted communications ~~logbook~~.

4. The Chief Dispatcher is responsible for updating the phone directory, ~~rolodex and~~ computer street directories, ambulance directories ~~rolodex~~ and all maps.

5. The Chief Dispatcher is responsible for dispatch training and shall oversee the Dispatch Training Committee ~~Coordinator~~.

Section 6 - Day Captain:

2. Day Captains are responsible for providing weekly duty rosters for their day. Completed duty rosters must be posted 48 hours in advance~~, but must be posted not less than 24 hours in advance~~. Day Captains shall inspect quarters upon their arrival and see to it that only qualified and authorized personnel use the equipment. They shall ascertain that the vehicles and equipment are properly functioning at Headquarters and on emergency calls.

Motion by Brian Canty and seconded by Andrea Golinsky to move the motion.
Yes: BC, JP, RS, AG, AA No: RF, LL
MOTION APPROVED

On the motion SOP change 16-2011:
Yes: RS, RF, AA, AG No: BC Abstain: LL, JP

MOTION NOT APPROVED
2/3 Vote Required

Zumba Class amended to read Katherine Farfan-Selim Starlight Ballroom Studio with a July 14 start date.
Motion by Robert Franz and seconded by Alyssa Axelrod to offer the membership Zumba Fitness Classes. Cost will be $30.00 for 10 classes. The total cost for all classes will be $750.00 to be paid to the instructor after completion. The class will begin on July 14 and be held on consecutive Thursdays at 7:15 PM for 10 weeks. There is a signup sheet on the bulletin board in the Ready Room and there are presently 30 people signed up. The program will be supervised by Joanne Cunningham Full payment for the classes must be paid before participation by each student. A full refund will be made to any squad member who attends and participates in 80% of the classes (8 of 10 classes). The Zumba instructor is Katherine Farfan-Selim from Starlight Ballroom Dance Studio and she has proper insurance. A certificate of Insurance from the vendor naming HCFAS as additional insured will be provided prior to any work being performed.
Total cost $750.00 HCFAS Funds.

Previously approved motion:
Motion by Robert Franz and seconded by Alyssa Axelrod to offer the membership Zumba Fitness Classes. Cost for attendees will be $30.00 for 10 classes. The total cost for all classes will be $750.00 to be paid to the instructor after completion. The class will begin on July 7 and be held on consecutive Thursdays at 7:15 PM for 10 weeks. There is a signup sheet on the bulletin board in the Ready Room and there are presently 30 people signed up. The program will be supervised by Joanne Cunningham. Full payment for the classes must be paid before participation by each student. A full refund will be made to any squad member who attends and participates in 80% of the classes (8 of 10 classes). The Zumba instructor is Edna Parker and she has proper insurance. A certificate of Insurance from the vendor naming HCFAS as additional insured, and proof of Workers Compensation coverage with notification clause will be provided prior to any work being performed.
Total cost $750.00

HCFAS funds
MOTION APPROVED UNANIMOUSLY

Purchase a Field of Honor Flag
Motion by Andrea Golinsky and second by Robert Franz to purchase one 3x5 American Flag mounted on an 8-foot pole for the "Field of Honor" sponsored by the Kiwanis Club of Huntington. The flag will have a custom printed yellow ribbon personalized with Huntington Community First Aid Squad. In honor of Veterans Day, the flags will be placed in precision rows on the front lawn of the Huntington Town Hall from Saturday, October 22, 2011 to Tuesday, November 30, 2011 after November 30, 2011 the flag will become the property of Huntington Community First Aid Squad. The cost of the flag is $35.00, a check payable to the Huntington Kiwanis Club
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

EVOC class
Motion by Chief John Palmieri and seconded by Robert Franz to permit upwards of 6 members to attend an the classroom sessions for the Emergency Vehicle Operation Course per National Standards,(EVOC) class that will be held at Halesite Fire Department on Tuesday, June 21, and

Thursday , June 23. Also to permit, with the permission of Chief John Palmieri, the use of 2-15-89 on Saturday, June 25, 2011 at the Yaphank Fire Academy for the driving experience segment of the class.
No fees are associated with this class.

Yes: RF, RS, JP, AG, AA, LL Abstain: BC
MOTION APPROVED

Director Cappola entered the meeting at 2111

Holiday Gift Card Eligibility
Motion by Alyssa Axelrod and seconded by Andrea Golinsky to authorize holiday gift card eligibility under the following:

Holiday Gift Card Eligibility

In order to receive a holiday gift card, a member must fulfill the following requirements:

1. Member must be in good standing and off probation by December 1st.
2. Member may not have been suspended, or received a temporary suspension, any days in the current calendar year.
3. By December 1st, Operational members must have completed 36 4-hour duty tours, or 36 8-hour overnight tours, or 18 8-hour duty tours if on Alternating Overnight Status. Duty tours include both weekly shifts and each 4-hour standby.
4. By December 1st, Administrative members must have completed 82 hours as submitted to the Chief Dispatcher.

Any questions regarding gift card eligibility should be directed to the Chief. Any exceptions to the above will be considered by the Board of Directors.
Yes: AA, AG, RS, RF, MC, BC, LL No: JP
MOTION APPROVED

Membership committee Co-Chair Sally Staszak gave an update to the Board. Time line issues discussed.

Treasurer's Report – Brian Canty:
The Board acknowledges that Joseph Gander Sr., member #1166, of Long Island Sound Electric as doing the work at member #236, Martha Brenner's home for her longevity award. He did the work below market value.

Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:
June 10, 2011 to June 23, 2011- 25 transactions = $ 12,216.76 HCAD Funds
June 10, 2011 to June 23, 2011- 7 transactions = $ 4,418.58 HCFAS Funds
June 10, 2011 to June 23, 2011 - 1 transactions = $ 64.88 Post Funds
MOTION APPROVED UNANIMOUSLY

2012 BUDGETS

Budget requests were distributed on June 15, 2011 to all BOD Liasions and Chief officers to discuss 2012 budget request to be returned by July 15th. Any budget that is not returned by July 15th will be given a budget number selected by the Budget and Finance Committee.

Outstanding Bills

Firenews – PO dated 03/01/11 submitted 05/27/2011 – I have asked Director Golinsky for a motion for this item and have been told it is not needed. I do not have anything that says a motion is not needed.

Long Island Sound Electric – PO Not Dated submitted 06/14/11 – Does not state anywhere on the PO what the payment is for it is for or who it is for, I would like some kind of disclosure attached stating that this company is owned and operated by a member. I have asked Director Golinsky to provide this information and nothing has been turned in to me as of 22:35 on June 22, 2011

Minolta Copy Charges –

It appears that we overpaid Minolta in 2010 for the monthly Copy Charges. We have been in contact with Minolta but we are not getting anywhere. As of today, the only Minolta bill that will be paid is the monthly leases until this is all straighten out.

Chief's Report – John Palmieri:

The Operational Officers met on Thursday June 16, 2011.

Topics:

The ability of Officers to log onto the SCM system from computers located outside HCFAS was again discussed. Officers will be using "logmein.com" as this software has been found to be easily accessible for our members, has capable security measures, and is available for free.

The new ALS bag has been approved by all ALS providers that took the time to evaluate it. We will not be purchasing this product until it is investigated at the EMS Expo.

Questions were raised about the use of electronic PCRs and how the Squad might be involved.

Invitations to 4 parades were received and the Officers voted to attend Huntington Manor and Greenlawn. They also wanted to see if they could get a representative turnout for Eaton's Neck and East Northport. Dress for all parades will be short sleeved white Squad shirts, blue pants (not EMS pants), black shoes, and black ties, (summer dress uniform, no hats).

The Officers want to retire form 400.

Suspension Hearing for Jeremy Boehm

Advancements:

Sun: Nicole Menditto #1294 to ACL.
Mon: George Reeder #1328 to Aide.
Crystal Mueller #1092 to ACL.
Jenna Arcati #1310 to ACL.
Tues: Anne Schwartz #1313 to First Aider.
Carol Nucci #1324 to Dispatcher.

Meaghan Meyer #1244 to Driver Training.
Wed: No
Thurs: Todd McIndoo #1306 to First Aider.
Fri: No
Sat: Joe Grant #1304 to Driver.

Tom Heinish #1109 Awaiting letter of resignation.
Patricia Moore #1336 Awaiting letter of resignation.

Overdue Return To Duty:
Christine Principato #1268 As of 6/03/11 From EdLOA
James Ostaseski #1301 As of 6/17/11 From EdLOA
Ashley Taylor #1214 As of 6/08/11 From OpLOA
Dina Kutcher #950 As of 4/21/11 From OpLOA
(LOA 3/17/11 to 6/17/11?)

Overdue Paperwork:
Trish Reciniello #740 From 6/01/11 EdLOA

Shift Changes:
James Mallilo #1030 From Sun 2300 to Fri 1500
Brian Quinn #1256 From Wed 1100 to Fri 1500
Beatrice Moldinado #1275 From Thurs 1500 to Wed 2300
George Reeder #1328 From Mon 1100 to Mon 2300
Glen Stern #1284 From Sat 2300 to Sun 2300
(Awaiting paperwork)

Suspensions by Chief:
Joe Frisenda #1160 As of 6/3/11 to 6/6/11
Jeremy Boehm #1225 As of 5/20/11

Members To Be Removed From Company 8:
Matthew Cappola #1106 On notification, will be given 10 days to find a permanent shift.

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Mark Cappola to approve the following LOA's:

Name	Membership #	Type	Dates
Brady, Shandon	1123	Extended Medical	3/24/11 -6/24/11
Gander Jr, Joseph	1329	Medical	5/23/11 – 8/23/11
Gibbs, Tyler	1252	Educational	6/15/11 – 9/15/11
Kraese, Mary Beth	873	Extended Medical	4/9/11 – 7/9/11

Lupo, James	959	Extended Operational	4/27/11 – 7/27/11
Mallilo, Christopher	1234	Medical	5/19/11 -8/19/11
Maresco, Karen	999	Operational	7/1/11 – 10/1/11
Martin, William	1063	Emergency Medical	6/6/11 – 9/6/11
Milliken, Brian	1085	Operational	7/1/11 – 10/1/11
Milione, Danielle	1258	Educational	6/30/11 – 9/30/11
Ostaseski, James	1301	Extended Educational	3/17/11 – 6/17/11
Principato, Christine	1268	Extended Educational	12/3/10 – 6/3/11
Schramm, Carl	997	Extended Medical	6/1/11 – 9/1/11
Smith, Donna	1193	Medical	5/30/11 – 8/30/11
Smith, Elizabeth	929	Operational	4/1/11 – 7/1/11
Staszak, Staszak	397	Operaional	5/6/11 – 8/6/11
Tetrault, Keith	995	Emergency Medical	6/2/11 – 9/2/11

Yes: RF, RS, JP, AG, LL, MC No: BC Abstain: AA

MOTION APPROVED

Return to Duty:

Name	Membership #	Date of Return	Note, returning from:
Burns, Eileen	767	5/12/11	Medical LOA
Brenner, Martha	236	5/26/11	Medical LOA
Brenner, Pamela	1157	5/14/11	Medical LOA
Guadagnin, Linda	1148	5/3/11	
Lupo, James	959	5/26/11	
Maloney, Ann	921	6/13/11	
Nathan, Paul	1235	5/23/11	
Smiles, Robin	937	6/13/11	Medical LOA
Staszak, Sally	397	6/1/11	

Motion by Robert Franz and seconded by Mark Cappola to drop from membership for failure to fulfill shift requirements probationary member, Tanya Harris, member #1319, effective 6/23/11.

MOTION APPROVED UNANIMOUSLY

Insurance -VFIS sent us a $ 2,351 check for damages to ambulance 2-15-16.

Post 215 - Two Post 215 members have been temporarily suspended from post activities due to non completion of the April review training. A hearing has been scheduled for 7/5 at 7:45 PM. Copies of the suspension letters were previously emailed to all directors.

LOSAP – The transmittal to the TOH of the 2010 LOSAP listing is in process. There is one change which adds 20 more points to a member's losap point total of 17 points.

HCFAS Scholarship – the scholarship checks are in process of being mailed to the four applicants who won the drawing.

President's Report – Roger Winter:
Life Membership – I am looking for a chairperson.

Membership Badges – I have one badge to send out for repair, and three additional badges need revamping; two chaplains' badges and one member badge that the member wants his highest ranking position attached as a brass (Gold Bar) across the top of the badge, citing his office held..

Gift Card parameters for next year: Alyssa Axelrod and Andrea Golinsky are heading up a committee of two to draft a gift card parameter/motion.

Fund Drive –

Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.

Monument and Signage project: This project will be under the direction of Vice President Richard Stone, assisted by Chief John Palmieri and Third Deputy Chief David Mohr. Building permits and sign permits have been applied for on Friday 6/17/2011

Explorer Post 215 – The Explorer Post 215 conducted a installation Dinner and installation of incoming officers and also awarded several members with certificates from the TOH. Dan Roach was selected as outstanding explorer Post member receiving the following award, the Career Achievement Award for Fire & EMS. The following Explorer Post 215 members have been elected to Office; Chief Keil Thomas, First Deputy chief Tim Charlton, Second Deputy Chief Trinity Russell, Captain Dan Roach, Secretary/Treasurer Aileen Maltese. Sheryl Roach has accepted the challenge of taking over from Chief Advisor when his term expires and the new school year begins.

Vice President's Report – Rich Stone:
Monument and Sign
Application for a building permit and sign permits were filed with the building department on 6/17/2011. The electronic sign shop drawings were approved by H2M and production is underway with an 8 week lead time.

Director Axelrod Report:
<u>Membership</u>
There is one applicant up for membership this week, Faizah Tasnim. Please review this file in the transition box - it was only finalized for BOD review on Wednesday. Sally is planning to attend the BOD meeting to discuss the membership process. Flow sheet of all prospective members is

attached.

<u>ByLaws and SOP's</u>

The committee met on 6/15. Work on Article IV of the SOP's - Crewleader Responsibilities - continues and proposed changes are nearing finalization. Work on Article III - House Rules and Regulations - began and continues, and is also nearing finalization. All remaining Articles in the SOP's were assigned for initial review, with the goal of reviewing all SOP's by the end of the year. The committee will meet again on 7/20.

Director Golinsky Report:

<u>Suffolk County Ambulance Chiefs Association</u>

Meeting was held in Southampton Vol. Ambulance Corps on June 15th.

The Executive Board reported they were going to set up a meeting with the County Attorneys to ascertain how various types of ambulance departments may be able to take part in the new buying group set up by the Suffolk County. Questions remain about the appropriateness of this type of set up
A discussion was also held regarding changing the meeting schedule to a bi -monthly schedule.

FRES Reported that the capital budget was passed. They are looking into the use of UHF dispatch in order to communicate FRES.
There are some issues with the new Motorola radios.
All Suffolk County helicopters are up and there is a plan to replace one in 2010. The new helicopters are UHF capable.

The Burn Center at StoneyBrook is looking for new board members to attend meetings that are held the 3Monday of the month.

It was reported that Brentwood Legion Ambulance is hosting a Comedy Night fundraiser on July 9th. Contact the ambulance squad for more info.

There will be a MacArthur Airport drill on Sept. 25th

The next meeting will be held Sept. 21st at South Country Ambulance.

<u>New York State Volunteer Ambulance & Rescue Assoc.</u>

Meeting was held June 21st at Wyandanch/Wheatley Hgts. Ambulance Corps

A non-core CME," Violence & the EMS Provider". It was a very interesting presentation on how the EMS provider can recognize possible dangerous situations and how to keep the EMS providers out of harms way.

It was reported that while at New York State Volunteer Ambulance & Rescue Association's Legislative Day (May 2nd) and, through the efforts of the District 7 (HCFAS) delegation, Senator

Martins of Mineola was enlisted as the Senator sponsor of a bill to allow volunteer ambulance departments to display rear projection blue lights. Assemblyman Robert Sweeney had already agreed to sponsor a bill in the Assembly. Bill # A 7919 went though the various committees and was passed by the Assembly on June 13th and presented to the Senate. After passing through the Senate committees (Transportation, Rules, etc) the bill was passed by the Senate on June 15th. It is now awaiting the signature of the Governor.
This is a very good example of how NYSVARA works for the volunteer EMS community.
Tom Cronough spoke about the Suffolk County Fire Fighters Burn Center fund raiser, a Night at the Vineyards at Martha Clara Vineyards. A request was made for the donation of a $100.00 theme basket to be used in an auction that evening.
Wyandanch/Wheatley Hgts. Ambulance donated a trophy to the Pulse Check 2011 Drill Competition.
The Chairman named a nominating committee that will send out the slate prior to the August meeting when elections will be held.
The next meeting will be August 16th at South Country Ambulance.

Motion by Mark Cappola and seconded by Andrea Golinsky to enter into Executive Session at 2242 hours.
Yes: AA, AG, MC, JP, LL, RF No: BC Abstain: RS
MOTION APPROVED

Out of Executive Session at 2249 hours.

Motion by Andrea Golinsky and seconded by Lehti Laas to adjourn the meeting at 2300 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 10, 2011

Amended and approved: July 14, 2011
MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
July 14, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Jeremiah Boehm, Sally Staszak, and Michael Barker.
Raymond Negron from Glynn, Mercep, & Purcell, LLP.

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Lehti Laas to approve the minutes of June 23, 2011 as amended.
Yes: AG, AA, RS, RF, LL No: BC, JP Abstain: Mark Cappola
MOTION APPROVED

Membership folders discussed, see Secretary's report "New Members".

Attorney Raymond Negron from Glynn, Mercep, & Purcell, LLP. entered the room at 1945 hours.

Motion by Mark Cappola and seconded by Rich Stone to enter into Executive Session at 2005 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2234 hours.

Jeremiah Boehm Hearing
Motion by Chief John Palmieri and seconded by Mark Cappola that at a hearing on the charges against Jeremiah Boehm, member # 1225, Chief Palmieri withdrew counts 1 and 3, and the accused plead guilty to count 2. The Board dismissed the accused and deliberated on the count 2. The Board left executive session and invited the accused back in the room and voted on punishment pursuant to Article III Section 9 by paper ballot on the single count.
In accordance with Article III Section 9 for expulsion, suspension or dismissal result must be 2/3.

Expulsion: 6 votes Suspension: 3 (as per Secretary & attorney counts)
MOTION APPROVED FOR EXPUSION

Jeremiah Boehm left the meeting at 2240 hours.

Motion by Rich Stone and seconded by Andrea Golinsky to destroy the ballots.
MOTION APPROVED UNANIMOUSLY

Attorney left the meeting at 2245 hours.

Proposals-
Pulse Check Conference Member Attendance
Raise the purchase limits for 2-15-17, 2-15-20 - Alternators

Pulse Check Conference Member Attendance
Motion by Chief John Palmieri, seconded by Robert Franz, to accept the recommendation of the 2nd Deputy Chief Michele Miller and authorize and approve up to six members (6) to attend the Pulse Check Conference in Albany, NY between September 22, 2011 and September 25, 2011 at a registration cost of $120.00 per person, hotel & meals (breakfast Friday to Breakfast Sunday) not to exceed $525.00 per person depending on room occupancy, plus mileage, tolls and the GSA rate of $61.00 (less 25% for first and last day of travel) for meals per person per day while traveling. The total cost per person should not exceed $590.00 excluding mileage & tolls. There will no reimbursement for meals which are included as part of the conference cost and alcoholic beverages will not be reimbursed. Members will attend a minimum of 3 educational sessions each day. A listing of the sessions attended and any course completion certificates received will be submitted with LOSAP forms as part of the reimbursement documentation, 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 is to write a complete report, including test, on one of the sessions attended which will be given to the Second Deputy Chief within 10 days after return from the conference). Upon the 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 requestor 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 be approved by the Second Deputy Chief and Chief, and will be submitted to the Treasurer within 10 days of return from the conference. 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.
HCAD Funds

Motion by Mark Cappola and seconded by Brian Canty to table the motion.
MOTION APPROVED UNANIMOUSLY TO TABLE

Authorize to raise purchase limits for 2-15-17, 2-15-20 - Alternators.
Motion by Chief John Palmieri and seconded by Treasurer Brian Canty to approve the expenditure of $2,250 for alternators for ambulances 2-15-17 and 2-15-20. This figure would include labor for each unit. This expense is necessary to reduce the electrical maintenance on these ambulances with inadequate power capabilities.
HCAD funds
MOTION APPROVED UNANIMOUSLY

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

June 24, 2011 - July 14, 2011 - 64 transactions = $ 118,677.19 HCAD Funds
June 24, 2011 - July 14, 2011 - 6 transactions = $ 8,078.57 HCFAS Funds
June 24, 2011 - July 14, 2011 - 3 transactions = $ 768.09 Post Funds
MOTION APPROVED UNANIMOUSLY

2012 BUDGETS
Budget requests were distributed on June 15, 2011 to all BOD Liaisons and Chief Officers to discuss 2012 budget request to be returned by July 15th. Any budget that is not returned by July 15th will be given a budget number selected by the Budget and Finance Committee. As of July 13th, only 2-15-33 and the Kitchen Committee have returned their budget requests.

Over Purchase Authorization Limits
Units 17 and 20 are in need of alternators, each one costs $2,250. including labor

Minolta Copy Charges –
We are still trying to get this straightened out with Minolta. Jamie has been in contact with them and they are trying to figure out where the payment from last year was applied.

Fuel
We have filled out a credit application with Scalzo Oil and will work with operations on how we are going to proceed.

Town of Huntington
On July 5th we received the 2nd half of our TOH Contract payment.
Financials have been filed with the TOH.
Tax Return
Our 990 Tax Return was e-filed on June 30th.

Future Investments

Transfers

Motion by Robert Franz and seconded by Lehti Laas to extend the meeting an additional 15 minutes.
MOTION APPROVED UNANIMOUSLY

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Chief John Palmieri to approve the following LOA's:

Name	Membership #	Type	Dates
Brenner, Jeffrey	1135	Operational	7/5/11 – 10/5/11
Burns, Eileen	767	Medical	5/22/11-8/22/11
Cairl, Cynthia	798	Operational	7/19/11 – 10/19/11
Fitts, Brendan	1180	Operational	5/9/11 – 8/9/11
Kutcher, Dina	950	Extended Operational	4/21/11 – 7/21/11
Lapidus, Harvey	1141	Operational	7/1/11 – 10/1/11
Reciniello, Patricia	740	Extended Educational	6/1/11 – 9/1/11
Smiles, Robin	937	Extended Medical	6/1/11 – 9/1/11
Stone, Casey	920	Medical	7/18/11 – 10/18/11

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to approve an Extended Operational LOA for Elizabeth Smith, member #929, from 7/1/11 – 10/1/11.
Yes: JP, RF,LL No: BC, RS Abstain: AA, AG, MC
MOTION APPROVED

Return to Duty:

Name	Membership #	Date RTD	Note
Gander Jr., Joseph	1329	7/5/11	Medical
Kraese, Mary Beth	873	7/9/11	Medical
Kutcher, Dina	950	6/8/11	

Note: New Members were discussed at the start of the meeting after the approval of the 6/23/11 minutes.
New Members
Motion by Robert Franz and seconded by Alyssa Axelrod to accept Andrew Taylor a new probationary member #1338, Shift: Monday 2300 in accordance with Article III, Section 2 of the By-Laws.
Yes: RS, RF, AA, MC, JP, BC,LL No: AG
MOTION APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Nicole Calderone as a new probationary member #1339, Shift: Sunday 1500 in accordance with Article III, Section 2 of the By-Laws.

Yes: RS, RF, AA, MC, JP, BC,LL Abstain: AG
MOTION APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Eduardo Nelson as a new probationary member #1340, Shift: Wednesday 0700 in accordance with Article III, Section 2 of the By-Laws.
Yes: RS, RF, MC, JP, BC,LL Abstain: AA, AG
MOTION APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Samantha Mohr (former Post 215 member participating with HCFAS) as a new probationary member #1341, Shift: Sunday 1500 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Chris Vultaggio as a new probationary member #1342, Shift: Tuesday 0700 in accordance with Article III, Section 2 of the By-Laws.
Yes: RS, RF, AA, MC, JP, BC,LL Abstain: AG
MOTION APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Fiona Witkowski as a new probationary member #1343, Shift: Wednesday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: RS, RF, AA, MC, JP, BC,LL Abstain: AG
MOTION APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Faizah Tasnim as a new probationary member, Shift: Saturday 0700 in accordance with Article III, Section 2 of the By-Laws.
Yes: LL, AA, MC No: JP, BC, RS, AG Abstain: RF
MOTION NOT APPROVED

Resignations:
Motion by Robert Franz and seconded by Andrea Golinsky to accept the resignation of Thomas Heinisch, member #1109, effective 6/15/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Andrea Golinsky to accept the resignation of Mary Ellen Boehm, member #1317, effective 7/6/11.
MOTION APPROVED UNANIMOUSLY

Dropped from Membership:
Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to fulfill shift requirements Shadon (Chuck) Brady, member #1123, effective 7/14/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to fulfill shift requirements probationary member, James Ostaseski, member #1301, effective 7/14/11.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to fulfill shift requirements Christine Principato, member #1268, effective 7/14/11.

MOTION APPROVED UNANIMOUSLY

Insurance –Hubbinette & Cowell (VFIS) sent us a refund of $454.00 regarding the 5/26 BOD approved changes to our commercial blanket bond / crime coverage. The amount is less than the $1000 estimated in the motion. The difference is due to an error in their original calculation where a decrease item was calculated twice and an increase item was not included. The refund is reasonable with the changes made.

VAWBL- Three incidents were reported in July- 1) blood bourne exposure (not reported, considering first aid –HCFAS will pay the hospital and doctor (thank you brian canty for your assistance); 2) injury/pain to hip and back while patient handling (claim filed for medical and indemnity by member) and 3) member was treated at Huntington Hospital during shift for A-flutter/vtach (recurring condition / no claim being filed / apparently being done through member's insurance).

I have not seen medical LOAs for item 2 & 3 above and members did not do their shift the following week.

LOSAP – The transmittal to the TOH of the 2010 LOSAP listing was completed.

HCFAS Scholarship – the scholarship checks were mailed to the four winners.

Suffolk REMSCO – Meeting July 12, 2011

Copies of the meeting agenda and related handouts were distributed to the Board and Chief Officers and posted on the bulletin board. The meeting was uneventful except for approval of two transfer of operating authority for Five Counties d/b/a American Medical Response to CTRD Holding and Stat Equipment Corp d/b/a Lifestar Response Corp to Stat EMS, LLC.

A joint letter by SCEMS & FRES will be going out shortly regarding narrow banding. VHF radios for ambulances are progressing.

Participation in the Epcr program was encouraged.

The next meeting is Tuesday September 13, 2011at 7PM at SCEMS in Hauppauge. The last meeting for 2011 will be on 11/15.

Note: At the Chief's request his report is to remain in original format.

No corrections are made and therefore what is printed in the report below may not have been Board approved.

See Secretary's report for final disposition of personnel.

Chief's Report – John Palmieri:

The Operational Officers will meet on Thursday July 21, 2011.

Advancements:

Resignations:

Tom Heinish #1109 Letter received. As of 6/15/11
Mary Ellen Boehm #1317 Letter received. As of 7/6/11

Members to be Dropped:

Shadon Brady #1123 No responses: Due Back 6/24.
Christine Principato #1268 No responses: Due Back 6/3.
James Ostaseski #1301 No responses: Due Back 6/17.
Theo Lewis #1320 No responses: No leave, No show.

LOAs:

Dina Kutcher #950 From 4/21/11 to 7/21/11 ExtEd *
Brendan Fitts #1180 From 5/09/11 to 8/09/11 Oper *
Patricia Reciniello #740 From 6/01/11 to 9/01/11 ExtEd *
Robin Smiles #937 From 6/01/11 to 9/01/11 Ext Med *
Harvey Lapidus #1141 From 7/01/11 to 10/01/11Oper *
Elizabeth Smith #929 From 7/01/11 to 10/01/11ExtOper *
Eileen Burns #767 From 7/03/11 to 10/03/11 Ext Med *
Jeffrey Brenner #1135 From 7/05/11 to 10/05/11Oper *
Casey Stone #920 From 7/18/11 to 10/18/11 Med *
Cynthia Cairl #798 From 7/19/11 to 10/19/11 Oper *

Returned to Duty:

Dina Kutcher #950 As of 6/08/11
Joe Gander, Jr #1329 As of 7/05/11
Mary Beth Kraese # 873 As of 7/09/11

Overdue Return To Duty:

Shift Changes:

The following reports were submitted via email but were not discussed due to Board approved time constraints.

President's Report – Roger Winter:
Life Membership – I am looking for a chairperson, and committee.

Membership Badges – I have one badge to send out for repair, and three additional badges need revamping; two chaplains' badges and one member badge that the member wants his highest ranking position attached as a brass (Gold Bar) across the top of the badge, citing his office held..

Fund Drive – no report

Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.

Monument and Signage project: - See Rich Stone's Report

Explorer Post 215 – Post 215 will participated in the Huntington Manor Fireman's Parade 7/12/2011.

Vice President Richard Stone
Monument and Sign
Application for a building permit and sign permits were filed with the building department on 6/17/2011. The electronic sign shop drawings were approved by H2M and production is underway with an 8 week lead time
Shop drawings are being drawn up of the logos to be mounted on the building.
Joe Mile is the H2M contact.

Director Axelrod Report:
Membership
As indicated previously, there are 8 prospective members up for review this week. The flow sheet of all prospective members is attached.

ByLaws and SOP's
The committee has not yet met this month, but is scheduled to meet on 7/20. The current standing on all proposed changes is as follows:

Proposed SOP Change 15-2011 - Incorporation of the Conflict of Interest Policy into the SOP's- The 4th and final page of this document that was left off of the original Proposed Change was included and read at the July GMM. This change stands ready for BOD discussion and vote.

Proposed SOP Change 16-2011 - Update Article I of the SOP's -This change was voted down as a whole at the 6/23 BOD meeting, despite many changes having unanimous support. Following, there was discussion regarding how to move ahead as far as upcoming Proposed SOP Changes that include numerous individual changes. The general consensus was that the best approach would be to vote for each change individually within the set of proposed changes.

Proposed SOP Change 17-2011 - Crewleader Responsibilities - A final review has been completed by the committee but the proposed changes have not yet been published in the Pulse or brought to the membership. Both are expected to occur in August.

Proposed SOP Changes 18-2011 & 19-2011 - Most changes are complete but there are a number of small changes that have not yet been finalized. I expect work to be completed at the next committee meeting or following, with PULSE publication and GMM discussion in August or September.

Motion by Andrea Golinsky and seconded by Rich Stone to adjourn the meeting at 2315 hours.

Yes: AA, AG, MC, RS, JP, BC No: RF, LL

MOTION APPROVED

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: July 22, 2011

Amended and approved: July 28, 2011

MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
July 28, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: David Mohr & Andrew Ball

Meeting called to order at: 1930 hours

Director Laas called into the meeting.

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of July 14, 2011 as amended.
Yes: RS, RF, LL, AG, AA, MC, JP Abstain: BC
MOTION APPROVED

Director Laas entered the meeting at 1950 hours.

Proposals-
Conflict of Interest Policy incorporate into SOP's
SOP change 16-2011: Second Deputy Chief, Chief Dispatcher, Day Captain.
Sal Signorelli #122 General Meeting Room Request
Pulse Check Educational Conference Member Attendance
Floral Arrangement Excess Expenditure for Anna Bauer
Fruit Basket for Sal Signorelli #122
Blood Drive Sponsored by Legislator Cooper's Office
Richard Stein as Associate Advisor approval
Exporer Post 215 Whitewater Challenge Rafting

Conflict of Interest incorporated into SOP's
Motion by Alyssa Axelrod and seconded by Brian Canty to incorporate the Conflict of Interest Policy as read at the General Membership meeting of April 11, 2011 and July 11, 2011 into the SOP's (#15-2011).
Note: The policy is below after Director Reports

Yes: RS, AG, AA, MC, JP,BC No: RF, LL

MOTION APPROVED

Note: all the SOP changes (#16-2011) approved in the next 5 motions can be found properly incorporated in the document in red under Director Axelrods report.

Motion by Andrea Golinsky and seconded by Lehti Laas to change as read at the General Membership meeting of June 13, 2011, Article I, Section 1, paragraph 3, of the SOP's as follows (additions are in underlined and deletions are ~~stricken~~):

Section 1 – Chief:

3. The Squad Chief shall attend all meetings of the corporation and the Board of Directors. The Chief shall report to the Board any repairs or requests for additional equipment or supplies as governed by the Purchase Policy ~~and Procedures~~.

MOTION APPROVED UNANIMOUSLY

Motion by Alyssa Axelrod and seconded by Brian Canty to change as read at the General Membership meeting of June 13, 2011, Article I Section 3 paragraph 2, of the SOP's as follows (additions are in underlined and deletions are ~~stricken~~):

Section 3 - Second Deputy Chief:

2. The Second Deputy Chief is in charge of the Training Committee and responsible for arranging and securing the proper first-aid training and monthly review training for members, and to see that all first-aid equipment is operative and available. The Second Deputy shall oversee the First-Aid Supply Committees to ensue the proper ordering and receipt of first-aid equipment and supplies in accordance with the Purchase Policy ~~and Procedures~~.

Yes: RS, RF, AA, MC, JP,BC Abstain: AG, LL

MOTION APPROVED

Motion by Alyssa Axelrod and seconded by Brian Canty to change as read at the General Membership meeting of June 13, 2011, Article I Section 5 paragraph 3, of the SOP's as follows (additions are in underlined and deletions are ~~stricken~~):

Section 5 - Chief Dispatcher:

3. The Chief Dispatcher is responsible for maintaining the ~~Crewleaders'~~ red logbook and the computerized FCC radio log~~.book, the non-emergency logbook, the business logbook, and the all~~ other ~~posted communications logbook~~.

MOTION APPROVED UNANIMOUSLY

Motion by Alyssa Axelrod and seconded by Brian Canty to change as read at the General Membership meeting of June 13, 2011, Article I Section 5 paragraph 4, of the SOP's as follows (additions are in underlined and deletions are ~~stricken~~):

Section 5 - Chief Dispatcher:

4. The Chief Dispatcher is responsible for updating the phone directory, ~~rolodex and~~ computer street directories, ambulance street locator ~~rolodex~~ and all maps.

MOTION APPROVED UNANIMOUSLY

Motion by Alyssa Axelrod and seconded by Brian Canty to change as read at the General Membership meeting of June 13, 2011, Article I Section 5 paragraph 5, of the SOP's as follows (additions are in underlined and deletions are ~~stricken~~):

Section 5 - Chief Dispatcher:

5. The Chief Dispatcher is responsible for dispatch training and shall oversee the Dispatch Training Committee ~~Coordinator~~.

MOTION APPROVED UNANIMOUSLY

Motion by Alyssa Axelrod and seconded by Brian Canty to change as read at the General Membership meeting of June 13, 2011, Article I Section 6 paragraph 2, of the SOP's as follows (additions are in underlined and deletions are ~~stricken~~):

Section 6 - Day Captain:

2. Day Captains are responsible for providing weekly duty rosters for their day. Completed duty rosters must ~~should~~ be posted 48 hours in advance~~, but must be posted not less than 24 hours in advance~~. Day Captains shall inspect quarters upon their arrival and see to it that only qualified and authorized personnel use the equipment. They shall ascertain that the vehicles and equipment are properly functioning at Headquarters and on emergency calls.

Yes: RS, RF, LL, AG, AA, MC,BC   No: JP

MOTION APPROVED

Sal Signorelli #122 General Meeting Room Request

Motion by Robert Franz and seconded by Lehti Laas to permit Sal Signorelli #122 the use of the General Membership Meeting Room for a gathering of family members between viewings for his wife Life Member Norma Signorelli #304, on Sunday, July 24, 2011. Set-up time, July 24, 2011, 1700 – 1730 hours, the event time is 1730-1830 hours, clean-up time 1830-1900 hours No Security deposit is required. After checking the room schedule, President Winter and Chief Palmieri approved the use of the room prior to the event and notified the Board of Directors. Documents for the room use have been distributed to John Maier who will coordinate this event. There will be no vendors or caterers for this family event, John Maier will coordinate this event.

MOTION APPROVED UNANIMOUSLY

Pulse Check Educational Conference Member Attendance

Motion by Lehti Laas, seconded by Robert Franz, to accept the recommendation of the 2nd Deputy Chief Michele Miller and authorize and approve an additional seven members (7) to attend the Pulse Check Educational Conference & Trade Show in Albany, NY between September 22, 2011 and September 25, 2011 at a registration cost of $120.00 per person, hotel & meals (breakfast Friday to Breakfast Sunday) not to exceed $525.00 per person depending on room occupancy, plus mileage, tolls and the current GSA rate in effect (as of 10/1/2010 rate is $61.00) (less 25% for first and last day of travel $45.75) for meals per person per day while traveling. There will no reimbursement for meals which are included as part of the conference cost and alcoholic beverages will not be reimbursed. Members will attend a minimum of 3 educational sessions each day. A listing of the sessions attended and any course completion certificates received will be submitted with LOSAP forms as part of the reimbursement documentation, as well as a comprehensive report (submitted electronically) on at least one session attended per person that can 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 the 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 requestor 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 be approved by the Second Deputy Chief and Chief, and will be submitted to the Treasurer within 10 days of return from the conference. 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.

Further, if applicable, to include up to four (4) members of the adult drill team as part of the above seven (7) members. The adult drill team will be subject to the above reimbursements and requirements except for the following proration: attend conference between Friday September 23 and Sunday September 25; participate in the Pulse Check EMS skills drill challenge and attend 3 educational sessions on Saturday but no comprehensive report is required to be written.

In addition, if applicable, to include one (1) Post 215 advisor who will be subject to the above reimbursements and requirements except for the following proration: attend conference between Friday September 23 and Saturday September 24 and provide oversight to Post 215 member attendees who will participate in the Pulse Check EMS skills drill challenge.

HCAD funds

Yes: RS, RF, LL, AG,AA No: MC, JP, BC

MOTION APPROVED

Floral Arrangement Excess Expenditure for Anna Bauer

Motion by Lehti Laas and seconded by Richard Stone to pay for a memorial basket/Flowers $60 above the SOP limit for Claudia Bauer's mother.

Note: Chairwoman Kathi Bonesi thought Anita Bauer was a life member and therefore entitled to a larger basket since it was the passing of the mother of 2 squad members.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

Fruit Basket for Sal Signorelli #122

Motion by Lehti Laas and seconded by Andrea Golinsky to send Sal Signorelli, member # 122, a fruit basket for the passing of his wife Life Member Norma Signorelli #304 in lieu of additional flowers being sent to the funeral home as per the SOP's.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

Blood Drive Sponsored by Legislator Cooper's Office

Motion by Lehti Laas and seconded by Alyssa Axelrod to permit the use of the General Membership Meeting Room to conduct a Blood Drive Sponsored by Suffolk County Legislator Jon Cooper's Office on Wednesday, August 10, 2011. The time needed for set up, break down and time to conduct the blood drive would be from 1200 – 2000 hours. The L.I. Blood Services, 1200 Prospect Ave., Westbury, N.Y. 11590, would be the agency to collect the blood and administrate the day's activities. The President has checked for room availability and there is

nothing scheduled for that day. A Certificate of Insurance with HCFAS named as additional insured and proof of workers' compensation coverage must be provided by Suffolk County and Long Island Blood Services.
MOTION APPROVED UNANIMOUSLY

Note: The following motions were approved under the Chief's Report:

Richard Stein as Associate Advisor approval
Motion by Brian Canty and seconded by Andrea Golinsky to approve Chief Advisor David Mohr's appointment of Richard Stein as an Explorer Post 215 Associate Advisor in accordance with Explorer Post 215 SOP Article III Section 2.
2/3 Vote Required
MOTION APPROVED UNANIMOUSLY

Exporer Post 215 Whitewater Challenge Rafting
Motion by Chief John Palmieri and seconded by Brian Canty to approve Post 215 to participate in a Lehigh River Whitewater Challenge Rafting & Lunch along with Boy Scout Troup 218.
Location: Lehigh River Gorge in Pensylvania's Pocono Mountains.
Date: Saturday August 13, 2011.
Times: Leaving HCFAS at 7AM and returning to HCFAS approximately 9pm
Cost: approximately $65 per person (includes rafting and lunch). Cost would be shared equally between Post 215 and the Post member. Not to exceed $32.50 per person out of Post 215 funds.
Advisors: Sheryl Roach and Richard Stein
Transportation: 2-15-88
Permission slips, waivers, and permits will be obtained.
Post 215 Funds
MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:
Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

July 14, 2011 - July 28, 2011 - 33 transactions = $ 27,023.00 HCAD Funds
July 14, 2011 - July 28, 2011 - 2 transactions = $ 7,473.50 HCFAS Funds
MOTION APPROVED UNANIMOUSLY

Approval of Distribution of Funds
Motion by Brian Canty and seconded by Robert Franz to purchase:
$125,000 in Telecom Italia maturing 11/15/13,
$125,000 in Royal Bank of Scotland maturing in 3-16-15,
$250,000 to reinvest in CD's at State Bank that mature in one year.
HCFAS Funds
Yes: RS, LL, AG, AA, MC, JP, BC Abstain: RF
MOTION APPROVED

2012 Proposed Budget
Motion by Brian Canty and seconded by Robert Franz to present the proposed 2012 budget to the Town of Huntington requesting 1,908,485 as attached.
Yes: RS, RF, AG, AA, MC, JP,BC No: LL
MOTION APPROVED

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Chief John Palmieri to approve the following LOA's:

Name	No.	Type	Dates
Keith Davis	1208	Operational	7/17/11 -10/17/11
William Billups	793	Medical	7/13/11 -10/13/11

MOTION APPROVED UNANIMOUSLY

Probation Ending
Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Terrence Cheang, member #1308, eligible 6/12/11, effective 7/28/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Chelsea Miller, member #1321, eligible 6/10/11, effective 7/28/11.
MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	No.	Date
Patricia Reciniello	740	7/10/11
Vincent Maltese	1262	7/2/11
Keith Davis	1208	7/28/11

Status Change:
Motion by Brian Canty and seconded by Chief John Palmieri to grant the following Status Change: Active Membership to Associate Membership for Kevin Brenner, Member #1014, effective 10/1/11.
Yes: RS, RF, AA, MC, JP, BC No: LL Abstain: AG
MOTION APPROVED

Resignations:
Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Joseph Frisenda, Member # 1160, effective 7/27/11.
MOTION APPROVED UNANIMOUSLY

Members Dropped:

Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to fulfill shift requirements, probationary member Theopolis Lewis, member #1320, effective 7/28/11.

Yes: RS, RF, LL, AG, AA, MC,JP No: BC

MOTION APPROVED

Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to fulfill shift requirements, Jonathan Korets, member #1219, effective 7/28/11.

Yes: RS, RF, LL, AG, AA, MC,JP No: BC

MOTION APPROVED

Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to fulfill shift requirements, probationary member Cassandra Shepherd, member #1337 effective 7/28/11.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to fulfill shift requirements, probationary member Patricia Moore, member #1336, effective 7/28/11.

MOTION APPROVED UNANIMOUSLY

Secretary Bob Franz Report –July 28, 2011
Insurance

VAWBL- The 2012 budget is difficult to estimate since it is dependent upon the Workers' Compensation Board determining the Squad's claim experience rating factor. Last year after several phone calls/emails to the NYS Insurance Fund, this factor was determined on 8/26/10. I am concerned since a claim in 2010 has a very high reserve set by the NY State Insurance Fund (SIF). The true number will not be known until the claim goes through the WCB hearings process but in the meantime it affects our claim experience rating factor. Also, increases for the basic rate per ambulance usually are not released until after mid August effective October 1st (prior years have seen increases from 9% to 27% - since 2008 there has been an increase every year). Also, the state fund differential was decreased from 10% to 5% in 2011 – this could also be increased for 2012 as well as the WCB 9.7% (2011) assessment charge. It also should be noted that the annual premium is billed as an estimated annual SIF premium.

Automobile - Vehicle 2-15-19 had a mishap with the north 4 outside post while backing into the bay. I am waiting for the Third Deputy Chief's assessment of the damage (left rear bumper pad and step dented) but I do anticipate a report of this incident to our insurance carrier.

Group Life – Claim paperwork has been mailed to Norma Signorelli's beneficiary. Penflex and the TOH Assessor have been notified of her death.

SC FRES Recruitment Committee – Minutes from the July 20, 2011 meeting is being distributed to the President, Chief, Board Liaison, Recruitment committee chair and posted on the bulletin board. Some highlights of the meeting - Fall 2011 semester SERVES paperwork is being processed. There was a discussion regarding uniform criteria for annual member census – all active members vs. all active operational members. The SERVES 5 year post school commitment was discussed regarding decreasing the number of year. Shortly, software improvements will enable referrals received by FRES website to be immediately sent to the squad's recruitment coordinator. The recruitment table at the Freedom Fest at Ducks Stadium on July 3rd was well received. Two responses were received for the RFP for the recruitment marketing campaign – a bidder's conference will be held at end of month and hopefully an agreement will be signed for the campaign to start in the fall.

2011 NYSVA&RA Special Awards – Recognition of outstanding contributions. The deadline for nominees for the various awards is August 8, 2011 via USPS. A Reminder was distributed to the President and Chief Officers.

2011 NYSVA&RA Scholarships - The deadline for nominees for the various awards is August 12, 2011 via USPS.

Rear Projecting Blue Light – The NYS legislative bill has been signed into law on 7/18/11 and is effective immediately.

LOSAP – Post Entitlement Award/Benefit for years of service credit (50 points) earned after receiving benefit at age 65: Penflex, Inc. informed me that the unofficial response from the Office of the State Comptroller (OSC) was to keep the payment options as they are. The OSC is aware of the potential constructive receipt issue with the IRS and has always been opposed to lump sum payouts verses monthly lifetime payments in a defined benefit plan.

Note: At the Chief's request his report is to remain in original format. No corrections are made and therefore what is printed in the report may not have been Board approved.
See Secretary's report for final disposition of personnel.

Chief's Report – John Palmieri:
The Operational Officers met on Thursday July 21, 2011.

Advancements:
Mon: George Reeder #1328 To First Aider
Kristin Tiersch #1333 To First Aider
Nathaniel Watts #1316 To Aide
Kelly Murphy #1325 To Aide
Tues: Matt Valle #1238 To Response Car Driver
Kazuo Ishikawa #1282 To Driver Training
Wed: Brian Quinn #1256 To Response Car Driver
Kyle Rudden #1288 To Full Driver
Sun: Glen Stern #1284 To Driver Training

Resignations:
Joseph Frisenda #1160 As of 7/27/11

Members to be Dropped:
Theo Lewis #1320 LOA Denied (Probationary Member)
Matt Cappola #1106 No Response to LOI
Jonathan Korets #1219 No Response to LOI (ORTD)
Cassandra Shepherd #1337 Verbal Resignation

LOIs:
Juan-Pablo Garcia #1116 Last Shift 5/11/11; No BBP

LOAs:
Keith Davis #1208 From 7/17/11 to 10/17/11 Oper *
Bill Billups #793 From 7/13/11 to 10/13/11 MedLOD *

Returned to Duty:
Patricia Reciniello #740 As of 7/10/11
Vincent Maltese #1262 As of 7/02/11

Shift Changes:
None

Probation Ending:
Terrence Cheang #1308 Eligible 6/12/11
Chelsea Miller #1321 Eligible 6/10/11

Associate Status Consideration:
Kevin Brenner #1014

President's Report – Roger Winter:
Life Membership – I am looking for a chairperson, and committee.
Membership Badges – Thomas Lemp has reported that he gave in his membership badge in when he was elected captain. He states he has not been given his badge back, # 979. He is requesting a new badge.
Fund Drive – no report
Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.
Monument and Signage project: - See Rich Stone's Report – we have received the permit to start construction from the Town on Friday 7/22/2011.
Explorer Post 215 – Post 215 would like to participate in a white water river adventure with Boy Scout Troop 218. A motion is forthcoming with the day, date and all insurance information, permission slips, and approval from BSA.
Huntington Station Rotary Club – Frank Cosentino, the President of the Huntington Station Rotary Club would like to re-institute the award for HCFAS Volunteer of the Year Award. The last time this award was given out was in 2000 to Frank Bianco. HCFAS would provide a name to the Rotary and they would invite the winner to a ceremony with other award winners from Huntington Station. The name would go onto our plaque and the member would receive an

individual plaque from the Rotary Club.

Director Axelrod Report:

Membership

By-Laws and SOP's

to vote for each change individually within the set of proposed changes.

Below I have copied the section of the Bylaws that relate directly to a discussion of Section I of the SOP's. Part of the goal of the SOP/Bylaw committee is to reduce redundancy in the Bylaws and SOP's.

Article II.

SECTION 9 - SQUAD CHIEF

The duties of the Squad Chief shall be to attend all meetings of the Corporation and the Board of Directors. He shall report to the Board the condition of the property of the Corporation under his jurisdiction. The Chief shall be a member "ex-officio" with right to vote on all committees dealing specifically with the duties of his office.

He shall hold the members and officers of the Squad strictly to account for neglect of duty. He shall have the power to temporarily suspend at any time any officers or members under his jurisdiction who do not perform their duties. He must make all charges in writing in accordance with Article III, Section 7. The Squad Chief shall preserve order faithfully and impartially, and firmly enforce the By-Laws, rules and regulations of the Corporation.

He shall receive monthly reports from the 1st, 2nd and 3rd Deputy Squad Chiefs and the Chief Dispatcher concerning all the equipment, vehicles and quarters of the corporation. He shall report to the Board any repairs or requests for additional equipment or supplies within his jurisdiction that he shall deem necessary. The Squad Chief shall make a report to the Board of Directors during a July Board Meeting on the equipment and supplies for the ensuing year's budget, and during a December Board Meeting on the condition of the equipment within his jurisdiction.

Upon his arrival at any official operational Squad function, the Squad Chief will be the senior officer and all other operational Squad members shall be subordinate to him. In the absence of the Squad Chief, authority shall pass to the highest ranking Operational Officer present. The Board of Directors will determine what are official operational Squad functions, and will prescribe the manner in which the Squad will perform under the Squad Chief.

The Squad Chief shall be elected for a one year term at general elections to be held in December. At the time of his election, the Chief must be qualified as an active member, a Crewleader and an Emergency Medical Technician (Basic) or equivalent title as may from time to time be applied, and as defined by the New York State Department of Health. The Squad Chief shall maintain this qualification throughout his term; failure to do so shall constitute inability to perform the duties of Squad Chief.

A nominee shall have served as a Captain or Deputy Chief for a period of at least six months on the Huntington Community First Aid Squad. This six-month period need not have been served immediately prior to the election.

SECTION 10 - 1ST DEPUTY SQUAD CHIEF

It shall be the duty of the 1st Deputy Squad Chief, in the absence of the Squad Chief, to perform the duties of the Squad Chief, except for that as member of the Board of Directors.

He shall be responsible for the organization and maintenance of a functioning duty roster in order to have the equipment ready to respond adequately manned. He shall arrange to have drivers correctly instructed in their duties. The 1st Deputy Squad Chief shall report to the Squad Chief any infractions or violations of the By-Laws, and advise him of anything relevant to the commission of his duties.

The 1st Deputy Squad Chief will be elected by the eligible voting membership for a one year term. The qualifications for this office will be the same as for Squad Chief.

Upon the death, inability to act in his capacity, or resignation of the Squad Chief, the 1st Deputy shall assume the duties of the Squad Chief, pending the approval of the Board of Directors.

SECTION 11 - 2ND DEPUTY SQUAD CHIEF

The 2nd Deputy Squad Chief shall be responsible to arrange and secure the proper and accredited first aid training for members of the Corporation, and to see that all first aid equipment is operative and available. The 2nd Deputy Squad Chief will chair or, with the approval of the Chief, appoint chairpersons for the Review Training Committee and the New First Aid Equipment Committee.

The 2nd Deputy Squad Chief will be elected by the eligible voting membership for a one year term. The qualifications for this office will be the same as for the Squad Chief.

Upon the death, inability to act in his capacity, or resignation of the 1st Deputy, the 2nd Deputy shall assume the duties of the 1st Deputy pending the approval of the Board of Directors.

Upon the death, inability to act in his capacity or resignation of the 2nd Deputy, a 2nd Deputy shall be nominated and elected at the next General Membership Meeting.

SECTION 12 - 3RD DEPUTY SQUAD CHIEF

The 3rd Deputy Squad Chief shall be responsible for the maintenance of the vehicles proper to insure their intended function.

The 3rd Deputy Chief shall be responsible to make work assignments for the orderly and clean maintenance of the headquarters and the sub-stations, as per the Building Maintenance Committee's regulations.

The 3rd Deputy Squad Chief will be the chairman of the House Rules Committee and the Building Maintenance Committee. He shall be a member of the New Vehicle Committee.

The 3rd Deputy Chief will be elected by the eligible voting membership for a one-year term. The qualifications for this office will be the same as for the Squad Chief.

Upon the death, inability to act in his capacity, or resignation of the 3rd Deputy, a 3rd Deputy will be nominated and elected at the next General Membership Meeting. The membership shall be notified in writing prior to this special election by the secretary.

SECTION 13 - CHIEF DISPATCHER

The Chief Dispatcher shall be the officer in charge of all dispatchers and administrative personnel. He shall be responsible for the organization and the maintenance of a functioning dispatcher duty roster. He shall be responsible to have his personnel trained in the proper techniques of receiving calls and dispatching. It shall be his responsibility to maintain patent lines of communications at all times

between the Corporation and the authorities and the public requiring emergency assistance. He shall inspect all communications equipment to insure its proper function.

He shall receive completed and accurate reports of each call and response to the call from the dispatcher.

He shall also supervise all other personnel within his jurisdiction in the performance of their duties. He shall be responsible to the Squad Chief for the proper administration of his duties.

The Chief Dispatcher will be elected by the eligible voting membership for a one-year term. At the time of his election he must be properly certified per Article I, section 3b of the By-Laws.

Upon the death, inability to act in his capacity, or resignation of the Chief Dispatcher, a Chief Dispatcher shall be nominated and elected at the next General Membership Meeting.

SECTION 14 - CAPTAIN

There shall be seven Captains, one for each 24-hour day. He shall be the senior command officer for his day.

He shall see to it that the equipment, vehicles and personnel are properly functioning both at headquarters and on emergency calls. He shall see to it that the day duty rosters are maintained and adequate 'back-up' personnel are available. He shall inspect the quarters upon his arrival. He shall see to it that only qualified and authorized personnel use the equipment. He shall receive reports of Crewleaders on duty during his duty day, and make same available to the Chief Dispatcher. In the absence of the Squad Chief, 1st, 2nd or 3rd

Deputy Squad Chiefs, he shall be the senior command officer for his day until their arrival, and shall direct the activities of his subordinates.

Captains will be elected for a one-year term by the eligible voting membership. A candidate for the office of Captain must be a certified Crewleader and shall have served as a Crewleader in the Huntington Community First Aid Squad for a period of at least one year preceding the election. Upon the death, inability to act in his capacity, or resignation of the Captain, a Captain shall be nominated and elected at the next General Membership Meeting.

Officers may resign by sending written notice of their intention to the Secretary.

I suggest that any additional proposed changes be sent to all in advance of the BOD meeting next week. As the goal of the committee for this/next year is to review the whole of the Bylaws and SOP's and make suggestions in the direction of streamlining and updating for accuracy, any and all additional suggestions relating to this section can be reviewed and discussed here.

****CHANGES MADE IN THE 5 SOP MOTIONS ABOVE HAVE BEEN INCORPORATED BELOW IN RED*****

Article I - Chain of Command

(Refer to By-Laws for exact description of duties)

Section 1 - Chief:

1. The Squad Chief shall be the senior Operational Officer and all other operational Squad members are subordinate.

2. The Chief shall have the power to temporarily suspend, at any time, any officers or members who do not perform their duties. Charges must be made in writing and filed with the Secretary in accordance with Article III, Section 7 of the By-Laws.

3. The Squad Chief shall attend all meetings of the corporation and the Board of Directors. The Chief shall report to the Board any repairs or requests for additional equipment or supplies as governed by the Purchase Policy ~~and Procedures~~. The Chief shall report to the Board of Directors on personnel, vehicles and equipment at regularly scheduled Board meetings, and on equipment and supplies for the ensuing year's budget at the annual Budget meeting of the Board of Directors.

4. The Chief shall be a member "ex-officio" with the right to vote on all committees dealing specifically with the duties of his office.

5. The Chief shall hold a valid EMT card or equivalent and shall maintain this qualification throughout his term.

6. The Chief may issue "Chief's Orders" when a situation arises that requires immediate clarification, addition or alteration of a policy. These orders are intended to be temporary until the Standard Operating Procedures (SOP) or By-laws, whichever is applicable, can be changed through their appropriate method. Chief's orders will remain in force for four (4) months or until the end of the Chief's current term in office, whichever comes first. Chief's Orders are not renewable. A newly elected Chief may order a similar Chief's Order which can remain in effect for four (4) months. Following the issuance of the order the Chief or a person designated by the Chief must complete the appropriate SOP or By-law change. A Chief's order cannot supersede a By-Law or SOP.

Section 2 - First Deputy Chief:

1. The First Deputy Chief is the second Operational Officer in the Chain of Command. The First Deputy shall be prepared to assume the responsibilities of the Chief.

2. The First Deputy Chief is in charge of personnel, Company 8, and Driver Training.

3. The First Deputy Chief shall report to the Squad Chief all infractions or violations of the By-Laws.

4. In the event any Day Captain position is unfilled, the First Deputy Chief shall assume responsibility for the day.

Section 3 - Second Deputy Chief:

1. The Second Deputy Chief is the third Operational Officer in the Chain of Command. The Second Deputy shall be prepared to assume the responsibilities of the First Deputy.

2. The Second Deputy Chief is in charge of the Training Committee and responsible for arranging and securing the proper first-aid training and monthly review training for members, and to see that all first-aid equipment is operative and available. The Second

Deputy shall oversee the First-Aid Supply Committees to ensue the proper ordering and receipt of first-aid equipment and supplies in accordance with the Purchase Policy ~~and Procedures~~.

Section 4 - Third Deputy Chief:

1. The Third Deputy Chief is the fourth Operational Officer in the Chain of Command.

2. The Third Deputy Chief shall be responsible for vehicle and building maintenance.

3. The Third Deputy shall be responsible to make work assignments for the orderly and clean maintenance of headquarters.

Section 5 - Chief Dispatcher:

1. The Chief Dispatcher is responsible for all Dispatchers and clerical personnel.

2. The Chief Dispatcher is responsible for all communications equipment (except advanced life support equipment) and its weekly inspection.

3. The Chief Dispatcher is responsible for maintaining the ~~Crewleaders'~~ red logbook and the computerized FCC radio log . ~~book, the non-emergency logbook, the business logbook, and the all posted communications logbook.~~

4. The Chief Dispatcher is responsible for updating the phone directory ~~rolodex and~~ computer street directories, ambulance street locator ~~rolodex~~ and all maps.

5. The Chief Dispatcher is responsible for dispatch training and shall oversee the Dispatch Training Committee. ~~Coordinator~~.

6. The Chief Dispatcher is responsible for the adequate supply of all printed forms and clerical supplies, and for office machinery maintenance.

7. The Chief Dispatcher is not a line officer.

Section 6 - Day Captain:

1. In the absence of the Chief Officers, the Day Captains are the senior Operational Officers for their day.

2. Day Captains are responsible for providing weekly duty rosters for their day. Completed duty rosters must ~~should~~ be posted 48 hours in advance. ~~, but must be posted not less than 24 hours in advance.~~ Day Captains shall inspect quarters upon their arrival and see to it that only qualified and authorized personnel use the equipment. They shall ascertain that the vehicles and equipment are properly functioning at Headquarters and on emergency calls.

3. Day Captains shall make sure that run reports are filled out accurately and legibly and are to check them on a weekly basis.

4. Day Captains are responsible for the timely advancement of all members assigned to their day.

5. Day Captains are responsible for obtaining coverage by another officer in the event they are unavailable on their day, or any portion thereof.

6. Day Captains shall be responsible for personnel being properly trained, in uniform and present no later than ten minutes before their tour of duty (unless previous arrangements have been made with the Day Captain).

7. Any problems or questions raised by crew must go through the Day Captain to the appropriate Chief Officer. In the event of the unavailability of the Captain of the day, any other Day Captain may be contacted.

The only SOP change that can be considered by the BOD right now is the inclusion of the full Conflict of Interest Policy into the SOP's. The other changes have not yet come before the membership

Director Cappola Report:
To: Mark Cappola, Special Event Board Liaison
From: Brian Canty, Special Event Chair
Date: July 18, 2011

Recap of 2011 Picnic

Total Signed Up	199	56	35	27
NO SHOWS	26	11	4	1
Add Ons	9	0	0	0
Max Total attending	182	45	31	26
Total paid	175	50	30	

Costs

Catering	$7,348.50
Camp Use	$925.00
Misc	$114.73
Total Cost	$8,388.23

NO SHOWS

	Name	Memb #	# Guest 21 &	# 13 - 20 Incl	# Guest 6 - 12	# Guest 5 & Under
1	Ball, Andrew	206	1	0		
2	Anastos, Melissa	1309	2	0		
3	Curry, Thomas	833	2	0	2	
4	Daddura, Christopher	1318	4	0		
5	Davis, Keith	1208	2	2		
6	Davis, Megan	1066	0	2		
7	Gabriel, Rodriguens	1224	1	2		
8	Gibbs, Tyler	1252	0	2		
9	Hayes, Kathy	749	2	0		
10	Kraese, Mary Beth	873	2	1	1	1
11	Leonard, Kathleen	860	2	0		
12	Martin, Karen	1118	2	1	1	

13	Orr, Casey	1283	0	1		
14	Romano, Thomas	939	2	0		
15	Rudden, Kyle	1288	1	0		
16	Rudolph, Richard	1083	1	0		
17	Stern, Golan	1284	2	0		
			26	11	4	1

Those who came and did not sign up

Name	Memb #	# Guest 21 & Up Incl You	# 13 - 20 Incl Yourself if under 21	# Guest 6 - 12	# Guest 5 & Under
Bauer, Claudia		1			
Fresenda, Joseph		1			
Gabriel, Millie		2			
Noona, Hal		1			
Gander, Joseph		1			
Gander, JJ		1			
Winter, Chris		2			
		9			

Director Laas Report:

<u>Uniform Code</u>: The committee has continued to meet regularly on Tuesday's. They are discussing pin placement at the moment. A final copy with illustrations to the membership is expected by the end of the year. Inactive Life member Al Mirabella is graciously giving his time to update the illustrations.

<u>Telephone and Video Conferencing Policy</u>: The attorney was emailed with a copy of the November 2010 draft. New 2011 Directors have not reviewed the policy, it will be emailed out to all.

The 2 issues were:

1) Physically present at the Board meetings. This issue is resolved by the Bylaws vote passed in the July general membership meeting.
2) Voting by ballot if you are remote- suggestions given to the attorney for comment. Should have a response by the next Board meeting.

Minutes: all final minutes are on the website, the server, and have been forwarded to Bernie to add to the binder above the mailboxes.

Proposed SOP Change

15-2011

Proposal:
To incorporate the conflict of interest policy in to the SOP's

Background/Justification:
To centralize and consolidate all governing documents of the Squad in to the SOP's

Article X – Policies

<u>Section 3 – Conflict of Interest Policy</u>

Please see the attached Conflict of Interest Policy that was approved by the BOD on 1/14/2010.

Conflict of Interest Policy for HUNTINGTON COMMUNITY FIRST AID SQUAD

<u>Article I</u>: Purpose

The purpose of this conflict of interest policy is to protect the HUNTINGTON COMMUNITY FIRST AID SQUAD (Herein referred to as "Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director or member of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

<u>Article II</u>: Definitions

1. **Interested Person**

Any operational officer, member of the Board of Directors, or member of a committee which makes recommendations for the purchase of goods and services who has a direct or indirect financial interest, as defined below, is an interested person.

2. **Financial Interest**

A person has a financial interest if the person has directly or indirectly, through business, investment, or family:

a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,

b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are in excess of $75.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has financial interest may have a conflict of interest only if the Board of Directors or committee decides that a conflict of interest exists.

<u>Article III</u>: Procedures

1. **Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all

material facts to the Board of Directors and members of committees which make recommendations for the purchase of goods and services considering the proposed transaction or arrangement.

2. **Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Directors or committee members shall decide if a conflict of interest exists.

3. **Procedures for Addressing the Conflict of Interest**

a. An interested person may make a presentation at the Board of Directors or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chairperson of the Board of Directors or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the Board of Directors or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors or committee shall determine by a majority vote of the disinterested directors or committee members whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

4. **Violations of the Conflicts of Interest Policy**

a. If the Board of Directors or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective actions.

Article IV: Compensation

a. A voting member of the Board of Directors who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article V: Annual Statements

Each director, operational officer, and, member of a committee which makes recommendations for the purchase of goods and services shall annually sign a statement provided by the President or designee which affirms such person:

a. Has received a copy of the conflict of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy,

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

e. A copy will be published in the Pulse, posted in the ready room bulletin board, and placed on the squad website.

Article VI: Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VII: Use of Outside Experts

When conducting the periodic reviews as provided for in Article VI, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

Conflict of Interest Policy for
HUNTINGTON COMMUNITY FIRST AID SQUAD

I, _________________ have read the above conflict of interest policy for the Huntington Community First Aid Squad and I affirm the following:

1. I have received a copy of the conflict of interest policy,
2. I have read and understand the policy,
3. I have agreed to comply with the policy,
4. I understand that the Huntington Community First Aid Squad is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Date: ____________________

Signature: ________________

Title:_____________________

Director Golinsky left the meeting at 2250 hours.

Motion by Brian Canty and seconded by Lehti Laas to adjourn the meeting at 2255 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: August 7, 2011

Amended and approved: August 11, 2011
MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: August 11, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**ABSENT**
Andrea Golinsky (AG)	**ABSENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: James Mallilo, Andrew Ball, Richard Stein, Sally Staszak, Michelle Miller, David Mohr, Peter Nakelski

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of July 28, 2011 as amended.
Yes: RS, RF, LL, AA,BC Abstain: JP
MOTION APPROVED

Proposals-
SOP Change 17-2011: Article II updated
New members voted on, see Secretary's Report.
Adept Technology Contract
Explorer Post 215 and advisor in the NYSVA&RA statewide drill competition and educational conference at the NYSVA&RA Pulse Check 2011
Flagler Emergency Services of OH for FEMA grant writing
EMT Class Paul Nathan #1239
Amend Pulse Check Conference Ad motion from 6/9/11 BOD meeting
General Meeting Room Request Gerardo Vasquez #1055

Motion by Chief John Palmieri and seconded by Brian Canty, to change as read at the General Membership meeting of August 8, 2011, Article II of the SOP's as follows:

Proposed SOP Change
17-2011

Change (additions are in underlined and deletions are ~~stricken~~):

Article II - Operational Member Guidelines

Section 1 - Member in Good Standing:

The status of a member in good standing is one that all members should maintain ~~a status all members should strive to achieve~~. To be a member in good standing, a member must: be in compliance with the Standard Operating Procedures; be off probation; and be current in the completion of his duty tours or hourly commitment.

Section 2 - On-Duty Crews:

1. Duty Tours

B. All members must be in uniform (see Uniform Code) for their shift. The Crewleader shall inform the Day Captain if a member is consistently out of uniform. ~~After informing~~ With the approval of the Day Captain or a Chief Officer, a Crewleader may send home any Crewmember not in proper uniform.

F. If a member fails to show up for duty they will be given a "No Show". After two No Shows within a calendar year, the member ~~will~~ may lose his shift.

2. Sign-In Roster

A. Upon arriving at headquarters each member should sign-in ~~on~~ using the finger reader ~~Duty Roster (time, signature, and membership number)~~.

B. The Duty Roster will inform you of what ~~responsibility~~ crewleader responsibilities you ~~will~~ are expected to serve on your shift ~~(Crewleader, Driver, First Aider, Aide, Observer, Dispatcher or Trainee). The roster may also have a communication listed on it, that you will be expected to read and initial the communication column next to your name~~.

C. At times the Day Captain may write pertinent information for the crew on the roster that you will be expected to read.

3. Responsibilities

B. Check the Duty Chore list to see what your ~~crew has had assigned to it~~ Day Captain has assigned to your crew.

C. The crews must check out the ambulances according to the appropriate checkout sheets immediately upon arriving for their shift.

G. It is the on-duty Dispatcher's responsibility to keep the office clean and orderly. It is the on-duty crew's responsibility to keep the Ready Room, ~~Smoking Room~~, Kitchen and Bunk Room, ~~and bathrooms~~ neat and tidy. Any crew that leaves a mess for the next crew may have a Clean House Report filed on them, and may be called back to Headquarters to clean up.

4. Relief Time

A. At the completion of ~~your~~ the duty tour ~~you~~ the Dispatcher should not leave until ~~your~~ his replacement has arrived, ~~unless there is someone in the building that can cover for you~~ or he has identified a person capable of assuming the responsibilities of dispatching. ~~If your replacement is not on time you should let your Day Captain know and attempt to contact your replacement~~ In the absence of a replacement, the Dispatcher or any crewmember must contact the Day Captain immediately.

B. The Crewleader(s) should ~~I~~inform the next crew of any pertinent information ~~that they should know~~ and the crew should sign out ~~on~~ using the ~~Roster~~ finger reader.

5. Replacements

A. If you are unable to serve on your shift, it is your responsibility to obtain a replacement of equal or higher status and notify your Day Captain. It is only with the Captain's permission that you may get a replacement of a status lower than your own. If you become suddenly ill or an emergency arises (e.g. family illness) you must notify the Day Captain of your absence and the Dispatcher on duty as soon as possible.

~~C. It is with the Captain's permission only that you may get a replacement of a status lower than your own.~~

B. If you are unsuccessful in obtaining a replacement, you must call your Day Captain at least 24 hours prior to your shift with a list of names of members that you have ~~called~~ contacted.

6. Shift Changes

New members are expected to stay on the shift they are assigned to for a minimum of fifteen months. If it becomes necessary to change their shift the following guidelines must be followed:

A. Submit a Shift Change Request Form to the First Deputy Chief~~,~~ and your current Day Captain ~~and Schedule Coordinator (make sure that all information is filled out)~~. The First Deputy Chief will advise you if the shift is open and your request is approved.

7. Status Changes

Any member who does not maintain their status ~~- e.g., a Driver removed from driving status for an accident, two moving violations, or careless driving, or a Crewleader removed from Crewleading - - e.g., EMT card expires;~~ may have to change their shift ~~if it is not possible for them to drop lower on their shift to maintain a fully staffed crew. (e.g., - if you are the only Crewleader on your shift and you lose your Crewleader status, you must find another shift, if there is no opening for a First Aider on your shift.)~~

8. Alternating Overnight

B. Alternating Overnight status may be granted by the Chief to members in good standing when the following requirements and conditions are met:

iv. The ~~Chief~~ Captain will make every effort to balance the opposing shifts.

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 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 shift, 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 ~~meet one (1) of the following criteria~~:

~~A. B~~be prevented ~~mandated~~ by ~~a salaried full time job to~~ work, school or other situation from fulfilling a regularly scheduled shift ~~rotating shifts or tours with rotating days off~~.
~~A. Be mandated by a salaried job to work thirty-two or more hours and is taking nine or more credits of education concurrently.~~

The following rules and regulations apply to all members granted Company 8. Any violation ~~will~~ 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 shift per week (minimum of four hours) and must be on time and in uniform to receive credit for the shift. An eight-hour overnight shift will count for two consecutive weekly tours.
~~B. Company 8 personnel must fill an open shift position (A fill-in cannot be used to fulfill their shift requirement for the week).~~
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 shift. A minimum of forty-eight (48) hours notice is required.
C. If a member of Company 8 cannot make a scheduled shift they signed up for, he must get a replacement of equal or higher status for the shift 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 shift ~~will be taking vacation or any extended absence~~ must inform the First Deputy Chief in writing ahead of time ~~prior to their vacation or other commitment. All missed time must be made up by the end of the current review quarter.~~

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.~~

10. Explorer Post Members (format change only, no test change)
F. If the Explorer Post member has successfully completed dispatch training, ambulance orientation and has been approved as an Aide, they may be accepted and begin First Aider training. At the recommendation of the Squad Chief and approval by the Board of Directors, an Explorer Post member may be accepted for Active membership at any stage below First Aider depending on the level of training.

Section 3 - Leave of Absence:

3. Military or Educational LOA - Military or Educational LOA's can be requested by a non-probationary member. Probationary members who were former non-probationary members of the Youth Squad may request an educational LOA. They will be considered on an individual basis with the recommendation and approval of the Board of Directors. Educational LOA’s may be granted for the member’s entire semester at one time, not to exceed six (6) months.

MOTION APPROVED UNANIMOUSLY

Telephone and Video Conferencing Policy discussed. Attorney will be asked about the use of “teller” if the Secretary is not present.

Adept Technology Contract
Motion by Chief John Palmieri, seconded by Brian Canty to accept the recommendation of the Systems Committee and the Board Liaison to Technology and authorize the President to engage the service agreement for the Squads computers with Adept Technology Consulting, Inc, P.O. Box 1296, Center Moriches, NY 11934, Phone: 800-506-9981, at an initial annual cost of $4,800for forty hours of on-site support for maintenance, emergencies, upgrades, new installations, software and hardware problems, etc. as per the attached proposal from Adept Technology Consulting, Inc.. This service contract will include 24/7/4 emergency service. Materials are not included.
HCAD Funds

Motion by Brian Canty and seconded by Lehti Laas to table the “Adept Technology Contract” motion.
Yes: RS, RF, AA, BC,LL Abstain: JP
MOTION APPROVED TO TABLE

Explorer Post 215 members (drill team plus one alternate) and advisor in the NYSVA&RA statewide drill competition and educational conference September 22-25, 2011at the NYSVA&RA Pulse Check 2011 – 56th Annual Educational Conference & Trade Show
Motion by Brian Canty, seconded by Robert Franz, to authorize and approve the participation of Explorer Post 215 members (drill team plus one alternate) and advisor in the NYSVA&RA statewide drill competition and educational conference September 22-25, 2011at the NYSVA&RA Pulse Check 2011 – 56th Annual Educational Conference & Trade Show to be held at the Holiday Inn, Albany, NY; Prior to the reservations being made, the appropriate outing permit must be obtained from the Boy Scouts of America (BSA) and all Post 215 attendees must have a signed permission slip from their parent/guardian and the Chief Advisor must have a written commitment from at least 2 advisors (1 male, 1 female) excluding himself. Other Squad members attending the conference are authorized to act as temporary advisors if requested by the advisor attendees. Further, to approve a conference registration fee not to exceed $500.00 per Post 215 team and one advisor, hotel & meals (dinner Friday to breakfast Saturday) not to exceed $200.00 per person depending on room occupancy, plus mileage, tolls and $500.00 for incidental meals and snacks while traveling to and from the conference and snacks at the conference. There will be no reimbursement for meals which are included as part of the conference cost except for refreshments after the drill competition. Post 215 members and advisors are encouraged to share rooms if appropriate to keep expenses to a minimum. With the approval of the Chief, HCFAS will provide an ambulance and/or other squad vehicle(s) for transportation to and from the event, equipment and first aid supplies used by the team(s) in the competition. Any other incidental expenditure must be approved by the BOD liaison. Post 215 Advisor will obtain a sales tax exemption form from the BSA. Reimbursement submission will be in accordance with HCFAS will be in accordance with HCFAS Purchasing Policy and will

include original receipts and be approved by the Board Liaison and will be submitted to the Treasurer within 10 days of return from the conference. The squad Treasurer will provide the Board of Directors (BOD) an accounting for this conference at the next BOD meeting following the request for reimbursement after the event.

<u>Post 215 funds</u>

MOTION APPROVED UNANIMOUSLY

FLAGLER EMERGENCY SERVICES of OH

Motion by Brian Canty seconded by Robert Franz that due to the time constraints of the FEMA grants we authorize and approved the engagement of FLAGLER EMERGENCY SERVICES of OH for the purpose of developing a Risk Assessment and Narrative for inclusion in the FEMA Grant application process at a cost not to exceed $1,100.

HCAD funds

MOTION APPROVED UNANIMOUSLY

EMT Class Paul Nathan #1239

Motion by Brian Canty and seconded by John Palmieri to accept the recommendation of Second Deputy Chief Michele Miller and approve Paul Nathan #1239 to attend an EMT original class which will be held at Suffolk Community College. Upon successful completion of the course and submission of required paperwork he will be reimbursed at the Purchase Policy rate not to exceed $550. HCFAS will apply for reimbursement from NYS DOH.

HCAD funds

MOTION APPROVED UNANIMOUSLY (Note: LL not present for vote)

Amend Pulse Check Conference Ad motion from 6/9/11 BOD meeting

Motion by Robert Franz and seconded by Brian Canty to amend the 6/9/11 motion to authorize and approve an increase of $10 for the ad for a total cost not to exceed $135.

MOTION APPROVED UNANIMOUSLY

General Meeting Room Request Gerardo Vasquez #1055

Motion by Robert Franz and seconded by Brian Canty to permit Gerardo Vasquez #1055 the use of the General Membership Meeting Room to conduct a Baptism and Family Reunion celebration on Saturday, September 17, 2011 or September 24, 2011 from 1400 to 1900 hours. Set-up time will be Friday evening September 16 or 23,, 2011 1900 to 2100 hours and clean-up time Saturday September 17 or 24, 2011 1900 to 2100 hours. A Security deposit has been received. Secretary Robert Franz permission has been granted after checking the schedule and confirming with President Roger Winter. Insurance certificates from the DJ with hold harmless agreement is required for this event with HCFAS named as additional insured (approval pending proper insurance).

MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:

Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

July 29, 2011 - August 8, 2011 - 25 transactions = $ 67,900.75 HCAD Funds

July 29, 2011 - August 8, 2011 - 3 transactions = $ 995.31 HCFAS Funds

July 29, 2011 - August 8, 2011 - 5 transactions = $ 692.75 POST Funds
MOTION APPROVED UNANIMOUSLY

No transfers this period.

Motion by Richard Stone and seconded by Brian Canty to enter into Executive Session at 2221 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2232 hours.

Chief's Report - John Palmieri:
Chief is looking into Luke Bartolomeo's status.

Secretary's Report –Robert Franz:
Return to Duty:
Orlando Salcedo #935 6/17/11 **Note: Medical RTD, Dispatch only to Riding

New Members
Note: the following motions on new members were voted on after the approval of the 7/28/11 minutes.

Motion by Alyssa Axelrod and seconded by Lehti Laas to untable Michelle Rappa.
Yes: AA, LL, RS,RF No: BC, JP
MOTION APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Michelle Rappa as a new probationary member #1344, Shift: Wednesday 0700 in accordance with Article III, Section 2 of the By-Laws.
Yes: AA, LL No: JP, BC, RS Abstain: RF
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Kiera Schiavetta as a new probationary member #1344, Shift: Saturday 0700 in accordance with Article III, Section 2 of the By-Laws.
Yes: AA, LL,RF No: JP, BC, RS, RW
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Meagan Pereira as a new probationary member #1344, Shift: Saturday 2300 in accordance with Article III, Section 2 of the By-Laws.
Yes: RS, RF, JP, BC, LL Abstain: AA
MOTION APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Sara Manning as a new probationary member #1345, Shift: Monday 0700 in accordance with Article III, Section 2 of the By-Laws.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Maxine Epstein as a new probationary member #1346, Shift: Tuesday 1100 in accordance with Article III, Section 2 of the By-Laws.

Yes: AA, RS, JP,LL No: BC RF

MOTION APPROVED

Insurance:

NY State Insurance Fund (VAWBL) – a representative from the NYSIF will be visiting the Squad on Monday August 15 to conduct a walkthrough of our premises.

Automobile - Vehicle 2-15-21 had a mishap with a SCPD with minor cuts and abrasions to rear wheel well rubber fender. There were minor rubber marks on the left front fender of the parked SCPD vehicle and it my understanding SCPD will not be filing a report therefore this will not be reported to our insurance company.

Blood Drive – Certificates of liability insurance received from the NY Blood Center did not list HCFAS as an additional insured and SC certificates are self insured certificates and are excess of all other insurance.

Personnel – An email was received and distributed to the BOD from former member Jonathan Korets.

Suffolk REMSCO – I attended the Suffolk County Legislature Public Safety Committee Meeting this morning in Hauppauge. Suffolk REMSCO presented their White Paper (previously distributed to the Board of Directors) to the Committee. Discussion centered on the need for a full time Medical Director for SC EMS, the ePCR & response time data from PSAPs. Suffolk legislator John M. Kennedy (district 12 – Smithtown, Hauppauge, Islip) received a reply from the NYS DOH that each agency either does an electronic PCR or a manual PCR – you cannot do a combination. Statement was made that it is easier for a high call volume agency to implement the ePCR (rational is that you are always doing one). SC is looking into getting a bid contract for the tough book which should reduce their cost for each agency.

President's Report – Roger Winter:

Life Membership – I am looking for a chairperson, and committee.

Membership Badges – I will be ordering up new badges for those members who are coming off of probation 1300+ numbers.

Fund Drive – Sal Signorelli is the new chair of the committee. I will have a financial report to you at the next meeting

Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.

Monument and Signage project: - See Rich Stone's Report – we will begin construction this month and it is scheduled for completion in September.
Explorer Post 215 – They have cancelled the car wash, and are scheduled to go to NYC to the "Bodies Exhibit".
Huntington Station Rotary Club – Frank Cosentino, the President of the Huntington Station Rotary Club would like to re-institute the award for HCFAS Volunteer of the Year Award. The last time this award was given out was in 2000 to Frank Bianco. HCFAS would provide a name to the Rotary and they would invite the winner to a ceremony with other award winners from Huntington Station. The name would go onto our plaque and he member would receive an individual plaque from the Rotary Club. I am looking for a representative for this group; meetings are every Thursday at Pomodorino's Restaurant, Jericho Turnpike, in Huntington Station, NY

Director Axelrod Report:
<u>Membership</u>
There are 6 prospective members up for review this week, 1 applicant having been tabled at the last meeting. Please review all in transition box.

<u>ByLaws and SOP's</u>
The committee has not met since June, but plans to meet shortly to continue reviewing and proposing updates to the SOP's. Proposed SOP Change 17-2011 - Operational Member Guidelines - was read and discussed at the August GMM and now stands for review by the BOD.

Please see attached document for Proposed Change 17-2011. You may also cut and paste the below address into a web browser to view the full SOP's as any additional changes can be considered at the time of BOD discussion. The relevant pages for these proposed changes are pgs 8-14.

http://www.hcfas.org/includes/Documents/Operating_Procedures/Standard_Operating_Procedures.pdf

Proposed SOP Change 18-2011 - Crewleader Responsibilites - in committee
Proposed SOP Change 19-2011 - House Rules - in committee

Director Laas Report:
Good and Welfare: After our last Board meeting I asked Chairwoman Bonesi to access the life membership list and in the future be aware fo who is a life member.
She was also informed to go ahead with a fruit basket for Sal Signorelli.
Uniform Code: no update has been given but due to injuries and deaths in the squad I don't think they have met in the last few weeks.
Telephone and Video Conferencing Policy: the 2 final issues have been resolved. The Board needs to discuss the attorney's advice. Hopefully at the 2nd August Board meeting the policy can be approved.
Huntington Awareness Parade: There is a sign up sheet in the ready room to see if at least 20 members want to participate in the parade portion of the days events. In speaking with Donna Smith I know she received Dee Thompson's request for a standby that day.

New Business: Richard Stone polled the Board on whether to illuminate parts of the monument. Consensus of the Board was yes to proceed.

Motion by Richard Stone and seconded by Brian Canty to adjourn the meeting at 2302 hours.
Yes: RS, AA, JP,BC No: RF, LL
MOTION APPROVED

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: August 21, 2011

Amended and approved: ?
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: August 25, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Sally Staszak, Michael Barker, Christopher Winter, & Andrew Ball

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Brian Canty to approve the minutes of August 11, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

New Members: See Secretary's Report

Director Mark Cappola entered at 1941 hours.

Proposals-
Proposed SOP change 17-2011 Section 2, #3C
Telephone and Video Conferencing Policy
Adept Technology Contract
Voting Machine and Elections
Advance for Meals on Election Day
Amended Monument and Signage Project dated 4/28/11
Posting of the Board of Direcotrs Meeting Agenda

SOP 17-2011 Article II Section 2 #3C
Motion by Robert Franz and seconded by Brian Canty, to further change proposed SOP change 17-2011 as read at the General Membership meeting of August 8, 2011, Article II, Section 2, #3C as follows:

Proposed SOP Change
17-2011

Change (additions are in underlined and deletions are ~~stricken~~):

Article II - Operational Member Guidelines

Section 2 – On-Duty Crews:

3.C. ~~The crews must~~ Check out the ambulances according to the appropriate checkout sheets immediately upon arriving for their shift.

MOTION APPROVED UNANIMOUSLY

Telephone and Video Conferencing Policy

Motion by Lehti Laas and seconded by Robert Franz to accept the Telephone and Video Conferencing Policy as attached below.

MOTION APPROVED UNANIMOUSLY

Adept Technology Contract

Motion by Chief John Palmieri, seconded by Brian Canty to accept the recommendation of the Systems Committee and the Board Liaison to Technology and authorize the President to engage the service agreement for the Squads computers with Adept Technology Consulting, Inc, P.O. Box 1296, Center Moriches, NY 11934, Phone: 800-506-9981, at an initial annual cost of $4,800for forty hours of on-site support for maintenance, emergencies, upgrades, new installations, software and hardware problems, etc. as per the attached proposal from Adept Technology Consulting, Inc.. This service contract will include 24/7/4 emergency service. Materials are not included.

HCAD Funds

MOTION APPROVED UNANIMOUSLY

Voting Machine and Elections

Motion by Robert Franz, seconded by Lehti Laas to authorize and approve the Secretary to enter into a purchase order/agreement with the County of Suffolk Board of Elections for the rental of a voting machine including the services of a voting machine technician, the preparation and printing of ballots, other necessary election paperwork and delivery and pick up of the machine in connection with the Squad's annual election on December 12, 2011 at a cost not to exceed $1,000.00. Delivery and Pick up of the machine may be contracted to Bay Shore Movers or other reputable moving company if Suffolk County cannot perform the task at a cost of $200.00.

HCFAS funds

Yes: RS, RF, MC, LL,AG No: JP, BC Abstain: AA

MOTION APPROVED

Advance for Meals on Election Day

Motion by Secretary Robert Franz and seconded by Lehti Laas to authorize a $150.00 advance to the Secretary for meals on Election Day for staff who are working the election.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

Amended Monument and Signage Project Dated 4/28/11

Motion by Richard Stone and seconded by Chief John Palmieri to amend the Monument and Signage Project motion dated 4/28/2011, to add the following costs to the Monument and Signage project.

1. Change the sign box above the electronic sign from non-illuminated to illuminated at an additional cost of $995.00
2. Add a white border around the star of life plaque at an additional cost of $525.00

These costs will be payable to Elmer T. Henn Inc., 195 Park Av., Bethpage, NY. 11714

Original Motion for comparison

Motion by Chairman of the Building Improvement Committee: Monument & Signage project John Palmieri and seconded by Richard Stone to authorizing the President to enter into an agreement with Elmer L. Henn Inc., 195 Park Avenue, Bethpage, New York 11714 to construct the monument and add the building lettering as shown on the contract drawings done by H2M. The cost of the project as proposed in a document dated January 22, 2010 is $90,719.00.The Elmer L. Henn has been made aware of the possibility of substituting a different, but equal, brand of illuminated signage at the discretion of the BOD. A certificate of insurance with HCFAS named as additional insured and a certificate indicating workers compensation coverage is required from all contractors and sub-contractors.**HCAD funds**

HCAD funds

MOTION APPROVED UNANIMOUSLY

Posting of the BOARD OF DIRECTORS MEETING AGENDA

Motion by Mark Cappola and second by Chief John Palmieri that beginning immediately after approval of this motion, a preliminary agenda for all Board of Directors meetings on the Bulletin Board in the Ready Room and that it also be distributed to the membership via e-mail. This posting and e-mail distribution will be made no later than the Monday immediately preceding the stated Board of Directors meeting. Also, that all agendas include, but not be limited to the following: a) all items currently listed on the agenda distributed to the Board, b) titles of all motions to be considered.

Motion by Andrea Golinsky and seconded by Brian Canty to move the motion.

Yes: AG, MC, JP, AA,RS No: RF, BC, LL

MOTION APPROVED TO MOVE THE MOTION

Motion by Robert Franz and seconded by Lehti Laas to have a ballot vote.

Yes: AG, LL,RF No: RS, MC, JP, BC Abstain: AA

MOTION NOT APPROVED to have a ballot vote

On the original motion:

Yes: MC, JP, LL,BC No: AG, AA, RS, RF

MOTION NOT APPROVED

Treasurer's Report – Brian Canty:

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

August 9, 2011 - August 25, 2011 - 31 transactions = $ 30,608.33 HCAD Funds

August 9, 2011 - August 25, 2011 - 4 transactions = $ 609.95 HCFAS Funds

August 9, 2011 - August 25, 2011 - 2 transactions = $ 808.38 POST Funds

MOTION APPROVED UNANIMOUSLY

$75,000 transfer from HCAD money market account to HCAD checking account.

Status of Captain Bielanski's Cell Phone Roaming

Captain Bielanski did not respond to three emails that I sent him regarding his roaming charges while he was in Canada. Captain Bielanski has called Chief Palmieri and discussed it with him. Chief Palmieri is checking into this matter.

Status of Grant Request

We are in the process of getting all the information together to put in the grant application and to give to the grant narrative writers. The FEMA AFG grant closes on Sept 9th.

Secretary's Report –Robert Franz:

The following Status Change: Passing of Life Member Norma Signorelli #304 on 7/21/11.

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

Name	Membership #	Type	Dates
Barker, Nancy	930	Medical	8/1/11- 11/1/11
Bartolomeo, Luke	1198	Operational	6/30/11- 9/30/11
Manning, Kenneth	1236	Medical	8/8/11- 11/8/11
Mori, Paul	934	Medical	8/15/11 – 11/15/11
Russo, Alison	884	Medical	6/29/11 - 9/29/11
Tiersch, Kristin	1333	Educational	8/20/11- 12/20/11
Valle, Matthew	1238	Educational	9/6/11- 12/18/11

MOTION APPROVED UNANIMOUSLY

Probation Ending

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Ann Schwartz, member #1313, eligible 7/28/11, effective 8/25/11.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Venel Grimadeau, member #1298, eligible 8/1/11, effective 8/25/11.

Yes: LL, JP,AA No: MC, AG, BC Abstain: RF, RS

MOTION NOT APPROVED

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Kristin Tiersch, member #1333, eligible 8/14/11, effective 8/25/11.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Membership #	Date of RTD	Note
MaryAnn Schramm	595	8/9/11	Dispatch only from Medical LOA

Nancy Barker	930	8/8/11	Dispatch only from Medical LOA
Carl Schramm	997	8/10/11	

Note: The following members were voted on after the approval of the 8/11/11 BOD meeting.

New Members:

Motion by Chief John Palmieri and seconded by Alyssa Axelrod to reconsider to accept as a new probationary member Faizah Tasnim #1347, Shift: Saturday 0700 in accordance with Article III, Section 2 of the By-Laws.

Motion by Robert Franz and seconded by Lehti Laas to table the motion.
Yes: AG, RF,LL No: AA, MC, JP, BC, RS
MOTION NOT APPROVED to table

Motion by Brian Canty and seconded by Chief John Palmieri to move the motion.
Yes: RS, RF, AG, AA, MC, JP,BC No: LL
MOTION APPROVED to move the motion

On the original motion to accept Faizah Tasnim:
Yes: RS, LL, AA, MC, JP,BC No: AG Abstain: RF
MOTION APPROVED

Motion by Lehti Laas and seconded by Alyssa Axelrod to reconsider to accept as a new probationary member Kiera Schiavetta #1348, Shift: Saturday 0700 in accordance with Article III, Section 2 of the By-Laws.
Yes: AA, LL, RS, RF, MC, BC,JP No: AG
MOTION APPROVED

Motion by Robert Franz and seconded by Andrea Golinsky to enter into Executive Session at 2003 hours.
Yes: RS, RF, LL, AG, JP,BC Abstain: MC, AA
MOTION APPROVED

Out of Executive Session at 2011 hours.

Motion by Chief John Palmieri and seconded by Alyssa Axelrod to accept as Adam Tomko as a new probationary member #1349, Shift: Tuesday 1100 in accordance with Article III, Section 2 of the By-Laws.

Motion by Robert Franz and seconded by Brian Canty to have a ballot vote.
MOTION APPROVED UNANIMOUSLY

Ballots counted by the Secretary and confirmed by the President as follows:
No: 7 Yes: 1 Abstain: 1
MOTION NOT APPROVED

Motion by Brian Canty and seconded by Andrea Golinsky to destroy the ballots.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Andrea Golinsky to accept the resignation of Michael Ricco, member #1332, effective 8/1/11.
MOTION APPROVED UNANIMOUSLY

Personnel – Glynn Mercep and Purcell response letter and Jeremiah Boehm's attorney's notice of appeal letter were distributed to all directors.

Donations – Memorial donations are still being received in honor of Norma Signorelli.

NY State Insurance Fund (VAWBL) – The NYSIF did a walkthrough at the Squad on Monday August 15 and issued a letter that said he was pleased with the overall safety of the premises and mentioned only two minor items which were given to the 3rd Deputy Chief for correction.

Group Life – The beneficiary claim check was received and given to Norma Signorelli's beneficiary.

LOSAP – The Town of Huntington will be conducting an audit of the 2010 LOSAP listing in September. Andy Ball & Jim Mallilo have been notified and I will be coordinating the audit.

Note: At the Chief's request his report is to remain in original format. No corrections are made and therefore what is printed in the report may not have been Board approved.
See Secretary's report for final disposition of personnel.
Chief's Report – John Palmieri:
The Operational Officers met on Thursday August 18, 2011.
Advancements:
Thurs:Francine Vasta #1305 To Driver Training 1100
Sat: Howard Lowenthal #1260To ACL 0700
Chris Daddura # 1318 To Dispatcher 2300

Resignations:
Michael Ricco #1332 As of 8/01/11

Members to be Dropped:
Matt Cappola #1106 Only 2 shifts since 5/1/11

LOAs:
Alison Russo #884 From 6/29/11 to 9/29/11 Med *
Nancy Barker #930 From 8/01/11 to 11/01/11 Med *
Paul Quinn Mori #934 From 8/15/11 to 11/15/11 Med *

Ken Manning #1236 From 8/08/11 to 11/08/11 Med *
Matthew Valle #1238 From 9/06/11 to 12/18/11 Ed
Kristin Tiersch #1333 From 8/20/11 to 12/20/11 Ed
Luke Bartolomeo #1198 From 6/30/11 to 9/30/11 Oper

Return to Duty:
Mary Ann Schramm #595 Co. 8 Dispatch only
Nancy Barker #930 Mon 1900 Dispatch only
Carl Schramm #997 Co. 8

Shift Changes:
Cecilia Renderos #1220 From Wed 0700 to Sun 1500
Tina Sholes #1250 From Wed 0700 to Sun 1100
Howard Lowenthal #1260 From Sat 0700 to Co. 8

Probation Ending:
Ann Schwartz #1313 Eligible 7/28/11
Venel Grimadeau #1298 Eligible 8/01/11
Kristin Tiersch #1333 Eligible 8/14/11

-Emails on Hurricane Irene will be sent out
-Cell phone International calls discussed

<u>President's report Roger Winter</u>
Life Membership – In progress
Membership Badges – I will be ordering up new badges for those members who are coming off of probation 1300+ numbers. Tom Lemp and Christy Stiles need new badges.
Fund Drive – Sal reports $70,169.00 as of 08/23/2011.
Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.
Monument and Signage project: - See Rich Stone's Report – we will begin construction on August 29, 2011and it is scheduled for completion in September.
Explorer Post 215 – Took a trip to the Bodies Exhibit at the South Street Seaport. 18 Explorer Post Members and HCFAS members attended. Everybody had a great time and the Post members were on their best behavior.
Huntington Station Rotary Club – no report

Vice President's Report – Rich Stone:
<u>Monument and Sign</u>: Henn Construction is scheduled to start construction on the above project on Monday Aug. 29.weather permitting.
The electronic sign is on schedule for the 2nd week in Sept.

Huntington Community First Aid Squad (HCFAS)
Telephone and Video Conferencing Policy

INTRODUCTION:
This document outlines the HCFAS policy and recommended procedures for the use of telephone communications and video conferencing for attendance at meetings. This policy applies to HCFAS Board of Directors meetings for Directors who desire to establish telephone or video conferencing capabilities regardless of physical location. Telephone conferencing is based on a telephone connection from two or more locations. Video Conferencing is based on telecommunication technology connecting two or more locations over a computer network, with cameras, monitors/TV's and microphones at each end. Once the telephone or video conference is scheduled and connected, the people at each end possess the ability to hear and/or see each other in a totally interactive audio/visual experience.

By establishing this policy HCFAS will have more effective internal control in meetings that participate from sites outside. The necessary quorum needs to be physically present at HCFAS in order for a Directors' meeting to take place. The purpose of this policy is to assist those unable to attend the meeting due to constraints such as vacations, conferences, business trips, and recovery from an illness or injury, to participate in meetings.

Any recording of the meeting by a Director will be a violation of this policy subjecting the Director to expulsion.

SCHEDULING PROCEDURES:
The President will be notified that a Director will be attending the meeting remotely. At least a 24 hour notice should be given since telephone and video conference equipment is limited.

To schedule a telephone or video conference, the remote access user is responsible to make all the proper arrangements and notify the President. The Director must contact a willing Director that will be present at the meeting. An agreement will be reached to assist in providing remote access to the meeting. Prior to the meeting all arrangements will be made between Directors.

EQUIPMENT:
Directors are responsible for HCFAS laptops and video equipment.

HCFAS currently provides Directors with laptops and cellular phones with speakerphone capabilities. This HCFAS provided equipment will be utilized for conferencing. Directors should have their HCFAS provided equipment in the building at the time Board meetings are scheduled to take place. Prior arrangements should always be made between Directors, but last minute unforeseen circumstances may arise and the HCFAS equipment in the building will be utilized.

An Administrator of the technology committee will download the Skype program on HCFAS Directors' laptops.

At the time this policy is approved video conferencing equipment to cover two (2) HCFAS computers will be provided. One camera will be kept in the President's office; the second camera will be kept in the Directors' office.

If all video equipment is utilized, then telephone conferencing will take place on HCFAS telephones and issued cellular telephones.

Future Directors' laptop purchases will have internal webcams.

No equipment will be provided to any member for outside use who is not a Director.

Directors using video equipment outside of the building will notify the President.

All new requests for purchasing of equipment must be approved by the Board of Directors and be in accordance with HCFAS's Purchasing Policy (PP).

RESPONSIBILITIES:

1. The Director in attendance at headquarters will ensure that all video equipment is secured to prevent injury to attendees or damage to equipment.

2. Once the telephone or video conference is scheduled and the President has been notified, the users must contact any additional personnel to obtain equipment for their use. This inquiry should be made in advance to ensure equipment availability.

3. Each Director is responsible for their equipment setup at their location.

4. The Director will conduct audio and video checks to ensure proper operation. Telephone conferences should be initiated 5 minutes prior to the meeting. All participating cameras should be on 10 minutes prior to the meeting start time for audio and visual checks.

5. A meeting will not be delayed due to conferencing unless the President determines otherwise.

6. Each Director will be introduced at the start of a meeting by the President.

7. Minutes will reflect each Director's participation via telephone or video conference.

8. The Director requesting the conferencing must pay all additional costs incurred such as remote room use fees, scheduling fees, line and long distance charges.

9. All telephone and video conference calls to HCFAS must originate from the remote location.

All Directors have a basic right to privacy and confidentiality in the use of the telephone and video conferencing service. The remote video conference location participants must adhere to the following while in a meeting session:

1. A secluded room that does not have heavy traffic flow.
2. Each Director at a remote location will be introduced at the start of the meeting.
3. Any HCFAS member who is eligible to attend a Board of Director's meeting may do so if they are with a Director. The Director will introduce each HCFAS member in attendance.
4. All those present in the room or within hearing distance as a meeting is taking place will be disclosed. Each HCFAS member will be listed in the minutes as a guest of the meeting via telephone or video conferencing.

A Director attending electronically is the same as one who is physically present. A Director's votes count whether in executive session or in open session. Voting by ballot will ~~not~~ include a Director attending by telephone or video conferencing. The Director who is not physically present may:

- recuse themselves from the vote
- or email or text their ballot to the Secretary or, in the Secretary's absence, a teller appointed by the presiding officer.

In executive session, the Director attending by telephone or video conference should exclude anyone else, including a member spouse who is not also a Director. A Director in a remote location understands that during **executive session** no one who would not be permitted to attend the executive session should be present, with the reasonable exception of an independent, third party professional technician needed to facilitate the communication. Unanimous approval of all executive session participants is needed for the technician. If anyone enters the room or is within hearing distance, it will be immediately disclosed to all meeting participants.

Motion by Andrea Golinsky and seconded by Brian Canty to adjourn the meeting at 2220 hours
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: August 28, 2011

Amended and approved: September 8, 2011
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: September 8, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Peter Nakelski, Andrew Ball, Thomas O'Leary

Meeting called to order at: 1930 Hours

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of August 25, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

Director Laas entered the room at 1935 hours.

New members voted on are under the Secretary's Report.

The Board was informed that Gerardo Vasquez #1055 will use the General Membership Meeting Room on Saturday, September 24, 2011 for his event that was approved at the August 11, 2011 Board of Director's meeting.

Town of Huntington Chiefs Counsel Annual Dinner
Motion by Chief John Palmieri and seconded by Brian Canty to purchase 12 tickets at a cost of $85.00 per person to the Town of Huntington Chief's Council Annual Dinner, October 23, 2011 at 4pm at the Historical Thatched Cottage, located at 445 East main Street, Centerport, NY 11721. The cost is not to exceed $1,020.00for the dinner. Checks are to made payable to Town of Huntington Chief's Council, forward checks to HMFD 1650 New York Avenue Huntington Station, New York. The dinner committee asks that each department provide the dinner committee with two bottles of cheer for the raffle.
HCFAS Funds
MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:
Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

August 26, 2011 - September 8, 2011 - 35 transactions = $ 15,296.39 HCAD Funds
August 26, 2011 - September 8, 2011 - 1 transactions = $ 114.73 HCFAS Funds
August 26, 2011 - September 8, 2011 - 3 transactions = $ 1,253.03 POST Funds
MOTION APPROVED UNANIMOUSLY

-The Town of Huntington has not responded to the 2012 proposed budget

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by John Palmieri to approve the following LOA's:

Name	Membership #	Type	Note
Amaya, Vanessa	1182	7/29/11 – 10/29/11	Operational
Decker, Gilda (Jill)	908	9/12/11-12/12/11	Operational
Griesel-Eckhardt, Nancy	1170	9/22/11-12/22/11	Operational
Mallilo, Christopher	1234	8/19/11-11/19/11	Extended Medical
Mohr, David	748	8/29/11-11/29/11	Medical
Schaffert, Emily	1248	9/21/11-12/22/11	Educational

MOTION APPROVED UNANIMOUSLY

Probation Ending
Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Amanda Manning, member #1322, eligible 6/10/11, effective 9/8/11.
MOTION APPROVED UNANIMOUSLY

Returned to Duty:
Michael Barker #862 RTD 8/14/11 Dispatch only **Note: Medical RTD
Casey Stone #920 RTD 9/8/11 Dispatch only **Note: Medical RTD

New Members:
Motion by Robert Franz and seconded by Alyssa Axelrod to accept Steeven Jean as a new probationary member #1349, Shift: Tuesday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: AA, LL, RS, JP No: BC, MC, AG Abstain: RF
MOTION APPROVED

Resignation:
Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Matthew Cappola, member #1106, effective 9/8/11.
Yes: RS, RF, LL, AG, AA, JP No: BC, MC
MOTION APPROVED

LOSAP

- The 2010 LOSAP Benefit Statements were received from Penflex, Inc. and distributed to all active members. The distribution of statements via USPS to retirees and vested participants is a work in progress.
- Compilation of documentation for the TOH audit is also a work in progress.
- It appears that after the TOH pays the 2010 LOSAP contribution of $328,103, the HCFAS LOSAP fund is underfunded by approximately $395,000.

VAWBL 2012 Budget Update

The NY Compensation Rating Board issued our experience rate for 2012 – 1.52 (2011 was 1.33). This is a multiplier of our basic premium. A revised calculation of our 2012 premium using the 1.52 premium multiplier would result in a 2012 premium of approximately $143,600 which is $5,600 more than the amount budgeted of $138,000. There are still some open items before a final premium amount can be determined such as: final base premium per ambulance (using an 8% increase over 2011), State Insurance Fund differential added to the premium (using 10% - 2011 was 5% and 2010 was 10%), Workers' Compensation Board's assessment (using 9.7% - 2011 was 9.7% and 2010 was 6.2%) etc.

POST 215

Chief Advisor David Mohr sent us notification re: the suspension of a Post 215 member who participates with HCFAS.

Motion by Brian Canty and seconded by Chief John Palmieri to grant Associate membership to Matthew Cappola, member # 1106, in accordance with Article 3 Section 3 of the Bylaws.

Motion by Robert Franz and seconded by Andrea Golinksy to have a ballot vote.
Yes: AA, RS, RF, LL, AG No: JP, BC Abstain: MC
MOTION APPROVED

Results of ballot vote counted by Secretary and Vice President confirmed the ballots:
Yes: 3 No: 5 Abstain: 1
MOTION NOT APPROVED TO GRANT ASSOCIATE MEMBERSHIP

Motion by Andrea Golinsky and seconded by Robert Franz to destroy the ballots.
Yes: RF, AG, AA, MC, RS, LL No: BC Abstain: JP
MOTION APPROVED

Note: At the Chief's request his report is to remain in original format. No corrections are made and therefore what is printed in the report may not have been Board approved.
See Secretary's report for final disposition of personnel.
Chief's Report – John Palmieri:
The Operational Officers will meet on Thursday September 15, 2011.

Member Resignation:
Matt Cappola #1106 As of 9/08/11

LOAs:

David Mohr #748	From 8/29/11 to 11/29/11	Med
Chris Mallilo #1234	From 8/19/11 to 11/19/11	ExtMed
Emily Schaffert #1248	From 9/21/11 to 12/22/11	Ed
Gilda Decker #908	From 9/12/11 to 12/12/11	Oper
Nancy Griesel-Eckhardt #1170	From 9/22/11 to 12/22/11	Oper
Vanessa Amaya #1182	From 7/29/11 to 10/29/11	Oper

Return to Duty:

Michael Barker #862	Sat	Dispatch	As of 8/14/11
Casey Stone #920	Thursday	Dispatch	As of 9/08/11

Probation Ending:

Amanda Manning #1322 Eligible 6/10/11

President's Report – Roger Winter:

- We have received a letter from Jennifer S. Lippmann, Esq. of John T. Powers, Jr., P.C. in reference to Jeremiah Boehm, and has he exhausted all of his options of administrative appeal.
- Fund Drive - $70,624.50 as of 9/7/2011 – Sal Signorelli Chair
- I am still looking for a new chairperson to handle the EPG equipment issue. In the interim Chief John Palmieri and I will look into the purchase of equipment.
- Life Membership – In progress
- Membership Badges – I will be ordering up new badges for those members who are coming off of probation 1300+ numbers. Tom Lemp and Christy Stiles need new badges.
- Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.
- Monument and Signage project: - See Rich Stone's Report –construction has started. The foundation is in progress.
- Explorer Post 215 – no report
- Huntington Station Rotary Club – no report

Director Axelrod Report:

Flowsheet was distributed to the Board.

Director Laas Report:

Records Retention: Chairman Schmidt notified me that the group has been busy for the summer and he will be emailing the group this week to get everybody back on track for September. The entire committee no longer meets weekly. Groups have been assigned and Phil just needs to distribute keys. He said he will do that by September 1st and send out a reminder to the committee that their groups need to meet. He is aware that I have been asked for a status update.

Uniform Code: Deacon Ed Billia notified me that the code is in the final stages. There just needs to be a few more changes made. It is expected to be submitted in October as a finalized document for voting. It is 5X the size of our current Uniform Code and this is due to chapters on each specific “Class” of uniform with illustrations being in that same chapter. **Telephone and Video Conferencing Policy:** The final document has been sent to the Board with the attorney’s suggestion on how to phrase “teller” into the document.

Old Business: None

New Business: Christopher Mallilo has agreed to publish the Pulse.

Motion by Andrea Golinsky and seconded by Brian Canty to adjourn the meeting at 2123 hours
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: September 20, 2011

Amended and approved: September 22, 2011
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: September 22, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**ABSENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**ABSENT**
Lehti Laas (LL)	**Via Telephone**
Chief John Palmieri (JP)	**PRESENT**

Guests: Adept Technologies, Peter Nakelski, James Mallilo, and Andrew Ball

Meeting called to order at: 1930 hours

Motion by Chief John Palmieri and seconded by Richard Stone to approve the minutes of September 8, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

A presentation by Adept Technology Matt Juvet was presented on our current router usage and the state of our computer equipment. A written report is to follow.

Discussion on SOP Article IV: Violence in Progress. The 2nd Precinct will be added as a standby location.

Proposals-
Router & Net Gear Wireless Purchase
Presence at the time of Yearly Elections
2011 HCFAS GFBG Golf Tournament

Router & Net Gear Wireless Purchase
Motion by Richard Stone and seconded by Chief John Palmieri to accept the recommendation of Jim Mallilo of the Systems Committee and Richard Stone the Board Liaison to Technology and authorize the purchase the following: 1 -- Sonicwall Router model NSA 240 @ a cost of $1,801.00 from CDWG part number 1892868. 3 – Net Gear Wireless Access Points model WAG102 @ a cost of $169.99per unit ($512.97) from CDWG part number 877220; at a total cost not to exceed $ 2313.97. Installation cost is to be deducted from the 40 hours on the service contract with Adept Technology
HCAD funds
MOTION APPROVED UNANIMOUSLY

Presence at the time of Yearly Elections
Motion by Chief John Palmieri and seconded by Treasurer Brian Canty to prohibit any HCFAS member who currently holds a HCFAS elected position or a member who is running for an elected position, to be in the HCFAS headquarters building at any time from 6AM to 7:30 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 Monday day captain or as a Chief Officer, casting a ballot, or for attending the General Membership meeting on Monday evening. Any exceptions are to be authorized by the President or his designee.

Motion by Lehti Laas and seconded by Alyssa Axelrod to table this motion.
Yes: LL, RS No: MC, JP, BC Abstain: AA
MOTION TO TABLE NOT APPROVED

On the original motion:
Yes: AA, RS, BC, JP,MC No: LL
MOTION APPROVED

2011 HCFAS GFBG Golf Tournament
Motion by Mark Cappola and seconded by Chief John Palmieri to approve an amount not to exceed $2,230.00 for golf, food and prizes following the 2011 HCFAS GFBG Golf Tournament to be held at Crab Meadow Golf Course on The following date TBA as per the calculations below:
28 members @ $60.00 pp = $1,680.00 (included; golf cart, $5 pro shop credit, driving range, closest to pin, longest drive, sign in table)
Food at HCFAS after event: $250.00
Prizes and player gifts = $300.00 (Longest drive, male/female, closest to pin male / female, low gross male / female, low net male / female, worst score.)
The following sponsors have made donations in the past totaling $1,500.00 and will be contacted again. Any donations will go to offset expenses. (State bank of Long Island, FUOCO, Glynn, Mercep)
Total: $2,230.00
HCFAS funds
MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:
Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPs and previous Board of Directors' motions:

September 9, 2011-September 22, 2011 - 39 transactions = $ 25.938.10 HCAD Funds
September 9, 2011 -September 22, 2011 - 1 transactions = $ 49.00 HCFAS Funds
September 9, 2011 -September 22, 2011- 4 transactions = $ 415.49 POST Funds
MOTION APPROVED UNANIMOUSLY

- **Transfer of funds:** $50,000 from HCAD Savings to HCAD Checking

- The treasurer researched the Town of Huntington's Budget and our request. We will receive around a 2.9% increase around $52,000. A discussion ensued regard how to contact the town to request more money.
- **2012 BUDGET**
- Budget was submitted in August and we are still awaiting word from the town.
- **New York State Gas Tax Refunds**
- I have submitted to NYS $1,624.34 in sales tax and $580.16 in excise tax for 2008 – 2010 for just Exxon/Mobil. I will be submitting for HSTR and Valero this weekend.
- **Paramedic Reimbursements**
- Chris Evers has submitted all the required paperwork and his first 1/6 payment is included in this week's checks. I am awaiting Chris Fischers paperwork so I can submit the reimbursement to NY State.
- **EMS Expo 2011**
- The total amount expended for EMS Expo was $10,432, $1,159 per attendee. All attendees turned in their paperwork in the required 10 days.
- **AFG Grant Submission**
- I will be submitting our grant applications for Vehicles and Equipment using the narratives that were written for us by the grant writers. I only received input from Chief Palmieri and Director Laas, thank you for taking the time to review this. I will provide everyone an electronic copy of the submitted application.

President's Report – Roger Winter:

- Fund Drive - $70,624.50 as of 9/20/2011 – The third and final mailing will be in November according to Sal -Sal Signorelli Chair. All information must inputted and to be to Greg Blower by the end of October. The next mailing will be in November.
- I am still looking for a new chairperson to handle the EPG equipment issue. In the interim Chief John Palmieri and I will look into the purchase of equipment.
- I spoke with Tom Hogan regarding the Drug and Alcohol Policy and he will review it again to see if we can bring forth a workable policy.
- Attorney Issue with Israel Cortez, Jeremy Boehm
- Guest from Italy – Sheryl Roach Tuesday
- **Life Membership** – In progress
- **Membership Badges** – I will be ordering up new badges for those members who are coming off of probation 1300+ numbers. Tom Lemp and Christy Stiles need new badges.
- **Committee List for 2011** – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.
- **Monument and Signage project**: - See Rich Stone's Report –construction has started, the sign should be in this week. The lighting is being worked on and should be finished within a two weeks..
- **Explorer Post 215** – Upcoming All You Can Eat Pasta Dinner.
- **Huntington Station Rotary Club –** no report

Secretary's Report –Robert Franz:

Motion by Robert Franz and seconded by John Palmieri to approve the following LOA's:

Name	Membership #	Type	Dates
Ball, Andrew	206	Operational	10/1/11 – 12/31/11
Barker, William Michael	862	Medical	7/1/11 – 9/1/11
Barker, Nancy	930	Medical	9/30/11 – 12/30/11
Hirasawa, Tomoko	1129	Operational	10/4/11 – 1/4/12
Hoffmann, Laurie	1243	Operational	8/30/11 – 11/30/11
Martin, William	1063	Extended Medical	9/6/11 – 12/6/11
Palmieri, John	499	Medical	9/16/11 – 12/16/11
Rivadeneira, Fernando	965	Educational	8/1/11 – 11/1/11
Smith, Donna	1193	Extended Medical	8/30/11 – 11/30/11

MOTION APPROVED UNANIMOUSLY

Probation Ending:
Motion by Chief John Palmieri and seconded by Brian Canty to grant active membership in accordance with Article III, Section 2 of the By-Laws to George Reeder, member #1328, eligible 9/2/11, effective 9/22/11.
MOTION APPROVED UNANIMOUSLY

New Members:
Motion by Alyssa Axelrod and seconded by Mark Cappola to accept Rafael Reyes as a new probationary member #1350, Shift: Tuesday 2300 in accordance with Article III, Section 2 of the By-Laws.
MOTION APPROVED UNANIMOUSLY

Motion by Alyssa Axelrod and seconded by Mark Cappola to accept Meredith Borg as a new probationary member #1351, Shift: Wednesday 2300 in accordance with Article III, Section 2 of the By-Laws.
Yes: AA, LL, MC   Abstain: BC, JP, RS
MOTION APPROVED

Resignations:
Motion by Chief John Palmieri and seconded by Brian Canty to accept the resignation of James Hanson, member # 1291, effective 9/11/11.
MOTION APPROVED UNANIMOUSLY

Motion by Chief John Palmieri and seconded by Brian Canty to accept the resignation of Faizah Tasnim, member #1347, effective 9/13/11.
MOTION APPROVED UNANIMOUSLY

<u>Secretary Bob Franz Report</u> –September 22, 2011
Suffolk REMSCO – Meeting September 13, 2011
Copies of the meeting agenda and related handouts were distributed to the Board and Chief Officers and posted on the bulletin board. Highlights: Approved the transfer of authority form

the Centereach Fire Department to the Centereach Fire District; Presentation by AHA re: "Hands Only CPR"; the response committee is looking for comments on their proposed survey; Saturday October 1st ResQ Quest class 9am to 1pm (ResQPod); Wednesday November 2, 2011 there will be a seminar/meeting on communications VHF & UHF; early 2012 a class on "Improve EMS Safety" will be presented; response time data collection – all but 3 PSAPs have responded with requested information – committee must first determine commonality of all submissions; SCCC will offer an associate degree for EMT Paramedic in the fall of 2012 (eligible for SERVES tuition assistance program); 2010 REMSCO awards at Land's End Catering on October 27th 6:45pm and officer nominations for 2012: Jay Gardiner, Chair; Jane McCormack RN, Vice Chair and Michael Mirras CPA, Secretary/Treasurer.

The next meeting is Tuesday November 15, 2011at 7PM at SCEMS in Hauppauge.

VAWBL

- One incident was reported - injury/pain to an Achilles tendon – claim is being filed with the NYSIF since a costly MRI is anticipated.

-A WCB decision of $5,600 for temporary total disability compensable lost time vs. the large NYSIF reserve should result in a reduction of the 2012 premium experience rate of 1.52. I asked that the NYSIF request the WC Rating Board to do a recalculation.

Automobile – On 9/9, vehicle 2-15-21 was scrapped and small buckle to trim on right side when it came into contact with a post at HH ED and will not be reported to our insurance company. On 9/12, vehicle 2-15-20 side door was damaged on a call by being slammed shut ($245 repair estimate) and will not be reported to our insurance company.

Personnel – 9/12/11 letter to Glynn Mercep Purcell from Jeremiah Boehm's attorney's re: no response to their letter of 8/26/11 was distributed to all directors.

Communications – 9/9/11 letter to BOD from the Huntington Manor Fire District re: use of their tower at Jayne's Hill was distributed to all directors.

LOSAP

- The 2010 LOSAP Benefit Statements were distributed to all participants.
- Compilation of documentation for the TOH audit is still a work in progress.

NYSVA&RA District 7 Meeting September 20, 2011 – Primary discussion at meeting centered on September 13th Suffolk REMSCO meeting, various avenues to implement educating the public on Hands Only CPR and EMS drill competitions. Next meeting is at Community Ambulance Sayville on Tuesday October 18th at 8 PM.

Suffolk County Volunteer Recruitment Committee Meeting September 21, 2011

-Sanna Matson Macleod the former SC SAFER grant advertising & marketing contractor's bid was accepted for the new SAFER grant program. Marketing program should start around the end of October. The US DHS informed FASNY that their $4.2 million grant cannot include Nassau & Suffolk counties since those counties have their own SAFER grant. All SERVES 97 participants' paperwork is being processed on time. Next meeting is at FRES in Yaphank on Wednesday November 20th at 6PM.

Suffolk County Ambulance Chiefs Association Meeting September 21, 2011

Primary discussion at meeting centered on September 13th Suffolk REMSCO meeting, various avenues to implement educating the public on Hands Only CPR, upcoming meetings, seminars & drills, Suffolk county 2012 budget and effect on SCEMS Division's activities & classes, vendor presentations prior to meetings and an open discussion on driver training requirements and procedures at various agencies. Next meeting is at Stony Brook Volunteer Ambulance Corp on Wednesday October 19th at 8PM. (Note of interest: Stony Brook VAC received 400 applications for membership and because of their quota, accepted 18).

Note: At the Chief's request his report is to remain in original format. No corrections are made and therefore what is printed in the report may not have been Board approved.
See the Secretary's report for final disposition of personnel.

Chief's Report – John Palmieri:
The Operational Officers met on Thursday September 15, 2011.

Advancements:
Mon: Kelly Murphy #1325 To First Aider
Sat: Matt Lupinacci #1330 To Aide
Sun: Nicole Menditto #1294 To Crew Leader
Golan Stern #1284 To Crew Leader
George Reeder #1328 To Acting Crew Leader

Resignations:
James Hanson #1291 As of 9/10/11 Accepted 4/22/10
Faizah Tasnim #1347 As of 9/14/11 Accepted 8/25/11

LOAs:
John Palmieri #499 From 9/16/11 to 12/16/11 Med
Nancy Barker #930 From 9/30/11 to 12/30/11 Med
Bill Martin #1063 From 9/06/11 to 12/06/11 Ext Med
Donna Smith #1193 From 8/30/11 to 11/30/11 Ext Med
Fernando Rivadeneira#965 From 8/01/11 to 11/01/11 Ed
Andy Ball #206 From 10/01/11 to 12/31/11 Oper
Tomoko Hirasawa #1129 From 10/04/11 to 01/04/12 Oper
Laurie Hoffman #1243 From 08/30/11 to 11/30/11 Oper

Return to Duty:
David Mohr #748 As of 9/12/11 From Med to Full
Nancy Barker #930 As of 9/15/11 From Oper to Disp

Overdue Return to Duty:
Eileen Burns #767 As of 8/22/11 Med

Shift Changes:
Keith Rubenstein #1154 From Sun 1500 to Wed 2300
Nimka Khanna #1195 From Sun 1100 to Co. 8
Rodrguens Gabriel #1224 From Thurs 1500 to Mon 1500

Probation Ending:
George Reeder #1328 Eligible 9/02/11

The Officers met on Thursday September 15,2011.

#1. First item is the status of HCFAS Form 400? (LOSAP sign in form) Where do we stand with it?

#2. The Officers are researching costs and availability of purchasing a small refrigerator to hold drugs in the locked ALS room. This would allow us to keep a supply of drugs that although inexpensive, need to be available. These drugs have an unrefrigerated shelf life of 60 days and as three of our ambulances will not have the ability to store them under refrigeration, we will be required to keep rotating them out as expiration dates arrive. As of this point, the Officers envision a small unit that would have a cost under $100.

#3. Alyssa Axelrod has proposed an ALS QA/QI committee, composed of ALS providers that would work with Dr. Michael Stratemeier, to go over ALS calls to enhance our responses. This review arrangement is in operation in other districts and enhances a valuable learning experience. This concept has been endorsed by the Officers and we are awaiting a written proposal to present to the BOD.

#4. The topic of EPCRs was once again discussed as Friday Captain Scott had a discussion with Dr. Stratemeier. It was decided that a presentation by Dr. Stratemeier and Karl Klug, of SCEMS, who is responsible for this project with the County, would be arranged after we have been provided all the available information. The Officers want the opportunity to examine the information so that understanding of the concept and appropriate questions can be brought forward. At this time, only 3 districts are using the EPCRs, and the State is in the process of revising the currently used PCRs to replace them with a new 4-page document.

#5. The A/C units that are dedicated to the ready room, have been serviced recently, but are still ready to fail totally. They must be replaced immediately or the A/C must be turned off. They will still have to be replaced, but perhaps not at this time if financing forces a delay. The cost of this is approximately $13000.00.

Chief stated he will report to the Board those members who take off their shift without reason.

Director Axelrod Report:

Recruitment Committee: The next RTE/CPR course will be taught by Matt Sisinni and is scheduled to begin on September 30th. It will run on Thursday and Friday evenings from 7pm to 10pm. CPR will be taught on October 1st from 10am to 4pm. There are currently 12 people registered for the full RTE course.

Membership Committee: There are 2 new folders in the transition box for review. Please see attached prospective member flow sheet.

Bylaws & SOP's: The bylaw change to approve the change in start to 7:30pm for GMM meetings was passed at the September GMM. The committee has not met recently.

Director Lehti Laas:
The Records Retention Chair wrote me the following:
I will be leaving the keys to the locked cabinets in the storage room, inside the lobby mail box, accessible to all of the groups.
As I also mentioned at the GMM, although the various groups will have access to the locked cabinets, it will be some time before we get back to the HIPPA regulated documents within them because they are more time consuming to disposition. That is why we changed our processing tack to documents that don't have to be locked up.
That being the case, even though the committee is now a group of four teams, there are years of non-HIPPA documents to disposition before we get back to the documents that are locked up, and it may be some time before we get back to them. So, if board members are requesting more cabinet space than they have already, this situation will have to be discussed. Perhaps arrangements can be made to alternate back and forth between both types of documents, on a as needed basis. Those needing more cabinet space may also want to make an effort to forward the non-HIPPA documents that may be taking up their present cabinet space, to the committee for processing.

New Business: life members need a gift card motion in order to receive one in 2011.

Motion by Lehti Laas and seconded by Brian Canty to adjourn the meeting at 2130 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 7, 2011

Amended and approved: October 13, 2011
MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: October 13, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**1938 hours**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**1940 hours**

Guests: Thomas O'Leary, Peter Nakelski, James Mallilo

Meeting called to order at: 1930 hours

Motion by Mark Cappola and seconded by Richard Stone to approve the minutes of September 22, 2011 as amended.
Yes: RS, RF, LL, AA, MC Abstain: AG
MOTION APPROVED

Motion by Mark Cappola and seconded by Andrea Golinsky to enter into Executive Session at 1933 hours.
MOTION APPROVED UNANIMOUSLY

Treasurer Brian Canty entered the room at 1938 hours.

Chief John Palmieri entered the room at 1940 hours.

Out of Executive Session at 1948 hours.

Proposals-
SOP Change – 20-2011 Violence In Progress
Fall Festival 2011 and amendments
Town of Huntington Budget for HCFAS
Holiday Cards to 2nd Division FD & VAS
Holiday Cards for Inactive Life members
Fire News Group Subscription
FASNY Legislative Conference
Holiday Parade 2011
Room Use CME Class
Renewal and continuation with VESO Trust (Voluntary Emergency Service Organization)

Messages on the electronic sign
SCM Inventory Category Access Filtering by User
Phase One Computing Services Inc.
Gift Card amendment for Life Members

Motion by Alyssa Axelrod and seconded by Chief John Palmieri to approve SOP change 20-2011 Article IV- Crewleaders Responsibilities- Crewleader: Section 6- Signal 9 on a 16 Violence in Progress guidelines as amended.

Proposed SOP Change

20-2011

Proposal:
To provide direction to crews on how to handle Violence in Progress (VIP) calls.

Background/Justification:
A Chief's Order was issued regarding response to VIP calls. Paragraph (I), (A), (6) of the Standard Operating Procedures (SOP's) provides that the Chief may issue a Chief's Order for a period of four months during which time they must propose a change to the appropriate document. This proposed SOP change is for the protection of our members. There has been confusion as to how to respond to VIP calls and how far away from the call a crew should remain. This proposed SOP changes gives direction to crews on how to handle VIP calls, as well as providing pre-determined location for crews to stand-by while waiting for permission to proceed to the call.

Change (additions are <u>underlined</u> and deletions are ~~stricken~~):

Article IV - Crewmember Responsibilities -- Crewleader

Renumber
Section ~~6~~ <u>7</u> - Acting Crewleader

New
<u>Section 6 - Signal 9 on a Signal 16 Violence In Progress (VIP):</u>

1. <u>Upon receipt of a Signal 9 on a Signal 16, VIP, the crew is to remain at Headquarters or proceed to a VIP approved stand-by location until cleared to proceed to the call by the Dispatcher or MedCom. Approved stand-by locations are:</u>
   A. <u>Huntington Fire Department front ramp or parking lot.</u>
   B. <u>Huntington Manor Fire Department, any station, front ramp or parking lot.</u>
   C. <u>Suffolk County Police Department 2nd Precinct parking lot.</u>
   D. <u>Lloyd Harbor Police Department parking lot.</u>
   E. <u>Huntington Hospital.</u>
2. <u>If the Dispatcher receives the all clear call from MedCom, they will inform the crew to continue on their Signal 2 and that the scene has been cleared to enter.</u>

3. If the crew receives the all clear call from MedCom, they will inform the Dispatcher that they have been cleared to enter the scene and advise the Dispatcher that they are continuing on their Signal 2.
4. No crew is to proceed to a VIP scene without direct permission from the Dispatcher or MedCom.
5. No information regarding the nature or location of a VIP call should be communicated over the radios.
6. If the crew is not at Headquarters, the Dispatcher will request that the crew call Headquarters and give them the information, at which time they will follow the above protocol.
7. If a crew comes upon a VIP or a potential VIP scene, the Crewleader should determine if the scene is safe. If the scene is unsafe, the crew should stay in the ambulance and retreat from the scene, heading back towards the Headquarters or proceed to the closest VIP approved stand-by location, until called to go back to the scene by the Dispatcher or MedCom. The crew will inform the Dispatcher they have come upon a VIP or a potential VIP scene and request Police response immediately.

If a crew will be standing by at one of the approved VIP stand-by locations, other than Huntington Hospital, the Dispatcher will call the department to inform them of the situation.

MOTION APPROVED UNANIMOUSLY

Fall Festival 2011

Motion by Chief John Palmieri and seconded by Robert Franz, to authorize and approve HCFAS to be the provider of EMS for the Huntington Chamber of Commerce at Huntington's Long Island Fall Festival and to designate Chief John Palmieri or his designee (3rd Deputy Chief David Mohr) as the Emergency Medical Action Plan Coordinator for the festival with the authority to prepare and sign the EMAP document with SCEMS. Further to authorize and approve HCFAS and Explorer Post 215, with the required number of advisors, to participate in the Festival standby from Friday, September 30 to Sunday, October 2, 2011. The Chief or his designee will ensure that proper transportation will be provided for the explorers to and from Squad headquarters and the festival with Squad vehicles. Further to authorize a meal allowance of $10.00 per Squad member, Explorer Post 215 member that stand by for HCFAS during the festival for each complete four (4) hour shift t be paid from HCAD funds. Explorer Post 215 must have the required advisors for each shift and take direction from the HCFAS Chief. No emergency response with explorers on board a Squad vehicle is permitted. All meal allowance money will be centrally distributed, signed for and accounted for by the Chief or his designee. Further to authorize the Chief or his designee an amount not to exceed $250.00 for signage etc. for the festival and authorize the Recruitment, Membership and the Public Relations Committees' chairpersons a combined amount not to exceed $250.00 for the printing of recruitment and and/or RTE/CPR course flyers etc. for distribution at the festival. With their consent, any eligible HCFAS member is authorized to act as a temporary Post 215 advisor if requested by a Post 215 advisor.

HCAD funds

E-Mail Vote: Pass 8 – Yes - RW, JP, RS, MC, AG, LL, BC, AA, No- 0, Abstain 0 -, 1 – no response RF as of 9/29/2011

MOTION APPROVED

Amendment to the Fall Festival 2011 Motion of 10/13/2011
Motion by Brian Canty and seconded by Chief John Palmieri to amend the Fall Festival 2011 motion to amend the meal allowance to the following; a $10 meal allowance or Festival Meal Voucher Food Coupon, line 11.
HCAD funds
E-Mail Vote: Pass - Yes 9 - RW, RS, BC, JP, AG, AA, MC, LL, RF, No – 0, Abstain - 0, No Response – 0 as of 9/30/2011
MOTION APPROVED

Town of Huntington Budget for HCFAS
Motion by John Palmieri and seconded by Lehti Laas to accept the Town of Huntington's HCAD 2012 budget in the amount of $1,785,500. This is a 3% or $52,000 increase over last year's budget.
HCAD funds
Yes: RS, AA, JP, AG, LL No: BC Abstain: RF (Note: MC out of the room for the vote)
MOTION APPROVED

Holiday Cards 2nd Division FD & VAS
Motion by Brian Canty and seconded by John Palmieri to authorize and approve the Secretary to purchase 2011 holiday cards, labels and stamps and timely mail the cards to all 2nd Division fire departments and ambulance squads at a cost not to exceed $100.00 which will be accounted for in accordance with the PPP.
HCFAS funds
Yes: RS, AA, JP, AG, LL, BC Abstain: RF (Note: MC out of the room for the vote)
MOTION APPROVED

Holiday Cards for Inactive Life members
Motion by Lehti Laas and seconded by Mark Cappola to authorize and approve the Secretary to purchase 2011 holiday cards, labels and stamps and timely mail the cards to all inactive Life Members, at a cost not to exceed $100.00 which will be accounted for in accordance with the PPP.
HCFAS funds
Yes: RF, AG, AA, LL, RS No: BC Abstain: JP, MC
MOTION APPROVED

Fire News Group Subscription
Motion by Andrea Golinsky and seconded by Robert Franz to renew our annual group subscription to Fire News, 5 Newspapers per month, April 1, 2011-March 31, 2012. Cost not to exceed $150.00.
HCAD funds
Yes: RS, RF, LL, AG, AA No: JP, BC Abstain: MC
MOTION APPROVED

FASNY Legislative Conference
Motion by Robert Franz seconded by Andrea Golinsky to authorize and approve Robert Franz, at his discretion, to attend the FASNY legislative conference on Sunday November 6, 2011 in Albany, NY. Meals and mileage & tolls will be reimbursed in accordance with the PPP.
HCAD Funds
Yes: RS, RF, LL, AG, AA No: JP, BC Abstain: MC
MOTION APPROVED

Holiday Parade 2011
Motion by Brian Canty and seconded by Mark Cappola to participate in the Town of Huntington, Huntington Chief's Council, Huntington Fire Department, Huntington Manor Fire Department, The Huntington Chamber of Commerce and the Huntington Business Improvement District sponsored Holiday Parade, Tree Lighting and Carnival on Wall Street on Saturday November 26, 2011, from 1700 -2100 hours. The cost is not to exceed $1,000 for decorating vehicles, miscellaneous items, the purchase of candy canes and entrance fee. Third Deputy Chief, David Mohr will be responsible for this event.
HCFAS funds
Yes: RS, RF, LL, AA, MC, JP, BC Abstain: AG
MOTION APPROVED

Room Use CME Class
Motion by Chief John Palmieri and seconded by Richard Stone to approve the use of the General Membership Meeting Room for three New York State Certified CME classes, to be conducted by Suffolk County Emergency Medical Services, topics;
ALS M1 Cardiac (3 core hours) – Saturday, October 22 from 9 am – noon
ALS M1 Respiratory (2 core hours PLUS 1 non-core hour) – Sunday October 23 from noon – 3 pm
WMD (mandatory 3 hours non-core) – Friday November 25 from 7 pm – 10 pm
BLS providers may take any of the classes above and receive non-core credit.

Yes: RF, RS, AA, JP, BC, LL Abstain: AG (Note: MC out of the room for the vote)
MOTION APPROVED

Renewal and continuation with VESO Trust (Voluntary Emergency Service Organization)
Motion by Robert Franz, seconded by Brian Canty, to accept the recommendation of Robert Franz, insurance committee chairperson and authorize and approve the renewal and continuation with VESO Trust (Voluntary Emergency Service Organization) the HCFAS Members Group Term Life Insurance Program, in accordance with the guidelines attached, for the period November 1, 2011 to October 31, 2012 with an approved extension up to February 28, 2013 pending notification of the insurance company's November 1, 2012 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 $ 1,200.00 for inactive life members (based upon the 08/01/11 census of 237 eligible active members and 21 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. Payments will be made quarterly from HCAD funds for active

members and from HCFAS funds for inactive life members. The program will be administered by the HCFAS insurance committee.

HCAD & HCFAS funds

MOTION APPROVED UNANIMOUSLY

Holiday Gift Cards

Motion by Robert Franz and seconded by Andrea Golinsky to authorize and approve the purchase and distribution of a $125.00 Bank Card (from a local bank) to eligible active members, in accordance with the Holiday Gift Card Eligibility approved by Board of Directors on 6/23/11 and inactive life members. The distribution of the gift cards will be made on December 12, 2011. Prior to the purchase and the distribution of the gift cards, the Chief will advise the President, Vice President and Treasurer of any members who are not eligible. The Treasurer will not issue holiday gift cards to these members unless approved by the Board of Directors. A listing of these ineligible members will be made to the Board of Directors prior to the first December Board of Directors meeting. The Vice President will be responsible for the purchase and distribution of the gift cards. ~~A $125 check will be disbursed to out of area inactive life members.~~

HCFAS Funds

Motion by Brian Canty and seconded by Mark Cappola to remove "A $125 check will be disbursed to out of area inactive life members."

MOTION APPROVED UNANIMOUSLY

On the amended motion:

Yes: RS, RF, AG, AA, MC, BC, LL No: JP

MOTION APPROVED

Messages on the electronic sign

Motion by Richard Stone and seconded by Brian Canty to require approval of the Chief or the Board President to display any messages on the electronic sign other than generic ones such as time, temperature, etc.

MOTION APPROVED UNANIMOUSLY

SCM Inventory Category Access Filtering by User

Motion by Richard Stone and seconded by Mark Cappola to engage SCM to modify our inventory/maintenance program to add the feature of filtering access to Assets and Parts Inventory on a user basis. This is the recommendation of Jim Mallilo Chair of the Computer and Technology committee after discussion with several committees. This is the original quote dated April 25, 2008. After a phone call to Alan Schildorn to confirm the pricing, he sent this original quote back to Jim Mallilo. Cost not to exceed $4,550.00.

HCAD funds

Motion by John Palmieri and seconded by Brain Canty to move the motion.

Yes: BC, JP, RS, MC, RW No: LL, AA, AG, RF

MOTION APPROVED

On the original motion:
Yes: MC, JP, BC, RS,RW No: AA, AG, LL, RF
MOTION APPROVED

Phase One Computing Services Inc.
Motion by Brian Canty, seconded by Chief John Palmieri to engage the services of Phase One Computing Services Inc., South Florida for the purpose of creating a custom Crystal Report for our Peachtree Accounting system that will provide the detail description as it is entered in the A/P system on the Cash Disbursement Journal at a cost not to exceed $750 as per the email of October 10, 2011.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Gift Card amendment for Life Members
Motion by Alyssa Axelrod and seconded by Lehti Laas to add "active life members automatically receive gift cards to the gift card eligibility motion dated 6/23/11."
Yes: AA, LL, JP,RS No: MC, AG, RF Abstain: BC
MOTION APPROVED

Treasurer's Report – Brian Canty:
Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

September 23, 2011 - October 13, 2011 62 transactions = $116,559.16 HCAD Funds
September 23, 2011 - October 13, 2011 4 transactions = $ 2,807.57 HCFAS Funds
September 23, 2011 - October 13, 2011 1 transaction = $ 31.60 POST Funds
MOTION APPROVED UNANIMOUSLY

<u>2012 BUDGET</u>
I reported to the BOD at the 9/22/11 meeting that I found our proposed budget on line, The Comptroller sent us an email on 9/23/11 telling us that they were able to get us a 3% increase. It was the decision of the BOD to send the TOH Board a letter stating we would like them to reconsider what we submitted and to go to the Public Hearing.
<u>New York State Gas Tax Refunds</u>
I have submitted to NYS $4,815.15 in sales tax for 2008 – 2010 for just HSTR and Valero. In total I have submitted for a total gas tax refund of $6,439.49
<u>Paramedic Reimbursements</u>
Chris Fischer's' paperwork was submitted but is missing some items. I will submit the NYS Reimbursement request without Chris Fischer's stuff and once I get his information will submit for his Reimbursement.
<u>NYSVARA Pulse Check 2011</u>
All attendees turned in their paperwork in the required 10 days, however a PO for the HOTEL was never filled out by anyone. I cannot figure out what everyone is due and the total amount spent until such time as the PO for the Hotel is submitted.
<u>AFG Grant Submission</u>
Was submitted on time and we are just awaiting review.

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Chief John Palmieri to approve the following LOA's:

Name	Membership #	Type	Dates
Billups, William	793	Extended Medical	10/13/11 – 1/13/12
Cappola, Mark	1087	Medical	10/15/11 – 1/15/12
Neumann, Ferd	369	Operational	10/4/11 – 1/4/12
Orr, Gregory	983	Medical	10/11/11 – 1/11/12
Steenson, Elizabeth	820	Medical (LOD)	9/27/11 – 12/27/11

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Membership #	Date
Cortes, Israel	1174	9/22/11 from a Medical
Mallilo, Christopher	1234	10/3/11 from a Medical
McIndoo, Todd	1306	9/23/11 DISPATCH only from a Medical

Resignation:
Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation of Richard Stein, member # 1311, effective 10/5/11.
MOTION APPROVED UNANIMOUSLY

VAWBL
Two incidents were reported:
- fall with back injury/pain while attending a squad related meeting at an officer's home – claim is being filed with the NYSIF since a costly MRI is anticipated.
-member being bitten by a dog while on a call –no report made to NYSIF since matter is being treated as a First Aid case.
Personnel – 9/22/11 Glynn Mercep Purcell letter replying to Jeremiah Boehm's attorney's 9/12 letter re: no administrative process beyond which has already taken place – letter distributed to all directors.
SC FRES Recruitment Committee – Minutes from the September 21, 2011 meeting was distributed to the President, Chief, Board Liaison, Recruitment committee chair and posted on the bulletin board.
Suffolk REMSCO – As per their October 7th letter to SC Legislators (distributed to all directors), REMSCO is asking for HCFAS to contact their SC Legislators and oppose the 2012 SC budget cuts that would have a serious impact on the Division of EMS staffing.

Note: At the Chief's request his report is to remain in original format. No corrections are made and therefore what is printed in the report may not have been Board approved.
See Secretary's report for final disposition of personnel.

Chief's Report – John Palmieri:

Chief's Personnel Report
10/13/2011

The Operational Officers will meet on Thursday October 20, 2011.

Resignations:

Richard Stein #1311 As of 10/06/11 Accepted 9/01/10

LOAs:

Elizabeth Steenson #820 From 9/27/11 to 12/27/11 Med
Greg Orr #983 From 10/11/11 to 1/11/12 Med
Mark Cappola #1087 From 10/15/11 to 1/15/12 Med
William Billups #793 From 10/13/11 to 11/13/11 Ext Med
Ferd Neumann #369 From 10/04/11 to 1/04/12 Oper
Luke Bartolomeo #1198 From 9/29/11 to 12/29/11 Ext Oper

Return to Duty:

Israel Cortes #1174 As of 9/22/11 From Med to Full
Todd McIndoo #1306 As of 9/23/11 From Med to Disp
Chris Mallilo #1234 As of 10/3/11 From Med to Full

President's Report – Roger Winter:
Life Membership – The committee has been chosen, and I am awaiting notification of their first meeting. All records have been updated by the "Life Member Candidates", a current record of the years activity is included, the By-Laws for "Life Membership is also included.
Membership Badges – I will be ordering up new badges for those members who are coming off of probation 1300+ numbers. Tom Lemp and Christy Stiles need new badges as they have lost theirs..
Fund Drive – Sal reports $70,624.50. The next mailing will be in November.
Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.
Monument and Signage project: - See Rich Stone's Report – A ten year project is coming to a conclusion. A special thank you goes out to Chief John Palmieri and Vice President Richard Stone for seeing this project through.
Explorer Post 215 – Upcoming All You Can Eat Pasta Dinner.
Huntington Station Rotary Club – no report

Director Axelrod Report:
Membership
There is 1 new member application up for review. Please review Barry Bickham's file in the transition box. Flow sheet for prospective members attached.

Recruitment
The new RTE class began on 9/30/11 and is being taught by Matt Sisinni. There are a total of sixteen people enrolled, inclusive of 2 Post members.

By-Laws and SOP's

Proposed SOP Change 20-2011 - Signal 9 on a 16, Violence in Progress (VIP) Guidelines, was published in the Pulse and presented to the membership at the October GMM. It stands ready for BOD review.

Motion by Richard Stone and seconded by Brian Canty to adjourn the meeting at 2240 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 23, 2011

Amended and approved: October 27, 2011
MOTION APPROVED UNANIMOUSLY

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: October 27, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**ABSENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**Present via Video/Skype**
Andrea Golinsky (AG)	**ABSENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Thomas O'Leary and Peter Nakelski

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Lehti Laas to approve the minutes of October 13, 2011 as amended.
MOTION APPROVED UNANIMOUSLY

Proposals-
Explorer Post 215 Chief Advisor Appointment
National Union Fire Insurance Company of Pittsburgh, PA blanket accident and sickness insurance policy as administered by Volunteer Firemen's Insurance Services Inc. (VFIS)
Benevolent Fund
Chris Fischer Paramedic Reimbursement 2011
Paramedic Payment Reduction for Chris Evers and Chris Fischer
Repair Exterior Spandrel
Repair Condensing Unit
H2M Roof Leak Investigation
Repair to the EPDM Roof System by Nationwide Restoration Inc.

Explorer Post 215 Chief Advisor Appointment
Motion by Brian Canty and seconded by Chief John Palmieri to approve President Roger Winter's appointment of Sheryl Roach as Chief Advisor effective November 1, 2011 in accordance with Post 215 Standard Operating Procedures Article II, Section 1.
2/3 vote required.
MOTION APPROVED UNANIMOUSLY

National Union Fire Insurance Company of Pittsburgh, PA blanket accident and sickness insurance policy as administered by Volunteer Firemen's Insurance Services Inc. (VFIS)
Motion by Robert Franz and seconded by Lehti Laas to accept the recommendation of Robert Franz, insurance committee chairperson, to renew 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 11/27/11 through 11/26/14 for an annual premium of $ 9,096.00 or $27,287.00 for three years. A schedule of coverage or benefits is attached.
HCAD funds
MOTION APPROVED UNANIMOUSLY

Benevolent Fund
Motion by Brian Canty and seconded by Chief John Palmieri to pay the registration fee for an EMT-CC refresher for a member in advance of taking the course.
HCFAS funds
MOTION APPROVED UNANIMOUSLY

Chris Fischer Paramedic Reimbursement 2011
Motion by Brian Canty and seconded by Alyssa Axelrod to amend the Oct. 14, 2010 motion for Chris Fischer #996 paramedic reimbursement to a total not to exceed $8,589.14.
HCAD funds
Background - When Chris submitted his motion he was unaware that SUNY Stony Brook had mandatory Health Insurance, to the original motion was only for a total of $7,438.
Yes: MC, JP, BC,AA No: RF, LL
MOTION APPROVED

Paramedic Payment Reduction
Motion by Chief John Palmieri and seconded by Lehti Laas to reduce the future paramedic reimbursement payments for Christopher Evers and Christopher Fischer by $1068.75 or $213.75 per reimbursement period due to health insurance not being covered in the HCFAS Purchasing Policy.
HCAD Funds
Yes: RF, LL No: AA, JP, BC, MC
MOTION NOT APPROVED

Repair Exterior Spandrel
Motion by Chief John Palmieri and seconded by Mark Cappola to accept the recommendation of Third Deputy Chief Mohr and authorize the emergency replacement and repair of the rear lower level exterior spandrel by Alert glass. This damage was sustained during tropical storm Irene on August 27, 2011 and has been submitted to FEMA for reimbursement.
Cost not to exceed $12,000.
HCAD Funds
Yes: RF, LL, AA, JP,MC No: BC
MOTION APPROVED

Repair Condensing Unit
Motion by Chief John Palmieri and seconded by Lehti Laas to accept the recommendation of Third Deputy Chief Mohr to have Traditional Air Conditioning Services furnish and make emergency installation of 1-York 15 ton condensing unit connected to the existing electric and refrigeration piping. The unit will have a 5 year warranty. This has been submitted to FEMA for reimbursement.
HCAD Funds
Yes: JP, AA, LL, RF,MC No: BC
MOTION APPROVED

H2M Roof Leak Investigation
Motion by Robert Franz and seconded by Lehti Laas to accept the recommendation of Third Deputy Chief Mohr to approve the engagement of H2M as per their October 18, 2011 proposal for the emergency performance of a roof leak investigation at a cost not to exceed $2,000. This has been submitted to FEMA for reimbursement.
MOTION APPROVED UNANIMOUSLY

Repair to the EPDM Roof System by Nationwide Restoration Inc.
Motion by Robert Franz and seconded by Lehti Laas to accept the recommendation of Third Deputy Chief Mohr to approve the engagement of Nationwide Restoration Inc. for the emergency repair as per their October 25, 2011 scope of work for caulking and repairs to the EPDM roof system. This has been submitted to FEMA for reimbursement. Cost not to exceed $4,800.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Treasurer's Report – Brian Canty:
Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

October 13, 2011 - October 27, 2011 40 transactions = $20,998.98 HCAD Funds
October 13, 2011 - October 27, 2011 2 transactions = $ 500.00 HCFAS Funds
October 13, 2011 - October 27, 2011 2 transactions = $ 225.00 HCFAS Dues Funds
Yes: BC, JP, AA, MC No: LL, RF
MOTION APPROVED

<u>2012 BUDGET</u>
I will provide a budget spreadsheet with YTD Expenses and expected expenses to everyone this weekend so we can discuss where we can reduce what needs to be reduced at the next BOD meeting.

<u>Paramedic Reimbursements</u>
Chris Fischer's paperwork was completed and he received his first 1/6 reimbursement. Due to a mandatory health insurance fee that was not included in his original motion but was included in

Chris Ever's motion, Chris Fischer's reimbursement exceeds the original motion by $1,151.14 or 191.86 each 1/6 reimbursement.

NYS DOH Course Reimbursement

I have filed with the NYSDOHBEMS reimbursement for 2 Paramedics (2 @ $1,500) and 1 EMT basic for $700.

NYSVARA Pulse Check 2011

3 Delegates/Alternates and 3 Members attended at a cost of $3,572.82. Explorer Post 215 attended at a cost of $1,533.28.

President's Report – Roger Winter:

Life Membership – The committee has been chosen. Phil Orlando is the chair. They had their first meeting on Tuesday 10/18/2011. The final meeting is scheduled for Friday 10/28/2011, starting at 6:00PM. All records have been updated by the "Life Member Candidates", a current record of the years activity is included, the By-Laws for "Life Membership is also included.
Membership Badges – A new set of badges have been ordered as per a list given to me by Chief John Palmieri
Fund Drive – Sal reports $72,620.50. The next mailing will be in November. Sal went to see Greg Blower to confirm the last mailing list on Friday 10/21/2011.
Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.
Monument and Signage project: - The lighting phase of the project will be completed by the end of the week, Friday 10/28/2011. The EMS prayer will be place on a granite monument when we receive it. The footing for the monument will be poured this week ending 10/28/2011.
Explorer Post 215 – Upcoming All You Can Eat Pasta Dinner.
Letters to Legislators – A letter was sent to Legislators Cooper, D'Amaro and Stern opposing the cuts in the EMS budget. 10/24/2011. Letter is enclosed.
Huntington Station Rotary Club – no report

Secretary's Report –Robert Franz:

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

Name	Membership #	Type	Date
Burns, Eileen	767	Extended Medical	8/22/11 – 11/22/11
Cortes, Israel	1174	Medical	8/9/11 – 11/9/11
Gabriel, Carmela (Millie)	1028	Operational	9/1/11 – 12/1/11
Menditto, Nicole	1294	Operational	10/25/11 – 1/25/12
McIndoo, Todd	1306	Medical	8/16/11 – 10/23/11
Otto, Susanna	790	Educational	11/1/11 – 2/1/12
Sholes, Tina	1250	Operational	9/28/11 – 12/28/11

MOTION APPROVED UNANIMOUSLY

Probation Ending

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Kelly Murphy, member #1325, eligible 10/1/11, effective 10/27/11.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Carol Nucci, member #1324, eligible 10/15/11, effective 10/27/11.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Nathaniel Watts, member #1316, eligible 9/19/11, effective 10/27/11.

MOTION APPROVED UNANIMOUSLY

Return to Duty:

Name	Membership #	RTD Date	Note
Barker, Nancy	930	10/15/11	Medical to Dispatch
Brenner, Jeffrey	1135	10/5/11	
Cairl, Cynthia	798	10/19/11	
Fitts, Brendan	1180	8/8/11	
Gabriel, Anne	919	6/24/11	
Gibbs, Tyler	1252	9/18/11	
Russo, Alison	884	10/3/11	Medical RTD
Smith, Donna	1193	9/12/11	Medical RTD
Smith, Elizabeth	929	9/28/11	
Suarez, Carlos	1103	7/31/11	
Taylor, Ashley	1214	6/8/11	
Tetrault, Keith	995	10/7/11	Medical RTD

Status Change:

Motion by Robert Franz and seconded by Chief John Palmieri to grant the following Status Change: Operational Life Member to Administrative Life Member for Clara Elliot, member #416, effective January 1, 2012.

MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to accept the resignation Ashley Taylor, member #1214, effective October 8, 2011.

MOTION APPROVED UNANIMOUSLY

VAWBL

Claim - A previously reported claim for a fall with back injury/pain (MRI) – in addition to medical bills, a claim for lost compensation has been filed.

Premium – The NYSIF differential has been reduced from 5% to 0% for 2012 (estimate a $10,000 decrease in the 2012 premium budgeted). The recalculation of the experience modification % for 2012 is still an ongoing issue.

Personnel

-Dawson vs. YMCA – former member's deposition on this litigation is scheduled for November 14th at 10:00am at the squad. Tim Glynn will be present. HCFAS is not named in the litigation.

-Another member has been subpoenaed to give testimony at a trial in Jamaica, Queens (personal appearance – subject to call). Tim Glynn has been notified and has contacted the plaintiff's attorney. HCFAS is not named in the litigation.

- An attorney requested permission for his investigator to contact 3 members regarding his injured client. Subpoenas have been issued to two of the three crew members to appear at plaintiff's attorney office in Manhattan. The third crewmember (CL) is currently traveling in another state. Tim Glynn has been notified and has contacted the plaintiff's attorney.

VESO Group Term Life Insurance Program – Subsequent to the 10/13/11 Board's approval for VESO's renewal / continuation, an average banded premium reduction of approximately 7% was received effective 11/1/11 (estimate a $10,000 decrease in the 2012 premium budgeted). The prior VESO premium decrease received was on 5/1/10.

LOSAP 2010 – The TOH audit for 2010 LOSAP is scheduled for Wednesday afternoon. Thanks go to Andy Ball, Margaret Cornelius and Chris Roulo for printing the reports and pulling the documentation needed to prepare for the audit.

NYSVA&RA District 7 meeting October 18, 2011 - Discussions covered the Pulse Check 2011educational conference & EMS drill competition and suggestions for 2012 which will be held at the Crowne Plaza in Suffern, NY, the SEMSCO October notes, VAWBL premiums and SC budget and effect on SC EMS division.

Legislative bill HR3144 introduced which outlines that EMS should fall under Health and Human Services with a director appointed by the Secretary; establishes a grant program (federal tax return voluntary taxpayer contribution); calls for enhanced research initiatives; and says national guidelines should be established for physicians who oversee pre-hospital providers.

Presentation on narrow banding etc November 2 at 10AM is at SC EMS in Hauppauge.

The next meeting is November 15, 2011 at Bay Shore Brightwaters Rescue Ambulance

SCACA meeting October 19, 2011 at SBUH – discussed items mentioned in District 7 above, ARC transfer of ambulance assets to Shelter Island Town, Training on Chemical Suicide, SBUH Burn Center clean room opening delayed due to fluctuating humidity issues, protocol changes in progress and SCPD requested each squad's frequency to be put into their helicopter. The next meeting is November 16, 2011 at East Moriches VAS.

Note: At the Chief's request his report is to remain in original format. No corrections are made and therefore what is printed in the report may not have been Board approved. See Secretary's report for final disposition of personnel.

Chief's Report – John Palmieri:

The Operational Officers met on Thursday October 20, 2011.

Advancements:

John Vasquez	#1327	To Observer	09/30/11
Joe Gander, Jr.	#1329	To Observer	10/10/11
Sara Manning	#1345	To Dispatcher	10/14/11
Howard Lowenthal	#1260	To Crew Leader	
Melissa Anastos	#1309	To Crew Leader	

Change of Status:

Ashley Taylor	#1214	Resignation	As of 10/22/11 (Accepted 3/10/08)
Clara Elliot	#416	Administration	As of 01/01/12

LOAs:

Israel Cortes	#1174	From 8/09/11 to 11/09/11	Med
Eileen Burns	#767	From 8/22/11 to 11/22/11	Ext Med
Millie Gabriel	#1028	From 9/01/11 to 12/01/11	Oper
Tina Sholes	#1250	From 9/28/11 to 12/28/11	Oper
Nicole Menditto	#1294	From 10/25/11 to 01/25/12	Oper
Sue Otto	#790	From 11/01/11 to 02/01/12	Oper

Return to Duty:

Donna Smith	#1193	As of 09/12/11	From Med to Full
Alison Russo	#884	As of 10/03/11	From Med to Full
Keith Tetrault	#995	As of 10/07/11	From Med to Full
Nancy Barker	#930	As of 10/15/11	From Med to Disp
Ashley Taylor	#1214	As of 06/08/11	From Oper to Full
Anne Gabriel	#919	As of 06/24/11	From Oper to Full
Carlos Suarez	#1103	As of 07/31/11	From Oper to Full
Brendan Fitts	#1180	As of 08/08/11	From Oper to Full
Tyler Gibbs	#1252	As of 09/18/11	From Ed to Full
Elizabeth Smith	#929	As of 09/28/11	From Oper to Full
Jeffrey Brenner	#1135	As of 10/05/11	From Oper to Full

Overdue Return to Duty:

Cindy Cairl	#798	Due 10/19	No Shifts as of 10/23
Karen Maresco	#999	Due 10/01	No Shifts as of 10/23
William Martin	#1063	Due 09/06	No Hours as yet
Brian Milliken	#1081	Due 10/01	No Shifts as of 10/23
Danielle Millone	#1258	Due 09/30	No Shifts as of 10/23

Shift Changes:

Joe Grant #1304 From Saturday 1100 to Monday 1100
Alyssa Axelrod #1102 From Saturday 1900 to Monday 2300
Keith Davis #1208 From Saturday 2300 to Co. 8
Sheryl Roach #1253 From Tuesday 1100 to Co. 8
Terrance Cheang #1308 From Tuesday 1500 to Monday 1500
Todd Atkin #993 From Co. 8 to Tuesday 2300 Alt.
Maryann Scramm#595 From Co. 8 to Wednesday 1900

Probation Ending:
Nathaniel Watts #1316 Eligible 09/19/11
Kelly Murphy #1325 Eligible 10/01/11
Carol Nucci #1324 Eligible 10/15/11

Company 8:
John Connors #1272 No Hours in September
Richard Rudolph #1083 No Hours in September

Director Axelrod Report:

<u>Membership</u>

There is one prospective member up for BOD consideration this week. Please review Barry Bickham's file in the transition box.

<u>Recruitment</u>

The last RTE course ended on Friday, Oct 21st, accounting for a number of the new names on the prospective member flowsheet.

Old Business: The Town of Huntington did not accept our original budget request. The Board had a discussion on the 2012 budget and where to possibly make some budget cuts. It was agreed to submit a budget with some cuts to our original request. Treasurer Canty will calculate an estimate of our 2011 year end HCAD cash balance when determining the cuts.

New Business: None

Motion by Brian Canty and seconded by Lehti Laas to adjourn the meeting at 2230 hours.
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: November 7, 2011

Amended and approved: November 10, 2011
MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: November 10, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**ABSENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Bernard Poole, Thomas O'Leary, Peter Nakelski

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Lehti Laas to approve the minutes of October 27, 2011 as amended.
Yes: RF, LL, AA, MC No: BC Abstain: JP, RS
MOTION APPROVED

President Winter informed the Board that the Life Membership vote will take place December 8, 2011

Proposals-
Explorer Post 215 Renewal 2011
Explorer Post 215 Associate Advisors, Committee Members and Adult Leaders Appointments
Children's Holiday Party
HCFAS members' email addresses for the purpose of sending the candidates' Qualifications
Advancement of $100.00 for the Cash Box – Election Day
Board of Directors Annual Dinner Meeting
Operational Officers Annual Dinner Meeting
Benevolent fund Request
Receiver and Wireless Microphones
Directors Annual Dinner (Reintroduced)

Explorer Post 215 Renewal 2011
Motion by John Palmieri and seconded by Brian Canty 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 November 1, 2011 in accordance with HCFAS By-Laws Article III, Section 7. Further, to approve the dues payment of $12.00 for each of the 35

youth participants and 12 registered adult participants as listed below and the annual participation fee of $20.00.

12 Registered Adult Participants - $144.00

35 Registered Youth Participants - $420.00- Post 215 Funds

Participation Fee - $20.00 – HCFAS Funds

Total: $584.00

HCFAS Funds and Post 215 Funds

2/3 vote required.

Youth		**Registered Advisors**
Alyson	Baker	**Chief Advisors**
Vinny	Castillo	Sheryl Roach
Tim	Charlton	
Nathan	Dentry	**Associate Advisors**
Christian	Eyebergen	Chris Winter
Gabriel	Gomez	Jeannette Russell
Matt	Goodman	Karen Martin
Matt	Hitta	Donna Maltese
Riki	Ishikawa	Terry Sorrentino
Sean	Karott	Matt Valle
Annie	Lites	Geraldo Vasquez
Chris	Lites	John Maier
Chad	Maier	David Mohr
Aileen	Maltese	Pamela Brenner
Jonathan	Maresca	Susan Seibel
Monica	Marrone	**Committee Members**
Beatrice	Martinez	Brian Canty
Jessica	Martorell	Sue Otto
Matt	Matuza	Liz Steenson
David	Mauro	
William	Mejia	**Non-Registered Advisors**
Ricardo	Mendoza	Todd Atkin
Tara	O'Reilly	Harvey Lapidus
Karen	Parada	Jeff Brenner
Sean	Quinn	Krystal Cruz
Dana	Roach	Tommy Romano
Daniel	Roach	Dominic Heavey
Richard	Rodriguez	Mary Winter
Trinity	Russell	Roger Winter
Isaiah	Salcedo	
Nicole	Sarnataro	**Adult Leaders**
Melissa	Sorrentino	Liz Mohr
Keil	Thomas	Tyler Gibbs
Aaron	Walsdorf	Dale Bartolomeo
Kirby	Wang	

35 Children		26 Adults

MOTION APPROVED UNANIMOUSLY

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

Motion by Lehti Laas and seconded by Chief John Palmieri to approve Post Chief Advisor Sheryl Roach's appointment of the above listed associate advisors, committee members and adult leaders effective November 1, 2011 in accordance with Post 215 Standard Operating Procedures Article II, Section 2.

2/3 vote required.

MOTION APPROVED UNANIMOUSLY

Children's Holiday Party

Motion by Mark Cappola and seconded by Brian Canty to authorize and approve the Special Events Committee to have the Children's Holiday Party on Saturday, December 11, 2011 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 A 4 of the SOP's which must be posted with the signup sheet including that the child must be present to receive a gift. The Special Events Committee, with approval of the Board liaison will have the authority to approve or deny requests to attend by other interested parties with a fee of $35.00 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 December 1, 2011. 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 $35.00 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 $35.00 fee may receive the child's gift, if the child is unable to attend. The Special Events Committee Children Holiday Party Coordinators, Susan Otto and Trish Reciniello will be responsible for this event and will produce for the Treasurer and Special Event Committee Chairperson, an accounting of this event with original receipts within ten days of the event, and the Treasurer will give the BOD an accounting for this event at the next BOD meeting immediately following receipt of the accounting.

HCFAS funds

MOTION APPROVED UNANIMOUSLY

HCFAS members' email addresses for the purpose of sending the candidates' qualifications

Motion by Lehti Lass, and seconded by Robert Franz to authorize and approve candidates for office in 2012 a single use of HCFAS members' email addresses for the purpose of sending the

candidates' qualifications and other pertinent information to members to solicit their votes. Upon request of the candidates, Brian Canty will facilitate the transmittal of the candidates email.
MOTION APPROVED UNANIMOUSLY

Advancement of $100.00 for the Cash Box – Election Day
Motion by Lehti Laas and seconded by Robert Franz to authorize the Treasurer to submit a PO for the advancement of $100.00 to fund the cash box for change when members pay their annual dues on December 12, 2011. A full accounting of the Dues monies that are collected and the accounting of the $100.00 advanced monies are to be detailed in a financial report to be given by the Treasurer by December 16, 2012.
HCFAS funds
MOTION APPROVED UNANIMOUSLY

Board of Directors Annual Dinner Meeting
Motion by Chief John Palmieri, seconded by Brian Canty to approve the 2011 & 2012 Board of Directors Annual Dinner meeting at a date and time to be determined by the President, at a cost not to exceed $2,000.00, sales tax exemption certificate must be utilized. The President will be responsible to timely inform all eligible attendees of the date, time and location of the dinner.
HCFAS funds
Yes: AA, LL, RF, BC No: MC, JP, RS, RW
MOTION NOT APPROVED

Operational Officers Annual Dinner Meeting
Motion by Chief John Palmieri seconded by Lehti Laas to approve the 2011 & 2012 Operational Officers Annual Dinner meeting at a date and time to be determined by the Chief, at a cost not to exceed $2,000.00; sales tax exemption certificate must be utilized. The Chief will be responsible to timely inform all eligible attendees of the date, time and location of the dinner.
HCFAS funds
Yes: RF, LL, AA,BC No: MC, JP, RS, RW
MOTION NOT APPROVED

Benevolent Fund Request
Motion by Brian Canty and seconded by Robert Franz, to authorize a benevolent loan to a member in need in the amount of $ 2,500. This is a recommended by Jim Barkocy, Benevolent Fund Chair. A schedule of repayment has been drafted with the recipient, with payments beginning November 2012.
HCFAS funds
MOTION APPROVED UNANIMOUSLY

Motion by Lehti Laas and seconded by Mark Cappola to enter into Executive Session at 2012 hours.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2014 hours.

Receiver and Wireless Microphones
Motion by Chief John Palmieri seconded by Brian Canty to purchase one receiver and two wireless microphones with all cables and installation for the meeting room at a cost not to exceed $550 from G. Scott Designs Inc, 2543 Bush Street East Meadown, NY 11554.
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Directors Annual Dinner (Reintroduced)
Motion by Alyssa Axelrod and seconded by Mark Cappola to approve the 2011 & 2012 Board of Directors Annual Dinner meeting at a date and time to be determined by the President, at a cost not to exceed $2,000.00, sales tax exemption certificate must be utilized. The President will be responsible to timely inform all eligible attendees of the date, time and location of the dinner. Alcohol purchases will be the responsibility of those members who consume alcoholic beverages.
HCFAS funds
Yes: JP, AA, RS, RW   No: LL, MC, BC, RF
MOTION NOT APPROVED

Treasurer's Report – Brian Canty:
Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

October 28, 2011 - November 8, 2011 40 transactions = $78,848.32 HCAD Funds
October 28, 2011 - November 8, 2011 2 transactions = $ 2,274.61 HCFAS Funds
October 28, 2011 - November 8, 2011 2 transactions = $ 1,033.28 POST Funds
MOTION APPROVED UNANIMOUSLY

Transfers: $50,000 transfer from HCAD Savings to HCAD Checking

<u>2012 BUDGET</u>
I have calculated what we will need for the remainder of the year. It is my recommendation that we remove the additional 40K that is needed to meet the TOH budget number from the new vehicle line for submission to the TOH.

<u>New York State Gas Tax Refunds</u>
I am happy to report that today we received our Gas Tax Refund Checks. We have received a total of $7,016.65. They denied a total of $2,206.50 because it was well beyond the 3 year period that they will reimburse for.

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by John Palmieri to approve the following LOA's:

Name	No.	Type	Dates
Paul Mori	934	Extended Medical	11/15/11 – 2/15/12

MOTION APPROVED UNANIMOUSLY (AA out of the room for the vote)

New Members

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Barry Bickham as a new probationary member, #1352, Shift: Wednesday 2300, in accordance with Article III, Section 2 of the By-Laws.
No: RF, LL, AA, MC, JP, BC, RS
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Alyssa Axelrod to accept Andrew Campagnola as a new probationary member, #1352, Shift: Sunday 2300 in accordance with Article III, Section 2 of the By-Laws.
Yes: RS, RF, LL, AA, MC No: JP, BC
MOTION APPROVED

Insurance Claim Tropical Storm Irene – At a November 8, 2011 meeting with FEMA and NYS, President Roger Winter and Third Deputy Chief David Mohr were informed that portions of HCFAS's FEMA claim must first be submitted to our insurance carrier and that any deductible or amount that the insurance company does not pay will be eligible for Federal and State reimbursement. The claim paperwork has been submitted to our insurance carrier.

LOSAP 2011 – The Town of Huntington performed an audit on the 2010 LOSAP records on Wednesday October 26, 2011. The audit went smoothly and no adverse comments were received. Again many thanks go to Andy Ball, Margaret Cornelius and Chris Roulo for printing the reports and pulling the documentation needed to prepare for the audit. Also thanks to the above members and Jim Mallilo for entering the data into the system for 2010.

Note: At the Chief's request his report is to remain in original format. No corrections are made and therefore what is printed in the report may not have been Board approved.
See Secretary's report for final disposition of personnel.

Chief's Report – John Palmieri:

An incident occurred on a Sunday morning shift with a private ambulance showing up at a call. The perception was that NS-LIJ Ambulance Services was "buffing" our calls. It was reported to SCEMS, Robert Delagi, and he investigated the situation. It turns out that the patient's family called both 911 and the new number that they received in the NS-LIJ circular. By so doing, two ambulances responded; each with a valid reason to be there. But it did bring into focus a problem that NS-LIJ may have instituted by their wording in the pamphlet that they sent out across Nassau and Suffolk. SCEMS and NS-LIJ are continuing a dialog to solve any problems before they reoccur.

The Officers again want the BOD to consider the abandonment of form 400. As of January 1, 2012, all review trainings will only be accepted online and we want to try to wean members off the use of this form.

First Deputy Chris Winter made himself available for extra meetings with present Day Captains to explain the duties that are expected of those positions now and hopefully will continue to be more codified in the future.

The Squad hosted an EVOC driving course with the final being driving an ambulance at a closed Suffolk County regulated driving course. We had about 16 members complete the course and the chiefs will be working with Suffolk County to design a new EVOC course specifically aimed at ambulance drivers.

Overdue Return to Duty:

Karen Maresco #999	As of 10/01/11	From Oper
Brian Milliken #1085	As of 10/01/11	From Oper
Vanessa Amaya #1182	As of 10/29/11	From Oper
Luke Bartolomeo #1198	As of 09/30/11	From Oper
Danielle Millone #1258	As of 09/30/11	From Ed

President's Report – Roger Winter:

Life Membership –Phil Orlando is the chair. The final meeting was scheduled for Friday 10/28/2011, starting at 6:00PM. A vote was taken and selections have been made and will be presented to the Board of Directors.

Membership Badges – A new set of badges have been ordered as per a list given to me by Chief John Palmieri

Fund Drive – Sal reports $72,620.50. The next mailing will be in November. Sal went to see Greg Blower to confirm the last mailing list on Friday 10/21/2011.

Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.

Monument and Signage project: - The lighting phase of the project has been completed. The EMS prayer will be place on a granite monument when we receive it. The footing for the monument will be poured when we find a suitable location.

Explorer Post 215 – Upcoming All You Can Eat Pasta Dinner, November 12, 2011. A Thanksgiving Food Drive is scheduled for November 13, 2011. An RTE/CPR Class will start on November 15, 2011. Hands on Training at HCFAS November, November 19, 2011. Participation in the Huntington 2nd Annual Holiday Parade, November 26, 2011.

Huntington Station Rotary Club – no report

Director Axelrod Report:

<u>Membership</u>

There are two prospective members up for BOD consideration this week. Please review the two files in the transition box.

Old Business: The new ambulance, 2-15-17, was delivered to Proliner

New Business: None

Motion by Rich Stone and seconded by Brian Canty to adjourn the meeting at 2130 hours.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: November 17, 2011

Amended and approved: November 21, 2011
MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: November 21, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**2047 hours**
Alyssa Axelrod (AA)	**ABSENT**
Mark Cappola (MC)	**2047 hours**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**2047 hours**

Guests: Jerry Giacomini

Meeting called to order at: 1930 hours

Motion by Robert Franz and seconded by Richard Stone to approve the minutes of November 10, 2011 as amended.
Yes: RF, LL, RS Abstain: AG
MOTION APPROVED

Proposals-
NYSVA&RA 2011-2012 annual squad report, Dues
NYSVA&RA 2011-2012 Individual Dues
Purchase Invitations, Programs Postage 2012 Installation and Inspection Dinner
Flowers for the Installation and Inspection Dinner
Invitation List 2012 Installation and Inspection Dinner as Amended
HCFAS Adult Holiday Party
Garage Door Contract T. M. Kenney's Garage Door, Inc.
Food Drive St Hugh of Lincoln Parish Outreach
Snow Removal
Annual Dues NYS Association of Fire Chiefs 2012/2013
Annual Dues Fireman's Association of the State of NY 2012/2013
Hotel Reimbursement to Andrea Golinsky
Memory and Hard Disc Drive purchase
Rescind Election Day Presence in the building motion

NYSVA&RA 2011-2012 annual squad report, Dues
Motion by Andrea Golinsky and seconded by Robert Franz, to authorize the Secretary to complete the NYSVA&RA 2011/2012 annual squad report and approve the dues payment to NYSVA&RA of $120.00 for the period 10/01/11 to 9/30/12. The annual squad report will name

Andrea Golinsky as Primary Delegate and Bob Franz as alternate delegate and Annette Hershkowitz as 2nd alternate delegate. Primary Delegate will be responsible to distribute District 7 Minutes to the President and the Chief and to post a copy of the minutes and the Blanket publication on the Bulletin Board.
HCAD funds
MOTION APPROVED UNANIMOUSLY

NYSVA&RA 2011-2012 Individual Dues
Motion by Andrea Golinsky and seconded by Robert Franz to approve and pay annual dues request of $10.00 for new or renewal of membership in NYSVA&RA for Huntington Community First Aid Squad members for fiscal year ending 9/30/12.
HCAD funds
MOTION APPROVED UNANIMOUSLY

Purchase Invitations, Programs Postage 2012 Installation and Inspection Dinner
Motion by Robert Franz and seconded by Lehti Laas to authorize the Special Event Committee Chairperson Brian Canty to expend the sum not to exceed $2,750 for the purchase of the invitations, programs and postage stamps for the 2012 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
Motion by Robert Franz and seconded by Lehti Laas to accept the recommendation of the Special Event Committee Chairperson Brian Canty and authorize and approve the purchase of flowers for the 2012 Installation and Inspection Dinner at an amount not to exceed $2,500.00 (excluding all boutonnières and corsages).
HCAD Funds
MOTION APPROVED UNANIMOUSLY

Invitation List 2012 Installation and Inspection Dinner as Amended
Motion by Lehti Laas, seconded by Robert Franz to approve the special guest invitation list for the 2012 Installation Dinner, as amended.
MOTION APPROVED UNANIMOUSLY

HCFAS Adult Holiday Party
Motion by Andrea Golinsky and seconded by Robert Franz, to accept and approve the recommendation of the Adult Holiday Party Coordinator Stephanie Moore Caracciolo and Special Events Chairperson Brian Canty and authorize the Squad's Adult Party to be held on Saturday, December 17, 2011 from 1730 hours to 2230 hours in the General Meeting Room.

Further to authorize Stephanie Moore Caracciolo to accept the bid from Milk and Sugar Cafe, Bayshore (caterer) at a cost of $34.50 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 will provide a certificate of insurance indicating 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 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, Section IX, and A.1.a. this will be posted with the sign up 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. 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 10 days of the event and submitted to the Treasurer. An accounting for this event will be given to the Board of Directors by the Treasurer at the next Board meeting following the receipt of the paperwork from the Social Committee.
HCFAS funds
MOTION APPROVED UNANIMOUSLY

Garage Door Contract T. M. Kenney's Garage Door, Inc.
Motion by Robert Franz and seconded by Richard Stone to accept the recommendation of the Third Deputy Chief David Mohr and authorize and approve the Chief or President to accept the proposal from T. M. Kenney's Garage Door, Inc. of Sayville, NY and issue a purchase order for the 2012-2013 preventive maintenance of the garage doors and motors, as outlined in the proposal for calendar year 2012-2013 at a total cost of $3,200.00 payable in two semi-annual installments of $1,600.00 each. These contract prices are good for two (2) years. A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage will be required from T. M. Kenney.
HCAD funds

Motion by Robert Franz and seconded by Andrea Golinsky to table the T.M. Kenney’s Garage Door, Inc. motion.
MOTION APPROVED UNANIMOUSLY TO TABLE

Food Drive St Hugh of Lincoln Parish Outreach

Motion by Lehti Laas and seconded by Andrea Golinsky to permit Mary Winter and Chris Winter to set up a collection box for donated food products for the St. Hugh of Lincoln Parish Outreach for the months of November and the December Holidays. All foods collected will be delivered by Mary and or Chris Winter or their designee to the Parish Outreach Center.

MOTION APPROVED UNANIMOUSLY

Snow Removal

Motion by Andrea Golinsky, seconded by Richard Stone to accept the recommendation of Third Deputy Chief David Mohr and authorize and approve Chief John Palmieri or President Winter to accept Muller Landscapes, 405 Mac Arthur Blvd, Hauppauge, NY 11788 and issue a purchase order/agreement for automatic snow removal basic services for the 12/01/2011 to 04/30/2012 season as outlined in the contract supplied by Muller Landscapes. Muller Landscapes, they also must provide an acceptable Certificate of Insurance with HCFAS named as additional insured and proof of workers' compensation coverage.

HCAD funds

Motion by Robert Franz and seconded by Andrea Golinsky to table the Snow Removal motion.

MOTION APPROVED UNANIMOUSLY TO TABLE

Annual Dues NYS Association of Fire Chiefs 2012/2013

Motion by Robert Franz and seconded by Andrea Golinsky to approve and pay annual dues requests ($35.00 for 2012) for new or renewal active or affiliated membership in the NYS Association of Fire Chiefs for any director or chief officer holding office in 2012 or 2013 and for any past president or ex-chief.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Annual Dues Fireman's Association of the State of NY 2012/2013

Motion by Robert Franz, seconded by Andrea Golinsky to approve and pay annual dues requests ($ 15.00 for 2012) for new or renewal active or affiliate membership in the Firemen's Association of the State of New York for any director or chief officer holding office in 2012 or 2013 and for any past president or ex-chief.

HCAD funds

MOTION APPROVED UNANIMOUSLY

Hotel Reimbursement to Andrea Golinsky

Motion by Robert Franz and seconded by Lehti Laas to reimburse Andrea Golinsky for round trip mileage to and from the Holiday Inn for a total cost not to exceed $145.00.

HCAD funds

Yes: RS, RF, LL Abstain: AG

MOTION APPROVED

Memory and Hard Disc Drive purchase
Motion by Robert Franz and seconded by Richard Stone to approve the recommendation of Chief Dispatcher James Mallilo for the emergency purchase, installation, and configuration of 16 GB of memory and 2 hard disc drives for the server. Not to exceed $1200.
MOTION APPROVED UNANIMOUSLY

Chief John Palmieri, Treasurer Brian Canty, and Director Cappola entered the meeting at 2047 hours.

Rescind Election Day Presence in the building motion
Motion by Robert Franz and seconded by Lehti Laas to rescind the motion of September 22, 2011 titled “Presence at time of Yearly elections”. The reason being is that the motion has a disparate impact on Board members as opposed to Operational Officers who are necessarily in and out of the building for a variety of functions. Further it denies current Directors from fulfilling their duties and also denies corporate officers from fulfilling their duties. In addition, exceptions or discretions invests with the President (or his designee) who may be a candidate for office.

Motion by Chief John Palmieri and seconded by Brian Canty to move the motion.
Yes: RS, MC, BC, JP No: LL, AG, RF
MOTION APPROVED TO MOVE THE MOTION

On the original motion:
Yes: RF, AG, LL No: RS, JP, BC, MC
MOTION NOT APPROVED

Chief John Palmieri, Treasurer Brian Canty, and Director Cappola left the meeting at 2055 hours.

Treasurer’s Report – Brian Canty:
Motion by Lehti Laas, seconded by Richard Stone to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

November 11, 2011 - November 21, 2011 15 transactions = $25,499.90 HCAD Funds
November 11, 2011 - November 21, 2011 5 transactions = $ 3,639.98 HCFAS Funds
November 11, 2011 - November 21, 2011 1 transaction = $ 31.68 Post Funds
MOTION APPROVED UNANIMOUSLY (Note: JP, BC, MC not present for the vote)

President’s Report – Roger Winter:
Life Membership –Phil Orlando is the chair. The final meeting was scheduled for Friday 10/28/2011, starting at 6:00PM. A vote was taken and selections have been made and will be presented to the Board of Directors. The vote will be on the 12/8/2011 meeting
Membership Badges – A new set of badges have been ordered as per a list given to me by Chief John Palmieri

Fund Drive – Sal reports $73,204.50. The 3rd wave has been mailed and it is in the homes as of Thursday 11/17/2011. I found two words that had been misspelled, two words had letters juxtaposed.
Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.
Monument and Signage project: - The EMS prayer is on the granite monument. The monument is in place in the front of the building.
Explorer Post 215 –The Thanksgiving Food Drive was a great success. The Post donated 100 bags of food to The Huntington Hospital Dolan Family Health Center. Another 20 boxes of food was donated and delivered to the St. Hugh of Lincoln Parish Outreach. The Post will participate in Huntington's 2nd Annual Holiday Parade, November 26, 2011.
Huntington Station Rotary Club – They need a candidate's name for volunteer of the year.

Secretary's Report –Robert Franz:
Motion by Robert Franz and seconded by Andrea Golinsky to approve the following LOA's:

Name	No.	Type	Dates
Monique Moreno	1042	Extended Medical	12/12/11 – 3/12/12

MOTION APPROVED UNANIMOUSLY (Note: JP, BC, MC not present for the vote)

New Members:
Motion by Robert Franz and seconded by Lehti Laas to accept Christopher Eslis as a new probationary member #1353, Shift: Friday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: RF, LL No: AG, RS, RW
MOTION NOT APPROVED

Motion by Robert Franz and seconded by Lehti Laas to accept Eric Boccio as a new probationary member #1353, Shift: Saturday 1100 in accordance with Article III, Section 2 of the By-Laws.
Yes: LL No: AG, RS, RF
MOTION NOT APPROVED

Suffolk REMSCO – Meeting November 15, 2011
Copies of the meeting agenda and related handouts were distributed to the Board and Chief Officers and posted on the bulletin board. Highlights: Approved the transfer of authority (TOA) from the Shelter Island Red Cross Ambulance to Town of Shelter Island EMS; the response sub-committee did not receive any comments on their proposed survey and will be sending it out as is; ad hoc committee statistical analysis, data collection from PSAPs – committee to concentrate on the data collection points on the new NYS PCR; SCCC will offer an associate degree for EMT Paramedic in the fall of 2012 (eligible for SERVES tuition assistance program); Officers elected -Jay Gardiner, Chair; Jane McCormack RN, Vice Chair and Michael Mirras CPA, Secretary/Treasurer; Suffolk County Budget issues & Omnibus budget: 1) letters to SC legislators were successful re: no cuts in staffing levels at SC EMS Division for now (thank you Roger for your letter) and 2) resolution items 50 to 52 may pose concerns regarding the training of SCPD and additional information has been requested on these paragraphs so REMSCO can

properly comment on them; Trauma 1 or 2 facilities (trauma pediatric centers) – providers will make destination decision (consider time factor for helicopter etc.); WMD presentation was videotaped and may be on website in near future; AStar helicopter will be out for a 12 year maintenance – no new E145 on horizon for 2012. There may be a TOA for Gordon Heights FD EMS in early 2012. I understand that the Resource Needs committee discussed the NS LIJ Huntington Hospital newsletter before the meeting and is concerned and waiting for more information.
The next meeting is Tuesday January 10, 2012 at 7PM at SCEMS in Hauppauge.

Personnel
Dawson vs. YMCA – a former member's deposition on this litigation was held on November 14th at 10:00am at the squad. Tim Glynn was present. HCFAS is not named in the litigation.

POST 215
Chief Advisor Sheryl Roach sent us notification re: the suspension of a Post 215 member and the member's subsequent resignation.

Korean EMT Ride A Long Request
Bruce Blower asked at the request of Ed Stapleton of SBUH (former chair of Suffolk REMSCO) to inquire if HCFAS would allow EMTs from Korea to ride along on calls. I informed Bruce of our policy and emailed Ed's formal request to President Winter and Chief Palmieri.

NSLIJ Update – I was informed by NYSVA&RA Executive VP Henry Ehrhardt that NSLIJ signed a contract with the Village of Lake Success to provide 911 ambulance services (NCPD will be secondary). They also have a similar contract with the Village of Rockville Center.

Insurance – VFIS has assigned an adjuster who will visit our premises and speak to the vendors in connection with our $30,000+ Hurricane Irene FEMA claim. I will coordinate the visit with third deputy chief David Mohr since he has more knowledge of the claim than I do.

Qualification of 2012 Candidates for Directors and Officers – Since the computers & SCM System have been down since 11/15, I am concerned that First Deputy Chief Winter is unable to qualify all the candidates in time for absentee ballots to be sent out and have the election ballots printed – hopefully this will be resolved in the next day or two.

Red to Green Summit – I emailed the President, Chief and Third Deputy Chief copies of Congressman Steve Israel's invitation to attend a Red to Green Summit at the West Sayville Fire Dept on Monday November 28 at 6PM – to learn how LI FD are saving energy and money – WSFD installation of solar panels.

Vice President Richard Stone:
Monument and Sign
Google Inc. will stop offering its popular Gmail application for BlackBerrys later this month, delivering another blow to the device's maker Research in Motion Ltd., which is trying to prevent defections to handsets that operate on software provided by Apple Inc. and Google.

Starting on Nov. 22, Google will no longer offer or support a Gmail app for Blackberry users, though BlackBerry users who already have the Gmail application installed on their phones can continue to use the service.

Earlier

- **RIM Delays Launch of Next PlayBook OS**
- **RIM Revs Up Damage Control**

Google will instead focus on "building a great Gmail experience in the mobile browser," the company said in a statement on its website Tuesday.

In a statement, RIM played down this development.

"Since 2009, RIM has incorporated native support for Gmail in BlackBerry [operating system] 5.0 and above, which means that a separate Gmail app is not required," the statement said. "The large majority of users who access Gmail on their BlackBerry smart phone already rely on the native support (provided through BlackBerry Internet Service) rather than the separate Gmail app."

The development comes as RIM deals with product launch delays, a plunging stock price and a rapidly decreasing share of the key U.S. smartphone market.

RIM's share of the U.S. smartphone market had fallen to 11.6% as of the end of June, according to research firm IDC, behind Google's Android-powered phones and the Apple iPhone. Five years ago, RIM had 48% of the U.S. market.

After an embarrassing service outage last month left millions of BlackBerry users without access to email, many analysts worried that BlackBerry users would begin migrating to Apple and Android devices at an even faster clip.

RIM said Wednesday that it was investigation reports of fresh delays for BlackBerry users in Europe, the Middle East, India and Africa, but did not provide further details.

Google's decision to end support for Gmail on BlackBerrys comes as the Internet giant increasingly focuses on a key RIM rival: Apple.

Earlier this month, Google unveiled a Gmail app for Apple's iOS operating system, which powers the iPhone, iPad and iPod touch. But the app was hobbled soon after its release on Nov. 2 by a bug associated with its notifications feature. Google apologized and pulled the app for repairs.

Google's Gmail ranks among the most popular Web-based email services, and the company has said the service has around 200 million users. According to data from comScore Inc., the number of unique visitors to Gmail rose 31% in October compared with the same month last year, reaching 59.6 million. The number of visitors to Yahoo Inc.'s email service, meanwhile, fell 1% to 93.5 million, while visitors to Microsoft Corp.'s email service fell 3% to 44.5 million, according to the comScore data.

In a statement posted online, Google said that while Gmail users on the BlackBerry will be able to continue consulting Google's guide for troubleshooting in the app, the guide "will not be maintained or enhanced."

—Amir Efrati contributed to this article.

Read more: http://online.wsj.com/article/SB10001424052970204358004577028342563144130.html#ixzz1e4GR8jSZ

Director Axelrod Report:
<u>Membership</u>:
There are two prospective members up for BOD consideration this week. Please review the two files in the transition box.

Director Laas Report:
<u>Records Retention</u>: Chairman Schmidt wrote me an extensive email explaining the personal issues the members on the committee have had this fall. He is aware that the Board has been consistently asking for an update. He is happy to speak to anybody one-on-one about the situation. Phil can be reached via email 563.hcfas@gmail.comor cell phone at 516-298-6677. “As long as they drop the block from their phone when they call, I will be happy to talk with them."
<u>Minutes</u>: The minutes are up to date on the website. I will email Bernie to please add them to the book.
<u>Uniform Code</u>: No update has been given but since a few members were away for a while, I don’t think they have recently met.

Old Business: None

New Business: None

Motion by Andrea Golinsky and seconded by Richard Stone to adjourn the meeting at 2204 hours.
MOTION APPROVED UNANIMOUSLY (Note: JP, BC, MC not present for the vote)

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,

Robert Franz

Robert Franz
Secretary

Draft sent to Board members: December 5, 2011

Amended and approved: December 8, 2011
MOTION APPROVED

Huntington Community First Aid Squad
2011 Board of Directors Meeting
DATE: December 8, 2011

Members:

President Roger Winter (RW)	**PRESENT**
Vice President Richard Stone (RS)	**PRESENT**
Secretary Robert Franz (RF)	**PRESENT**
Treasurer Brian Canty (BC)	**PRESENT**
Alyssa Axelrod (AA)	**PRESENT**
Mark Cappola (MC)	**PRESENT**
Andrea Golinsky (AG)	**PRESENT**
Lehti Laas (LL)	**PRESENT**
Chief John Palmieri (JP)	**PRESENT**

Guests: Philip Orlando, Peter Nakelski, Sally Staszak

Meeting called to order at: 1930 hours

Motion by Richard Stone and seconded by Mark Cappola to approve the minutes of November 21, 2011 as amended.
Yes: RS, RF, LL, AG, AA, MC, JP Abstain: BC
MOTION APPROVED

Proposals-
Life Membership
Operational Officers plaque like awards 2011
Fuoco Group LLP 2011 HCAD
Fuoco Group LLP 2011 HCFAS
New York State Insurance Fund Volunteer Ambulance Worker's Benefit Law 2012
20 Year Exempt Status
Electrical Repairs
Gator Painting and Enhancements
Garage Door Contract T. M. Kenney's Garage Door, Inc. (Tabled Motion 11/21/2011)

Motion by Robert Franz and seconded by Lehti Laas to enter into Executive Session at 1935 hours for the selection of Life Membership.
MOTION APPROVED UNANIMOUSLY

Out of Executive Session at 2053 hours.

Life Membership
Motion by Robert Franz and seconded by Chief John Palmieri 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 February 25, 2012.

2/3 vote required.
MOTION APPROVED UNANIMOUSLY

Motion by Andrea Golinsky and seconded by Richard Stone to destroy the ballots.
MOTION APPROVED UNANIMOUSLY

Operational Officers plaque like awards 2011
Motion by Chief John Palmieri and seconded by Andrea Golinsky to accept the recommendation of the 2011 Operational Officers and authorize and approve Chief John Palmieri to purchase and present plaque like awards at the 2012 Installation Inspection Dinner for the Operational Officers' 2011 Awards at a cost not to exceed an aggregate amount of $500.00. The award recipients were selected by the 2011 Operational Officers. The awards are for Probationary Member of the Year, BLS Provider of the Year, ALS Provider of the Year, Chiefs Outstanding Performance in the Field and Operational Member of the Year.
HCAD funds
MOTION APPROVED UNANIMOUSLY

Fuoco Group LLP 2011 HCAD
Motion by Brian Canty, seconded by John Palmieri to engage the services of the Fuoco Group LLP for the purpose of the 2011 audit as outlined in their letter of engagement for the Huntington Community Ambulance District Division of Huntington Community First Aid Squad, Inc. dated December 2, 2011 as distributed. The estimated fee for the service is $12,600. Report to be received by May 1, 2012.
HCAD funds

Motion by Lehti Laas and seconded by Andrea Golinsky to table the motion.
Yes: RF, AG,LL No: RS, BC Abstain: AA, MC, JP
MOTION TO TABLE APPROVED

Fuoco Group LLP 2011 HCFAS
Motion by Brian Canty, seconded by John Palmieri to engage the services of the Fuoco Group LLP for the purpose of the 2011 audit and tax return preparation as outlined in their letter of engagement for the Huntington Community First Aid Squad, Inc. dated December 2, 2011 as distributed. The estimated fee for the service is $2,100. Report to be received by May 1, 2012.
HCFAS funds
The increase in the FUOCO quote is a very modest 3% increase for both HCFAS & HCAD.

Motion by Lehti Laas and seconded by Andrea Golinsky to table the motion.
Yes: RF, AG,LL No: RS, BC Abstain: AA, MC, JP
MOTION TO TABLE APPROVED

New York State Insurance Fund Volunteer Ambulance Worker's Benefit Law 2012
Motion by Robert Franz seconded by Andrea Golinsky to accept the recommendation of the Insurance Committee Chairperson Robert Franz and our insurance agent Hubbinette Cowell Associates to obtain the New York Volunteer Ambulance Workers' Benefit Law insurance coverage and Employer Part B from the New York State Insurance Fund (NYSIF) at an

estimated annual premium $128,000.00 for the 2012 calendar year. NYSIF is the sole provider of VAWBL.

HCAD funds

Yes: RS, RF, LL, AG, AA,MC Abstain: JP, BC

MOTION APPROVED

20 Year Exempt Status

Motion by Chief John Palmieri and seconded by Robert Franz grant 20 year exempt status to Hugh O'Brien #853 (1991 - 20 .1 years).

Motion by Lehti Laas and seconded by Andrea Golinsky to have the vote via ballot.

Yes: AA, AG, RF, LL No: MC, JP, BC,RS

MOTION NOT APPROVED to have the vote by ballot

On the original motion:

MOTION APPROVED UNANIMOUSLY

Motion by Chief John Palmieri and seconded by Brian Canty grant 20 year exempt status to Vito Reciniello #659 (1982 – 21.5 years).

Motion by Robert Franz and seconded by Lehti Laas to table the motion.

Yes: LL, RF,AG No: RS, BC, JP, MC, AA

MOTION NOT APPROVED to table

Motion by Lehti Laas and seconded by Andrea Golinsky to have the vote via ballot.

Yes: RS, AA, AG, RF,LL No: MC, JP, BC

MOTION APPROVED to have the vote by ballot

On the original motion via ballot:

Yes: 5 No:4

MOTION APPROVED

Note the following motion was done at the end of the meeting:

Motion by Robert Franz and seconded by Andrea Golinsky to destroy the ballots for the vote on Vito Reciniello.

Yes: RS, RF, LL, AG, AA,MC No: BC Abstain: JP

MOTION APPROVED

Electrical Repairs

Motion by John Palmieri and seconded by Brian Canty to approve a payment not to exceed $2,600 to H. Giudici Electric for the installation of LED lights in the Stairwells, Replace and Repair Motion Sensors and to install new sensors as per the request of Third Deputy Mohr.

HCAD funds

Yes: MC, JP, BC, LL Abstain: RS, AA, AG, RF

MOTION APPROVED

Gator Painting and Enhancements

Motion by Chief John Palmieri and seconded by Brian Canty to act on the recommendation of Third Deputy Chief David Mohr and have the Gator painted for a cost of $2,700.00 as outlined in Proliner Rescue Vehicle & Equipment Sales & Service, quote dated 10/25/2011. Furthermore to install front red white LEDs in head lamps 2 front facing, 4 side lights 2 on each side, and a rear 8 head warning stick, install a mini under cover siren PA unit in dash with light controls for a cost of $1,870.00 as out lined in the same quote. Total cost $4,570.00.

HCFAS funds

Monies allotted for this project come from donations for stand-by's performed at the "Fall Festival". Paperwork attached.

Motion by Chief John Palmieri and seconded by Lehti Laas to table the motion:

Yes: RS, RF, AG, LL, AA, MC, JP No: BC

MOTION APPROVED to table

Motion by Chief John Palmieri and seconded by Brian Canty to untable the Garage Door Contract motion from 11/21/11.

Yes: RS, AA, MC, JP,BC No: LL, AG, RF

MOTION APPROVED to untable the motion

Garage Door Contract T. M. Kenney's Garage Door, Inc. (Tabled Motion 11/21/2011)

Motion by Chief John Palmieri and seconded by Brian Canty to accept the recommendation of the Third Deputy Chief David Mohr and authorize and approve the Chief or President to accept the proposal from T. M. Kenney's Garage Door, Inc. of Sayville, NY and issue a purchase order for the 2012-2013 preventive maintenance of the garage doors and motors, as outlined in the proposal for calendar year 2012-2013 at a total cost of $3,200.00 payable in two semi-annual installments of $1,600.00 each. These contract prices are good for two (2) years. A certificate of insurance with HCFAS named as additional insured and a certificate of workers compensation coverage will be required from T. M. Kenney.

HCAD funds

Motion by Andrea Golinsky and seconded by Richard Stone to table the Garage Door motion.

MOTION APPROVED UNANIMOUSLY to table

Treasurer's Report – Brian Canty:

Motion by Brian Canty, seconded by Chief John Palmieri to accept the following for payment in accordance with the PPPs and previous Board of Directors' motions:

Nov 21, 2011 to Dec 08, 2011 50 Checks Totaling $59,391.74 HCAD Funds

Nov 21, 2011 to Dec 08, 2011 12 Checks Totaling $39,907.08 HCFAS Funds

Nov 21, 2011 to Dec 08, 2011 3 Checks Totaling $1,124.03 Post Funds

MOTION APPROVED UNANIMOUSLY

Transfers:

Motion by Brian Canty and seconded by Lehti Laas to transfer $75,000 from HCAD Savings to HCAD Checking on December 5, 2011.

MOTION APPROVED UNANIMOUSLY

Motion by Andrea Golinsky and seconded by Lehti Laas to extend the meetings by 30 minutes.
Yes: RF, AG, LL No: RS, MC, JP, BC Abstain: AA
MOTION NOT APPROVED

Motion by Richard Stone and seconded by Lehti Laas to extend the meeting by 15 minutes.
Yes: RS, RF, LL, AA,AG No: BC, JP, MC
MOTION APPROVED

Secretary's Report –Robert Franz:

Probation Ending:
Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Matty Lupinacci, member #1330, eligible 11/28/11, effective 12/8/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to Samantha Mohr, member #1341, eligible 11/14/11, effective 12/8/11.
MOTION APPROVED UNANIMOUSLY

Motion by Robert Franz and seconded by Chief John Palmieri to grant active membership in accordance with Article III, Section 2 of the By-Laws to John Vasquez, member #1327, eligible 11/20/11, effective 12/8/11.
MOTION APPROVED UNANIMOUSLY

Returned to Duty:

Name	Membership #	RTD date	Note
Amaya, Vanessa	1182	11/2/11	
Decker, Gilda (Jill)	908	12/5/11	
Gabriel, Carmela (Millie)	1028	11/24/11	
Palmieri, John	499	11/8/11	Medical RTD

Dropped from Membership:
Motion by Robert Franz and seconded by Chief John Palmieri to drop from membership for failure to be certified in accordance with the By-Laws and to fulfill shift requirements Luke Bartolomeo, member #1198, effective December 8, 2011.
Yes: RS, RF, AG, AA, MC, JP,BC No: LL
MOTION APPROVED

Insurance:

Tropical Storm Irene Insurance Claim $31,000– Third Deputy Chief David Mohr and I met with the VFIS assigned adjuster on November 30th and showed him the damages incurred. The adjuster's estimate of the total loss was approximately $18, 500 (broken glass $7,923; air conditioner repair $8,995 and meeting room & president's office repair of ceiling/wallpaper $1,581 (not part of FEMA claim)). The estimate has been forwarded to David for his review. The FEMA items not covered were H2M leak investigation report $2,000; roof leak covered under warranty $4,725 and glass work & air conditioning work considered to be maintenance or the repair estimate was lower than the replacement cost $6,800.
I conveyed to David the adjuster's concern to have maintenance done on the roof seams since the building is over 10 years old.

Article 78 – Jeremy Boehm – This has been submitted to VFIS for their evaluation of coverage under our management liability endorsement – coverage for our attorney fees. The distributed article 78 copy was missing a page from the petition which has now been sent to them by Glynn Mercep and Purcell (GMP). It appears we will be covered and can appoint our own attorney – GMP. I have informed Laurie Simon of GMP to keep their time separate for this case. The filing requests that HCFAS pay Jeremy's statutory attorney fees and if awarded, would not be covered by our insurance.

Annual Election
Qualification of 2012 Candidates for Directors and Officers – I received confirmation from First Deputy Chief Winter that all candidates were qualified and I sent letters to all candidates.
Election day duties – I am working with Annette Hershkowitz to staff the voting process on election day. I made all the arrangements Fort Orange Press in Albany for the ballots to be printed and shipped to the Squad in time for the election and will be visiting Suffolk County Board of Elections to obtain input on the tabulating machines. Absentee ballots were distributed to members who requested one. As Secretary, I feel that the Presence in the Building on Election Day Board policy could be a detriment to fulfilling my election day responsibilities and ask the Board to rescind the policy.

SEMSCO – News from the State EMS Council special meeting held on November 29th were distributed and posted on the bulletin board.

Note: At the Chief's request his report is to remain in original format. No corrections are made and therefore what is printed in the report may not have been Board approved.
See Secretary's report for final disposition of personnel.

Chief's Report – John Palmieri:
The Operational Officers will meet on Thursday December 15, 2011.

LOAs: None

Overdue Return to Duty:

Karen Maresco	#999	As of 10/01/11	From Oper

Brian Milliken #1085 As of 10/01/11 From Oper
Luke Bartolomeo #1198 As of 09/30/11 From Oper
Danielle Millone #1258 As of 09/30/11 From Ed

Return to Duty:
John Palmieri #499 As of 11/8/11 From Med
Jill Decker #908 As of 12/05/11 From Oper
Millie Gabriel #1028 As of 11/24/11 From Oper
Vanessa Amaya #1182 As of 11/02/11 From Oper

To Be Dropped:
Luke Bartolomeo #1198 “Member Not in Good Standing”

Brian Canty and I have gone over the roster of Active Members to determine if any should be excluded from receiving the 2011 Gift Card. Jim Mallilo is finalizing the list for me and I should have it today. The following members do not rise to the minimum limits that we have accepted for 2011. They are:

1. #740 Reciniello, Patricia
2. #811 Tesoriero, Claire
3. #873 Kraese, Mary Beth
4. #903 Autz, Eric
5. #919 Gabriel, Anne
6. #928 Kavanagh, Jody
7. #929 Smith, Elizabeth
8. #950 Kutcher, Dina
9. #965 Rivadeneira, Fernando
10. #997 Schramm, Carl
11. #999 Maresco, Karen
12. #1029 Mastroianni, Ona
13. #1042 Moreno, Monique
14. #1055 Vasquez, Gerado
15. #1066 Davis, Megan
16. #1085 Milliken, Brian
17. #1103 Suarez, Carlos
18. #1104 Hogan, Judith
19. #1116 Garcia, Juan-Pablo
20. #1195 Khanna, Nimka
21. #1198 Bartolomeo, Luke
22. #1258 Milione, Danielle
23. #1323 Cho, Matthew
24. #1335 Angevine, Dylan
25. #1338 Taylor, Andrew
26. #1339 Calderone, Nicole
27. #1340 Nelson, Eduardo
28. All members with numbers 1342 and up (10).

A letter from Robert Delagi, Chief, Prehospital Medical Operations, has changed our availability to transport patients to the Northport Veterans Administration Hospital. We are now not able to transport patients to NVAH, if they are classified with certain symptoms, or if the patient is a pediatric patient. This information will be disseminated to all members and dispatchers will have these classifications available to assist crews that come in contact with patients that request transport to NVAH.

Chief John Palmieri left the meeting at 2305 hours.

The following reports were submitted via email but were not discussed due to Board approved time constraints.

President's Report – Roger Winter:
Life Membership –Phil Orlando will present his recommendations at the 12/8/2011 meeting for a vote.
Membership Badges – A new set of badges have arrived to be distributed by Chief John Palmieri
Fund Drive – Sal reports $73,294.50. The 3rd wave has been mailed and it is in the homes as of Thursday 11/17/2011. I found two words that had been misspelled, two words had letters juxtaposed. Apparently they knew about this but had the print run for the year completed. They decided not to reprint
Committee List for 2011 – the list is being adjusted as members are not performing duties as listed on the committee list in its' original format.
Monument and Signage project: - The project is complete except for a few final touches around the in ground lighting.
Explorer Post 215 – The Explorer Post participated in the 2nd Annual Holiday Parade.
Huntington Station Rotary Club – They are unsure if the Rotary Club will be able to sustain its own membership due to the economy. If they do, we can give them a name for volunteer of the year in February, according to Frank.

Vice President's Report – Rich Stone:
I would like to start by apologizing for the lack of communication to our officers, board members and our membership regarding the computer access during these last few weeks. Although I believe we now have a much more secure system and Adept Technology is far more competent than the previous company, both Jim Mallilo and myself have expressed our disappointment at the lack of planning and notification of loss of computer access. On top of this the SCM server failed which meant the main server had to be reconfigured to support the SCM system. A point that needs to be decided is whether to allow non squad owned equipment to be able to print using a printer on our network.
I would also like to discus a request to replace some of our blackberrys with either an I phone or a droid. The monthly charge for service would be the same and data and minutes would still be shared. the only difference is the charge for the phone. the charge starts at $100.00 and goes up depending on the model. The same charge would be incurred to upgrade a phone.

Director Axelrod Report:

Membership

There are three prospective members up for BOD consideration this week. Please review the files in the transition box. Sally plans on attending the meeting to discuss a 4th candidate, file not yet complete.

Bylaws

Proposed Bylaw Change 05-2011 was published in the December Pulse and is expected to be read at the December GMM. The Proposal is to clarify the requirement of Associate membership to include time spent as a member of the Youth Squad.

Director Golinsky Report:

New York State Vol. Amb. & Res Association - District 7

The meeting was held Nov.15th at Bay Shore/Brightwaters Vol. Amb.

Bob Franz had attended a SCEMS/FRES presentation on Nov. 2, 2011 re: the myths, the facts and the plan for narrow banding due to take place Jan. 1 2013. The power point presentation handout was available at this meeting.

It was reported that the next meeting of the SC Recruitment Committee will take place Nov. 30th at Yaphank. It is expected that an update will be made on the mass marketing recruitment campaign.

Copies of an article in Huntington Hospital's newsletter were made available. The article refers to a "new" emergency number for emergency ambulance response that will be provided by Long Island Jewish Hospital ambulances. Lengthily discussion was held re this topic.

The 2012 Fire, Rescue and EMS Mega Show will be held at the Nassau Coliseum on Feb.25th and 26th Help is needed to help man these booths on both days.

Suffolk County Ambulance Chiefs Association

The meeting was held Nov. 16th at East Moriches Community.
Discussions were held re narrowing banding and the progress of some of the departments.
Remsco reports were made available.
Discussion of the Long Island Jewish "emergency ambulance" call number was held. The Chiefs' Association is willing to write a letter to Suffolk EMS regarding their concerns about this.

New York State Volunteer Ambulance & Rescue Association

President Mastrianni has nominated Teri Hamilton as chair of the PulseCheck 2012 Committee. Her appointment as such was approved by all.
Mike and Teri attended the New Jersey Conference, which had received a 9/11 artifact. Mike was proud to read names of EMS workers lost that day.
Issues of United Concern meeting will be held in Melville in Dec. Topics to be added will be direct payment by insurance companies to EMS providers and the subscription program.

Mike is working on budgets both for the Association and for PulseCheck.
The Association's budget will be presented at the January meeting.
Vice-President Henry Erhardt has been working on converting the Blanket to a digital format but it needs more work. It is very important that all members submit their email addresses in order to receive the Blanket.
There was an interim PulseCheck 2011 Committee report. Attendance was up this year in several areas: registrations, banquet, and drill teams. There has been positive feedback on all aspects of the conference, especially the speakers and the seminars they offered. President Mastrianni went though all the evaluations and found very few negative comments. These comments were that attendees would like to see more association items offered for sale, some felt the dinner was too long, and the banquet fee should be separated from the registration fee, as some registrants did not attend the banquet.
One suggestion, made by Kuntree, was to offer calendars and or pads with PulseCheck 2012 dates listed as a constant reminder.
It was felt that based on other conferences the PulseCheck fees were too low. Vital Signs registration fees are $170 early, $225.00 later, and $250 on site. Jems charges $315 early, 385.00 later and $199 one day fee, vendors are charged $800.00 per booth.
After much discussion it was agreed that the fee schedule for PulseCheck 2012 would be as follows:

Early registration with banquet $165.00
Late registration $200.00
On site registration $225.00
One day registration (Fri or Sat) $ 90.00
Banquet only $ 75.00
Pre-conference
  Early $ 50.00
  Late $ 75.00
  On site $ 90.00
Sunday-3 Wise Men seminar $ 25.00
Sat & Sun with banquet $175.00

Youth teams will be charged
  Early $500.00
  Late $650.00
It was suggested that the youth teams be sectioned off in the dining room and offered a buffet.

Everyone is reminded that there is a new venue for PulseCheck 2012. It will be held at the Crowne Plaza in Suffern, New York.

<u>Suffolk Country Recruitment and Retention Committee</u>

Meeting was held Nov.30th. at the FRES operations room in Yaphank.
Sanna, Mattison and McCloud, the advertising agency that is doing the County's recruitment campaign made a presentation. There will be several aspects of the campaign using social media sites.
Halesite FD assistant chief made a presentation of their recruitment efforts.

Board of Elections.

On Wed. Dec. 7th Bob Franz and I took a trip to the SC Board of Elections to attend an informational meeting on the new voting machines. How the machines would deal with various issues and voting irregularities was explained and what to do if a machine breaks down. It is obvious that there will be more voting space needed in the room and it may take more time for votes to be cast as some people will not be familiar with the ballot and the process to cast a vote.

Director Laas Report:
Uniform Code: continues to meet on Tuesday's.

Records Retention: Chairman Schmidt is fully aware of my concern that the committee hasn't been active for a few months. He sent out an email to the entire committee that in January things will become active again. He is aware that Clara Eliot will be Administrative in January and to see if he can recruit her services.

Good and Welfare: Chairwoman Bonesi was aware of the issues with the fruit basket questioned a few weeks ago and she says she knows her parameters. Their is no need for the reminders.

Social Networking and Internet Communication Policy: Director Golinsky and the President wrote me some additional comments. Director Golinsky took notes of her course at Pulse Check and I will send them out separate to this report. The President's comments were addressed and an additional line was added to the policy:
Misuse may result in expulsion.
The policy was sent to the attorney's office last week for review.

Motion by Richard Stone and seconded by Andrea Golinsky to adjourn the meeting at 2310 hours
MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Lehti Laas

Lehti Laas
Recording Secretary

Respectfully Submitted,
Robert Franz

Robert Franz
Secretary

Draft sent to Board members: December 17, 2011

Amended and approved: December 22, 2011

MOTION APPROVED

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo(B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on May 26, 2011 the following occurred:

Members Dropped From Membership:
Cathryn Schiavone #1290 Effective 5/26/11

Member Resignation:
Jessica Diaz #1307 Effective 5/1/11

New Members Accepted:
Dylan Angevine Friday 2300 #1335

Status Change:
Laurence Scott #1018 Active Member to Associate Membership Effective 5/26/11

Returned to Duty:

Juan Flores #1293 5/10/11 Operational

Sheryl Burke #827 5/23/11 Operational

Matt Valle #1238 5/10/11 Educational

Vito Reciniello #659 2/12/11 Medical

Approved LOA's:
Vito Reciniello #659: Medical 7/22/10 – 2/11/11

Approved Recording of Absences without Leaves:
Vito Reciniello #659:
1) 11/5/09 – 1/14/10
2) 4/24/10 – 6/26/10
3) 6/28/10 – 7/21/10

Letters of Intent:
None

Members Off Probation:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo(B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on June 9, 2011 the following occurred:

Member Resignation:
Michael Jurgrau #1302 effective 6/4/11

New Members Accepted:
Patricia Moore # 1336 Thursday 1100
Cassandra Shepherd #1337 Thursday 0700

LOA'S Approved

Name	Membership #	Type	Dates
Carlos Suarez	1103	Extended Educational	1/31/11 – 4/30/11
Carlos Suarez	1103	Extended Educational	4/30/11-7/31/11
Joseph Frisenda	1160	Emergency Medical	6/6/11-9/6/11

Suspensions:
None

Status Change:
None

Members Dropped From Membership:
None

Returned to Duty:
None

Letters of Intent:
None

Members Off Probation:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo(B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on June 23, 2011 the following occurred:

Members Dropped From Membership:
Tanya Harris #1319

Board notified by the Chief:
Jeremiah Boehm is suspended effective 5/20/11 and is pending a Board hearing.

LOA'S Approved

Name	Membership #	Type	Dates
Brady, Shandon	1123	Extended Medical	3/24/11 -6/24/11
Gander Jr, Joseph	1329	Medical	5/23/11 – 8/23/11
Gibbs, Tyler	1252	Educational	**6/15/11 – 9/15/11**
Kraese, Mary Beth	873	Extended Medical	4/9/11 – 7/9/11
Lupo, James	959	**Extended** Operational	4/27/11 – 7/27/11
Mallilo, Christopher	1234	Medical	5/19/11 -8/19/11
Maresco, Karen	999	Operational	7/1/11 – 10/1/11
Martin, William	1063	Emergency Medical	6/6/11 – 9/6/11
Milliken, Brian	1085	Operational	7/1/11 – 10/1/11
Milione, Danielle	1258	Educational	6/30/11 – 9/30/11
Ostaseski, James	1301	Extended Educational	3/17/11 – 6/17/11
Principato, Christine	1268	Extended Educational	12/3/10 – 6/3/11
Schramm, Carl	997	Extended Medical	6/1/11 – 9/1/11
Smith, Donna	1193	Medical	5/30/11 – 8/30/11
Smith, Elizabeth	929	Operational	4/1/11 – 7/1/11
Staszak,**Sally**	397	Operational	5/6/11 – 8/6/11
Tetrault, Keith	995	Emergency Medical	6/2/11 – 9/2/11

Returned to Duty:

Name	Membership #	Date of Return	Note, returning from:

Burns, Eileen	767	5/12/11	Medical LOA
Brenner, Martha	236	5/26/11	Medical LOA
Brenner, Pamela	1157	5/14/11	Medical LOA
Guadagnin, Linda	1148	5/3/11	
Lupo, James	959	5/26/11	
Maloney, Ann	921	6/13/11	
Nathan, Paul	1235	5/23/11	
Smiles, Robin	937	6/13/11	Medical LOA
Staszak, Sally	397	6/1/11	

Status Change:
None

Letters of Intent:
None

Member Resignation:
None

New Members Accepted:
None

Members Off Probation:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo(B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on July 14, 2011 the following occurred:

Members Dropped From Membership:
Shadon (Chuck) Brady #1123
James Ostaseski #1301
Christine Principato #1268

Status Change:
Jeremiah Boehm #1225 from suspended by Chief to Expelled from membership.

Member Resignation:
Thomas Heinisch #1109 effective 6/15/11
Mary Ellen Boehm #1317 effective 7/6/11

New Members Accepted:
1338 Andrew Taylor: Monday 2300
1339 Nicole Calderone: Sunday 1500
1340 Eduardo Nelson: Wednesday 0700
1341 Samantha Mohr: Sunday 1500
1342 Chris Vultaggio: Tuesday 0700
1343 Fiona Witkowski: Wednesday 1100

<u>Not Approved</u>: Faizah Tasnim

LOA'S Approved:

Name	Membership #	Type	Dates
Brenner, Jeffrey	1135	Operational	7/5/11 – 10/5/11
Burns, Eileen	767	Medical	5/22/11-8/22/11
Cairl, Cynthia	798	Operational	7/19/11 – 10/19/11
Fitts, Brendan	1180	Operational	5/9/11 – 8/9/11
Kutcher, Dina	950	Extended Operational	4/21/11 – 7/21/11
Lapidus, Harvey	1141	Operational	7/1/11 – 10/1/11
Reciniello, Patricia	740	Extended Educational	6/1/11 – 9/1/11
Smiles, Robin	937	Extended Medical	6/1/11 – 9/1/11
Smith, Elizabeth	929	Extended	7/1/11 – 10/1/11

		Operational	
Stone, Casey	920	Medical	7/18/11 – 10/18/11

Returned to Duty:

Name	Membership #	Date RTD	Note
Gander Jr., Joseph	1329	7/5/11	Medical
Kraese, Mary Beth	873	7/9/11	Medical
Kutcher, Dina	950	6/8/11	

Letters of Intent:
None

Members Off Probation:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo(B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on July 28, 2011 the following occurred:

Members Dropped From Membership:
Theopolis Lewis #1320
Jonathan Korets #1219
Cassandra Shepherd #1337
Patricia Moore #1336

Member Resignation:
Joseph Frisenda #1160 as of 7/27/11

Members Off Probation:
Terrence Cheang #1308 eligible 6/12/11 Effective 7/28/11
Chelsea Miller #1321 Eligible 6/10/11 Effective 7/28/11

LOA'S Approved:
Keith Davis #1208 Operational 7/17/11 – 10/17/11
William Billups #793 Medical 7/13/11 – 10/13/11

Status Change:
Active membership to Associate membership as of 10/1/11 Kevin Brenner #1014

Returned to Duty:
Patricia Reciniello #740
Vincent Maltese #1262
Keith Davis #1208

Letters of Intent:
Juan-Pablo Garcia #1116

New Members Accepted:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G & Annette H), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Server (Jim M.), Pulse Pictures (Tony), Clara (Secretary Asst.), SCM (Nancy C. & Ray P.), Schedule Coordinator's (Martha B. & Joanne C.), Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on August 25, 2011 the following occurred:

Member Resignation:
Michael Ricco #1332

New Members Accepted:
Faizah Tasnim #1347 Saturday 0700
Kiera Schiavetta # 1348 Saturday 0700

Members Not Approved: Adam Tomko

Members Off Probation:
Ann Schwartz #1313 Eligible 7/28/11, Effective 8/25/11
Kristin Tiersch #1333 Eligible 8/14/11, Effective 8/25/11

LOA'S Approved:

Name	Membership #	Type	Dates
Barker, Nancy	930	Medical	8/1/11- 11/1/11
Bartolomeo, Luke	1198	Operational	6/30/11- 9/30/11
Manning, Kenneth	1236	Medical	8/8/11- 11/8/11
Mori, Paul	934	Medical	8/15/11 – 11/15/11
Russo, Alison	884	Medical	6/29/11 - 9/29/11
Tiersch, Kristin	1333	Educational	8/20/11- 12/20/11
Valle, Matthew	1238	Educational	9/6/11- 12/18/11

Status Change:
Norma Signorelli passing 7/21/11

Returned to Duty:

Name	Membership #	Date of RTD	Note
MaryAnn Schramm	595	8/9/11	Dispatch only from Medical LOA
Nancy Barker	930	8/8/11	Dispatch only from Medical LOA
Carl Schramm	997	8/10/11	

Letters of Intent:
None

Members Dropped From Membership:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo(B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on September 8, 2011 the following occurred:

Member Resignation:
Matthew Cappola #1106 Effective 9/8/11

New Members Accepted:
Steeven Jean #1349 Tuesday 1100

Members Off Probation:
Amanda Manning #1322 Eligible 6/10/11, Effective 9/8/11

LOA'S Approved:

Name	Membership #	Type	Note
Amaya, Vanessa	1182	7/29/11 – 10/29/11	Operational
Decker, Gilda (Jill)	908	9/12/11-12/12/11	Operational
Griesel-Eckhardt, Nancy	1170	9/22/11-12/22/11	Operational
Mallilo, Christopher	1234	8/19/11-11/19/11	Extended Medical
Mohr, David	748	8/29/11-11/29/11	Medical
Schaffert, Emily	1248	9/21/11-12/22/11	Educational

Returned to Duty:
Michael Barker #862 RTD 8/14/11 Dispatch only **Note: Medical RTD
Casey Stone #920 RTD 9/8/11 Dispatch only **Note: Medical RTD

Members Dropped From Membership:
None

Status Change:
None

Letters of Intent:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo (B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on October 13, 2011 the following occurred:

Member Resignation:
Richard Stein #1311 as of 10/5/11

LOA'S Approved:

Name	Membership #	Type	Dates
Billups, William	793	Extended Medical	10/13/11 – 1/13/12
Cappola, Mark	1087	Medical	10/15/11 – 1/15/12
Neumann, Ferd	369	Operational	10/4/11 – 1/4/12
Orr, Gregory	983	Medical	10/11/11 – 1/11/12
Steenson, Elizabeth	820	Medical (LOD)	9/27/11 – 12/27/11

Returned to Duty:

Name	Membership #	Date
Cortes, Israel	1174	9/22/11 from a Medical
Mallilo, Christopher	1234	10/3/11 from a Medical
McIndoo, Todd	1306	9/23/11 DISPATCH only from a Medical

Letters of Intent:
None

Status Change:
None

New Members Accepted:
None

Members Off Probation:
None

Members Dropped From Membership:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo(B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on October 27, 2011 the following occurred:

Member Resignation:
Ashley Taylor #1214 effective 10/22/11

Members Off Probation:
Kelly Murphy #1325 Eligible 10/1/11, Effective 10/27/11

Carol Nucci #1324 Eligible 10/15/11, Effective 10/27/11

Nathaniel Watts #1316 Eligible 9/19/11, Effective 10/27/11

LOA'S Approved:

Name	Membership #	Type	Date
Burns, Eileen	767	Extended Medical	8/22/11 – 11/22/11
Cortes, Israel	1174	Medical	8/9/11 – 11/9/11
Gabriel, Carmela (Millie)	1028	Operational	9/1/11 – 12/1/11
Menditto, Nicole	1294	Operational	10/25/11 – 1/25/12
McIndoo, Todd	1306	Medical	8/16/11 – 10/23/11
Otto, Susanna	790	Operational	11/1/11 – 2/1/12
Sholes, Tina	1250	Operational	9/28/11 – 12/28/11

Status Change:
Clara Elliot #416 Active Membership to Administrative Membership effective 01/01/12

Returned to Duty:

Name	Membership #	RTD Date	Note
Barker, Nancy	930	10/15/11	Medical to Dispatch
Brenner, Jeffrey	1135	10/5/11	
Cairl, Cynthia	798	10/19/11	
Fitts, Brendan	1180	8/8/11	

Gabriel, Anne	919	6/24/11	
Gibbs, Tyler	1252	9/18/11	
Russo, Alison	884	10/3/11	Medical RTD
Smith, Donna	1193	9/12/11	Medical RTD
Smith, Elizabeth	929	9/28/11	
Suarez, Carlos	1103	7/31/11	
Taylor, Ashley	1214	6/8/11	
Tetrault, Keith	995	10/7/11	Medical RTD

Letters of Intent:
None

New Members Accepted:
None

Members Dropped From Membership:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo (B-day Cards), Officers.

From: L.Laas, Recording Secretary.   Robert Franz, Secretary.

At the Board of Directors Meeting on November 21, 2011 the following occurred:

LOA'S Approved:
Monique Moreno #1042 Extended Medical 12/12/11 – 3/12/12

New Members Accepted:
None

Not approved:

Christopher Eslis (requested Friday 1100)
Eric Boccio (requested Saturday 1100)

Members Dropped From Membership:
None

Member Resignation:
None

Members Off Probation:
None

Status Change:
None

Returned to Duty:
None

Letters of Intent:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo(B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on December 8, 2011 the following occurred:

Members Dropped From Membership:
Luke Bartolomeo #1198

Members Off Probation:

Name	Membership #	Eligible	Effective
Lupinacci, Matty	1330	11/28/11	12/8/11
Mohr, Samantha	1341	11/14/11	12/8/11
Vasquez, John	1327	11/20/11	12/8/11

Returned to Duty:

Name	Membership #	RTD date	Note
Amaya, Vanessa	1182	11/2/11	
Decker, Gilda (Jill)	908	12/5/11	
Gabriel, Carmela (Millie)	1028	11/24/11	
Palmieri, John	499	11/8/11	Medical RTD

Member Resignation:
None

New Members Accepted:
None

LOA'S Approved
None

Status Change:
None

Letters of Intent:
None

Emailed To: 1st Deputy, 2nd Deputy, 3rd Deputy, Chief Dispatcher, Exercise (Cindy), Good & Welfare (Kathy B), Insurance (Bob F), Key Access (Jonathan S), LOSAP (Andy), Medical (Tom H), Membership (Sally & Sharyn), Mutual (Ferd N), Officers Sect. (Chris B), Pulse (Patty S) Rolodex (Millie), Uniform: Class A (Andrea G), Uniform: Duty (Jerry G), Uniform: EPG (Keith R), Web Master (Dave M), Jim M., Tony, Clara, Chris Russo(B-day Cards). Officers.

From: L.Laas, Recording Secretary. Robert Franz, Secretary.

At the Board of Directors Meeting on December 8, 2011 the following occurred:

Members Dropped From Membership:
Luke Bartolomeo #1198

Members Off Probation:

Name	Membership #	Eligible	Effective
Lupinacci, Matty	1330	11/28/11	12/8/11
Mohr, Samantha	1341	11/14/11	12/8/11
Vasquez, John	1327	11/20/11	12/8/11

Returned to Duty:

Name	Membership #	RTD date	Note
Amaya, Vanessa	1182	11/2/11	
Decker, Gilda (Jill)	908	12/5/11	
Gabriel, Carmela (Millie)	1028	11/24/11	
Palmieri, John	499	11/8/11	Medical RTD

Member Resignation:
None

New Members Accepted:
None

LOA'S Approved
None

Status Change:
None

Letters of Intent:
None