

REGULAR MEETING

SOUTHAMPTON FIRE DISTRICT

OCTOBER 12, 2006

A Regular Meeting of the Board of Fire Commissioners of the Southampton Fire District was called to order by Chairman Press in the Library of the Tuckahoe School, 468 Magee Street, Southampton, New York, in accordance with the notice provided to the news media, copy of which is attached hereto. The meeting opened at 7:30 PM with the salute to the flag followed by a moment of silence.

PRESENT: Commissioners Robert Grisnik, W. Mark Press, David Price, Harald Steudte, Thomas B. White, Treasurer Mike Hadix and Secretary Bette-jeanne H. Schreier

GUESTS: Southampton Fire Department member Daniel Raynor

Public Participation – Daniel Raynor, a member of the Southampton Fire Department, asked who would be paying the legal fees for the “Notice of Claim” that was served to the Mayor and Village Board. Chairman Press stated that the Southampton Fire District was paying the legal fees and more clarification of the issue would be discussed later on in the meeting.

Chief’s Report – No verbal report. A written “Incident Report Statistics – September 14 – October 12, 2006” was received in the mail. A copy of this report is attached to these minutes.

A motion was made by Mr. Grisnik and seconded by Mr. White to accept the minutes of the Regular Meeting of September 14, 2006 as presented. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye	
Mr. Press	Aye	Mr. White	Aye	
Mr. Price	Aye			<u>VS3-99</u>

A motion was made by Mr. White and seconded by Mr. Grisnik to approve the 9 vouchers presented by Treasurer Hadix for payment. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye	
Mr. Press	Aye	Mr. White	Aye	
Mr. Price	Aye			<u>VS3-100</u>

The Treasurer's Report was reviewed (a copy attached herein). A motion was made by Mr. White and seconded by Mr. Price to accept the Treasurer's report as presented. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye
Mr. Press	Aye	Mr. White	Aye
Mr. Price	Aye		

VS3-101

The Secretary reviewed the correspondence sent and received over the last month. A list is attached herein.

Committee Reports

Fire District Budget – The Southampton Fire District 2007 Budget was hand delivered by Treasurer Michael Hadix to the Southampton Town Clerk's office on September 20, 2006.

Fire Protection Contract – As of this date, there has been no response from the Mayor and the Village Board regarding our proposals for the 2007 Fire Protection Contract.

A motion was made by Mr. White and seconded by Mr. Price to authorize the Secretary to send a letter to Mayor Epley, Village Administrator James Van Nostrand and the members of the Village Board requesting once again a response to our proposals outlined in a letter dated September 16, 2006. Copies of this correspondence should be sent to the Chiefs of the Southampton Fire Department as well as the Southampton Fire Department Council. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye
Mr. Press	Aye	Mr. White	Aye
Mr. Price	Aye		

VS3-102

Wells, Hydrants & Water Mains – Commissioner Price reported that many of the hydrants have been marked in the district. The hydrants north of the highway and west in Tuckahoe eg Barkers Island Road have not been marked. Two additional boxes will be needed to complete the project.

On a motion made by Mr. White and seconded by Mr. Price, Mr. Price will purchase two more boxes of delineator posts from TCI Industrial Supply. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye
Mr. Press	Aye	Mr. White	Aye
Mr. Price	Aye		

VS3-103

Commissioner Press spoke of a concern from Eric Halsey regarding placement of a hydrant north of the highway and west of Tuckahoe. Eric also had questions regarding a

hydrant on the south side of County Rd 39 to be located near St. Andrews Road West. Mr. Halsey was not necessarily concerned with water hookups for homes but would like to see a fire hydrant for use during an emergency.

Mr. Halsey spoke with a representative of the Suffolk County Water Authority regarding the terms necessary to get water on that side of the street in that area. The SCWA requires that 50% of the people sign up for water hookup or the Southampton Town establishes a special tax district to cover the costs.

Chairman Press also mentioned that the Adam Halsey request from months ago for use of the abandoned fire well near the farm property on Deerfield Road in Water Mill. Mr. Press asked Councilwoman Kabot last week but received no answer. No word has been received from the Town of Southampton legal department.

A motion was made by Mr. Steudte and seconded by Mr. Grisnik to authorize the Secretary to contact the legal department of the Town of Southampton regarding Adam Halsey's request with copies to Supervisor Heaney and Councilwoman Kabot. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye
Mr. Press	Aye	Mr. White	Aye
Mr. Price	Aye		

VS3-104

Attorney William Glass has submitted the contract revision paperwork with Mr. Chiarani's lawyers. No response has been received to date.

The district newsletter was discussed. Commissioner White presented estimates for cost from Syntax Communication as well as a draft for the publication. Target date for mailing is December 24, 2006. Mr. Steudte would gather newsworthy items to be included. Some suggestions were items regarding fire education just completed by the members of the Southampton Fire Department, upcoming election in December, and more information regarding the Southampton Fire District. Mr. Grisnik will check with Michael Conte of Syntax Communication regarding labels and how the bulk mailing should be handled. He feels that the district should be sending to all residents in the district even if they are not registered voters as well as Southampton Village residents who are served by the Southampton Fire Department.

Commissioner Steudte will coordinate the community service with the town court. Contact was made several months ago with Judge Kooperstein. His contact is Joanne at the court. Mr. Press has the telephone number for her.

The Notice of Claim was prepared by Attorney Stanley Orzechowski and has been served. This is in response to the anonymous publication distributed prior to the July Special Election.

Daniel Raynor spoke his concern regarding this problem. He felt that the district needs to get out more positive public relations. One fact that should be emphasized is that the tax rate for 2007 is lower than 2006. He also mentioned that the district should speak directly with the firemen to explain the issues.

Mr. Price explained that we have requested a venue for department level meetings over the years. The district is willing to inform the members of the fire department at quarterly meetings or whenever a meeting can be set up.

New Business

A policy with respect to expenditures and reimbursement for programs and conferences was discussed.

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE SOUTHAMPTON FIRE DISTRICT ESTABLISHING A POLICY WITH RESPECT TO EXPENDITURES AND REIMBURSEMENT FOR PROGRAMS AND CONFERENCES

WHEREAS, participation in programs and conferences respecting firematic, emergency, and fire district affairs are recognized as beneficial to the aims and purposes of the Southampton Fire District, and

WHEREAS, attendance at such programs and conferences are expressly permitted for fire department members and fire district officials under the laws of the State of New York, and

WHEREAS, the expenses incurred in participating in such programs and conferences must be carefully expended and accounted for,

THEREFORE, BE IT RESOLVED, by the Board of Fire Commissioners of the Southampton Fire District that:

1. In order to be considered for approval, all requests for participation at programs and conferences must be submitted to the Board of Fire Commissioners at least one month prior to the conference application deadline.
2. Requests for attendance at such events shall be submitted in writing, including name(s) of proposed participant(s), program description, duration and all available cost items and/or estimates (i.e. registration fee, travel and lodging costs).
3. All program and conference approvals are subject to the following regulations:
 - a. Expenses will be paid for the Departmental/District representative only – not a spouse or other guest. No conference expenses for spouses or guests

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- should be charged to a District credit card. In the event that such a charge should occur, then the Departmental/District representative shall reimburse the District immediately, without waiting for the statement to arrive.
- b. All rooms will be reimbursed at the single room rate only unless more than one Departmental/District representative has occupied a room.
 - c. Within thirty (30) days of a representative's return from a conference, that representative must submit a fully documented voucher, including itemized receipts, for approval.
 - d. Reimbursement will only be made for authorized and adequately receipted expenses. All other expenses shall remain the sole responsibility of the representative who incurred them and are due and payable immediately.
 - e. No further authorization for travel shall be made for a representative with any outstanding items from previous travel.
 - f. Personnel not attending a conference for which the District expended funds on his/her behalf will be responsible for repaying the District for all non-refundable funds, unless extraordinary circumstances prevail. This determination shall be made in the sole discretion of the Board of Fire Commissioners.
 - g. It must be remembered that the only expenses which the District may pay are those which are "actual and necessary" for the Departmental/District representative. These include up to three meals per day; hotel rooms; transportation expenses; and reasonable tips. These do not include additional hotel expenses, such as mini-bar or movie fees; liquor, wine or beer; incidental expenses such as snacks, souvenirs, or special services; or entertainment. Any representative who provides itemized receipts containing such non-permitted items shall be responsible for deducting same for their District expense report.
4. The Fire District Treasurer is hereby directed to audit each expense claim voucher submitted and to report to the Board of Fire Commissioners at its monthly meeting the results of said audit and whether and to what extent all submitted vouchers are in compliance with these regulations.
 5. At each monthly meeting of the Board the Treasurer shall report on any conference items outstanding beyond the thirty (30) day settlement period.
 6. Prior to attending any conference, each conference participant shall be provided with a copy of this Policy.
 7. Each conference participant shall provide a written or oral report to be presented at the next scheduled District meeting following the program or conference.

Dated: 12 October 2006

BY ORDER OF THE BOARD OF FIRE
COMMISSIONERS OF THE
SOUTHAMPTON FIRE DISTRICT
Town of Southampton, Suffolk County, New York

By: Bette-jeanne Halsey Schreier
Fire District Secretary

The preceding resolution was adopted by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye
Mr. Press	Aye	Mr. White	Aye
Mr. Price	Aye		

VS3-105

Nicole Hadix may be interested in taking over the Secretary's position of the Southampton Fire District. Secretary Schreier will meet with her soon to go over what is involved.

The December election was discussed. Secretary Schreier had completed a building request for the use of the Library at Tuckahoe School for all regular monthly meetings and for the annual election to be held on Tuesday, December 12, 2006 from 4:30 PM – 9:30 PM. The election will be held from 5:00 PM – 9:00 PM. Paper ballots will be used and voting booths, ballot boxes, distance markers, election signs, mailing labels and roster books will be ordered from the Board of Elections. Secretary Schreier will contact Grace Kauth, District Clerk of the Tuckahoe Common School District, to see if any other information is needed for use of the building for the annual election.

The Southampton Fire District Regulations for the conduct of Fire District Elections were reviewed. A copy of the resolutions passed on 14 October 2004 is attached to these minutes. They are still in effect because no amendments were necessary at this time.

Chairman Press introduced the following resolution for adoption by the Board:

RESOLVED the following notice for the Annual Election of the Southampton Fire District, December 12, 2006, will be published in the District newspaper, *The Southampton Press*, on November 9, 2006.

PLEASE TAKE NOTICE that the Annual Election of the Southampton Fire District will take place on December 12, 2006, between the hours of 5:00 PM and 9:00 PM at the Tuckahoe School located at 468 Magee Street, Southampton, New York for the purposes of electing the following:

One Commissioner for a five (5) year term commencing on January 1, 2007 and ending on December 31, 2011

Candidates for the District Office of Commissioner shall file a written notice with the Secretary of the Fire District no later than November 22, 2006. Such notice must designate the office (Commissioner) the candidate seeks election to and contain the name, address (not P.O. Box) and signature of the candidate.

Voters may vote for one (1) Commissioner on the ballot. The candidate receiving the greatest number of votes shall be elected as Commissioner.

All residents of the Fire District duly registered with the Suffolk County Board of Elections as of November 20, 2006 shall be eligible to vote.

The resolution was approved and adopted by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye	
Mr. Press	Aye	Mr. White	Aye	
Mr. Price	Aye			<u>VS3-106</u>

A motion was made by Mr. Grisnik and seconded by Mr. Price to approve the appointment of the following members of the Board of Election for the annual Fire District election to be held December 12, 2006 from 5:00 PM to 9:00 PM: Stanley Yastrzemeski, Wanda Azmoodeh, Mary Alice Halsey, Daniel McKeever, and Joseph Tyborowski, and that the District Secretary be authorized to select replacements in the event any of the aforesaid individuals is unable to serve. The compensation to be paid to each member of the Board for each sitting will be \$50.00. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye	
Mr. Press	Aye	Mr. White	Aye	
Mr. Price	Aye			<u>VS3-107</u>

A motion was made by Mr. Press and seconded by Mr. White that the Board of Commissioners authorizes the secretary and a member of the Board of Election to prepare the voter registration rolls during the week of November 27, 2006 for the annual election, and that the member of the Board of Election be paid at the rate of \$10.00 per hour for this clerical service. The motion was approved by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye	
Mr. Press	Aye	Mr. White	Aye	
Mr. Price	Aye			<u>VS3-108</u>

There being no further business to be brought before the Regular Meeting of the Board of Fire Commissioners, a motion was made by Mr. Grisnik and seconded by Mr. Steudte to adjourn the meeting. The motion was passed by the following vote:

Mr. Grisnik	Aye	Mr. Steudte	Aye	
Mr. Press	Aye	Mr. White	Aye	
Mr. Price	Aye			<u>VS3-109</u>

Chairman Press declared the meeting adjourned at 8:50 PM.

Respectfully submitted,

Bette-jeanne H. Schreier
Secretary