

**Meeting of the Board of Fire Commissioners
Of the Manhasset-Lakeville Fire District
In the Town of North Hempstead
In the County of Nassau, New York
April 11, 2022**

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At a regular meeting of the Board of Fire Commissioners of the Manhasset-Lakeville Fire District, in the Town of North Hempstead, in the County of Nassau, New York, held at the Fire District Office, 170 East Shore Road, Great Neck, New York, on April 11, 2022 at 5:15 p.m. (Prevailing time),

There were present:

Commissioner(s):

Honorable Steven Flynn, Chairman of the
Board of Fire Commissioners

Honorable, Mark S. Sauvigne Fire District
Treasurer

Honorable Brian J. Morris, Fire District
Secretary

Also present:

Business Manager Hilary Grossman

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Meeting called to order by the Chairman at 5:15 p.m.

Minutes of the previous meeting to stand approved by the Board.

Incoming and outgoing communications were considered by the Board.

**RESOLUTION OF THE MANHASSET-LAKEVILLE FIRE DISTRICT
RELATING TO APPROVAL OF CHECKS
ORGANIZATION NUMBER 1**

To the Treasurer:

I certify that the vouchers on the submitted check register were audited by the Board of Commissioners of the Manhasset-Lakeville Fire District on 04/11/22 and are allowed in the amounts shown. You are hereby authorized and directed to pay to each of the claimants the amount indicated on the opposite of his name.

Brian J. Morris
Commissioner
Manhasset-Lakeville Fire District

Date: 04/11/22

Commissioner Flynn proposed the following motion, seconded by Commissioner Sauvigne:

WHEREAS the purchases for goods and services identified and presented to the Board of Commissioners this date, 04/11/22, have been found to be properly acknowledged as received or due, and have been audited according to the tenets of Town Law §176 (4a) and in compliance with the Procurement Policy of the Manhasset-Lakeville Fire District and,

WHEREAS the audit of claims by the Board of Commissioners is a deliberate process to determine that the proposed payment is proper and just and satisfies the following criteria:

The proposed payment is for a valid and legal purpose.

The obligation was incurred by an authorized official.

The goods or commodities for which payment is claimed were actually rendered.

The obligation does not exceed the available appropriation.

The claim is in proper form; it is mathematically correct; it meets legal requirements; it does not include any charges for taxes from which the organization is exempt; it includes discounts to which the organization is entitled it does not include charges previously claimed and paid; and it is in agreement with an attached invoice.

NOW, THEREFORE, it is hereby

RESOLVED to approve payment to the vendors identified on Check Number 13716 thru Check Number 13740 this date.

The adoption of the foregoing Resolution (#F76-22) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Sauvigne, Commissioner Morris, Commissioner Flynn
Nays: None

EMERGENCY STANDBY MEAL REIMBURSEMENT

APRIL 11, 2022

The Board of Commissioners (the “Board”) of the Manhasset-Lakeville Fire District (the “District”) recognizes need for a policy that establishes guidelines to reimburse the Manhasset-Lakeville Fire Department (“Department”) for Emergency Standby Meals. The Board also recognizes that an emergency is an unpredictable event, in which estimates may be needed.

The Chief of the Department will be responsible for monitoring possible emergencies that require standby staffing. The Chief will determine how many individuals will be needed, as well as the days / hours that will need to be covered.

The Chief of the Department will contact the Board and the District Supervisor to obtain approval for the anticipated standby needs. The request will need to include how many individuals and how many meals are anticipated. Approval by any one Board member or the Supervisor, via email, is sufficient authorization.

Upon approval, and not more than 24 hours in advance of the predicted weather event, food may be purchased (excluding sales tax). Purchases will be authorized for a maximum of \$2,000 Department-Wide (Five Fire Houses & One Ambulance Unit) per emergency. Proof of tax exemption will be provided to Department Chiefs upon request.

In addition, the District understands there will occasions where an emergency can’t be predicted. In those instances, the Department will be reimbursed for actual food purchase based upon the same Department-Wide maximum of \$2,000 per event.

The following items must be submitted to the District for reimbursement:

- 1) Signed proof of claim
- 2) Copy of email approving anticipated emergency standby staffing if applicable
- 3) Completed and signed request for emergency standby meals allowance reimbursement form
- 4) Original detailed receipts

MANHASSET-LAKEVILLE FIRE DEPARTMENT
REQUEST FOR EMERGENCY STANDBY MEALS REIMBURSEMENT

To: Board of Commissioners

From: _____ Reimbursement request date: _____

The Chief's office has reviewed the attached bills and statements and find them to be valid and in good order. We approve the expenditure and respectfully submit for payment to the company. Enclosed please find the attached original detailed bills, anticipated emergency approval, and roster from SCM/FRS.

Company to be reimbursed: _____ Type of Emergency: _____

Anticipated Emergency (Yes or No) _____ Number of people on standby: _____

Names of individuals on standby: **Attach SCM/FRS Roster**

Standby Start Date _____ Standby Start Time _____

End Date _____ End Time _____

Amount of reimbursement: _____

Chief Name

Signature

The adoption of the foregoing Resolution (#W77-22) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn
Nays: None

NON-EMERGENCY STANDBY MEAL REIMBURSEMENT

APRIL 11, 2022

The Board of Commissioners (the “Board”) of the Manhasset-Lakeville Fire District (the “District”) recognizes need for a policy that establishes guidelines to reimburse the Manhasset-Lakeville Fire Department (“Department”) for Non-Emergency Standby Meals.

Upon receipt of sufficient documentation, when there are a minimum of four individuals on standby duty between the hours of 6 PM and 10 PM, the District will reimburse the Department for actual meals purchased for to a maximum of seventy-five dollars (\$75). Proof of tax exemption will be provided to Department Chiefs upon request.

Only one Department will be reimbursed for non-emergency standby meals per day.

The following items must be submitted to the District for reimbursement:

- 5) Signed proof of claim
- 6) Completed and signed request for non-emergency standby meals allowance reimbursement form
- 7) Original detailed receipts

MANHASSET-LAKEVILLE FIRE DEPARTMENT
REQUEST FOR NON-EMERGENCY STANDBY MEALS REIMBURSEMENT

To: Board of Commissioners

From: _____ Reimbursement request date: _____

The Chief's office has reviewed the attached bills and statements and find them to be valid and in good order. We approve the expenditure and respectfully submit for payment to the company. Enclosed please find the attached original bills and roster from SCM/FRS.

Company to be reimbursed: _____

Number of individuals on standby: _____

Names of individuals on standby: **Attach SCM/FRS Roster**

Date of standby for reimbursement: _____

Standby start time: _____ Standby end time: _____

Amount of reimbursement: _____

(Actual expense excluding sales tax to a maximum of \$75)

Chief Name

Signature

The adoption of the foregoing Resolution (#W78-22) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Morris, Commissioner Sauvigne, Commissioner Flynn
Nays: None

WHEREAS the board approves a trip to the NYALGRO Conference located in Albany, NY from June 12, 2022 to June 15, 2022, the Board hereby

RESOLVES and approves the following person to attend the conference: Michael Rice, all travel must adhere to the travel guidelines.

The adoption of the foregoing Resolution (#F79-22) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris

Nays: None

Board of Commissioners of the Manhasset-Lakeville Water and Fire Districts

**Resolution to Provide NYSHIP Coverage
under NYSHIP's Young Adult Option**

BE IT RESOLVED AS FOLLOWS:

WHEREAS, the Board of Commissioners desires to extend eligibility for coverage under NYSHIP, in certain circumstances, to children of an "Enrolled Active Parent/Employee" (as defined below) enrolled in NYSHIP, until such children reach the age of 30 in accordance with the NYSHIP "Young Adult Option"; and

WHEREAS, while the NYSHIP "Young Adult Option" requires that the young adult child of an Enrolled Active Parent/Employee or the Enrolled Parent/Employee is responsible for the premium cost for NYSHIP coverage for a participating young adult child of an Enrolled Parent/Employee (each, a "Young Adult Participant"), the Board of Commissioners may elect to pay all or a portion of such premium based upon the length and nature of the Enrolled Active Parent/Employee's employment with the District, and the age of the Young Adult Participant.

NOW, THEREFORE, to the extent permitted by the NYSHIP "Young Adult Option," the District hereby authorizes Young Adult Children (defined below) of an Enrolled Active Parent/Employee to purchase individual health insurance coverage through NYSHIP, subject to the following terms and conditions:

1. For purposes hereof, "Enrolled Active Parent/Employee" shall mean any person who is currently working at the District enrolled in NYSHIP through the District, and who is either (i) a District employee who has completed at least 20 years of employment with the District, or (ii) an elected official or former elected official who has completed at least 3 full terms as an elected official of the District.
2. All premiums payable for NYSHIP coverage hereunder for any Young Adult Participant shall be paid by such Young Adult Participant or his Enrolled Active Parent/Employee; provided, however, that with respect to a Young Adult

Participant whose Enrolled Active Parent/Employee is or was a non-union employee or an elected official of the District, the District shall pay the following portion of the applicable premium for NYSHIP individual health insurance coverage:

Age of Young Adult:	District Share of Premium
Twenty-Six	100%
Twenty-Seven	75%
Twenty-Eight	50%
Twenty-Nine	25%

3. A Young Adult is eligible to be a Young Adult Participant if he or she:
- a. is a child, adopted child, or stepchild of an Enrolled Active Parent/Employee; and
 - b. is not older than 29 years of age; and
 - c. is unmarried; and
 - d. is not covered, or eligible for coverage, under an employer sponsored health plan providing both hospital and medical benefits, whether insured or self-funded, provided by the Young Adult's employer; and
 - e. lives, works or resides in New York State or in the plan's service area; and
 - f. is not covered under Medicare.

The Young Adult Participant is not required to live with the Enrolled Active Parent/Employee, be financially dependent upon the Enrolled Active Parent/Employee, or be a student.

4. Each Young Adult Participant will be required prior to commencement of coverage, and annually thereafter, to attest to the above eligibility requirements.
5. Termination of Eligibility/Coverage under Young Adult Option. Eligibility of a Young Adult Participant hereunder shall terminate upon the first to occur of the following:
- a. The Young Adult Participant's Enrolled Active Parent/Employee ceases to be enrolled in NYSHIP through the District; or
 - b. The Young Adult Participant ceases to qualify as a participant for any reason set forth above in Section 2; or
 - c. The District terminates the eligibility of the Young Adult Participant due to the failure of the Young Adult Participant or his Enrolled Active Parent/Employee to pay any portion of the applicable NYSHIP premium that is not the obligation of the District hereunder.

The adoption of the foregoing Resolution (#F80-22) was duly put to a vote on roll call, which resulted as follows:

Ayes: Commissioner Flynn, Commissioner Sauvigne, Commissioner Morris
Nays: None

The Board acknowledged receipt of and discussed the information contained in the Ameriprise and Charles Schwab statements.

The Board was in receipt of and acknowledged the information contained in the new Fire Department Application form.

Meeting adjourned at 5:30 pm. I hereby certify the aforementioned is a true and exact copy of the Minutes of Meeting held on April 11, 2022.

Brian Morris, Secretary

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