

**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
December 1, 2020**

* * *

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 December 1, 2020 at 5:15 pm (Prevailing time),

There were present:

Commissioner(s): Honorable Mark S. Sauvigne
 Chairman of the Board of Water Commissioners

Honorable Water District Steven L. Flynn

Honorable Brian J. Morris Water District
Secretary

Other Attendees: Michael Prokop- Ameriprise Financial Services (via phone)
 Barbara Barletta- Ameriprise Financial Services (via phone)
 George Hunt- Ameriprise Financial Services (via phone)
 Kevin Quinn- Ameriprise Financial Services (via phone)

* * *

Meeting called to order at 5:15 pm.

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

Michael Prokop, Barbara Barletta, George Hunt and Kevin Quinn from Ameriprise Financial Services called into meeting to review portfolio holdings.

**RESOLUTION OF THE MANHASSET-LAKEVILLE FIRE DISTRICT
RELATING TO APPROVAL OF CHECKS
ORGANIZATION NUMBER 8**

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 12/01/20 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 12/01/20

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

WHEREAS the purchases for goods and services identified and presented to the Board of Commissioners this date, 12/01/20, 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 1402 thru Check Number 1403 this date.

The adoption of the foregoing Resolution (#F204-20) was duly put to a vote on roll call, which resulted as follows:

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

**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 12/01/20 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 12/01/20

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

WHEREAS the purchases for goods and services identified and presented to the Board of Commissioners this date, 12/01/20, 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 10904 thru Check Number 10920 this date.

The adoption of the foregoing Resolution (#F205-20) was duly put to a vote on roll call, which resulted as follows:

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

WHEREAS, On March 7, 2020, Governor Cuomo issued Executive Order 202, declaring a state of emergency relating to the novel coronavirus, COVID-19, pandemic (the “Pandemic”), and thereafter issued subsequent related executive orders, including orders requiring quarantine and/or Covid-19 testing for anyone traveling to New York from a non-contiguous state, to protect the health and safety of the public; and

WHEREAS, the Manhasset-Lakeville Fire District Management and Office Personnel employees worked remotely through the Pandemic , while also being restricted from travel during the Pandemic; and

WHEREAS, the Board has determined that it is appropriate to recognize the inconveniences that limited those employees’ ability to travel for vacation time during 2020

NOW, IT IS THEREFORE RESOLVED, that:

All Fire District Management and Office Personnel employees will be allowed to buy back one week of unused vacation time to which they were entitled during 2020, which week shall be in addition to the unused vacation time that each such employee would otherwise be entitled to buy back during 2020 under existing Fire District policies.

The adoption of the foregoing Resolution (#F206-20) was duly put to a vote on roll call, which resulted as follows:

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

**FIRE DISTRICT COVID TRAVEL POLICY & RETURN TO WORK POLICY AFTER
INFECTION OR EXPOSURE**

WHEREAS, Governor Cuomo has recently issued Executive Orders requiring quarantine and/or Covid-19 testing for anyone traveling to New York from a non-contiguous state.

AND based upon the Governor’s Travel Advisories, and in order to protect the health and safety of Fire District personnel, the Fire District has enacted this Policy, and proposed the following resolution:

RESOLVED,

Travel Policy

Any employee who voluntarily travels to any non-contiguous state or restricted country:

- 1- Shall be subject to the 14-day mandatory quarantine unless the employee satisfies the conditions imposed in the Governor’s Travel Advisories to shorten the period of quarantine (see Section 7 below). Such employee may not return to work until the quarantine applicable to him or she is completed;

- 2- Shall not be eligible for COVID-19 sick benefits during the period of his or her quarantine.
- 3- Subject to the next clause, shall be considered on “unpaid leave” until his or her quarantine period has ended and the employee returns to work.
- 4- May elect to use his or her accumulated sick, vacation, or personal time in lieu of “unpaid leave”.

Any employee deemed essential that voluntarily travels to any such restricted state or country shall:

- 5- Self-quarantine for 3 days upon returning to New York, and may return to work upon producing proof of a negative Covid-19 test administered after the third day of quarantine; provided, that such an essential employee will not be eligible for Covid-19 sick benefits for the time spent in quarantine.
- 6- Adhere to the following practices prior to and during his or her work shift:
 - a. Self-monitor for a temperature greater than or equal to 100.0 degrees Fahrenheit every 12 hours and self-monitor for signs of COVID-19 symptoms.
 - b. wear a face mask at all times while in the workplace for the first 14 days after returning from the travel triggering this policy;
 - c. Continue social distancing practices, including maintaining at least six feet of distance from others.
 - d. Continue to self-quarantine while not at work during that 14-day period.
 - e. clean and disinfect workspaces during that 14 day period
- 7- **In order to be eligible for a quarantine period shorter than 14 days, any employee who voluntarily travels to any such restricted state or country and who was out-of-state for more than 24 hours must:**
 - a. **Obtain a Covid-19 virus test within three days of departure from the location out of New York for his or her return to New York.**
 - b. **Upon arrival in New York, quarantine for three days.**
 - c. **Not earlier than day 4 of his or her quarantine, obtain another Covid-19 virus test. If both Covid-19 virus tests are negative, then the employee may exit quarantine upon receipt of the second negative test.**

Return to Work After Infection or Exposure

Employees should take the following actions related to COVID-19 infections or exposure.

1. If an employee tests positive for Covid-19 the employee may return to work upon completing 10 days of isolation after a first positive test.
2. If an employee has been exposed to a person with Covid-19, the employee may return to work upon completing 14 days of self-quarantine or upon receiving a negative Covid-19 test result on day 4 or later after exposure.

3. Exposure is considered being within 6 feet of a person with Covid-19 for at least 10 minutes

These Policies are intended to be consistent with the guidance issued by the New York State Department of Health, which is subject to amendments and modifications, which has been frequent during the course of the Covid-19 pandemic. The Board of Commissioners reserves the right to modify and amend these policies from time to time, and to grant exceptions to the rules contained herein, on a case by case basis, when the Board determines that doing so is in the best interests of the District and its employees.

Any violation of this Policy may subject an employee to discipline, up to and including termination of employment.

The adoption of the foregoing Resolution (#F207-20) was duly put to a vote on roll call, which resulted as follows:

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

The Board was in receipt of and acknowledged the information contained in an Ameriprise Statement.

The meeting adjourned at 6:15 pm.

I hereby certify the aforementioned is a true and exact copy of the Minutes of Meeting held on December 1, 2020.

Brian J. Morris, Secretary

:ap