

**WADING RIVER FIRE DISTRICT**  
**1503 North Country Road**  
**Wading River, NY 11792**

Minutes of the January 11, 2016 Meeting

The meeting of the Board of Fire Commissioners was called to order by Chairman Lateulere at 1830 hours with the Pledge of Allegiance and a moment of silence for our first responders and military who have made the ultimate sacrifice.

Chairman Lateulere, Vice Chairman McManus, Commissioners Erick, and Colitti, District Manager Michalakopoulos, Treasurer Bushell, Secretary Donnelly, Attorney Sapienza, and Chief Ryan were present at the meeting.

**Correspondence:** **Secretary Donnelly**

- Brookhaven Town Fire Districts meeting scheduled for January 28 at the Coram Fire District. Chairman Lateulere requested if any of the Commissioners will be able to attend. Commissioner Meier and Chairman Lateulere will attend.
- Suffolk County Fire District Officers Association meeting, March 5.
- Saratoga Fall Vendor Workshop October 13 – 16, 2016.
- AFDSNY 2016 Training Schedule.
- Association of Fire Districts of State of New York meeting.
- Law & Management Conference - Turning stone.
- The Counsellor January 1 2016.

Attorney Sapienza swore in James Meier as Commissioner.

“I James Meier do solemnly swear that I will support the Constitution of The United States and State of New York, and that I will faithfully discharge the duties of the office of Fire District Commissioner of the Wading River Fire District, according to the best of my ability”

**Public Comments:** **Secretary Donnelly**

- None

**Wading River Fire Department:** **Bill Savage**

- Nothing to report

**Secretary's Report:** **Secretary Donnelly**

- Riverhead Town Fire District's Council meeting January 26 at Wading River. Dinner at 7:00 pm, meeting to begin at 8:00 pm. At the October meeting Riverhead Fire Commissioner Bill Kelly requested that after January 1 the Wading River, Riverhead, and Manorville Fire

Districts meet to discuss the future of EPCAL and how it will affect the Districts. Secretary requested if the Board would like to host and initiate the meeting. Board agreed. Secretary will contact the Districts for available dates.

- Regular meeting dates for 2016 have been sent to the papers and requested to be put on their community calendars.
- The Oaths of Office have been delivered to both towns of Riverhead and Brookhaven.
- AFG grant – due to not having the information to complete the application the Secretary requested to not submit the application at this time, but to form a committee to review and prepare for grant opportunities for 2016. Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to add grants under the Legislation /Regulations committee and to include the District Manager and District Secretary on the committee.
- Secretary reported the Laserfiche vendor AIS, has requested with the Boards approval to submit the Wading River Fire Districts material request form/workflow as a case study and to nominate the district for a Laserfiche award for the above. Counsel approved. Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to have AIS submit the fire district the case study as well as the award.
  
- District Manager Michalakopoulos reported he had invited H2M, David Sterne and Syntax to the meeting to discuss the bond:
  - H2M – Joe Mottola requested that a separate meeting is held with the Board to review and verify the scope prior to holding a public meeting. Board agreed to hold a special meeting January 25 from 6:30 pm – 8:00 pm, to be followed by the regular BOFC meeting at 8:00 pm.
  - Counsel requested that if the Board has a target date of June 7 that the Board provides Counsel with the bond number(s) by April 7 to allow the Bond Counsel ample time to complete the resolutions. Discussion by the Board. The target date for completion by the Board to meet this date will be the March 28 BOFC meeting.
  - David Sterne – Dave requested to attend a department meeting to update the members, followed by holding public meetings, attending local community meetings, completing a mailing to the public regarding the public meeting and a discussed a press release along with the public meetings.
  - Syntax – Beth discussed possible marketing tools.
  - Discussion – meeting dates agreed as follows: February 1 - Department meeting at 1900. (Chief Ryan will notify the department). February 9 - Public meeting at 1900 at headquarters. (Dave Sterne and Syntax will complete a mailing to the public). Second meeting scheduled for February 29. Dave Stern will work with the District Manager regarding the community organization to meet with. Chairman Lateulere requested handouts (FAQS) for the public meetings. Discussion regarding Facebook and a website.
  
- Chairman Lateulere requested the District Manager provide the Board with an update on the communications tower for the next Board meeting.

- Chairman Lateulere requested to change the New Full-time Paramedics hourly rate to include that after a successful completion of a positive review - \$28.50 per hour. Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to accept the minutes of the January 4, 2016 Organization Meeting.
- Chairman Lateulere made a motion, seconded by Commissioner Erick, and unanimously approved to accept the minutes of the December 28, 2015 meeting.

**Material Requests:**

**District Manager Michalakopoulos**

- None

Chairman Lateulere requested an updated consumable list.

**District Manager Report:**

**District Manager Michalakopoulos**

- Discussion regarding the Mutual aid plan for Suffolk County FRES. Agreed to review for the next Board meeting.
- 6-3-17 – lettering is being addressed by Kessel Collision.
- 6-3-17 – passenger blinker will be repaired.
- 6-3-17 – 800 radio in the rear is broken and not repairable. Cost to replace the radio under NYS contract is \$2,894.15. Commissioner Colitti made a motion, seconded by Vice Chairman McManus, and unanimously approved to purchase an 800 radio. Discussion regarding the antenna being damaged and the placement and maintenance of the radio antenna.
- DATA911 units arrived.
- Provided the Board with a price for a camera by the cascade system - \$1,765.00 for the license camera and labor under NYS contract.
- 6-3-16 back up camera repaired. Lose ground found.
- LIPA rebate – LIPA sent an email that they will not honor the rebate. Counsel attempted to reach the contact and will follow up. Chairman Lateulere requested that the District Manager also contact Legislator Krupski.
- Phones - expected live date of mid-February.
- Radio communication – phase one is complete as far as hardware. Will begin programming the pagers that have arrived. Vendor will meet with the Chief. Estimated deadline is the end of February.
- Pump testing update – 6-3-11 has been repaired. District Manager has contacted the District Mechanic for testing.
- Boat ramp access. Counsel and District Manager are trying to reach LIPA.
- Communications tower – contract has been forwarded to Cellsite Capital. District Manager will follow up.
- Website – Counsel advised he has a letter for the Board to review and send to the current owner. Discussion.
- District Manager has a letter for the Board to review for those who have not made LOSAP compliance for 2015.
- District Manager has spoken with the Treasurer and is requesting the Boards permission to switch from ADP to PAYCHEX. A cost savings is anticipated.

- District Manager reported that Carolyn begin researching facilities for an Installation Dinner/dates.
- Requested additional Laserfiche licenses so the Officers nor the First Responders would be sharing a license/log in. This would provide more accountability for accessing the system. District Manager will provide a material request.
- Cascade system is running. District Manager completed a quick tutorial. Will be setting up training for the Chief and his delegates. Discussion regarding who should have access to fill the bottles. Agreed it should be district employees as well as the Chief and the Officers. District Manager has been provided a template of a District Policy for the cascade system as required by PESH. Chairman Lateulere requested a plan from the Chief to be reviewed at the next Board meeting. Chief has provided dates for the SCBA training.
- Commissioner Erick inquired about the plans for the memorial stone as it will be full. District Manager will provide to Commissioner Erick.
- Vice Chairman McManus inquired about the boat maintenance. The District Manager contacted the vendor and will provide a date.
- District Manager reported that the trucks and plows are ready.
- Commissioner Erick reported that the motion detector in the upstairs men's room is not working properly.

**Attorney's Report:**

**Attorney Sapienza**

- Has contacted PESH regarding the training for the personal escape systems. PESH Regional Office has advised that they require training for individuals on the system and they recommend but don't mandate annual training.
- Requested executive session for a personnel matter.

**Treasurers Report:**

**Treasurer Bushell**

- Bills total \$37,067.69. Vice Chairman McManus made a motion, seconded by Commissioner Colitti, and unanimously approved.
- Received the following direct deposits form the Town of Brookhaven:
  - \$24,630.62
  - \$50,557.60
- Chairman Lateulere requested that the District Manager provide material requests for the renewal contract with David Sterne and Syntax.
- Treasurer Bushell requested a copy of the James Publishing manual. Chairman Lateulere requested that an electronic copy is provided to everyone.

**Chief's Report:**

**Chief Ryan**

- Provided the alarms from December.
- Provided the categories of active membership
- Provided the District Committee Liaisons
- Provided the name of the Exposure Control Officer
- Provided the names of the Safety Officers

- Training Request T. Whelan to attend the FASNY conference in Selden. Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved.
- Chief staff is working on the year end reports.
- Chairman Lateulere requested to verify the list of members living outside the district.
- Chief requested to get the qualifications of the 5<sup>th</sup> First Responder so the Chief staff know what training can be provided by the Responder.
- Commissioner Lateulere requested that a letter is sent to Infection Control of Peconic Bay, Mather Memorial, St Charles as well as University Hospital notifying that the Wading River Fire Department Exposure Control/Ryan White Officer is Denise Gluck.
- Commissioner Erick verified that the Chief received the PESH manual.
- Chairman Lateulere that the Pinsky policies are forwarded to Commissioner Meier and Chief Ryan.
- Commissioner Colitti advise that on the 3<sup>rd</sup> Thursday of January the Photographer will be at Headquarters to take the photos.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved for executive session.

<b>Adjournment for Executive session</b>	<b>2000 hours</b>
<b>Reconvene from Executive session</b>	<b>2020 hours</b>

## **Committees**

### **Headquarters and Station Two**

Chairperson: Commissioner Colitti – Nothing to report. Houseman Pirnak will provide him with a list of tools or supplies that are needed.

Alternate: Commissioner Meier

### **Supervision of District Employees**

Chairperson: Chairman Lateulere – have met with the full time First Responders in December and to continue to increase communications he will be scheduling a meeting the first week of February. The Chief(s) were requested to attend.

Chairman Lateulere made a motion, seconded by Commissioner Colitti, approved by Commissioner Erick and Vice-Chairman McManus to hire Dan Siciliano as full time Operational Medic for 3 shifts per week beginning in January and Jen Davonski will move into the 5<sup>th</sup> position that will be a combination of training as well as operational for 5 – 8 hour days. Abstained by Commissioner Meier.

Also a meeting prior to tonight's Board meeting with the District Manager to discuss plans and goals for 2016. Chairman Lateulere requested that to help ensure the Chief is aware, that the Chief have the deputies and membership mainstream communications through the Chief who will review/clear/approve prior to the Chief contacting the District Manager. Meeting with houseman Pirnak on January 25. Plan on meeting with all District staff.

Alternate: Commissioner Erick – Nothing at this time.

Alternate: Commissioner Colitti – Nothing at this time.

### **Installation Dinner**

Chairperson: Commissioner Erick – Received information tonight. Discussed the signal 8 budget of \$25,000 with the Treasurer. In 2015 approximately \$11,000 was spent on non-installation dinner costs. Estimated \$12,500 for this year’s dinner. Discussion and will provide update to the Board for the next meeting. Has received the liaison from the Chief. Department will be Bill Savage.

Alternate: Vice Chairman McManus  
Treasurer Bushell regarding budget.

### **District Maps**

Chairperson: Commissioner Erick - Has received the liaison from the Chief. Will have an update in February.

Alternate: Vice Chairman McManus

### **Hydrants**

Chairperson: Commissioner Erick - Has received the liaison from the Chief. Will have an update in February.

Alternate: Commissioner Colitti

### **Commercial and Residential Subdivisions**

Chairperson: Commissioner Erick - Town of Riverhead - Has spoken to Fire Marshall Craig Zitek and as of today they do not have any new site plans for any of commercial developments. Craig has delegated all planning to Dave A. A message was left for David A.

Alternate: Chairman Lateulere - Town of Brookhaven – Has spoken to Fire Marshal Chris Mehrman regarding receiving site plans. Nothing at this time.

### **Insurance/Finance**

Chairperson: Chairman Lateulere – Nothing to report

Alternate: Vice Chairman McManus – Nothing to report

### **LOSAP**

Chairperson: Vice Chairman McManus – list has been posted. Two people are outstanding regarding the past payments as he has been unable to reach their families. Requested assistance from the Board/Chiefs.

Alternate: Commissioner Meier

### **Legislation/Regulations**

Chairperson: Chairman Lateulere – Not submitting an AFG grant for 2016, but will meet the committee to try to apply for any grants available.

Alternate: Vice Chairman McManus

### **Compliance: Dept. of Health, OSHA, EMS and First Responders**

Chairperson: Chairman Lateulere

Alternate: Commissioner Colitti

### **Vehicles and equipment**

Chairperson: Vice Chairman McManus – 6-3-11 will be pump tested. District Manager reported the opticom received for 6-3-17 was refurbished and was sent back. Discussion regarding opticom's.

Commissioner Colitti requested that due to repair expenses and mileage of the Chiefs vehicles that they consider replacing at least 1 Chiefs vehicle. Discussion. Agreed to begin the process looking for 2 for 2016. District Manager will look at the consortiums and work with the Chief.

Alternate: Commissioner Erick – Requested the Chiefs input regarding selling 6-3-4. Chief requested to keep it and is looking to qualify members to drive. Commissioner Colitti requested input from the deputies since these keeps coming up. Chief will provide a plan.

### **Computer/Network Administration**

Chairperson: Commissioner Colitti – have been computer issues in the Chiefs office regarding scanning into folders. District Manager has been in contact with the vendor. Issue with the ID printer. The Chiefs and vendor will meet. The surveillance monitor in the Chiefs office is also being worked on.

Commissioner Colitti thanked the District Manager for getting a price for the additional camera in the truck bay and have decided to not pursue this at this time.

Alternate: Commissioner Meier – requested to be involved in any trainings so he can be brought up to speed.

### **Land acquisitions**

Chairperson: Chairman Lateulere – Nothing to report. Inquired about the antique truck in the back. Vice-Chairman McManus reported it will be removed tomorrow as per President Hammer.

Alternate: Commissioner Colitti

### **Budget preparation**

Chairperson: Treasurer Bushell – Will have information for the 2<sup>nd</sup> meeting in February.

Commissioner Colitti

District Manager Michalakopoulos

Secretary/Deputy Treasurer Donnelly

### **District policy, rules, regulations review**

Chairperson: Secretary/Deputy Treasurer Donnelly- email has been sent out with policies to review as per the organization meeting.

Alternate: District Manager Michalakopoulos

Board of Fire Commissioners

## **Commissioner Reports**

### **Vice Chairman Lateulere**

- Discussion regarding the contracts for Syntax and David Sterne have to be renewed. District Manager will request updated prices.
- Chairman Lateulere made a motion seconded by Vice-Chairman McManus and unanimously approved to send the letter provided by Counsel regarding the website. Recipient will have 10 days to contact Counsel. If the recipient does not contact Counsel, arbitration to follow.
- Vice Chairman Lateulere requested the Board review the Pinsky PESH requirements for the next Board meeting.
- Requested the names for the committees from the department.
- Advised the Chief that the First Responder has completed the control substance paperwork as well as the annual certification paperwork for review/signatures and will be submitting it the state. State may have an inspection March / April.

### **Commissioner McManus**

- Noting to report

### **Commissioner Erick**

- Submitted a beginning draft of a snow removal policy for the Board to review.
- Submitted a beginning draft of a vehicle repair policy for the Board to review.
- Has spoken to the Treasurer and he will be drafting a fuel management policy.

### **Commissioner Colitti**

- Commissioner Colitti made a motion, seconded by Vice-Chairman McManus and unanimously approved to award the electrical bid to Palace Electrical. Counsel will work with the District Manager on the contract.
- Has received a price to redo the PA system at headquarters from the current radio vendor. Will request additional pricing as well as price from the electrical contractor.
- Requested to go live the 1<sup>st</sup> meeting in February with a discrepancy reporting system.
- Commissioner Colitti made a motion seconded by Chairman Lateulere, approved by Commissioner Erick and Commissioner Meier to move the District Secretary's desk from the district meeting room to the Commissioners room. Opposed by Vice-Chairman McManus.
- Working with the Chief on the uniform guidelines. Chief Ryan has requested that Assistant Chief Heller work with Commissioner Colitti regarding this.

### **Commissioner Meier**

- Happy to be back and will try to get up to speed ASAP.
- Requested to go the NYS Fire Districts Meeting in Albany in April and to complete the Commissioner training. Discussion.

Commissioner Colitti made a motion, seconded by Vice-Chairman McManus and unanimously approved to adjourn.

Meeting adjourned at 2058 hours

Respectfully submitted,

Steven Donnelly  
District Secretary  
Wading River Fire District