

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

**Organizational Meeting of January 04, 2016**

Commissioner Erick called the Organizational Meeting to order at 1830 hours with the Pledge of Allegiance and a moment of silence for departed military personnel especially of recent times.

Commissioner McManus, Commissioner Lateulere, Commissioner Erick, Commissioner Colitti, District Manager Michalakopoulos, Dawn Bushell, Steven Donnelly, Assistant Chief McQueeney, Assistant Chief Bitalvo, department elected Chief Keith Ryan, and Assistant Chief Branden Heller, and Bill Savage representing the Incorporation were present.

Commissioner Erick called the 2016 organizational meeting of the Wading River Fire District to order. For the record the legal notice regarding the date and time of the meeting was published in compliance with the Public Officer's law. For the record Commissioner-elect Meier is not in attendance and his swearing in will be delayed.

Commissioner Erick requested a nomination for the Chairman for 2016. Commissioner McManus nominated Commissioner Lateulere, seconded by Commissioner Colitti, approved by all. Commissioner Lateulere agreed to be Chairman for 2016.

Commissioner Erick made a motion, seconded by Commissioner Colitti, unanimously approved for Commissioner McManus to be Vice Chairman for 2016. Commissioner McManus agreed to be Vice Chairman for 2016.

Chairman Lateulere reported that Counsel will not be present at tonight's meeting.

Chairman Lateulere swore in Dawn Bushell as District Treasurer of the Wading Fire District.

"I Dawn Bushell do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Fire District Treasurer of the Wading River Fire District, according to the best of my ability."

Chairman Lateulere swore in Steven Donnelly as District Secretary of the Wading Fire District.

"I Steven Donnelly do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Fire District Secretary of the Wading River Fire District, according to the best of my ability."

Chairman Lateulere made a motion, seconded by Commissioner Colitti, approved by Vice Chairman McManus to appoint the Law Office of Sapienza and Frank as District Legal Counsel. Commissioner Erick abstained.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to appoint Secretary Donnelly as the Fire District's Custodian of Records.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to appoint Greg Michalakopoulos as the Fire District Manager and the Fire District's Records Access Officer.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to authorize the continuation of the surety bond, which is currently in effect with the Insurance Company, of the Treasurer and Deputy Treasurer.

Discussion regarding papers to be used for public notice. In the past the District has used Newsday, Riverhead Local and The Community Journal.

Commissioner Erick made a motion, seconded by Commissioner Colitti, and unanimously approved to appoint The Riverhead News Review as primary, Newsday and Riverhead News Review for any RFP's or bidding, as well as online service of Riverhead Local, as the official newspapers of the Fire District.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to appoint Suffolk County National Bank and any other commercial bank operating a branch within the Fire District as the official bank for the Fire District provided that the collateralization of 100% of the assets is maintained.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to renew the present contract and maintain a safe deposit box at Suffolk County National Bank and to open a new safe deposit box at any other bank of the District's choosing, providing that such other bank operates a branch within the Fire District.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to maintain and continue to the Fire District's Equipment Reserve Fund and Building Reserve Fund as previously established by Board resolution.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to authorize Treasurer Bushell, Chairman Lateulere, and Vice Chairman McManus as the three people authorized to sign checks for calendar year 2016, and that two signatures are required on every check, one of which must be that of Treasurer Bushell.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to hold public meetings of the Fire District on the second and fourth Monday of the month excluding October 10<sup>th</sup> and December 26<sup>th</sup> due to holiday. Meetings will commence at 1830 hours. Meetings will be scheduled for the following dates:

January 11, January 25  
February 08, February 22

March 14, March 28  
April 11, April 25  
May 09, May 23  
June 13, June 27  
July 11, July 25  
August 08, August 22  
September 12, September 26  
October 10, October 24 (October 10<sup>th</sup> meeting will be held on October 11<sup>th</sup>)  
November 14, November 28  
December 12, December 26 (December 26<sup>th</sup> meeting will be held on December 27<sup>th</sup>)

Chairman Lateulere read the following list of organizations and made a motion, seconded by Vice Chairman McManus, and unanimously approved for the Fire District to belong and sponsor the following organizations.

Brookhaven Town Fire Museum  
Brookhaven Town Fire Police  
Brookhaven Town Safety Officers  
International Association of Fire Chief's  
Long Island North Shore Search and Rescue  
New York State Finance Officer's  
New York State, Suffolk County, and the Towns of Brookhaven and Riverhead – Fire Chief's and Fire District Associations and Council's.  
New York Association of Local Government Records Officer's  
North Fork Volunteer's Fireman Association  
Northern Brookhaven Fire Chief's  
Suffolk County Fire District Managers Association  
Suffolk County Safety Officer's Association  
Suffolk County Volunteer Fireman's Association

Chairman Lateulere made a motion, seconded by Commissioner Erick, and unanimously approved to break for executive session at 1845.

**Adjournment for Executive session                    1845 hours**  
**Reconvene from Executive session                    2000 hours**

Chairman Lateulere requested the list of Chief and Deputies of the Department for 2016 – Keith Ryan 6-3-30, Kevin McQueeney 6-3-31, Anthony Bitalvo 6-3-32, and Branden Heller 6-3-33. Chairman Lateulere made a motion to approve the Chief and Deputies and requested a roll call vote: Commissioner Erick – yes, Commissioner Colitti – yes, Vice Chairman McManus – yes, Chairman Lateulere – yes.

Chairman Lateulere swore in Chief Ryan, First Assistant Chief Kevin McQueeney, Second Assistant Chief Anthony Bitalvo, and Third Assistant Chief Branden Heller.

“I Keith Ryan do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Fire Chief of the Wading River Fire Department, according to the best of my ability”

“I Kevin McQueeney do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of First Assistant Fire Chief of the Wading River Fire Department, according to the best of my ability”

“I Anthony Bitalvo do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Second Assistant Fire Chief of the Wading River Fire Department, according to the best of my ability”

“I Branden Heller do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Third Assistant Fire Chief of the Wading River Fire Department, according to the best of my ability”

Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to accept the names of the members who live outside of the Fire District using the Districts past resolution: Frederick Besold, Matt Colitti, John Galvin, Eugene Gerson, Alex Rosini and Anthony VonBommel. Chairman Lateulere requested a roll call vote: Commissioner Colitti – yes, Commissioner Erick – yes, Vice Chairman McManus- yes, Chairman Lateulere – yes.

Chairman Lateulere requested from the Chief a list of Officers as ratified by the Chiefs staff for 2016.

Wading River Fire Department Line Officers

|           |            |                              |
|-----------|------------|------------------------------|
| Company 1 | Captain    | <u>Denise Gluck</u>          |
|           | Lieutenant | <u>Jason Nadler</u>          |
|           | Lieutenant | <u>Vacant – to be filled</u> |
| Company 2 | Captain    | <u>Thomas Whelan</u>         |
|           | Lieutenant | <u>Ken Schmitt</u>           |
|           | Lieutenant | <u>Alex Rosini</u>           |
|           | Lieutenant | <u>Terrence Kluber</u>       |

The Chief’s will have the names of the Wading River Fire Department Safety Officer’s and Wading River Fire Department Exposure Control Officer for the next meeting.

Chairman Lateulere requested the Chief also provide a list of inventory and year end reports. Chief agreed to provide by the 1<sup>st</sup> BOFC meeting in February. Commissioner Colitti requested to have to different classes of firefighters as well as any special programs – support staff, EMS, etc., as well as the crew nights for the Chief’s Office at the by the 1<sup>st</sup> BOFC meeting in February.

Chairman Lateulere made a motion, seconded by Commissioner Erick, and unanimously approved to appoint Neefus-Stype Insurance as the official insurance agent for the Fire District.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to appoint Fire Districts Mutual as the Fire District's Worker's Compensation and VFBL carrier, and VFIS as the Fire District's general liability carrier.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved appoint Nassau Diagnostics (NDI) as the Fire District physician.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to appoint R.S. Abrams & Co. as the Fire District auditors on the completion of 2015 and 2016.

Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to set the Fire District's personal vehicle travel reimbursement rate at 54 cents per mile in accordance with the Internal Revenue Service travel allowance for 2016.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to follow IRS and GSA standards for travel reimbursements.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to approve the LOSAP standards and criteria which were established in the 2014 Organizational Meeting which are part of state law and to continue the same standards in 2016.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved reaffirm the existing resolution on Defense and Indemnification of Fire District Officers.

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, approved by Commissioner Colitti to reaffirm the following Fire District policies. This does not mean that these policies will not be reviewed. Commissioner Erick opposed to 1.0, 1.3, 1.5, 1.8, 1.12, and 5.0 which need to be worked on. Chairman Lateulere requested that Secretary Donnelly forward the policies in question to the District Policy Rules and Regulation Committee and for those policies and others brought up brought to the full Board for discussion and resolution at the 2<sup>nd</sup> meeting in February.

#### 1.0 Rules and Regulations of Wading River Fire District

##### 1.1 Code of Ethics

##### 1.1.1 Off Duty Code of Conduct Policy

##### 1.2 Whistle Blower Policy

##### 1.3 LOSAP Program Policy

##### 1.3.1 Guidance for Categorization of Alarm Type with Respect to Attendance...

##### 1.4 Active Member Status Requirement Policy

- 1.5 Standby Policy
- 1.6 Right to Know Policy
- 1.7 Sexual Harassment Policy
- 1.8 Control of Firearms policy
- 1.9 Smoking Policy
- 1.10 Training Policy
- 1.11 Youth Education Policy
- 1.12 Disciplinary Policy
- 1.13 Statement of Administration – Alarm Siren Activation
- 1.14 EEO Policy
- 1.15 Harassment Policy
- 2.0 Electronic Communication Policy
- 2.1 Computer & Internet Policy
- 2.2 Department Mobile Communication Device Policy
- 2.3 District Mobile Communication Device Policy
- 2.4 Social Media Policy
- 3.0 Procurement Policy
- 3.1 Annual Inspection Policy
- 3.2 Refreshment Policy
- 3.3 Sales Tax Procedure Policy
- 3.4 Credit Card Policy
- 3.5 Authorization of Food Purchase for Department Events Policy
- 3.6 Petty Cash Policy
- 3.7 Fixed Assets Policy
- 3.8 Property Disposal Policy
- 3.9 FOIL Procedure
- 3.10 Record Retention
- 3.11 Travel Policy
- 3.12 Investment Policy
- 4.0 Equipment Policy
- 4.1 Equipment Maintenance Policy
- 4.2 Chief's Vehicle Policy
- 4.3 Fire Apparatus Policy
- 4.3.1 District Vehicle
- 4.4 Seatbelt Use Policy
- 4.5 Driver's License Policy
- 4.6 Equipment & Inspection of EMS Responder Vehicles Policy
- 5.0 Leave Policy
- 5.1 Personal Medical Policy
- 5.2 Line of Duty Medical Leave Policy
- 5.3 Personal Leave of Absence Policy
- 5.4 Military Leave Policy
- 5.5 Physical Examination Policy
- 5.6 Drug Free Workplace Policy

- 5.7 HIPAA Policy
- 5.8 Workplace Violence Policy
- 6.0 District Election Policy
- 6.1 Chief Election Policy

Chairman Lateulere made a motion, seconded by Commissioner Erick, and unanimously approved reaffirm the Wading River Fire Department Chief's Rules & SOG's and Best Practices.

Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved for the following duties of each Fire Commissioner in 2016. Chairperson will be the lead, when Chairperson is not available go to alternate.

Headquarters and Station Two

|   |                          |
|---|--------------------------|
| Chairperson:                                    | Commissioner Colitti     |
| Alternate:                                      | Commissioner-elect Meier |
| Requested a participant from the Chief's Office |                          |
| Requested a participant from the Incorporation  |                          |

Supervision of District Employees

|              |                      |
|--------------|----------------------|
| Chairperson: | Chairman Lateulere   |
| Alternate:   | Commissioner Erick   |
| Alternate:   | Commissioner Colitti |

Installation Dinner

|   |                       |
|---|-----------------------|
| Chairperson:                                    | Commissioner Erick    |
| Alternate:                                      | Vice Chairman McManus |
| Treasurer Bushell regarding budget.             |                       |
| Requested a participant from the Chief's Office |                       |
| Requested a participant from the Incorporation  |                       |

District Maps

|   |                       |
|---|-----------------------|
| Chairperson:                                    | Commissioner Erick    |
| Alternate:                                      | Vice Chairman McManus |
| Requested a participant from the Chief's Office |                       |

Hydrants

|   |                      |
|---|----------------------|
| Chairperson:                                    | Commissioner Erick   |
| Alternate:                                      | Commissioner Colitti |
| Requested a participant from the Chief's Office |                      |

Commercial and Residential Subdivisions

|   |   |
|---|---|
| Chairperson:                                    | Commissioner Erick - Town of Riverhead  |
| Alternate:                                      | Chairman Lateulere - Town of Brookhaven |
| Requested a participant from the Chief's Office |   |

Insurance/Finance

Chairperson: Chairman Lateulere  
Alternate: Vice Chairman McManus

LOSAP

Chairperson: Vice Chairman McManus  
Alternate: Commissioner-elect Meier

Legislation/Regulations

Chairperson: Chairman Lateulere  
Alternate: Vice Chairman McManus  
Requested a participant from the Chief's Office

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

Chairperson: Chairman Lateulere  
Alternate: Commissioner Colitti  
Requested a participant from the Chief's Office

Vehicles and equipment

Chairperson: Vice Chairman McManus  
Alternate: Commissioner Erick  
Requested a participant from the Chief's Office

Computer/Network Administration

Chairperson: Commissioner Colitti  
Alternate: Commissioner-elect Meier  
Requested a participant from the Chief's Office

Land acquisitions

Chairperson: Chairman Lateulere  
Alternate: Commissioner Colitti

Budget preparation

Chairperson: Treasurer Bushell  
Commissioner Colitti  
District Manager Michalakopoulos  
Secretary/Deputy Treasurer Donnelly  
Requested a participant from the Chief's Office  
Requested a preliminary for the 2<sup>nd</sup> meeting in February

District policy, rules, regulations review

Chairperson: Secretary/Deputy Treasurer Donnelly  
Alternate: District Manager Michalakopoulos

Board of Fire Commissioners

Requested a participant from the Chief's Office  
Requested a participant from the Incorporation

Chairman Lateulere made a motion, seconded by Vice Chairman McManus, and unanimously approved to set the following wages and salaries for Fire District employee positions for 2016

|  |   |
|--|---|
| District Manager                                 | \$ <u>37.50</u> per hour plus district vehicle    |
| District Secretary/Deputy Treasurer              | \$ <u>24,000</u> annually                         |
| District Treasurer                               | \$ <u>18,400</u> annually plus cell phone stipend |
| Full Time Custodial I                            | \$ <u>35.00</u> per hour                          |
| New hire F/T Custodial I                         | \$ <u>22.00</u> per hour                          |
| Part time Custodial I                            | \$ <u>24.35</u> per hour                          |
| New hire P/T Custodial I                         | \$ <u>20.00</u> per hour                          |
| Full-time Senior House Attendant (new hire)      | \$ <u>25.00</u> per hour                          |
| Part-time House Attendant (new hire)             | \$ <u>23.00</u> per hour                          |
| Part-time House Maintenance                      | \$ <u>20.45</u> per hour                          |
| Part-time House Maintenance (new hire)           | \$ <u>15.00</u> per hour                          |
| Data Entry Clerk                                 | \$ <u>20.00</u> per hour                          |
| Attorney   | \$ <u>15,500</u> annually                         |
| Plow Operator                                    | \$ <u>17.00</u> per hour                          |
| Laborer  | \$ <u>14.00</u> per hour                          |
| Call In Paramedic                                | \$ <u>28.25</u> per hour                          |
| Full-time Paramedic                              | \$ <u>31.50</u> per hour                          |
| Full-time Paramedic/Controlled Substance Officer | \$ <u>33.00</u> per hour                          |
| New Full-time Paramedics                         | \$ <u>28.00</u> per hour start                    |

After successful completion of a positive review - \$28.50 per hour.

Chairman Lateulere requested that the District Manager post the LOSAP report as soon as possible to commence the 30 day appeal process.

Chairman Lateulere requested the District Secretary have the signed, notarized Oaths of Office filed with the Towns of Riverhead and Brookhaven.

Chairman Lateulere gave the Board the opportunity to make any comments for the upcoming year:

Vice Chairman McManus – nothing at this time.

Commissioner Colitti – Looks forward to working with the Chief's this year. He is glad to see a full Chief Staff for 2016 as there is a lot to be completed. The Board has full faith that the Chief's will be able to accomplish these goals.

Commissioner Erick – Agrees with Commissioner Colitti's comments.

Chairman Lateulere – Also agrees with Commissioner Colitti and Commissioner Erick. A lot was accomplished in 2015 and he would like to continue that momentum. There is a lot on the table for 2016 especially the Bond for upgrades to the fire houses and the communication

tower. He would like to standardize and be consistent for 2016 for what is best for the Wading River Fire District and Fire Department.

Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to adjourn.

Meeting adjourned at 2027 hours

Respectfully submitted,

Steven Donnelly  
District Secretary  
Wading River Fire District