

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

Minutes of the January 25, 2016 Meeting

The meeting of the Board of Fire Commissioners was called to order by Chairman Lateulere at 1800 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, Commissioners Erick, Colitti and Meier, District Manager Michalakopoulos, and Chief Ryan were present at the meeting. Vice Chairman McManus absent due to vacation, Treasurer Bushell absent due to delayed return from vacation due to weather, treasurer's report submitted. Secretary Donnelly absent due to personal injury, secretary's report submitted. Attorneys Sapienza not present, attorney's report submitted.

H2M

Joe Mottola was present to review the scope of the Capital Improvement project

- Headquarters: \$4,000,000
 - Interior plans. Additional public entrance to give definition of district office and department space, Commissioners office, conference room, utilizing garage for office space for Treasurer, Secretary and Clerk, mailroom, records room, handicapped accessible restroom, Chiefs office, Deputies office, Officers office, Quartermaster room, First Responder room, First Responder locker room, bunk /ready room, gear wash room, custodian room, handicapped accessible entrance, storage area back of truck room.
 - Exterior plans: Site reconstruction (parking lot, drainage, curbs, retaining wall, sidewalks, apparatus ramp (possible prep for snow melt)). Building envelope: masonry repointing, replacement of cracked bricks, caulking & sealants, waterproofing, windows.
 - General construction: staircase railings, retaining wall railings, resurfacing apparatus room floor, painting apparatus room, column ballads, upgrading floor drain system,
 - Mechanical work: Carbon monoxide system for apparatus room, heating and ventilating work, new CO detections, and miscellaneous kitchen items.
 - Electrical work: fire alarm system, emergency generator system, site lighting, electrical work associated with general construction.
 - Miscellaneous work: new finishes with new construction, underground fuel storage tank replacement one 2,500 – 3,000 gallon split gas/diesel tank with filling station, natural gas upgrade, communication equipment upgrades, security system upgrades, furniture, soft costs.

District Manager asked if all agree. Agreed,

- Station Two \$2,500,000

- Storage type metal one story building (state parks need to be contacted), possible turning the building for additional space, will require upgrading sanitary system. Possible removing fuel refilling and refill at Headquarters.
- Researching removing of the yellow light.
- No gas upgrade due to cost.
- Existing building - Discussion regarding the removal of two vehicles has improved some space issues in the truck bay. Addition of ramp from main building to truck bay, discussion regarding expanding the kitchen, outside enclosed diesel generator, upgrades to front of building, windows replacements, vehicle exhaust system, electrical upgrade, new fire alarm system, security system, communications, replacement overhead doors, lighting upgrades, ADA bathroom, showers, decon area. Parking lot, drainage, curbs,

Commissioner Erick made a motion, seconded by Commissioner Meier, and unanimously approved to accept the minutes of the January 11, 2016 meeting.

Correspondence: District Manager Michalakopoulos

- Tax exemption form from the Town of Riverhead. With the forms received from both Riverhead and Brookhaven Secretary Donnelly will work with the Chief to submit completed forms.
- The Annual Town Workshop by Brookhaven Town Fire District Officers Association is April 2nd at the Centereach Fire District. Breakfast is 8:00 am – 9:00 am, meeting to begin at 9:00 am. Cost is \$60.00 per individual. Reservations by March 26th.
- Annual Installation Dinner of the Suffolk County Fire Districts Officers Association is March 5th at Villa Lombardi in Holbrook. Cocktails begin at 6:00pm. Cost is \$125.00 per person. Reservation by February 20th.
- Fire District Affairs
- Affidavit of publication from the Times Review for the Legal Notice of the Regular Meetings for 2016.
- Community Journal has sent notification that the letter regarding the difference between the fire district and fire department will be published January 28.

Public Comments: None

Secretary’s Report: District Manager Michalakopoulos

- Commissioner Meier’s Oath of Office has been submitted to both the town of Riverhead and Brookhaven.
- RTFDC meeting is scheduled for tomorrow at Wading River. Dinner at 7:00 pm, meeting at 8:00 pm. Commissioner Meier will attend.
- Infectious Control letter will be sent out Tuesday to the local hospitals.

Treasurers Report: District Manager Michalakopoulos

- Bills total \$267,769.15. Commissioner Erick made a motion, seconded by Commissioner Meier, and unanimously approved to pay the bills.
- Received a check from the Town of Riverhead in the amount of \$371, 892.89.
- First Responder vehicle is scheduled to arrive this week. Commissioner Colitti made a motion, seconded by Commissioner Meier, and unanimously approved to pay the vendor \$32,182.00 from permissive.

Attorney's Report:

District Manager Michalakopoulos

- Absent but has reported that to his knowledge he has not received a letter back in response to the letter sent regarding the district domain. With the Boards permission he will move forward with arbitration. Commissioner Erick reported that he has spoken to Bob Petricek and had said that he wants the fire department to have control off the domain. Chairman Lateulere made a motion, seconded by Commissioner Colitti that the Board go to arbitration. Commissioner Erick and Commissioner Meier opposed. Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to move ahead with a district website. Discussion regarding district domain and a website.

Material Requests:

District Manager Michalakopoulos

- None

District Manager Report:

District Manager Michalakopoulos

- Discussion regarding the mutual aid plan for Suffolk County FRES. Agreed to review for the next Board meeting. District Manager will request the District Secretary send the Board the mutual aid plan to review.
- 6-3-17 - lettering is being addressed by Kessel Collision.
- 6-3-16 - back up camera has been fixed.
- 6-3-16 - problem with the low band radio. Antenna and hand set mic have been replaced and seem to have resolved the problem.
- DATA911 units arrived. Working with the Chiefs office.
- Phones - expected live date of February 23rd or 24th.
- Radio communication – work at the water tower is complete. District manager was asked if the district would like IWTs emergency contact information to be out on the sign at the water tower or if the district would prefer their own or both. Discussion. Both numbers will be put on the sign.
- Pump testing update - 6-3-11 has passed and is back in service.
- Boat ramp access. Counsel and District Manager are trying to reach LIPA.
- Communications tower - District Manager had a conference call with the Project Manager and Cellsite Capital. They are trying to be at the second Board meeting in February. Parties agree that this is first an emergency communications tower, second to everything else. When brought to the zoning board it include that there will be provisions for carriers.
- 6-3-5 driver's side handle is cracked. A replacement has been ordered.

- District Manager requested Boards approval on the lettering for the First Responder vehicle. Discussion.

Chief's Report:

Chief Ryan

- Given the First Responders a number. Discussion regarding FRES requiring "80" to be used. Department can use another number.
- Riverhead Town Chiefs Counsel and Brookhaven Town Fire Chiefs Association are requesting dues paid.
- Boy Scouts have changed their meeting nights to the last Wednesday of each month.
- Requested Executive Session regarding medical policy.
- Chief Staff, District employees, and District Manager had a meeting this am and reviewed how the SCBA's work. Was an issue with the cascade system, District Manager reported that someone will be fixing it tomorrow. Officers training has been cancelled until it is fixed.
- Chief staff and District Manager met with vendor today regarding setting up the pagers. Once completed they will be rolled out to the members.
- Commissioner Colitti advised the Chief that the neighboring departments have requested our channels from the prior Chief.
- Dan Zaveski out on personal medical, Tim Deveny out on line of duty medical.
- Chiefs are considering changing the district patch. Design will be presented to the Board and membership.
- A standby was held during the snowstorm. Everything went well. Submitted to food bill to the Board. Commissioner Erick complimented the Chief on the coordinating the stand by with the members and district employees, the turn out, and thanked the members for the snow removal. Requested the Chief pass this on to the department.

Wading River Fire Department:

Bill Savage

- Reported that the Brookhaven Volunteer Fireman Museum is requested dues paid. Delegates are Don Enlund and Kevin Berg.
- Department delegates for the district Committees, Headquarters - Bill Schiebel, Station Two- Bob Quaranta, Installation Dinner – Bill Savage, District Policies – Randy Hintze.
- Department is aware of the meeting on the 27th for the district and the Chiefs.
- Department is aware of the June 7th bond vote and the meeting for the Wading River Fire Dept. members February 1st at 1900 hours.
- Department will be hosting the Brookhaven Town Fire Chiefs Counsel meeting on March 25th. Turnout 50-60 people, dinner is 7:15 pm, meeting at 8:00 pm.
- Inquired if the District will pay for attendance at the Fire Chiefs Counsel installation brunch at Majestic Gardens on March 6th. The Incorporation pays.
- Working with Commissioner Erick and the Chief McQueeney to find a location for the Annual Installation Dinner. He has been in contact with Ziggy from the Riverhead Polish hall and was given 3 dates (April 9, April 23 and May 28) at an approximate cost of \$72.00 per person.

- Department Inc. has sent letters to people delinquent with requirements, with February 11th to be the Review Board.

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

Adjournment for Executive session 2000 hours
Reconvene from Executive session 2050 hours

- District Manager Michalakopoulos reported that the windshield on his vehicle cracked this am.
- District Manager Michalakopoulos reported that at a District Managers meeting Chairman Harrigan had volunteered to host the September 14 meeting at Wading River. The District Manager requested permission from the Board to host the meeting 0900 September 14, 2016. Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to host the September 14 District Managers meeting and to provide food at a cost of no more than \$350.00.
- District Manager requested to purchase postage for the bond mailings. Chairman Lateulere made a motion seconded by Commissioner Colitti, and unanimously approved to purchase postage for mailings.
- Chief Ryan spoke to the training paramedic today and she will be working with training Chief Tony Bitalvo. Chief Ryan also gave her information regarding the exposure control plan so they can also work together to give a class Thursday.

Committees

Headquarters and Station Two

Chairperson: Commissioner Colitti

Alternate: Commissioner Meier

Chief's Staff: Chief Ryan

Supervision of District Employees

Chairperson: Chairman Lateulere

- Reported that Ex-Commissioner Mike Harrigan's mother had passed away. Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to send an arrangement to the family.
- Thanked Jamie Pirnak and Mike LaShier and the District Manager on behalf of the Board for keeping the district open and safe during the snow storm. Commissioner Meier also commented on the concern and dedication to what was going on.
- Commissioner Colitti met with Jamie Pirnak today as per the district's plan to meet with the district employees.
- Commissioner Colitti met with Carolyn Zimmer today. Carolyn will be send the Board weekly performance so the Board can review her work and review in 3 months.

- Still planning on a meeting in February with the First Responders and Chief's. Agreed to schedule the meeting for Monday February 8th or 15th.

Alternate: Commissioner Erick

Alternate: Commissioner Colitti

- District employees have contacted Commissioner Colitti and asked if they can move their relief point to Station Two rather than Headquarters, he agreed.
- Reported that he has been hearing throughout the fire house that the Board has not bought anything due to finances. Commissioner Colitti requested that the Chief let the Chief staff know that if the Chief's needs anything operationally to do their job that the Chief put in for it and the Board will make every attempt to accommodate any needs they have.
- Reported that there is also conversation regarding the elimination of a nighttime district position. There was vote and all Commissioners agreed that there was not a need for that position at that time. It is not personal towards any individual or firefighters, there was not a need for the position. Commissioner Colitti requested that Chief address this with the members. The Board is here to support the Chiefs office, they had a productive 2015 and would like to move forward.

Installation Dinner

Chairperson: Commissioner Eric

- Had a meeting with Assistant Chief McQueeney and Bill Savage regarding the installation dinner. They are contacting the Polish Hall and The Birchwood. Explained that the budget of \$15,000 will be tight. Incidentals from last year were \$6,000 and anticipated 150 guests. Discussion. Chairman Lateulere made a motion, seconded by Commissioner Meier, and unanimously approved a budget of \$22,000.

Alternate: Vice Chairman McManus

Treasurer Bushell regarding budget.

Chief's staff: 1st Deputy Chief Kevin McQueeney

Department: Bill Savage – see above.

District Maps

Chairperson: Commissioner Erick

- Has discussed hydrants and mapping with Assistant Chief Heller and they are looking to join these 2 committees together.

Alternate: Vice Chairman McManus

Chief's staff: 2nd Deputy Chief Branden Heller

Hydrants

Chairperson: Commissioner Erick – see above

Alternate: Commissioner Colitti

Chief's staff: 2nd Deputy Chief Branden Heller

Commercial and Residential Subdivisions

Chairperson: Commissioner Erick

- Contacted Riverhead Fire Marshal David A. regarding the Venezia complex and was told that it was not forwarded to the district because the Fire Marshal had rejected the plan.
- Also made the District and the Chiefs aware that 168 Creek Rd is an unsafe structure.

Alternate: Chairman Lateulere - Town of Brookhaven

- Have been playing phone tag with Brookhaven own Fire marshal regarding what is happening in town. Planning on inviting the Brookhaven Town Fire Marshal to meet with the Board and Chiefs to develop a relationship.

Chief's staff: 2nd Deputy Chief Branden Heller

Insurance/Finance

Chairperson: Chairman Lateulere

Alternate: Vice Chairman McManus

LOSAP

Chairperson: Vice Chairman McManus

Alternate: Commissioner Meier

Legislation/Regulations

Chairperson: Chairman Lateulere

- Recent legislation has taken away the option for firefighters and First Responders to wear seatbelts. Seatbelts are required to be worn. Also concerns have come up at Fire District and Chiefs meetings regarding recent legislation regarding sprinkler systems, this has been voted down.

Alternate: Vice Chairman McManus

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

Chairperson: Chairman Lateulere

Alternate: Commissioner Colitti

Chief's staff: 2nd Deputy Chief Tony Bitalvo / Chief Ryan

Vehicles and equipment

Chairperson: Vice Chairman McManus

Alternate: Commissioner Erick

Chief's staff: 1st Deputy Chief Kevin McQueeney / Chief Ryan

Computer/Network Administration

Chairperson: Commissioner Colitti

Alternate: Commissioner Meier

Chief's staff: 2nd Deputy Chief Tony Bitalvo / Chief Ryan

Land acquisitions

Chairperson: Chairman Lateulere
Alternate: Commissioner Colitti

Budget preparation

Chairperson: Treasurer Bushell
Commissioner Colitti
District Manager Michalakopoulos
Secretary/Deputy Treasurer Donnelly
Chief's staff: 2nd Deputy Chief Tony Bitalvo / Chief Ryan

District policy, rules, regulations review

Chairperson: Secretary/Deputy Treasurer Donnelly
Alternate: District Manager Michalakopoulos
Board of Fire Commissioners
Chief's staff: Chief Ryan

Commissioner Reports

Vice Chairman Lateulere

- The Board has received a proposal from David Sterne for \$6,500 for the district to continue to work with David Sterne and Syntax to take the next step and send the mailings. Chairman Lateulere does not agree with purchasing tee shirts or first aid kits and banners with bond dates. Board agrees. District Manager will contact David Sterne.
- Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to accept the plans submitted by Joe Mottola of H2M contingent upon approval of the NYS Parks to be presented to the department.

Commissioner Erick

Commissioner Colitti

Commissioner Meier

- RTFDC meeting January 27.
- Brookhaven Town Fire Districts meeting January 28 at the Coram Fire District.
- Chief Ryan submitted a training request for Ricky Chan to attend FASNY Emergency Medical Conference. Commissioner Colitti made a motion, seconded by Chairman Lateulere, and unanimously approved.

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

Meeting adjourned at 2010 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District