

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

Minutes of the February 22, 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 Ex-Deputy Chief / 66 year member John Waskewicz, as well as our first responders and military who have made the ultimate sacrifice.

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

Commissioner Colitti made a motion, seconded by Commissioner Meier and unanimously approved to accept the minutes on the February 8, 2016 meeting.

Correspondence:

Secretary Donnelly

- Invitation to Miller Place Installation Dinner, Saturday, April 2. RSVP by March 19.
- Fire District affairs.
- Brookhaven Town Fire Districts Officers Assoc Annual Installation Dinner Sunday, 04-24-16.
- Letter from Suffolk County Department of Health Services regarding PAD. Per District Manager this was completed.
- Letter from Suffolk County Legislator Sarah Anker requesting feedback regarding traffic safety in our community. Copy given to the Chief.
- Copy of the District mailing regarding the bond.
- Received a request to use the room from Ken Schmitt for his sons First Communion on Saturday, April 9 from 1400 – 1900, setting up in the am. Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all.
- Received a request to use the room from Ex-Chief Mark Donnelly to host a welcome party for the Shoreham Wading River Spain exchange student program on March 15, from 1900 – 2000. Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all.

Secretary's Report:

Secretary Donnelly

- Discussion regarding tentative meeting at Manorville on March 1 regarding EPCAL.
- Working on the volunteer firefighters tax-exemption form for both towns.
- Submitted suggested policy changes provided by Commissioner Erick as requested at the Organizational Meeting for the Boards review.

Public Comments:**Secretary Donnelly**

- None

Wading River Fire Department: Bill Savage

- Requested to have the passing of John Waskewicz posted on the district sign.
- Brookhaven Town Fire Chiefs meeting scheduled for March 25 at Wading River. Meeting scheduled to start at 1900, expected 50-60 people. Parking will be at the church. Fire police will direct traffic. Chairman Lateulere requested that he work with the District Manager regarding the food.

Material Requests:**District Manager Michalakopoulos**

- 2016-003 - Medical Consumable.
- 2016-004 - Lasferfiche licensing. Chairman Lateulere made a motion, seconded by Commissioner Colitti, approved by all.
- 2016-005 - Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all. Chairman Lateulere requested they are made consumables.
- 2016-006 - Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all. Chairman Lateulere requested they are made consumables.
- 2016-007 - Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all. Chairman Lateulere requested they are made consumables.
- 2016-009 - Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all. Chairman Lateulere requested they are made consumables.
- 2016-010 - Commissioner Colitti made a motion, seconded by Chairman Lateulere, approved by all.
- 2016-008 and 2016-011 - Chairman Lateulere made a motion, seconded by Commissioner Colitti, approved by all for a permissive referendum from the equipment reserve fund up to \$55,500.00 for the purchase of protective personal equipment.
- 2016-012 - Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all.

District Manager Report:**District Manager Michalakopoulos**

- Website – domain has been purchased. Domain names will be provided to the Board to review. Chairman Lateulere requested to go with 911 as the webmaster and that all the domain names are purchased to avoid future issues. District Manager is working with the Chiefs and Association.
- Cascade system / SCBA – cascade system is in working order. Working with the Chief to complete the training.
- Boat ramp access – Working with Counsel. Counsel has attempted to reach the PSEG contact. Since Counsel has been unable to make contact he will be elevating this to the next level at PSEG.

- Chief's staff is researching Chief vehicles as requested by the Board.
- Submitted files of new members, 2 EMS, 1 firefighter – Marissa Cox, Lisa Fitz, and Brianna LaShier. Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all effective March 1, contingent upon successful completion of physicals. District Manager will work with the Chiefs and new members regarding the insurance.
- Chief Ryan notified the Board that his understanding was the new vendor for the physicals had said members could go to another fire department where physicals were being given or an office in Center Moriches. It was reported that the Center Moriches location is a store front and the members would need to go to Hicksville to be cleared if physicals are not being completed at a local department. Chairman Lateulere requested that Assistant Chief McQueeney work with the vendor as he is the liaison.
- Sunday, March 13 is the Rocky Point St. Patrick's parade. Department is planning on participating.

Chairman Lateulere made a motion, seconded by Commissioner Colitti to reimburse firefighter / Ex-Captain Tim Deveny for the miles to the District physician to get his reinstatement letter in the amount of \$15.16 (28.08 miles at \$.54) with the completion of paperwork.

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

Adjournment for Executive session 1915 hours
Reconvene from Executive session 1945 hours

- Chief Ryan requested to use the hall for the wake of Ex-Chief / 66 year member John Waskiewicz on February 23 and 24th, as well as apparatus for transportation to the cemetery on February 25. Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all. Chairman Lateulere made a motion, seconded by Commissioner Colitti, for light refreshments after the funeral, approved by all.
- Joe Mottola from H2M present to review capital improvement project.
 - Discussion regarding soil borings at Station Two. Chairman Lateulere made a motion, seconded by Commissioner Meier, approved by all to have the soil boring completed at a cost up to \$5,000.
 - Discussion regarding additional fees. Chairman Lateulere made a motion, seconded by Commissioner Colitti, approved by all to pay the additional \$5,500 in fees to H2M.
 - Discussion regarding Munistat providing updating numbers, results of soil boring, and SEQUA short form by the March 28 Board meeting.
- Dave Stern from David Sterne Consulting present to review media feedback and need to solidify Board's plans.
- Discussion regarding natural gas
 - Station Two. Agreed to remove from plans due to cost.

- H2M mechanical engineer will attend the March 14th Board meeting to address the Boards questions regarding natural gas as well as tanks at Headquarters.
- Discussion regarding Form 1095. Treasurer is reviewing.
- Counsel and District Manager will follow up regarding the NYS packet for the 457 plan.

Committees

Headquarters and Station Two

Chairperson: Commissioner Colitti

- Reported that the flag light and maltese light at Station Two was out. District Manager will have it looked at.
- Reported that the District Manager has requested the wireless printer to be moved from the First Responder office to the Chiefs office.

Alternate: Commissioner Meier – nothing to report.

Chief's Staff: Chief Ryan – nothing to report.

Supervision of District Employees

Chairperson: Chairman Lateulere

- Chairman Lateulere made a motion, seconded by Commissioner Colitti, approved by all, to hire two call-in First Responders at a cost of \$28.25/hour.
- Thanked the Chief for participating in the First Responder meeting today. Discussion regarding Paramedic Jen Davonski working with Assistant Chief Bitalvo. Jen will also be holding a CPR class for a local dental office at headquarters. Next meeting with the First Responders and Chiefs is scheduled for April 4, at 3:30 pm.

Alternate: Commissioner Erick

Alternate: Commissioner Colitti

Installation Dinner

Chairperson: Commissioner Erick

- Commissioner Erick forwarded information regarding the installation dinner. Commissioner Meier made a motion, seconded by Commissioner Colitti, approved by all, to spend up to for \$850.00 for a DJ.
- Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all, to spend up to \$844.00 for photographer Ed McManus.
- Commissioner Meier requested a mutual aid department and a second medic on for the Installation Dinner.
- District Manager reported that the Chiefs Office has taken care of the awards in the amount of \$3,119.42. Commissioner Colitti made a motion, seconded by Commissioner Meier, approved by all, to purchase the awards. Also requested a material request is submitted.

Alternate: Vice Chairman McManus

Treasurer Bushell regarding budget.

Chief's staff: 1st Deputy Chief Kevin McQueeney
Department: Bill Savage – requested time on the docket for award presentations.

District Maps

Chairperson: Commissioner Erick

- Commissioner Erick forwarded information regarding the district maps. Commissioner Meier reported that Commissioner Erick supports fire department member Dominic Tacoma in taken time to site with the SCM vendor regarding his concerns, and has requested that the Chief add him to a sub-committee regarding hydrant locations. Chairman Lateulere requested Ex-Chief Dominic Tacoma is added to the District Maps.

Alternate: Vice Chairman McManus

Chief's staff: 2nd Deputy Chief Branden Heller

- Also received the notification regarding Dominic Tacoma.
- Has spoken to the two Captains and during driver training they will also verify street and hydrants locations as well as new developments.
- Chairman Lateulere also requested that if the First Responders have a problem with locations that they send an email to the Chief and District Manager and when an issue does arise with a location that the Chiefs complete an incident report so there is a written record.

Hydrants

Chairperson: Commissioner Erick

Alternate: Commissioner Colitti

Chief's staff: 2nd Deputy Chief Branden Heller

Commercial and Residential Subdivisions

Chairperson: Commissioner Erick – Town of Riverhead.

- Chairman Lateulere reported that the East Wind shops are planning on a spring 2016 opening.

Alternate: Chairman Lateulere - Town of Brookhaven

- Per the Town of Brookhaven there are no official plans for development in the Brookhaven side of the district. Chairman Lateulere is looking to have a meeting with the Brookhaven Fire Marshall.

Chief's staff: 2nd Deputy Chief Branden Heller

Insurance/Finance

Chairperson: Chairman Lateulere

- Nothing new to report.

Alternate: Vice Chairman McManus

LOSAP

Chairperson: Vice Chairman McManus

Alternate: Commissioner Meier

- District Manager reminded the Board that the numbers have been posted. Vice Chairman McManus is reviewing 2 contested. The final numbers for 2015 need to be submitted.

Legislation/Regulations

Chairperson: Chairman Lateulere

- Nothing new to report. A few bills are pending. Fire Districts will be looking at legislation to allow fire districts to charge for EMS service. Commissioner Meier discussed that it was mentioned at the Riverhead Fire Districts meeting that Riverhead Ambulance is working with a company for billing and will be billing for MVA's by the end of the year. Chairman Lateulere reported that to complete the billing EPCR will need to be used and EPCRS will possibly be mandated in 2017.

Alternate: Vice Chairman McManus

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

Chairperson: Chairman Lateulere

- Discussed new changes with protocols with the First Responders. Jen will bring it up to the members at one of the trainings.

Alternate: Commissioner Colitti

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

Vehicles and equipment

Chairperson: Vice Chairman McManus

Alternate: Commissioner Erick

- Commissioner Meier requested on behalf of Commissioner Erick that the boat was certified. Inquired if the Chief will have someone in charge of the boat and if safety concerns at the boat area will be reviewed. Per Chief Ryan yes. District Manager reported as per the Chief the boat will be in the water by the 2nd week in April.

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

- District Manager reported
 - 6-3-80 received a pm.
 - 6-3-27 required a jump start. The hood latch was broken. Vice Chairman McManus has requested an electronic break is installed.
 - Van required a jump start. Chief Ryan will request the members remove the key when turning off the vehicle and the re-inserting the key.
- Chairman Lateulere requested the District Manager contact the vendor regarding a recent invoice of which the district was charge \$95.00 opposed to \$85.00.

Computer/Network Administration

Chairperson: Commissioner Colitti

- Printer in Chief's office and MDT's are being addressed.

Alternate: Commissioner Meier

- Requested to be set up with Laserfiche. District Manager and Secretary will do so after the meeting.

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

Land acquisitions

Chairperson: Chairman Lateulere

Alternate: Commissioner Colitti

Budget preparation

Chairperson: Treasurer Bushell

- Will contact the committee members to start reviewing ideas.
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

- Request was made at the Organization meeting to review 1.3, 1.5, 1.8, 1.12, and 5.0. The policies have been sent out to the committee and there have been attempts to meet. Commissioner Erick has provided responses which have been emailed to the Board and the Chief to review. Copies have also been submitted to the Board tonight. Chairman Lateulere reported:
 - 1.3 agreed to change as requested. Refer to law.
 - 1.5 agreed to change as requested. Refer to law.
 - 1.8 Counsel will also forward a policy for review.
 - 1.12 Counsel will also forward a policy for review.
 - 5.0 will need to be discussed a full board.

Discussion regarding how the changes will be communicated.

Alternate: District Manager Michalakopoulos

Board of Fire Commissioners

Chief's staff: Chief Ryan

Commissioner Reports

Commissioner Colitti

- Working with Counsel and the District Manager regarding the Electrical contract.
- Thanked the District Manager for repairing Commissioner Colitti's tablet.

Commissioner Meier

- Riverhead Town Fire Districts meeting summary

- Discussion regarding the security of the medical marijuana facility including bullet proof glass and locking doors.
- Building code placards for the building on Creek Rd.
- Museum is looking for help from the fire fighters.
- County Meeting
 - Discussion from the County Rep regarding the radio systems. Low-band may not be out as planned by 2022. By the end of 2016 the west end of Suffolk County (Yaphank to the Nassau line) should be paged out on the new paging system. East end (Yaphank to Montauk) the following year. Will be upgrading to a 700 and 800 system.
 - State Representative Deveny brought up the state training completed and attention given to the north fire district's to help keep them involved as well as keeping the meetings in the Albany area as a central location.
- Commissioner Meier requested to attend the NYS Fire Districts Meeting, where 2 of the Wading River Fire past Commissioners will be honored, and to complete his Commissioner training.

Chairman Lateulere

- Received 7 surveys in response to the District Responders of which all were marked as strongly agree. Requested that the Chief share this with the membership and that the community thanks them for the time and effort put in. Also thanked the Chiefs and Officers. Commissioner Meier added that he has notified the association that the members of the Wading River Baptist Church have also been very appreciative and have offered to come to the fire house and do something for the membership.
- Chairman Lateulere made a motion, seconded by Commissioner Meier, approved by all to send interested Commissioners, District Staff to the Annual NYS Fire District Meeting in April for up to 9 spots. Discussion by Commissioner Colitti that he will approve but there is on-line training and possible closer training available.

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

Meeting adjourned at 2050 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District