

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

Minutes of the March 14, 2016 Meeting

The meeting of the Board of Fire Commissioners was called to order by Vice Chairman McManus 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.

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

Commissioner Meier made a motion, seconded by Commissioner Colitti, unanimously approved to accept the minutes of the February 22, 2016 meeting.

Public Comments: **Secretary Donnelly**

- None

Correspondence: **Secretary Donnelly**

- Brochure from Suffolk County Police Department regarding alarm management. Copy given to the Chief.
- Brookhaven Town Fire District Officers quarterly workshop scheduled for April 2, quarterly meeting brunch scheduled for April 24.
- February and March copy of The Counsellor.
- Letter from All American Awards and Uniforms requesting that uniforms are cleaned prior to be dropped off. Copy given to the Chief.
- Letter from Senator Schumer regarding the SAFER grant application. Copy given to the Chief.
- Suffolk Country Fire EMS Safety Officers Association meeting minutes. Copy given to the Chief.
- Invitation to the New York State Association of Local Government Records Officers June meeting. Secretary does not plan on attending at this time.
- Fire Districts of NY Mutual Insurance Co. invitation to their Annual Meeting scheduled for April 16 in Rye NY.

Secretary's Report: **Secretary Donnelly**

- Submitted District Policies 1.3 LOSAP and 1.8 Firearms with the agreed upon changes from the 02/22 meeting for the Board to review and approve. Requested the Board review 5.0 Leave and 1.5 Stand By Policies.

- Data911 – all installed with exception of the new 1st Responder vehicle. Working with the Chief regarding enhancements with SCM.
- 1st Responder vehicle is currently being lettered. Radios have arrived and are being shipped to IWT to be programmed by Suffolk PD.
- 6-3-2 out of service due to tires being worn beyond NFP & DOT standards. Barnwell no longer carries the tires and has placed a special order under state contract.
- 6-3-30 had a radio issue which IWT resolved. Discussion regarding radios being at the end of useful life.
- Recap of District Managers meeting
 - Discussion regarding cyber-attacks. Contacted VFIS to verify the district is covered.
 - Discussion regarding radios/ paging. Working on setting up a meeting with the Chief, IWT and Greg Miniutti from FRES regarding county radios / communications.
- Commissioner Colitti requested the District Manager provide a report / summary of what the Board should expect regarding the radios, high band, etc. for the next meeting.
- Pagers – have been trained on how to program.

Treasurers Report:

Treasurer Bushell

- Bills total \$98,934.39. Commissioner Meier made a motion, seconded by Commissioner Colitti, unanimously approved to pay the bills.
- Received the following
 - direct deposits from Town of Brookhaven
 - \$64,169.26
 - \$34,353.24
 - \$18,797.06
 - \$10,377.09
 - checks from Town of Riverhead
 - \$8,582.28
 - \$1,873.34
 - \$1,504.21
 - \$21,732.55
 - Town of Brookhaven IDA \$19,807.01
- Audit report has been filed with the State.

Attorney's Report:

Attorney Sapienza

- Permissive referendum for the 2 projects have been prepared. District Secretary has forwarded to be published.
- Has provided a draft of firearm policy for the Board to review.
- Suggests that policy 1.12 is reviewed with the Rules and Conduct policy.
- Requested executive session for personnel.

Judy, COO from Cell Site Capital and Mike Ademco from Comcell.

Discussion regarding the construction of a communications tower at headquarters. Reviewed the findings and conversation of Saturday's meeting.

- Proposed location is next to the training building / shed. Which will require excavation.
- Discussion regarding the SEQRA. Provided a brief summary.
- Discussion regarding the need for excavating and rebuilding of retaining wall.
- SPECS provided Saturday by Bill Schiebel.
- Discussion regarding offer free spots to local public safety. Public safety will be on exterior of pole. Any cell carriers would be interior. District would use the top and bottom of the tower.
- Discussion regarding current lawsuit with Town of Riverhead and their tower tenants regarding the carrier contracts and the Town increasing rents.
- Discussion regarding working with other municipalities / fire districts mostly north of the Tappan Zee.
- Discussion regarding need for a land survey.
- Mike Ademco provided the estimated the footprint of the tower at 10 x 20 feet.
- Discussion regarding environmental study. Cost to the district.
- Discussion regarding leases, maintenance.
- Discussion regarding neighbors. Chairman Lateulere requested the District Secretary draft a letter and invite the neighbors to attend a Board meeting.

Chief's Report:

Chief Ryan

- Submitted the February alarms.
- Meeting scheduled with IWT for Monday am.
- Department inspection scheduled for April 21. Will begin distributing pagers at that time.
- SCBA scheduled to be in service March 31. Has been told the cascade system is ready to go.
- Chief staff is requesting to begin researching new ambulance(s). Discussion. Chairman Lateulere made a motion, seconded by Commissioner Colitti, unanimously approved to form a committee with the Chief's, Commissioner's to research options for ambulance(s).
- Has been working on policies with Commissioner Erick. SOP for accidents – volunteer vehicles responding to an alarm and accidents involving district vehicles.
- Dominic Tacoma has been making good progress with SCM maps.
- Tom Lateulere, Dan Zaveski, Diane Brayer and Bill Schiebel are out on medical leave.
- Discussion regarding updated FRES mutual aid plan.
- Discussion regarding Mather Hospital mutual aid / evacuation plan letter. Chairman Lateulere requested a copy of the letter to be reviewed with Counsel.
- Verified there will 2 first responders available for the Installation Dinner. Ridge Fire Department will be covering calls during the dinner.
- Reminded the Board that Wading River is hosting the Brookhaven Town Fire Chief's meeting on March 25.
- Requested executive session.

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

Adjournment for Executive session

1945 hours

Reconvene from Executive session

2025 hours

Vice Chairman McManus reported that the LOSAP appeal is complete. Based upon completion of investigation Firefighter Mashman's appeal was granted. Based upon completion of investigation Firefighter Matt Colitti's appeal has been denied. It was requested the District Secretary work with Counsel to send a letter to both advising of decision and their rights.

Commissioner Reports

Chairman Lateulere

- Chairman Lateulere made a motion, seconded by Commissioner Colitti, approved by Vice Chairman McManus and Commissioner Erick to move forward with natural gas for headquarters. Opposed by Commissioner Meier.
- Chairman Lateulere made a motion, seconded by Commissioner Colitti, to modify and update policy 1.8 Firearms, and to follow the policy in having a safe for each firehouse. Approved by Commissioner Erick and Commissioner Meier. Opposed by Vice Chairman McManus.
- Chairman Lateulere made a motion, seconded by Commissioner Colitti, unanimously approved to move forward with the last drawings provided by H2M for Station 2 with the equipment shed the same level as the current fire house. With the exception if deemed by the Board to be cost prohibitive.
- Chairman Lateulere made a motion, seconded by Commissioner Colitti, unanimously approved to modify and update policy 1.3 LOSAP as provided by Commissioner Erick.
- Chairman Lateulere requested to table Policy 5.0 Leave for further review.

- Commissioner Erick requested that Policy 1.3 and 1.8 are posted by the Chief and made known to the members.
- Commissioner Erick requested the Chief propose a Stand-By Policy to replace the District Stand-by Policy.

- Chairman Lateulere thanked Assistant Chief McQueeney for working with the district physician so that going forward return to duty physicals will be completed at the fire district at no additional cost.

- District Secretary requested if the next policies to be reviewed could be the District and Chiefs Election Policy so there is time for any changes to be implemented. Agreed.
- Chairman Lateulere requested that there is a budget sub-committee meeting in the next few weeks. Treasurer Bushell requested feedback on the budget report that she had sent out. She will also work to schedule a budget sub-committee meeting.

Commissioner Colitti

- Commissioner Colitti made a motion, seconded by Chairman Lateulere to dispose of the records on the list provided by the District Secretary as well as disposing of records to be destroyed by Chief McQueeney.
- Commissioner Colitti inquired if Counsel was able to review the electrical contract. Counsel will work with the District Manager.

Vice Chairman McManus

- Vice Chairman McManus made a motion, seconded by Chairman Lateulere, unanimously approved to reinstate firefighter Curran Kirchner.
- Vice Chairman McManus made a motion, seconded by Chairman Lateulere, unanimously approved to accept the resignation of firefighter Curran Kirchner. Counsel will notify his attorney.

Commissioner Meier

- Commissioner Meier inquired if the Chief addressed lighting at the boat ramp. Discussion regarding types of lighting, generator, solar power.
- Commissioner Meier inquired if the Chief had plans for the brush truck lighting. Chief has requested firefighter Berg work on the lighting.
- Commissioner Meier inquired about the service on smaller vehicles specifically oil cost of Mobil One was \$15 per quart. He had suggested the oil is purchased by the district and stored at the district. Counsel suggested the District Manager review the Copiague bid. Chairman Lateulere requested that the District Manager request a list of consumables from the vendor.
Chief discussion regarding the maintenance room being cleaned out. Commissioner Colitti suggested a dumpster is rented to discard surplus items.

Commissioner Erick

- Commissioner Erick reported that on January 11 he submitted a draft Snow Removal, and a Vehicle Repair Policy. He has received feedback from Commissioner Colitti. If there is no additional feedback from the Board, he will prepare a finalized version for the next meeting.
- Commissioner Erick suggested a RFP for snow removal. Agreed.
- Commissioner Erick suggested a RFP for landscaper. It was agreed to have the employees complete the landscaping.
- Commissioner Erick referenced the article in the February issue of The Counsellor regarding underground storage tank operator. Counsellor explained the new rule is effective October 2016.
- Commissioner Meier requested the debris at Station Two are cleaned up. District Manager reported that he has addressed the cleanup with the Houseman.
- Chairman Lateulere suggested that the District consider utilizing someone who is required to perform community service for outside grounds maintenance. Discussion. District Manager reported he has received calls for this in that past.

- Chairman Lateulere inquired about the website. District Manager reported they are working on scheduling a conference call with 911 or Firehouse Solutions.
- Vice Chairman McManus reviewed follow up items provided by the Secretary.
 - LIPA rebate - on hold.
 - Plan for 6-3-4 - remove.
 - Tentative bond date of 2nd Tuesday in June – keep.
 - Mutual aid plan for County - Board will sign.
 - List of members residing outside of the district – remove.
 - NIFS reports – on hold.
 - Discrepancy report – on hold.

Committees

Headquarters and Station Two

Chairperson: Commissioner Colitti – requested follow up on the flag/maltese lighting issue at station 2.

Alternate: Commissioner Meier

Chief's Staff: Chief Ryan

Supervision of District Employees

Chairperson: Chairman Lateulere – one line of duty injury. Employee will be working light duty. One employee going out on personal medical.

Alternate: Commissioner Erick

Alternate: Commissioner Colitti

Installation Dinner

Chairperson: Commissioner Erick – Dinner is set for this Saturday at Vineyard Caterers

Alternate: Vice Chairman McManus

Treasurer Bushell regarding budget.

Chief's staff: 1st Deputy Chief Kevin McQueeney

Department: Bill Savage

District Maps

Chairperson: Commissioner Erick – progress addressing maps and hydrants.

Alternate: Vice Chairman McManus

Chief's staff: 3rd Deputy Chief Branden Heller

Hydrants

Chairperson: Commissioner Erick – see above

Alternate: Commissioner Colitti

Chief's staff: 3rd Deputy Chief Branden Heller

Commercial and Residential Subdivisions

Chairperson: Commissioner Erick – no update from Fire Marshal
Alternate: Chairman Lateulere - Town of Brookhaven – no update from Fire Marshal
Chief's staff: 3rd Deputy Chief Branden Heller

Insurance/Finance

Chairperson: Chairman Lateulere – thanked Neefus Styfus for meeting the district needs
Alternate: Vice Chairman McManus

LOSAP

Chairperson: Vice Chairman McManus
Alternate: Commissioner Meier

Legislation/Regulations

Chairperson: Chairman Lateulere – discussion regarding legislation to allow districts to bill. Bill to allow local municipalities to go out for Certificate of need without a hearing process.
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 – questions regarding bill.
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 – tentative meeting date April 4 at 5:30.

- Question regarding per diem shifts pre week – Chairman Lateulere and District Manager reported 20 hr max per week.
- Verified addition of employees on the health insurance

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 – reviewed earlier

Alternate: District Manager Michalakopoulos
Board of Fire Commissioners

Chief's staff: Chief Ryan

- Commissioner Erick requested the memorial stone plans from the District Manager. Commissioner Erick will have the vendor provide plans.

Wading River Fire Department: Bill Savage

- Nothing to report. Requested to participate in the memorial stone plans.

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

Meeting adjourned at 2110 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District