

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

Minutes of the March 28, 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 John Waskewicz, and our first responders and military who have made the ultimate sacrifice.

Chairman Lateulere, 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.

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

- Thank you card from the Waskewicz family.
- Notice regarding Association of Fire Districts of The State of NY Annual Officers Installation Dinner, Friday, April 29.
- Notice regarding ASFDNYS Day Trip. Copy on round table.
- Notice regarding the BTFDOA Annual Workshop April 2, 2016, in Centereach at a cost of \$60.00 per person. Vice Chairman McManus made a motion, seconded by Commissioner Colitti, unanimously approved for Commissioner Meier to attend.
- Letter from the Suffolk County Volunteer Firefighters Burn Center regarding donations. Copy given to the Association.
- Town of Riverhead Resolution 190 – EPCAL including the Town of Riverhead Resolution SEQRA and maps is on the round table.

**Secretary Report:** **Secretary Donnelly**

- Policy 1.8 approved at the March 14 meeting was resubmitted to the Board for signatures.
- Email was sent out for review of the election policies.

Commissioner Erick presented Ex-Commissioner Harrigan with a plaque of recognition for his dedication as Fire Commissioner. Chairman Lateulere thanked Ex-Commissioner Harrigan as Chairman, and taxpayer for his time and positive things he had brought forward.

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

- None

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

- Riverhead Town Chief Council dues in the amount of \$100.00 are due.
- A voucher is available from the Brookhaven Town Chiefs Council meeting of March 25.

- Department has not received the 02/08, 02/22, 03/14 minutes.

Commissioner Erick made a motion, seconded by Commissioner Meier unanimously approved to accept the minutes from the March 14, 2016 meeting.

**Material Requests: District Manager Michalakopoulos**

- 2016-016 – office supplies. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved to purchase.
- 2016-017 – Toner cartridge. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved to purchase.
- 2016-018 – APC 2200 replacement battery. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved to purchase.
- 2016-019 – Chief Officer’s helmet shields. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved to purchase.
- 2016-020 – Cordless combo set for the houseman under state contact. Commissioner Colitti made a motion, seconded by Vice Chairman McManus, unanimously approved to purchase.
- 2016-021 – Cradlepoint 3G/G LTE router for 6-3-17 and 6-3-16. Discussion regarding adding to 6-3-80 as well. Commissioner Colitti made a motion, seconded by Vice Chairman McManus, unanimously approved to purchase for 6-3-16, 6-3-17 and 6-3-80. Chairman Lateulere commented that this will be needed in preparation for the EPCR’s expected to be required in 2017/2018.

**District Manager Report: District Manager Michalakopoulos**

- Submitted a surplus memo from the Chiefs office for 17 helmets and 8 Explorer helmets which are over 10 years old. Chairman Lateulere made a motion, seconded by Vice Chairman McManus, unanimously approved to surplus the helmets. District Manager will address.
- Road work scheduled April 14 on 25A from Wading River Manor Road North (actual is west). Responders have a copy. Chief is aware.
- PSEG agreement submitted to the Board to review and sign.
- VFIS has contacted him regarding the State requiring effective April 1, 2016 every member coming into LOSAP will have to be underwritten. District Manager will work with the Chief.
- Spoke to Joe at H2M, the soil boring report results were good. There was backfill, but not with garbage. H2M provided new numbers which the District Manager provided to the Board for the Capital Improvement bond which are \$6.9m estimated for Brookhaven \$89.00, for Riverhead \$72.00. Estimate for \$7.0m is \$1.00 more for each town. Chairman Lateulere made a motion, seconded by Commissioner Colitti, to go forward with the \$7.0m bond for renovation and upgrade project for Headquarters and Station Two and storage building at Station Two. Roll call vote Commissioner Erick – Yes, Commissioner Meier – Yes, Chairman Lateulere – Yes, Commissioner Colitti – Yes, Vice Chairman McManus – Yes.
- Soda system for Station has been ordered.

- Question regarding firearms safe locations. Discussion. Chief will speak to membership who carry firearms and will provide number of members who may use the safe for the next meeting.
- Website - Carolyn has spoken to 911web, Firehouse Solutions, and Generations Beyond. Discussion regarding the website being used for the District or District and Department. District Manager provided the following estimated numbers - Firehouse Solutions \$750.00 charge for the layout, then \$99.00 per month. 911 web is \$2000.00 set up, \$279.00 a month billed quarterly. Generations Beyond \$300-500.00 upfront, \$25.00 per month for a static site. Board requested that the vendors present to the Board. District Manager will address. Chairman Lateulere requested the Chief and Bill Savage have members attend the presentation.
  - Discussion regarding the Domain name being 'wadingriverdistrict.org' and the website is 'wadingriverfiredepartment'. Commissioner Colitti discussed the open motion made to have Counsel pursue the domain name. Commissioner Erick had spoken to Bob Petricek after the motion and explained the district's intention of the website and Bob requests to have the domain 'wadingriverfiredepartment' with dropdown box for Fire District. Discussion regarding email directory changes, possibly 2 websites, potential costs. Agreed to have the web site vendors discuss. Commissioner Erick reported Rocky Point and Riverhead both use Firehouse Solutions. Agreed to speak to the vendors prior to addressing the open motion. Chief Ryan will also address with the Directors and report at the next Board meeting.
- Phones - live date expected April 22 - 23.
- DATA911 units are all installed.
- First Responder vehicle is lettered and is at Suffolk County PD having the radios installed.
- Received a check from Neefus-Stype minus deductible for damages to the 6-3-80 vehicle. Discussion regarding the plan for the current 6-3-80 vehicle. Chief Ryan suggested to keep the vehicle as a spare. Chairman Lateulere made a motion, seconded by Commissioner Meier, unanimously approved to turn the vehicle over to the truck committee to be repaired once the new vehicle is in service.
- Requested time in executive session for personnel.
- Met with Peconic Monument and was give 2 options to increase the Memorial Stone.
  - add an 18 inch stone underneath that would provide space for approximately 40 names at a cost of \$4950.00. Completion by Memorial Service may be tight.
  - add 2 side stones at a cost of approximately \$14,150.00.
 Met with a second vendor from an Expo
  - add for 2 thinner side stones at a cost \$8,800.00. Would be completed by Memorial Service.
 Discussion. Commissioner Erick made a motion, seconded by to go with Peconic Monument for the 18 inch stone underneath at a cost \$4,950.00. Chairman Lateulere requested Bill Savage inform the Association that the Board is taking care of the Memorial Stone, but Peconic Monument may not have it completed by the Memorial Service. Copy of plan given to Bill.
- 6-3-17 was found to have a corroded relay which was replaced and moved.
- 6-3-30 low band and high band radio were out. IWT is addressing.

- 2 mobiles are out and are being repaired. Concern with repairing the older mobiles repeatedly. Will price a new spare. Discussion regarding plan with the radios as well as County plans. Chief Ryan, District Manager, Vendor and FRES will be meeting.
- Boat is in service. Batteries and charging unit have been replaced. Working with the Chief on a solar panel for the batteries and lighting.
- 6-3-2 tires were replaced. All over 10 years old.
- 6-3-17 passenger side headlight and sidelight bulbs were replaced.
- Chairman Lateulere reported that CAAS came out with new standards for ambulances. He will forward to the Chief and Board.

#### **Chief's Report:**

#### **Chief Ryan**

- Chief Staff is working on the replacement of the Chiefs vehicles.
- Station 2 Captain has requested reflective markers at the entrance of the parking lot. Chief will have the Captain provide a plan.
- April 3 is scheduled for the annual bailout training.
- New member for approval.
- Gary Hauck letter of resignation due to serving in the military.
- Requested time in executive session for personnel.
- On March 10 he submitted names of members (Tim Deveny, Anthony VanBommel, Caroline Roberto, and Don Enlund, wishing to attend the NYS Conference in Verona, June 15 - 18. District Manager will forward to the Board. Vice Chairman McManus made a motion, seconded by Commissioner Colitti, unanimously approved for the 4 members in good standing to attend the conference.
- Department drill and demonstration is scheduled for April 9 at the Boy Scout camp. Extrication and possible burning a car. Chairman Lateulere reminded the Chief if there is combustion that there is paperwork required from the Boy Scouts.
- Met with Ridge Fire Department and submitted to the Board the Ridge mutual aid plan. Will be meeting with Rocky Point also.
- Discussed progress of hose bed covers with the District Manager.
- Chief Staff is discussing using fleet keys for the vehicle for ease of maintenance and control. Discussion.
- Four members on medical – Dan Zaveski, Diane Brayer, Tom Lateulere and Bill Sheibel.
- All department physicals have been satisfied except for the 4 members on medical.
- SCBA RIT bags have been updated with new fittings and are ready for service. Plan to put the new SCBAs into service March 31.
- Chief's and Officer's would like people to mount vehicles on the aprons, and exit the vehicles after the vehicle has backed into the bay. Discussion. Agreed it is an operation decision.
- Scheduling a Review Board for April 12, for lack of performance in 2015.
- Officers meeting scheduled April 5. Hope to have the Accident Review Board at that time.
- Submitted the firefighter classifications to the Board.

**Treasurers Report:**

**Treasurer Bushell**

- Bills total \$20,445.87. Commissioner Meier made a motion, seconded by Commissioner Erick, unanimously approved to pay the bills.
- Received the following checks from the Town of Riverhead
  - \$4,106.58
  - \$2,376.28
- Verified the Budget Committee meeting is scheduled for April 4 at 1730.

**Attorney’s Report:**

**Attorney Sapienza**

- Letter was sent to Attorney of the firefighter whose resignation was accepted at the last meeting.
- As the District Manager reported the Board has the contract with PSEG for the boat ramp and recommends the Chairman signs the contract and Counsel will forward to PSEG along with the insurance certificate.
- In speaking to the gentleman at PSEG they discussed the issues with the rebates and Counsel was given the name of the Coordinator of the Program. Counsel will work with the District Manager on this.
- Working on the electrical maintenance contract and feels they are close to addressing Commissioner Colitti’s concerns. Working with District Manager on a form that will help control work and ensure it is completed in accordance with the Boards expectations.
- Requested executive session for a personnel matter.

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

**Adjournment for Executive session**  
**Reconvene from Executive session**

**1935 hours**  
**2010 hours**

Chief Ryan reported that Santina Bates had handed in her equipment to the Captain of Company 1, Denise Gluck and verbally resigned. Chairman Lateulere requested written documentation from Captain Gluck. Chairman Lateulere made a motion seconded by Vice Chairman McManus, unanimously approved to accept the verbal resignation.

Chief Ryan is requested a physical for candidate Dennis Gregory. Vice Chairman McManus made a motion, seconded by Commissioner Erick, unanimously approved to complete the physical pending successful completion of the application.

Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved to accept Christina McDougall as EMS only effective April 1, 2016, pending successful completion of application and physical.

Vice Chairman McManus made a motion, seconded by Commissioner Colitti, unanimously approved for the Chairman to sign the license agreement with PSEG.

## **Committees**

### **Headquarters and Station Two**

- Chairperson: Commissioner Colitti – District Manager had the houseman look at the lights as requested at Station 2. Was able to replace one, Electrician will be requested to replace the other as well as some fixtures at Headquarters and bathroom sensor at Headquarters.
- Alternate: Commissioner Meier – Advised there may be a light out at the entrance of Station Two.
- Chief's Staff: Chief Ryan – requested reflectors at Station 2

### **Supervision of District Employees**

- Chairperson: Chairman Lateulere – Meeting with First Responders will be scheduled for April 11. Hope to also meet with all District employees in April.
- Alternate: Commissioner Erick
- Alternate: Commissioner Colitti

### **Installation Dinner**

- Chairperson: Commissioner Erick – was successful and under the \$22,000.00 budget. With the Boards permission he would like the Committee meet in the near future to plan for the 2017 Installation Dinner.
- Alternate: Vice Chairman McManus  
Treasurer Bushell regarding budget.
- Chief's staff: 1<sup>st</sup> Deputy Chief Kevin McQueeney
- Department: Bill Savage

### **District Maps**

- Chairperson: Commissioner Erick – work in progress. Dominic Tacoma is working with SCM with the maps. Meeting is planned with SCM in the next few weeks regarding questions Dominic has with the SCM system.
- Alternate: Vice Chairman McManus
- Chief's staff: 3<sup>rd</sup> Deputy Chief Branden Heller

### **Hydrants**

- Chairperson: Commissioner Erick – will be confirming locations throughout the year.
- Alternate: Commissioner Colitti
- Chief's staff: 3<sup>rd</sup> Deputy Chief Branden Heller

### **Commercial and Residential Subdivisions**

- Chairperson: Commissioner Erick – Town of Riverhead resolution adopted by the Town regarding EPCAL as well as maps are on the round table.
- Alternate: Chairman Lateulere - Town of Brookhaven – nothing new
- Chief's staff: 3<sup>rd</sup> Deputy Chief Branden Heller

**Insurance/Finance**

Chairperson: Chairman Lateulere – District Manager mentioned changes regarding VFIS.

Alternate: Vice Chairman McManus

**LOSAP**

Chairperson: Vice Chairman McManus – nothing to report.

Alternate: Commissioner Meier

**Legislation/Regulations**

Chairperson: Chairman Lateulere – push at State level to increase the amount of deduction allowed for volunteer fire fighter.

Also a push by FASNY to include certain types of cancers in their coverage for disability. Chief Ryan reported this was also discussed at the Brookhaven Chiefs.

Alternate: Vice Chairman McManus

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

Chairperson: Chairman Lateulere – mandatory EPCR date has been pushed back to July 2017.

Alternate: Commissioner Colitti

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

**Vehicles and equipment**

Chairperson: Vice Chairman McManus – status quo

Alternate: Commissioner Erick – anxiously waiting the Chief's feedback regarding ambulances and Chiefs vehicles.

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

**Computer/Network Administration**

Chairperson: Commissioner Colitti – worked out the bugs in Chief Ryan's vehicle. Waiting on the vendor to some minor configuration on the wireless printer in the Chiefs office. Mentioned Laserfiche is slow with the upgrade. District Manager will address.

Alternate: Commissioner Meier – question regarding if the network cameras going down has to do with the ups. Will have District Manager review.

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

**Land acquisitions**

Chairperson: Chairman Lateulere

Alternate: Commissioner Colitti

**Budget preparation**

Chairperson: Treasurer Bushell – meeting scheduled for April 4. Chairman Lateulere invited the Chiefs to attend.

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

**District policy, rules, regulations review**

Chairperson: Secretary/Deputy Treasurer Donnelly – Nothing to report.  
Alternate: District Manager Michalakopoulos  
Board of Fire Commissioners  
Chief's staff: Chief Ryan

**Commissioner Reports**

**Vice Chairman Lateulere**

- He is in favor of the communication tower project, he requests that at this point that the Board focus on the bond issue. Concerned with having two major projects ongoing needing their attention. Discussion. Counsel will address with the communication tower Counsel.

**Commissioner McManus**

- Noting to report

**Commissioner Erick**

- Submitted snow removal procedure. Also looking for an RFP to be finalized by October. Chairman Lateulere made a motion, seconded by Commissioner Colitti and unanimously approved to adopt the 2016 Snow Removal Procedure.
- Working on the vehicles procedure and fuel management policy.
- Discussion regarding the work being completed on 25A or north of 25A and effect on the proposed gas.

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

Meeting adjourned at 2047 hours

Respectfully submitted,

Steven Donnelly  
District Secretary  
Wading River Fire District