

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

Minutes of the April 11, 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.

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.

Commissioner Erick made a motion, seconded by Commissioner Colitti, unanimously approved to accept the minutes of the March 28, 2016 meeting.

**H2M**

➤ Joe Mottola

Submitted to the Board a summary of updated bond estimates, and open items. Headquarters estimate \$3.9M. Station Two including soil boring, estimate \$2.8M. Total estimate \$6.8M. Numbers do not include furniture, fixtures, equipment. Discussion regarding SEQRA for construction at Station Two as well as later date for a communication tower. Discussion regarding the Station Two improvements and the communication tower being separate projects. Discussion regarding proposed bond vote date of June 7, 2016, and time required to prepare documentation for the bond vote. Chairman Lateulere made a motion, seconded by Vice Chairman McManus, unanimously approved for the Board to review the information in preparation of making a decision at the next Board meeting. Discussion regarding moving the projected bond vote until September, 2016. Agreed. Commissioner Meier requested that Joe provide the Board with an itemized breakdown of the items included in the capital improvement project / bond estimates.

➤ Dave Sterne Consulting

Discussion regarding future informational sessions. Discussion regarding addressing the increase in the bond amounts, as well as including discussion regarding the communication tower during the informational session, although it will be a separate and independent issue, to make the public aware of the plans. Chairman Lateulere requested a separate meeting also for the media. Chief Ryan offered to have the public invited to the recruitment / open house and possible shuttle to also visit Station Two.

**Correspondence: Secretary Donnelly**

- Flyer regarding an EMS Best Practices Conference on Saturday, April 23. Chairman Lateulere discussed further and suggested to the Chief that the Officers attend. Copy given to the Chief.
- Invitation to the Manorville Fire District Annual Inspection Dinner, April 30, 2016. No one available to attend.
- Invitation to the Ridge Fire District Annual Installation Dinner, April 30, 2016. A member of the Chief Staff may attend. Copy given to the Chief.
- Notice of bankruptcy of Transcare Corporation and auction of assets.
- April 1, 2016 copy of The Counsellor.
- April / May copy of Fire District Affairs.
- Thank You card from The Family of Margaret Deveny for flowers sent.
- Notice from The Riverhead Water District of the annual flushing beginning on April 17, 2017 – May 7, 2016.

**Public Comments: Secretary Donnelly**

- None

**Wading River Fire Department: Bill Savage**

- Requested the Board review the Organizational Meeting minutes as North Brookhaven Town Fire Chiefs Council is incorrectly listed as it no longer exists, and to just state Brookhaven Town Chiefs Council. Discussion. Chairman Lateulere made a motion, seconded by Commissioner Meier, unanimously approved to remove North Brookhaven Town Fire Chiefs Council from the list of organizations.
- Brookhaven Town Chief dues are due. Board requested that an invoice is submitted.

**Material Requests: District Manager Michalakopoulos**

- 2016-022 – Kitchen/House supplies. Commissioner Colitti made a motion, seconded by Vice Chairman McManus, unanimously approved to purchase.
- 2016-023 – Annual support contract – Veeam Essential Ent. Commissioner Colitti made a motion, seconded by Vice Chairman McManus, unanimously approved to purchase.
- 2016-024 – Medical supplies. Commissioner Colitti made a motion, seconded by Vice Chairman McManus, unanimously approved to purchase.
- 2016-025 – Medical supplies. Commissioner Colitti made a motion, seconded by Vice Chairman McManus, unanimously approved to purchase.
- 2016-026 – Medical supplies. Commissioner Colitti made a motion, seconded by Vice Chairman McManus, unanimously approved to purchase.

**District Manager Report: District Manager Michalakopoulos**

- Forwarded the Board a copy of the Station Two environmental study.
- Researched firearm safes as requested. Cost will depend on the amount of individual safes included and where the safe will be installed. Discussion regarding if any members would use the safe. Chief Ryan will be discussing with the members at the Department meeting.

- Discussion regarding individually lockers at the members gear racks.
- Website presentation was pushed ahead due to the H2M presentation.
- Phones are scheduled to go live April 21 / 22, 2016.
- First Responder vehicle is in. Commissioner Meier inquired about the lights cut into the side of the fender being unsealed. District Manager has discussed with the vendor and the manufacturer will seal the lights and provide in writing a 10 year guarantee against rust.
- Communication project. On hold due to the towers. Discussion regarding grant for Station Two and if any deadline for the grant exists. District Manager will confirm if a date exists. Council will work with Joe from H2M regarding the SEQRA study for the Station Two tower. Discussion regarding location of the tower and bid specs. Vice Chairman McManus made a motion, seconded by Commissioner Erick, unanimously improved to instruct the District Manager and Council to begin working on a bid spec for the construction of communication tower at Station Two. Council will work with the District Manager and a 3rd party on a bid spec to construct the tower.
- High band – upon Chiefs request moved back to command band. Commissioner Colitti and the District Manager were at the water tower today to resolve the issue with the GFI tripping. District Manager reported that the notification is up and running sending notification when the cabinet doors were open, lost power. Commissioner Colitti reported that there are some loose ends needed to finish the project by the vendor. Discussion regarding meeting with the vendor to discuss what needs to be completed. Commissioner Meier requested the Chief keep track of which bands are working. District Manager and Chief Ryan had met with FRES discussed issues FRES had had with the department alarms, activation procedures, which are now corrected. District Manager will work with the vendor. Chairman Lateulere requested the District Manager copy the Board and Chiefs on the emails.
- Received some discrepancies on 6-3-9. Vendor has been contacted and will repair.
- National Grid natural gas – contract has been forwarded to the Board. If the Board decides to move forward the application will need to be submitted. Commissioner Colitti made a motion, seconded by Vice Chairman McManus, to start the process to proceed with natural gas. Discussion regarding application process and paying for the project, the application process and cost of project. Option 1) 3,000 feet of gas main and 100 feet of service into our facility for a onetime fee of \$296,739. Reimbursed for any customers who switch to gas during the first 5 yrs. Option 2) 3,000 feet of gas main, for with a monthly surcharge \$4,444 for 10 yrs. The 100 foot service connect would be a onetime fee of \$5,156. Reimbursed for any customers who switch to gas during the first 5 yrs. Motion tabled for District manager to contact the National Grid Rep with questions from the Board.

**Treasurers Report:**

**Treasurer Bushell**

- Bills total \$48,688.01. Commissioner Meier made a motion, seconded by Vice Chairman McManus, unanimously approved to pay the bills.
- Received the following checks for deposit from the Town of Riverhead - \$2,159.41, \$1,402.70.

- Budget Committee had met and is making progress. Chairman Lateulere requested follow up meetings to be scheduled. Agreed to meet the 1<sup>st</sup> Monday of the month at 1745.

**Attorney's Report: Attorney Sapienza**

- Contract for the electrical maintenance bid has been sent to the contractor.
- License agreement for the boat ramp has been sent out today.
- Spoke to PSEG regarding the rebate. Their Legal Department will back to him to discuss.
- In the April issue of The Counsellor there is a best value resolution. Counsel requested that the Board review to possibly adopt because a lot of the cooperatives have best value conditions in the bidding process.
- Requested executive session for personnel.

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

**Adjournment for Executive session 1950 hours**  
**Reconvene from Executive session 2025 hours**

- Board will continue to table the motion regarding the gas line to the next meeting.

**Chief's Report: Chief Ryan**

- Submitted Captain Gluck's letter regarding the resignation of Santina Bates. Chairman Lateulere made a motion, seconded by Commissioner Meier, unanimously approved to record and accept the resignation.
- Received a call inquiring if anyone is interested in attending the Jamesport Installation Dinner on April 16. Commissioner Meier will attend.
- Met with Bob Petricek, Bill Savage, and Assistant Chief Tony Bitalvo regarding the domain name. They also reviewed websites and like the Ridge Fire Department webpage. Bob Petricek agrees to hand over the rights to the Wading River Fire Department as long as the webpage says Wading River Fire Department on the opening page. When the Fire Department no longer uses the domain, he would like the rights back. Discussion. Chairman Lateulere requested that the District Manager work with Chief Ryan.
- Requested a copy of the Suffolk County Mutual aid plan. District Secretary will forward the Chief a copy.
- Chief staff is reviewing options for Chiefs vehicles. Also looking at the new First Responder vehicle. Working with Chiefs regarding what is required to be kept in the Chiefs vehicles. Has spoken to Commissioner Erick and Vice Chairman McManus also regarding what is required to be in the vehicle.
- Will discuss the firearm safe with the members at the department meeting. Chief McQueeney had also spoken to member / police officers to see if they would use the safe and was told that they would not.
- Riverhead Chiefs dues are due.
- Chief's helmet shields are in. He has confirmed what was ordered was received.

- Minutes of last meeting reference using the 1<sup>st</sup> Responder vehicle as a spare, but do not reference selling the red Tahoe. Chairman Lateulere requested the Chief provide the Board in writing what vehicles they would like to surplus.
- Return to duty medical from Dan Zaveski.
- Dianne Brayer, Tom Lateulere, Bill Schiebel on medical leave.
- Bailout training class held. 24 members attended and completed the training. A 2<sup>nd</sup> training will also be scheduled.
- County drill was held, 34 members attended.
- Submitted March alarms and year to date alarms. Chairman Lateulere requested the number of mutual aid calls received is reported.
- Drill at the Scout Camp completed. Scouts provided a letter of appreciation.
- Officers meeting held and accident reviews were submitted to the Board.
- Requested an update on the conference. District Manager reported that everything has been submitted.
- Review Board has been postponed to May 10. Will be reviewing 2015 and 1<sup>st</sup> quarter of 2016.
- Officers meeting scheduled in April.
- Commissioner Meier reported that FDNY requested to store a vehicle at the fire house Wednesday for a funeral on Thursday. Agreed.
- Submitted an application for Charles Manzella for firefighter, and requested approval for physical. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved for Charles Manzella to receive a physical and to go ahead with membership as long the physical is successful.
- Was given plans for the lights at the boat ramp tonight but has not had time to review for tonight meeting. Hopes to have something for the next meeting.
- Requested to see the EPCAL maps. Commissioner Erick will provide.
- Commissioner Colitti followed up on the request for the Chief and Captain Gluck to review the lighting at Station Two.

## **Commissioner Reports**

### **Commissioner Erick**

- Requested to finalize the vehicle repair procedure and will forward a copy to the Chiefs. District Manager has requested to remain the primary contact, if he is not available the process is followed. Commissioner Erick made a motion, seconded by Vice Chairman McManus, unanimously approved to follow the vehicle repair procedure. District Manager reminded the Board that they do have a membership to SeaTow which should be added to the list.
- Requested that the Board review the Fuel Management Policy / Procedure and the Fire District Election Policy. Commissioner Colitti requested if the law relating to the election can be added to the policy binder.

### **Commissioner Meier**

- Requested to attend the NYS Fire Chiefs meeting at Turningstone. Chairman Lateulere made a motion, seconded by Commissioner Erick, and unanimously approved for Commissioner Meier to attend the NYS Fire Chiefs meeting. Commissioner Meier offered to also take surplussed gear to the meeting departments in need.
- Has been in contact with a Fire Department in Connecticut that is possibly willing to purchase the Chief vehicles if they are surplussed.
- Went to the Brookhaven Town Fire Districts meeting. Tom Rinauldi, VFIS, and Bill Glass presented. He has information that he will leave on the round table.

### **Commissioner Colitti**

- Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved to surplus the items on the list submitted.

### **Commissioner McManus**

- Noting to report

### **Chairman Lateulere**

- Requested the Secretary work with the Chief before responding to the Manorville and Ridge Installation Dinner invitations.
- Chairman Lateulere made a motion, seconded by Commissioner Colitti unanimously approved for the District Manager to contact VFIS to receive the paperwork concerning Mr Gary Riders claim to go on total disability benefits and to start the process.

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

Meeting adjourned at 2055 hours

Respectfully submitted,

Steven Donnelly  
District Secretary  
Wading River Fire District