

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

Minutes of the April 25, 2016 Meeting

The meeting of the Board of Fire Commissioners was called to order by Commissioner Erick at 1830 hours with the Pledge of Allegiance and a moment of silence for first responders and military who have made the ultimate sacrifice.

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. Vice Chairman McManus absent due to work.

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

**Public Comments: Secretary Donnelly**

- None

**Correspondence: Secretary Donnelly**

- Notification of the New York State Department of Environmental Conservation Fire Assistance Grant.

**Secretary's Report: Secretary Donnelly**

- Request to use the meeting room by
  - Mike Hammer on Saturday, May 7, from 7:00 pm - 12:00 for a family function with approximately 50-60 guests. No conflicts with the Board or the Chief.
  - Matt Wallace on Wednesday, May 4, from 6:00 pm - 9:00 pm for a defensive driving class for the members. No conflicts with the Board or the Chief.
- Policy review will wait until a full Board is present.
- Riverhead Town Fire District's Council meeting is scheduled for Tuesday, April 26 at Riverhead. Commissioner Meier will attend.

**Material Requests: District Manager Michalakopoulos**

- 2016-0027 – Additional SCBA mask. Commissioner Colitti made a motion, seconded by Commissioner Erick, and unanimously approved to purchase.
- 2016-0028 – Medical consumable. Commissioner Erick made a motion, seconded by Commissioner Meier, and unanimously approved to purchase.

- 2016-0029 – Radio racks for Station Two to be purchased through the communication project. Commissioner Colitti made a motion, seconded by Commissioner Erick, and unanimously approved to purchase.
- 2016-0030 – Switches for Headquarters and Station Two to be purchased through the communication project. Commissioner Colitti made a motion, seconded by Commissioner Erick, and unanimously approved to purchase.

**District Manager Report:                      District Manager Michalakopoulos**

- Dix Hills Fire District will hosting PESH training on Thursday, May 26 at no cost. District Manager will attend. Chief(s) may also attend.
- SEQRA report for replacement tower at Station Two – Counsel has been in contact with the Town Attorney and there may not be a SEQRA study required.
- Water tower – Commissioner Colitti and the District Manager were at the tower today to research an electrical problem with the leg between the meter and the vault. Riverhead Water is looking into it. The Water District is also willing to turn over a used meter from Metro PCS to the District by taken over the payment. District Manager requested that the Board consider installing a separate meter from the water tower. Discussion. District Manager will review with PSEG.
- Firearm safe – no members are currently interested in using a firearm safe. Will be put on hold until the need arises.
- Commissioner Colitti requested that the District Manager look into lock boxes from Geargrid for the equipment racks in the truck bay.
- Website – presentations have been put on hold due to Carolyn being on vacation and wanting a full Board in attendance.
- Phones – in service and training will be scheduled. Front door needs to be connected. District is currently one license short. District Manager will research cost.
- 6-3-16 – 800 radio arrived and installation will be scheduled.
- 6-3-16 – window control went bad and will be replaced
- 6-3-17 – monitor charging cord has been repaired.

**Treasurers Report:                                      Treasurer Bushell**

- Bills total \$22,631.53. Commissioner Meier made a motion, seconded by Commissioner Colitti, and unanimously approved to pay the bills.
- Discussion with the Board regarding the permissive funding for the consulting and architecture services running low. Chairman Lateulere requested that the Board discuss the bond breakdown provided by H2M at the next meeting as the main meeting topic.
- Secretary Donnelly reported that the 30 days for the permissive referendum for the personnel protective equipment and the construction of the communication tower at station has been expired. Chairman Lateulere requested that the record state that this is for a replacement communications tower. Counsel advised that he has spoken to the Town of Riverhead Attorney regarding the SEQRA and has been advised that when the tower specs have been reviewed by the Town Attorney and Building Dept., if the replacement

tower is for fire department, emergency use the zoning items / SEQRA study may be waived. District Manager is working on obtaining the specs.

**Attorney's Report: Attorney Sapienza**

- Has received the signed contract from the contractor for electrical maintenance and submitted to the Board to review and sign. Commissioner Colitti made a motion, seconded by Commissioner Erick, and unanimously approved for the Chairman to sign the contract with Palace Electric.
- Secretary Donnelly advised that he has been contacted by firefighter Gary Rider and Town of Riverhead Assessor Mason Hass regarding the firefighter tax exemption. Counsel will follow up with Gary Rider.
- Letter to Matt Colitti regarding the LOSAP hearing has been drafted.

**Wading River Fire Department: Bill Savage**

- Inquired about the voucher submitted for the Brookhaven Town Fire Chief's dues. It has been paid.
- Inquired on the status of the memorial stone. Stone has been ordered, but may not be completed by the memorial service.
- Discussion regarding the meeting with Bob Petricek, Chief Ryan, and Bill Savage regarding the domain. Bob is willing to turn it over as long as when it is no longer needed it is returned to him. This was also addressed at the April 11 meeting. District Manager will work with Chief Ryan.

**Chief's Report: Chief Ryan**

- Ex-Chief Mark Donnelly still needs to have his picture taken. Board requested that Ex-Chief Donnelly arrange with the photographer to have his picture taken. District Manager reported that Houseman Pirnak is looking for picture frames to match the current frames.
- Captain from Station Two has submitted the plan for the lighting at Station Two.
- County mutual aid plan is being reviewed.
- Lighting at the boat ramp is being reviewed. A work detail will clean up the ramp area.
- Ambulance committee – Chief is waiting for the return of a paramedic on leave to return as that paramedic has recently purchased an ambulance at another location.
- Requested to appoint 2 EMS Officers from the department. Chairman Lateulere requested that the Chief provide the Board with a written plan / request.
- Marisa Cox has requested to attend Basic EMT training in East Moriches. Commissioner Colitti made a motion, seconded by Commissioner Erick, unanimously approved for Marisa Cox to attend the training contingent upon the completion of the required paperwork. District Manager reported this will be material request 31.
- Christina MacDougall requested to attend Suffolk County College EMT training. Chairman Lateulere explained that the District could sponsor the training for the \$750.00 the state will reimburse. It is reimbursable if the training is passed. Chairman Lateulere offered to have Chief Ryan have Christina contact him regarding obtaining college credit.

- Chief reported some have reported to him that they are unable to use the SCBA filling station. Will work with the District Manager.
- 3<sup>rd</sup> Assistant Chief has requested to use the unused cabinet in Jamie’s office. District will have the cabinet assembled for the Chief to be used.
- Chief as spoken to the Captain at Station Two regarding changing rooms and furniture and has requested a budget for the furniture from the Board. Commissioner Colitti requested this is put on hold until the outcome of the bond and to first use existing equipment. Chairman Lateulere requested the Chief submit a written request.
- Chief requested a meeting on May 16 with SCM. District Manager will address.
- Chief will be meeting with the radio vendor. Discussion. District Manager will address.
- 3<sup>rd</sup> Assistant Chief will be attending New Chief Orientation at the Suffolk Fire Academy on Sunday, May 1.
- The department will be providing stand by coverage for Ridge on May 1 from 6:00 am to 10:00 am. Will utilize 6-3-6.
- Requested executive session.

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

**Adjournment for Executive session                    1922 hours**  
**Reconvene from Executive session                    1938 hours**

- Commissioner Colitti made a motion, seconded by Commissioner Erick, and unanimously approved material request 32 for Station Two lighting.
- Chief Ryan reported that the Department will be attending the Duck Pond Day Parade on June 5, sponsored by the North Brookhaven Chamber of Commerce.

## **Commissioner Reports**

### **Commissioner Erick**

- Installation Dinner – Chief McQueeney has been in contact with Majestic Gardens. Will provide follow up.
- MAPS – Commissioner Erick and Dominic Tacoma have been continuing to work with SCM regarding the maps. Discussion regarding the process of renaming /updating street names and the County and State having to approve. District Manager will work with Dominic regarding the process.
- Hydrants – are to be flushed by the Town of Riverhead.
- Commercial and residential development – nothing to report from Town of Riverhead.
- Vehicles and Equipment – Discussion regarding the need to replace Chief Ryan’s vehicle. Chairman Lateulere made a motion, seconded by Commissioner Colitti, and unanimously approved to go out for permissive referendum from the equipment reserve fund for an amount not to exceed \$65,000 for a replacement Chief vehicle.
- Policies – Discussion regarding Election policy. Chairman Lateulere requested wording ‘suggested’ is removed from policies. Discussion regarding the Candidates Petition and updating

the election legal notice to include notice of the petition. Counsel advised it should be the District petition, the legal notice can be updated to include the notice of the petition and the Secretary can review the petitions to ensure they are valid. District Secretary will forward proposed policy to Board and Counsel.

**Commissioner Meier**

- LOSAP – nothing to report. Chairman Lateulere requested that the policy is looked at for members who want to appeal a decision made of not making the points.
- Networking – phone update as reported by the District Manager.
- Attended the Brookhaven Town Fire District’s meeting.
  - There will be a Suffolk County Fire District’s meeting on May 19 in E. Northport. Expected to attend is PSEG regarding rebates and the Board of Elections.
  - Discussing having a Town of Brookhaven emergency planning committee.
  - Next Brookhaven Town Fire District’s meeting scheduled for July 6 in East Moriches.
- He will be attending the NYS meeting Albany.

**Commissioner Colitti**

- Inquired on the status of the LIPA rebate. District Manager reported he is working with Counsel and is forwarding invoices regarding the rebate.
- Station Two soda machine has been replaced at no cost. Thanked the District Manager.

**Vice Chairman Lateulere**

- Requested that the Board discuss the bond and the natural gas at the next BOFC meeting. Requested that the District Manager provide the costs of upgrading the equipment / appliances for natural gas.
- Meeting with District employees – May 9 for EMS staff, May 16 for District staff.
- He will not be able to attend the May 23 BOFC meeting, due to work.
- Has been told that the night crews have been successful. Thanked the Chief and Chief’s staff.

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

Meeting adjourned at 2000 hours

Respectfully submitted,

Steven Donnelly  
District Secretary  
Wading River Fire District