

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

Minutes of the August 22, 2016 Meeting

The meeting of the Board of Fire Commissioners was called to order by Vice Chairman Erick at 1830 hours with the Pledge of Allegiance and a moment of silence for our departed first responders and police officers and fire personnel throughout the United States.

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

Vice-Chairman Erick swore in Randy Hintze as Commissioner.

“I Randolph Hintze do solemnly swear that I will support the Constitution of The United States and State of New York, and that I will faithfully discharge the duties of the office of Fire District Commissioner of the Wading River Fire District, according to the best of my ability”

Commissioner Brian Brooks of the Ridge Fire District was present to discuss the cost of the fire hydrant rentals and follow up with the Suffolk County Water Authority / Sherwood Water. The Board agreed to work with the Ridge Fire District to address this. Attorney Sapienza will work with the Counsel of the Ridge Fire District.

Commissioner Meier made a motion, seconded by Commissioner Colitti, unanimously approved to accept the minutes of the August 08, 2016 meeting.

Public Comments: **Secretary Donnelly**

- None

Correspondence: **Secretary Donnelly**

- August 19, 2016 letter from the Wading River Fire Department, Inc. presenting candidates Nathan Ritchie, Devin Loccisano, and James Brady to the Fire District for approval.

Secretary Report: **Secretary Donnelly**

- Oath of Office for Randy Hintze will be delivered to both towns.
- Permissive for Station Two communication tower has been published.
- Next policy to be reviewed.

Wading River Fire Department: President Hammer

- A letter has been written to NYS Parks regarding the use of Station Two and will be provided to the NYS Parks at Wildwood.

Material Requests: District Manager Michalakopoulos

- 2016-0056 – 2 drawer filing cabinet for First Responders. Commissioner Colitti made a motion, seconded by Chairman Erick, unanimously approved.
- 2016-0057 – Medical supplies-CPAP circuits. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved.
- 2016-0058 – Medical supplies-generic EPI pen 1 box. District Manager is working with the Chief's on the "Check and Inject Program" out of Rochester, NY, which is expected to save the District between \$6,000 - \$8,000 per year. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved.
- 2016-0059 – Fire Police jacket for John Mashman. Chairman Erick made a motion, seconded by Commissioner Colitti, unanimously approved.
- 2016-0060 – Uniform alterations – Masucci, Nadler, Cummings, Cole, Ksklyarova, Savage, Cohen. Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved.
- 2016-0061 – Department uniform patches. Chief Ryan explained the requested change in department patch, uniforms and emblem on Chief's vehicles. Commissioner Colitti requested a complete plan and cost for the uniform change. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved with no alterations on uniforms being completed until the Chief provided a complete plan for change.
- 2016-0062 – Uniform badges. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved.

District Manager Report: District Manager Michalakopoulos

- Trees – met with 4 vendors, received quotes from 3 for tree removal and pruning with the wood left for the members:
 - St Johns \$6,100
 - Sunburst \$8,000
 - Xterra \$6,500Commissioner Colitti made a motion, seconded by Chairman Erick, unanimously approved to go forward with the lowest bidder St Johns.
- 6-3-31 vehicle has been repaired by Matt's One Stop in Soundbeach. Lettering will be completed tomorrow morning.
- Old Responder vehicle at the shop today.
- Recruitment sign – has been in contact with vendors and requested pricing to fix the phone number. Phone # agreed to be used is the 40 number which will connect to voicemail.
- Station Two communication tower bids – Has worked with Counsel and requests to reject all bids and re-submit bid requests to tighten up the bid packet. Counsel explained further. Discussion regarding low bidder not having completed a tower installation, packets and comparison to Setauket project. Commissioner Colitti made a motion, seconded by

Commissioner Meier, unanimously approved to reject the bids for the Station Two tower upon the recommendation of the District Manager and Counsel. Commissioner Hintze made a motion, seconded by Commissioner Meier, unanimously approved to authorize the District Manager to prepare new bid specs for the Station Two communications tower to be reviewed at the next Board meeting.

- Chief Ryan, Commissioners and District Manager have met with the radio vendor. Feels it was a successful meeting.
 - Chief Ryan discussed further and he does not want to move forward until this system is in place/completed.
 - Commissioner Colitti inquired if Chief Ryan received the map as promised of where high band will be activated. As Chief Ryan has not received the map, Commissioner Colitti requested that the Chief contact the vendor and request that the map be provided immediately. Commissioner Colitti reported that it was discussed at the meeting and per the vendor the antenna placement at the water tower is in the correct location. Requested to set dates for follow up meetings on a monthly basis.
 - Chairman Erick noted the original packet from March 1, 2014 and there is still \$711,900 of work to be completed to follow this plan.
- Commissioner Colitti requested a discussion regarding direction of the communications tower at Headquarters. Commissioner Colitti requested to go forward with a communication tower. Discussion. With the Board's approval Counsel will contact the Counsel of vendor Cellsite Capital whom prior agreement was with.
- Water tower electric has been completed. District Manager has contacted the Town of Riverhead to transfer the power to the Fire District.
 - Chief Ryan inquired about a generator to keep this operating during a storm. Currently solar bank is designed for notification of outage and to operate at 50% for 18 hours, during which a generator is needed to be brought to the site. District Manager will work with the Chief.
- Commissioner Colitti inquired about concerns with the current electrical contract. After discussion it was decided to be rebid in December.
- Website domain – Domain name has been turned over to the Chiefs Office. Discussion regarding webpage. Chief Ryan requested to use Fire House Solutions with a web design similar to the Ridge webpage.
- Boatlift
 - Fence has not been repaired.
 - Lighting has been completed.
 - Commissioner Colitti inquired as to why the high/low switch was disconnected and requested that the Chief request the members follow the chain of command for repairs.
 - Chairman Erick requested the height be marked on the beams as a guide.
 - Will be working with the Chief and District employees to clean up the area.
- Fire alarm systems – submitted updated Simplex pricing through the State contract for the Board's review.
- Chief Vehicle replacement – working with the Chief.

- Requested executive session for personnel.

Treasurers Report:

Treasurer Bushell

- Bills total \$52,670.78. Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved to pay the bills.
- Received \$71.25 in cash as reimbursement for three members who have cancelled attending the NYS Chiefs Conference in June: Caroline Roberto, Don Enlund, and Anthony Vanbommel.
- Discussion regarding which fund to deposit the \$165,000 surplus from 2015. Commissioner Colitti made a motion, seconded by Chairman Erick to transfer the surplus to the equipment reserve.
- Budget meeting scheduled for the first Monday of the month will fall on Labor Day. After discussion it was agreed to move the meeting to Tuesday, September 6 at 5:45 pm.
- Council reported that he has spoken to the Town of Brookhaven Council regarding the pilot payment and 2017 will be the last payment received.

Attorney's Report:

Attorney Sapienza

- Mutual Aid agreement has been sent to Suffolk County.
- ALS agreement waiting for the insurance declaration page from the broker.

Chief's Report:

Chief Ryan

- Submitted updated member classifications.
- District Manager and the Chief have looked at 8x10 trailers locally and are requesting to go to Pennsylvania to purchase the trailer for less money. Current cost is estimated to be \$2985.00 plus \$800.00 for a CCA bottom. Commissioner Hintze requested if the County and State contracts have been reviewed. District Manager will review.
- Submitted two member application files for review.
- Requested executive session
- Submitted vehicle replacement plan.
- Fire prevention is scheduled for October 4 and 5
 - October 5 at Wading River Elementary School
 - October 12 at Kiddy Academy
 - October 16 open house at the Fire HouseBoard inquired about the preparation of the fire prevention trailer. Chief Ryan will have the trailer prepared by the members.
- Boat lighting completed by Assistant Chief Bitalvo. Chairman Erick requested how the materials were paid for. District Manager reported Chief Bitalvo will be submitting receipts. It was requested that a material request is submitted in the future. Commissioner Colitti made a motion, seconded by Chairman Erick, unanimously approved to reimburse for materials up to \$150.00.
- Working with District Manager and district staff to clean up the boat area and repair the fence.

- Reported that life preserver, globe and rope were removed from the boat. And the cards to access the boat ramp are not working. Chief McQueeney is working on resolving. It was requested by the Board that in the future a Police Report is filed.
- An ambulance viewed at the Brentwood show will be brought to Wading River for further review. Discussion regarding a possible cooperative bid with Ridge for the ambulance.
- Annual hose testing is scheduled for tomorrow at Fireman's park.
- Commissioner Colitti requested the District Manager notify the fire alarm vendor that there are gas diesel pumps at both locations. Also verified that the vendor will provide the drawings to the Towns.

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

Adjournment for Executive session	1955 hours
Reconvene from Executive session	2016 hours

Commissioner Reports

Vice-Chairman Erick reported that the Board accepted the applications of William Brady and Devon Loccisano effective September 1, 2016. The file of the third applicant was not submitted. Secretary will provide a response to the department.

Commissioner Colitti

- Commissioner Colitti made a motion, seconded by Chairman Erick, unanimously approved for Brian Danowski to be the Fire District EMS Coordinator with a 26 week probationary period.
- Commissioner Colitti requested a meeting is set up with the custodial staff. Chairman Erick will provide available dates.

Commissioner Hintze

- Nothing to report.

Commissioner Meier

- Attended the Suffolk County Fire Districts meeting. Discussion regarding the requirement of the identification card to be issued by the Chief with issuing of the blue light. Chief Ryan will follow up. Fire News was also present at the meeting.

Chairman Erick

- Welcomed Randy Hintze to the Board.
- Requested that the District Manager update Commissioner Hintze on the radio communications project and the bond.

- Requested Commissioner Hintze review the Commissioner Committees to see which he would like to participate. Requested that Commissioner Hintze chair the Compliance, Department of Health, OSHA, EMS and First Responders Committee.

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

Meeting adjourned at 2021 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District