

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

Minutes of the October 11, 2016 Meeting

The meeting of the Board of Fire Commissioners was called to order by 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 McManus, Vice-Chairman Erick, Commissioners Colitti, Meier and Hintze, District Manager Michalakopoulos, Treasurer Bushell, Secretary Donnelly, Attorney Sapienza, and Assistant Chief Heller were present at the meeting.

Vice Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved to accept the minutes of the September 26, 2016 meeting.

Public Comments: **Secretary Donnelly**

- None

Correspondence: **Secretary Donnelly**

- Notification from Riverhead Water District of the fall flushing October 21- November 6. A copy provided to the Chief.
- Letter to the BOFC from Melanie Besold.
- Thank you letter from Terry Farrell Firefighters Fund with a Hold Harmless Agreement naming District Manager Steven Donnelly. Secretary Donnelly will follow up to have this properly named.
- Received the Guidelines for Requesting Services from the Board of Elections for the District Election. Discussion – BOFC agreed to request 2 machines for the annual election.

Secretary Report: **Secretary Donnelly**

- If District will use absentee ballots for the District election a resolution will need to be made by October 14. BOFC agreed absentee ballots will not be used.
- Legal notice of the budget hearing has been sent to the media as well as both towns.
- 2017 proposed budget has been submitted to both towns.
- Letter has been given to the department and Chief Ryan requesting time for the BOFC at the October 20 Department meeting. Response has not been received.
- Riverhead Town Fire District meeting is scheduled for October 26 at Manorville, dinner at 7:00 pm, meeting at 8:00 pm.
- Grants

- Recruitment signs – has not been able to reach the vendor. Will contact another vendor.
- Station Two sign – Maltese cross has been order through Hill Signs.
- Station Two communications tower – Bid specs being reviewed. Commissioner Hintze provided an update. Counsel will have the legal portion completed.
- Website – Startup fee bill was included in tonight’s bills. Chief will need to provide graphics. Vice Chairman Erick will provide the District history, Chiefs will have to provide the Department history. Commissioner Colitti expressed concern with the website not being updated, specifically on the Chiefs side. The District will monitor and update the District portion and the Chief will be responsible for updating the department portion. Commissioner Colitti requested that Carolyn is updated on progress as she was the lead on the project.
- Boat – Residential Fence Corp has provided a quote of \$750.00 to repair the fence. Commissioner Colitti made a motion, seconded by Vice Chairman Erick, unanimously approved to have Residential Fence repair the fence.
- District Manager and Chief McQueeney were approached by PSEG in regards to PSEG upgrading the facility - fences, no trespassing signs, camera, lighting and power to the ramp. District Manager will be requesting a meeting with PSEG.
- Annual ladder testing has been completed. Some minor issues with 6-3-4 will repaired.
- Vendor has reviewed the garage doors at both locations. Headquarters doors are good. Vendor recommends the safety mechanism is replaced with the electronic eye. District Manager will obtain quotes.
- Garage doors received a PM on Monday. District Manager and houseman were off for the holiday. District Manager will contact the owner regarding oil left on the bay floor. Vice Chairman Erick requested that the Commissioners bay door is checked.
- Effective today Operators A, B, C (District Manager, Houseman Pirnak) have been registered with the County Pollution Control. Training required for anyone who drives a district vehicle and some spill clean-up supplies will be needed. Commissioner Colitti thanked the District Manager and Houseman Pirnak for completing the training / certification.
- Received request to use the hall from
 - Department for the annual Christmas party on December 3. Approved as there are no conflicts with Board or Chiefs office.
 - George Besold for a party of approximately 30 people on November 13 between 3:00 pm and 6:00 pm. Approved as there are no conflicts with Board or Chiefs office. District Manager will have the required paperwork provided by Carolyn.
- 6-3-27 taken by flatbed to be mechanically reviewed.
- WKC premium update was forwarded to the BOFC for review.
- Requested executive session.
- Vice Chairman Erick inquired about pump testing. District Manager will contact the District Mechanic regarding the County perform the testing or Waterways. Waterways will come to the District to complete the testing. Dates will be provided to the Board.

Treasurer Bushell

- Bills total \$38,447.51. Commissioner Hintze made a motion, seconded by Commissioner Meier, unanimously approved to pay the bills.
- Budget adjustment + \$2,500 to Liability Insurance, - \$2,500 from medical inspections.

Attorney's Report:

Attorney Sapienza

- Will work with the Secretary to complete the certification of resolutions for the Bond Counsel. And will begin working on the election legal notice.
- Requested the BOFC review an article in the October issue of The Counsellor regarding training for the escape ropes.
- East Farmingdale hosted the L.I. Legislative Conference which was attended by most L.I. Legislators who indicated their support of the fire service. Pending bills – increase to permanent disability payments, ease to sell a vehicle, billing for ambulance services, firefighter cancer were discussed. Updates will be provided in The Counsellor.

Chief's Report:

Assistant Chief Heller

- Dianne Brayer, and Bill Schiebel out on line of duty medical.
- Bob Klement, and Camille Jenkins out on personal medical.
- Melanie Besold has submitted a letter of resignation.
- Chief Ryan is putting the trailer on hold as PSEG will be providing upgrades to the boat area.
- September alarms have been submitted.
- Accident Review Board review of 6-3-17 and 6-3-6 accidents have been submitted.
- 6-3-27 was involved in an accident on 10/08/16. Accident Review Board will be completed.
- Requested the siren at the power plant is serviced.
- Fire prevention is going well.
- Annual Open House is Sunday, October 16, 12:00 pm – 4:00 pm.
- Membership cards are in progress.
- Has spoken to the District Manager regarding A and B foam, both are safe to use.
- Station Two Captain requested the status of the parking lot light. District Manager will order the light.
- 6-3-8 air horn – will follow up with District Manager.
- Commissioner Meier requested if there is a plan to cover 6-3-27 while it is out. Assistant Chief Heller reviewed the plan.
- Discussion regarding the Nashville training. B. Heller, K. Schmidt, A. Rosini, J. Meier will attend 10/17/16 – 10/22/16. Will be using the District van for travel due to transporting equipment. Commissioner Colitti made a motion, seconded by Commissioner Hintze and unanimously approved to send the above at the GSA rate for 5 days.
- Commissioner Hintze requested a copy of the MV-104A report from 6-3-27 accident and requested the insurance company is notified. Vice Chairman Erick reminded to have the driver complete an MV-104.
- Assistant Chief Heller reported that the CAD is being used regularly and by allowing the Chief's to input the signal 2, the issue with the County has been resolved and the information has been more accurate. Thanked the BOFC.

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

Adjournment for Executive session 1910 hours
Reconvene from Executive session 1944 hours

Assistant Heller reported that Fred Besold has been suspended pending Chief investigation. Commissioner Colitti made a motion, seconded by Commissioner Hintze, approved by Chairman McManus, Vice Chairman Erick, to continue the suspension, opposed by Commissioner Meier. Requested the investigation is completed by the next meeting, with the exact charge.

Commissioner Reports

Chairman McManus

- The Board is requesting that the Chief advise the members, and the District Manager advise the staff that the First Responder room is to be used for First Responder official business only. Chairman McManus made a motion, seconded by Commissioner Colitti, unanimously approved the restraints on the First Responder room and that if the First Responder is in the rec room when the bar is open, the First Responder is to leave the room. Discussion.

Vice Chairman Erick

- Inquired about the annual flu shots and physicals. Commissioner Hintze reported that Assistant Chief McQueeney is working to have this completed at the upcoming Department meeting.
- Received the new version of the Fire District Officers Guide. Requested to keep one guide to be kept in the Commissioners room. Commissioner Colitti made a motion, seconded by Commissioner Meier, unanimously approved to purchase the guide at a cost of \$183.
- Reminded all that the Budget Hearing is October 18, three Commissioners are required to attend.

Commissioner Meier

- Commented that the parking lot looks good and verified that it will be OK to be used for the Open House.
- Will be attending the NYS Fire Districts conference in Saratoga as of 10/12/16. Requested the surplus equipment is ready to go.
- Will be attending the Nashville training 10/17 – 10/22.

Commissioner Colitti

- Inquired about recent 24 to other Department. Requested Assistant Chief Heller provide a report for the next meeting on the reason as well as Chief on duty and duty crew at the time.

➤ Requested that the duty crew calendar is updated.

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

Meeting adjourned at 1953 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District