

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

Organizational Meeting of January 03, 2017

Commissioner Erick called the Organizational Meeting to order at 1830 hours with the Pledge of Allegiance and a moment of silence for departed EMS and fire military personnel departed during 2016.

Commissioner Erick, Commissioner Colitti, Commissioner Meier, Commissioner McManus, Commissioner Hintze, District Manager Michalakopoulos, Dawn Bushell, Steven Donnelly, department elected Chief McQueeney, Assistant Chief Bitalvo, Assistant Chief Heller, Assistant Chief Gluck were present.

The legal notice regarding the date and time of the meeting was published in compliance with the Public Officer's law.

Commissioner Erick swore in John McManus as Commissioner of the Wading River Fire District for a 5 year term.

"I John McManus 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 Erick swore in Randy Hintze as Commissioner of the Wading River Fire District for a 1 year term.

"I Randy 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 Erick requested a nomination for the Chairman for 2017. Commissioner McManus nominated Commissioner Hintze, Commissioner Hintze declined. Commissioner Hintze made a motion nominating Commissioner Erick to be Chairman for 2017, seconded by Commissioner Meier, approved by all. Abstained by Commissioner Erick. Commissioner Erick agreed to be Chairman for 2017.

Commissioner Erick made a motion nominating Commissioner Colitti to be Vice Chairman for 2017, seconded by Commissioner Meier, unanimously approved. Abstained by Commissioner Colitti. Commissioner Colitti agreed to be Vice Chairman for 2017.

Commissioner McManus made a motion to appoint Dawn Bushell as District Treasurer of the Wading Fire District at an annual salary of \$18,400.00, seconded by Commissioner Meier, unanimously approved.

Chairman Erick swore in Dawn Bushell as District Treasurer of the Wading Fire District.

“I Dawn Bushell do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Fire District Treasurer of the Wading River Fire District, according to the best of my ability.”

Commissioner Meier made a motion to appoint Steven Donnelly as District Secretary of the Wading Fire District at an annual salary of \$24,000.00, seconded by Commissioner McManus, unanimously approved. Discussion regarding the Deputy Treasurer position. Will be re-evaluated at a later time.

Chairman Erick swore in Steven Donnelly as District Secretary of the Wading River Fire District.

“I Steven Donnelly do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Fire District Secretary of the Wading River Fire District, according to the best of my ability.”

Commissioner McManus made a motion to appoint the Law Office of Sapienza and Frank as District Legal Counsel at an annual fee of \$15,500.00, seconded by Commissioner Meier, unanimously approved.

Commissioner Colitti made a motion, seconded by Commissioner McManus, and unanimously approved to appoint Secretary Donnelly as the Fire District’s Custodian of Records.

Commissioner McManus made a motion, seconded by Commissioner Meier, and unanimously approved to appoint Greg Michalakopoulos as the Fire District Manager and the Fire District’s Records Access Officer.

Commissioner Meier made a motion, seconded by Commissioner McManus, and unanimously approved to authorize the continuation of the surety bond, which is currently in effect with the Insurance Company, of the Treasurer and Deputy Treasurer.

Commissioner McManus made a motion, seconded by Commissioner Colitti, and unanimously approved to appoint The Riverhead News Review as primary, Newsday and Riverhead News Review for any RFP’s or bidding, as well as online service of Riverhead Local, as the official newspapers of the Fire District.

Commissioner Hintze made a motion, seconded by Commissioner Meier, and unanimously approved to appoint Suffolk County National Bank and/or successor and any other commercial bank operating a branch within the Fire District as the official bank for the Fire District provided that the collateralization of 100% of the assets is maintained.

Commissioner McManus made a motion, seconded by Commissioner Meier, and unanimously approved to renew the present contract and maintain a safe deposit box at Suffolk County

National Bank and/or successor and to open a new safe deposit box at any other bank of the District's choosing, providing that such other bank operates a branch within the Fire District.

Commissioner McManus made a motion, seconded by Commissioner Meier, and unanimously approved to maintain and continue to the Fire District's Equipment Reserve Fund and Building Reserve Fund as previously established by Board resolution.

Commissioner McManus made a motion, seconded by Commissioner Meier, and unanimously approved to authorize Treasurer Bushell, Commissioner McManus, and Vice Chairman Colitti as the three people authorized to sign checks for calendar year 2017, and that two signatures are required on every check, one of which must be that of Treasurer Bushell.

Vice Chairman Colitti made a motion, seconded by Commissioner McManus, and unanimously approved to hold public meetings of the Fire District on the second and fourth Monday of the month excluding September 11th, October 09th and December 25th due to holiday. Meetings will commence at 1830 hours. Second meeting of each month will include a work session.

Meetings will be scheduled for the following dates:

January 09, January 23

February 13, February 27

March 13, March 27

April 10, April 24

May 08, May 22

June 12, June 26

July 10, July 24

August 14, August 28

September 11, September 25 (September 11 will be held Tuesday, September 12)

October 09, October 23 (October 09 meeting will be held Tuesday, October 10)

November 13, November 27

December 11, December 25 (December 25 meeting will be held Tuesday, December 26)

Commissioner McManus made a motion, seconded by Commissioner Hintze, and unanimously approved for the Fire District to belong and sponsor the following organizations.

Brookhaven Town Fire Museum

Brookhaven Town Fire Police Association

Brookhaven Town Safety Officers Association

International Association of Fire Chief's

New York State Finance Officers Association

New York State, Suffolk County, and the Towns of Brookhaven and Riverhead – Fire Chief's and Fire District Associations and Council's.

New York Association of Local Government Records Officer's

North Fork Volunteer's Fireman Association

Northern Brookhaven Fire Chief's

Suffolk County Fire District Managers Association

Suffolk County Safety Officer's Association

Suffolk County Volunteer Fireman’s Association

Commissioner McManus made a motion, seconded by Vice Chairman Colitti, and unanimously approved to break for executive session at 1849. Vice Chairman Colitti requested from the Chief’s a list of department elected Chief’s and Chiefs requirements.

Adjournment for Executive session 1849 hours
Reconvene from Executive session 1932 hours

Commissioner McManus made a motion, seconded by Commissioner Meier, unanimously approved to accept Kevin McQueeney as Chief, Anthony Bitalvo as 1st Assistant Chief, Branden Heller as 2nd Assistant Chief, Denise Gluck as 3rd Assistant Chief.

Chairman Erick swore in Kevin McQueeney as Chief, Anthony Bitalvo as 1st Assistant Chief, Branden Heller as 2nd Assistant Chief, Denise Gluck as 3rd Assistant Chief.

“I Kevin McQueeney do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Fire Chief of the Wading River Fire Department, according to the best of my ability”

“I Anthony Bitalvo do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of First Assistant Fire Chief of the Wading River Fire Department, according to the best of my ability”

“I Branden Heller do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Second Assistant Fire Chief of the Wading River Fire Department, according to the best of my ability”

“I Denise Gluck do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Third Assistant Fire Chief of the Wading River Fire Department, according to the best of my ability”

Commissioner Meier made a motion, seconded by Commissioner McManus, and unanimously approved to accept the names of the members who live outside of the Fire District using the Districts past resolution: Frederick Besold, Matt Colitti, John Galvin, Eugene Gerson, Alex Rosini, Keith Ryan and Anthony VonBommel.

Chairman Erick requested from the Chief a list of Officers for 2017.

Wading River Fire Department Line Officers

Company 1	Station Two	Captain	Vacant – to be filed
		Lieutenant	Vacant – to be filed
Company 2	Headquarters	Captain	Kevin Berg
		Lieutenant	Terence Kluber
Rescue		Lieutenant	Caroline Ruberto
		Lieutenant	Ricky Chan

Fire Police	Captain	Mike Hammer
	Lieutenant	George Besold
Safety Officer		Bill Savage
		Bob Quaranta
Exposure Control Officer		Denise Gluck

Chairman Erick requested the Chief provide a list of inventory and year end reports. Chief McQueeney agreed to provide by the next BOFC meeting.

Commissioner McManus made a motion, seconded by Vice Chairman Colitti, and unanimously approved to appoint Neefus-Stype Insurance as the official insurance agent for the Fire District.

Vice Chairman Colitti made a motion, seconded by Commissioner McManus, and unanimously approved to appoint Fire Districts Mutual as the Fire District's Worker's Compensation and VFBL carrier, and VFIS as the Fire District's general liability carrier.

Commissioner McManus made a motion, seconded by Vice Chairman Colitti, and unanimously approved appoint Nassau Diagnostics (NDI) and SMS of Islandia and Medford as the Fire District physicians.

Commissioner Meier made a motion, seconded by Commissioner McManus, and unanimously approved to appoint R.S. Abrams & Co. as the Fire District auditors for 2016. Discussion regarding a RFP for auditor services in 2017.

Commissioner McManus made a motion, seconded by Commissioner Meier, and unanimously approved to set the Fire District's personal vehicle travel reimbursement rate at 53.5 cents per mile in accordance with the Internal Revenue Service travel allowance for 2017.

Commissioner McManus made a motion, seconded by Commissioner Meier, and unanimously approved to follow IRS and GSA standards for travel reimbursements.

Commissioner McManus made a motion, seconded by Commissioner Meier, and unanimously approved to approve the LOSAP standards and criteria which were established in the 2014 Organizational Meeting which are part of state law and to continue the same standards in 2017.

Commissioner Meier made a motion, seconded by Vice Chairman Colitti, and unanimously approved reaffirm the existing resolution on Defense and Indemnification of Fire District Officers per Town Law 178.d and Public Officers Law section 18.

Discussion regarding current district policies. Commissioner Hintze cannot accept the following polices as they are written. Commissioner Meier in agreement with Commissioner Hintze.

1.0 Rules and Regulations of Wading River Fire District

- 1.1 Code of Ethics
 - 1.1.1 Off Duty Code of Conduct Policy
- 1.3 LOSAP Program Policy
 - 1.3.1 Guidance for Categorization of Alarm Type with Respect to Attendance...
- 1.5 Standby Policy
- 1.8 Control of Firearms policy
- 1.9 Smoking Policy
- 1.10 Training Policy
- 1.12 Disciplinary Policy
- 2.1 Computer & Internet Policy
- 2.2 Department Mobile Communication Device Policy
- 2.3 District Mobile Communication Device Policy
- 2.4 Social Media Policy
- 3.2 Refreshment Policy
 - 3.11 Travel Policy
- 4.0 Equipment Policy
 - 4.1 Equipment Maintenance Policy
 - 4.3 Fire Apparatus Policy

Vice Chairman Colitti cannot agree to any of the current district polices as they have not been enforced. The policies listed above are not approved.

Chairman Erick opposed to the following policies as written:

- 1.0 Rules and Regulations of Wading River Fire District
- 1.5 Standby Policy
- 1.12 Disciplinary Policy

Chairman Erick requested to have the following polices reviewed.

- 5.0 Leave Policy
- 5.1 Personal Medical Policy
- 5.2 Line of Duty Medical Leave Policy
- 5.3 Personal Leave of Absence Policy
- 5.4 Military Leave Policy
- 5.5 Physical Examination Policy
- 5.6 Drug Free Workplace Policy
- 5.7 HIPAA Policy
- 5.8 Workplace Violence Policy
- 6.1 Chief Election Policy

BOFC agreed to review the District policies in 2017.

Chairman Erick verified with Chief McQueeney that he wishes to reaffirm the Wading River Fire Department Chief's Rules, SOG's and Best Practices. Chief McQueeney requested to consolidate policies and rules in 2017. Commissioner McManus made a motion, seconded by

Vice Chairman Colitti, and unanimously approved reaffirm the Wading River Fire Department Chief's Rules & SOG's and Best Practices. Vice Chairman Colitti requested that Chief McQueeney submit the Chief rules that he will be using in 2017 at the next BOFC meeting.

Chairman Erick made a motion seconded by Vice Chairman Colitti, unanimously approved to approve the District Employee Handbook and review sections FMLA, disciplinary and workers compensation, reviewed in 2017.

Duties of each Fire Commissioner in 2017.

Headquarters and Station Two

Chairperson: Vice Chairman Colitti
Alternate: Commissioner Meier
Request a participant from the Chief's Office
Request a participant from the Incorporation

Supervision of District Employees

Chairperson: Vice Chairman Colitti
Alternate: Chairman Erick

Installation Dinner

Chairperson: Chairman Erick
Alternate: Commissioner McManus
Treasurer Bushell regarding budget.
Request a participant from the Chief's Office
Request a participant from the Incorporation

District Maps

Chairperson: Chairman Erick
Alternate: Commissioner Hintze
Request a participant from the Chief's Office

Hydrants

Chairperson: Chairman Erick
Alternate: Commissioner Meier
Request a participant from the Chief's Office

Commercial and Residential Subdivisions

Chairperson: Commissioner Hintze - Town of Riverhead
Alternate: Commissioner Meier - Town of Brookhaven
Request a participant from the Chief's Office

Insurance/Finance

Chairperson: Commissioner McManus

Alternate: Chairman Erick

LOSAP

Chairperson: Commissioner McManus
Alternate: Commissioner Meier

Legislation/Regulations

Chairperson: Commissioner Hintze
Alternate: Commissioner Meier
Request a participant from the Chief's Office

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

Chairperson: Commissioner Hintze
Alternate: Vice Chairman Colitti
Request a participant from the Chief's Office

Vehicles and equipment

Chairperson: Commissioner McManus
Alternate: Commissioner Meier
Request a participant from the Chief's Office

Computer/Network Administration

Chairperson: Vice Chairman Colitti
Alternate: Commissioner Meier
Request a participant from the Chief's Office

Budget preparation

Chairperson: Treasurer Bushell
Alternate: Vice Chairman Colitti
Board of Fire Commissioners
District Manager Michalakopoulos
Secretary Donnelly

Request a participant from the Chief's Office

District policy, rules, regulations review

Chairperson: Board of Fire Commissioners
Alternate: District Manager Michalakopoulos
Treasurer Bushell
Secretary Donnelly

Request a participant from the Chief's Office

Request a participant from the Incorporation

Wages and salaries for Fire District employee positions for 2017 will remain at the same scale pending review of the salary structures by the Board of Fire Commissioners. Expected completion by January 09, 2017 BOFC meeting.

District Manager	\$37.50 per hour plus district vehicle
District Secretary/Deputy Treasurer	\$24,000 annually
District Treasurer	\$ 18,400 annually plus cell phone stipend
Full Time Custodial I	\$ 35.00 per hour
New hire F/T Custodial I	\$ 22.00 per hour
Part time Custodial I	\$ 24.35 per hour
New hire P/T Custodial I	\$ 20.00 per hour
Full-time Senior House Attendant (new hire)	\$ 25.00 per hour
Part-time House Attendant (new hire)	\$ 23.00 per hour
Part-time House Maintenance	\$ 20.45 per hour
Part-time House Maintenance (new hire)	\$ 15.00 per hour
Data Entry Clerk	\$ 20.00 per hour
Attorney	\$ 15,500 annually
Plow Operator	\$ 17.00 per hour
Laborer	\$ 14.00 per hour
Call In Paramedic	\$ 28.25 per hour
Full-time Paramedic	\$ 31.50 per hour
Full-time Fire District EMS Coordinator	\$ 33.00 per hour
New Full-time Paramedics	\$ 28.00 per hour start

After successful completion of a positive review - \$28.50 per hour.

Chairman Erick requested that the District Manager submit the LOSAP report to the Board at the next Board 01/09/16 Board meeting.

Chairman Erick requested the District Secretary have the signed, notarized Oaths of Office filed with the Towns of Riverhead and Brookhaven.

Chairman Erick gave the Board the opportunity to make any comments for the upcoming year:

Commissioner McManus – nothing at this time.

Vice Chairman Colitti – made a motion seconded by Commissioner Hintze, unanimously approved to review 3 policies per Board meeting until the policy review is completed.

Commissioner Meier – nothing at this time.

Commissioner Hintze – wished all a Happy New Year.

Chairman Erick – Thanked the District staff for 2016 and the efforts of the Wading River Fire District in 2016, resulting in minimal mutual aid requested.

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

Meeting adjourned at 2007 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District