

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

Minutes of the January 09, 2017 Meeting

The meeting of the Board of Fire Commissioners was called to order by Chairman Erick at 1830 hours with the Pledge of Allegiance and a moment of silence for all departed Wading River Fire Department and Fire District personnel.

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

Commissioner McManus made a motion, seconded by Commissioner Meier, unanimously approved to accept the minutes of the December 27, 2016 meeting. Chairman Erick abstained as he was not present at the December 27, 2016 meeting.

Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved to accept the minutes of the January 03, 2017 meeting.

Public Comments: **Secretary Donnelly**

- None

Correspondence: **Secretary Donnelly**

- Dues notice for the Brookhaven Town Volunteer Fireman's Museum in the amount of \$365.00.

Secretary Report: **Secretary Donnelly**

- Oaths of Office have been delivered to both towns.
- Riverhead Town Fire District's meeting January 25 will be at Riverhead. The April 2017 meeting will be hosted by Wading River.

Wading River Fire Department: **President Hammer**

- Not present

Material Requests: **District Manager Michalakopoulos**

- 2017-0001 – Medical supplies, \$250.00. Vice Chairman Colitti made a motion, seconded by Commissioner McManus, unanimously approved.
- 2017-0002 – Training – EMT-B refresher 01/18- 05/18, for Caroline Roberto, \$125.00. Commissioner McManus made a motion, seconded by Chairman Eric, unanimously

approved with stipulation that reimbursement will be based upon successful completion of course.

- 2017-0003 – Ice Melt, 50 bags, \$731.00. Commissioner McManus made a motion, seconded by Commissioner Meier, unanimously approved.

District Manager Report: District Manager Michalakopoulos

- Natural gas – discussion regarding possible conversion of diesel to natural gas, and Joe Mottola of H2M meeting with the Board during Board February or March for further discussion. Additional cost of \$135,000 to include vehicle exhaust system.
- Station Two monopole – Commissioner Hintze, Counsel and District Manager have reviewed the bids. The lowest bid was rejected due to non-compliance with the bid specs, failure to provide number of completed projects within past 5yrs, schematics and engineering drawings. Commissioner McManus made a motion, seconded by Commissioner Hintze, unanimously approved to award the bid to Hinck Electrical. Counsel will work with the District Manager regarding a letter for the unsuccessful bid, as well as New York State Parks. Counsel will also confirm with the Town of Riverhead Attorney that this is not a cell tower. Commissioner Hintze made a motion, seconded by Chairman Erick, unanimously approved to release the bid bond back with the unsuccessful bid.
- 6-3-4 tanks completed.
- 6-3-8 horn will be repaired when truck is serviced.
- Discrepancy report – meeting with the line officers tomorrow.
- 6-3-16 window repaired.
- 6-3-17 rear door repaired.
- 6-3-11 rear rotator lights are not working. Will be replaced with LEDs.
- Fire alarms – paperwork is at the Town of Riverhead Fire Marshal office.
- Chief vehicle – light placement has been finalized, radios have been ordered, graphic ready to be applied.
- Station Two sign – installed, waiting on electrical.
- Station Two siren – will be addressed with bid spec.
- Website – discussion regarding completion of Department portion. District portion is completed.
- LOSAP year-end totals report has been submitted to the Board for review.
- Boat winterizing to be completed this week.
- Electric at water tower – Riverhead Water District has requested that the strapping applied by the vendor is removed from the Verizon building. Counsel requested the District Manager request a letter from the Water District with basis for request. PSEG found a discrepancy with the meter and will be applying a credit to the Fire District.
- Vice Chairman Colitti reported he has met with the District Mechanic regarding 6-3-16 and 6-3-17. The mechanic feels that both ambulances are in sound mechanical condition with expectation of multiple years of life forward and will be providing documentation as such.

Treasurers Report:**Treasurer Bushell**

- Bills total \$25,890.87. Commissioner McManus made a motion, seconded by Commissioner Hintze, unanimously approved to pay the bills. Discussion regarding the gym bill. Chairman Erick made a motion, seconded by Vice Chairman Colitti, unanimously approved to not pay the gym bill until further documentation is received.
- Received a direct deposit from the Town of Brookhaven in the amount of \$115,860.08.

Attorney's Report:**Attorney Sapienza**

- Provided information to Commissioner Hintze regarding policies.

Chief's Report:**Chief McQueeney**

- Submitted a memo that 6-3-80 will be responding to all district alarms and all mutual aid EMS alarms. For mutual aid general alarms 80 is to remain in the district unless specified by a Chief or Company Officer. Discussion regarding sending EMT for mutual aid and policy of neighboring district's mutual aid to Wading River.
- Submitted a memo that the identifier for the EMS Supervisor will be 6-3-81. The medic unit on duty will remain as 6-3-80. County will be notified.
- Submitted a memo that the identifier for the Senior Houseman will be 6-3-97 and District Manager will be 6-3-96.
- Submitted a memo with the Company Officers of Station Two. Captain Matt Wallace, 1st Lieutenant Jason Nadler.
- Submitted a memo that effective immediately no volunteer or district employee will work on any vehicle within confines of any district building. Reference NY Post article Goldens Bridge Fire Department.
- Submitted a copy of the Chief rules. Rules will change throughout the year as rules are updated.
- Year-end reports will be submitted at the next meeting.
- Discussion regarding process for members who don't make LOSAP. Commissioner McManus explained there is 30 days to contest the results in writing to the Board. Commissioner McManus will meet with member and consult with Chief as needed.
- Personal medical - Bob Masucci and Bob Klement.
- LOD medical – Diane Brayer and Bill Schiebel.
- Requested topics for work session – vehicle replacement, rules and regulations within the fire department.
- Requested executive session for personnel.
- Chairman Erick requested that the Chief submit the current list of Fire Police Personnel to the DCJS.
- Thanked the district staff Jamie Pirnak and Mike Lashier for their work during the snow storm.

Chairman Erick made a motion, seconded by Vice Chairman Colitti, and unanimously approved for executive session for personnel.

Adjournment for Executive session 1912 hours
Reconvene from Executive session 2004 hours

- Chairman Erick reported the 2017 pay structure as follows:
 - District Manager \$85,500.00 in exempt classification, 40 hour work week,
 - EMS Coordinator \$35.00/hour, 40 hour work week.
 - 1% raise to the following positions:
 - Custodial 1
 - Custodial 1 part-time
 - Houseman part-time
 - Paramedic full-time
 - Paramedic full-time new hire
 - Paramedic call in
 - All others positions will remain at the 2016 salary structure.

Vice Chairman Colitti made a motion, seconded by Commissioner McManus, unanimously approved to the above salary schedule.

- Chairman Erick reported the LOSAP results have been reviewed and can be posted. Contested period will be 30 days from January 10.

Commissioner Reports

Chairman Erick

- Mapping – received written quotes from H2M, Bowne Group and Rob Hubbs. Made a motion, seconded by Commissioner McManus, unanimously approved to hire Rob Hubbs, who is also used by Riverhead Town and fire districts within the town, for a fee not to exceed \$5,500.00 to upgrade the maps within both buildings and vehicles.
- EMS survey – Chairman Erick made a motion, seconded by Commissioner Hintze, unanimously approved to utilize the submitted EMS survey.
- SCM election software – Chairman Erick, Vice Chairman Colitti, and Commissioner Meier are interested in viewing the program and requested the District Manager set up a demo.

Policies

1.0, 1.1.1 – Discussion. Chairman Erick, Vice Chairman Colitti opposed to 1.0 opposed as some may be included and/or conflict with Chief rules. Commissioner McManus requested that the amended policy submitted by Commissioner Hintze is adopted. Board agreed for Counsel and Commissioner Hintze to review and possibly combine 1.0 and 1.1.1 once the Chief rules are finalized.

1.1 – Chairman Erick requested that the Board accept the NYS Comptroller code of ethics policy. Discussion. Commissioner Hintze made a motion, seconded by Commissioner McManus, unanimously approved to reaffirm policy 1.1 as is.

Commissioner Hintze

- Nothing to report.

Commissioner Meier

- Nothing to report.

Commissioner McManus

- Has contacted East Wind regarding the installation dinner. Submitted available dates of March 4, 11, 18, 25, April 8 and 29 as well as menus to the Chief for review.

Vice Chairman Colitti

- Nothing to report.

Treasurer Bushell reported the following budget adjustments:

- + \$3,000.00 ambulance supplies
- + \$3,000.00 apparatus repair
- + \$1,000.00 service contracts
- + \$3,000.00 telephone
- \$10,000.00 from medical inspections

Commissioner Hintze made a motion, seconded by Commissioner McManus, unanimously approved to accept the budget adjustments.

Chairman Erick made a motion, seconded by Vice Chairman Colitti and unanimously approved to adjourn.

Meeting adjourned at 2040 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District