

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

Minutes of the January 23, 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 our first responders and military who have made the ultimate sacrifice.

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

Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved to accept the minutes of the January 09, 2017 meeting.

Public Comments:

Secretary Donnelly

- Ladies auxiliary member Jennifer Cain was present to request use of the hall on April 2, and evening of April 1 for set up. Approved as there are no conflicts. Will complete paperwork with the District Manager.
- Firefighter Kevin Berg was present to request use of the hall on February 11 from 4:00 pm to 11:00 pm. Approved as there are no conflicts. Will complete paperwork with the District Manager.
- Chief McQueeney requested to use the hall on April 15 for a fundraiser. Approved as there are no conflicts. Will complete the paperwork with the District Manager.

Correspondence:

Secretary Donnelly

- Notification of the Brookhaven Town Fire Districts Officers Association meeting on January 26 at the Farmingville Fire District.
- Notification of Hubbinette-Cowell training on January 31 at the Deer Park Fire District, no cost. District Manager and Chief McQueeney approved to attend.
- January 1 copy of The Counsellor.
- Notification of the Fire & EMS Law & Management Conference March 30 – April 2 at Turningstone.

Secretary Report:

Secretary Donnelly

- Bid acceptance letter has been sent to Hinck Construction.
- Working with Chief McQueeney for the fire fighter exemption forms.

- Reminder of the Riverhead Town Fire Districts Officers meeting is January 25 at Riverhead Fire District.

Wading River Fire Department: President Hammer

- Nothing to report.

Material Requests: District Manager Michalakopoulos

- 2017-0004 – Medical supplies – \$1,530.25. Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved.
- 2017-0005 – Physio Control LifePak & Lucas service contract - \$5,261.00. Commissioner Meier made a motion, seconded by Chairman Erick, unanimously approved.
- 2017-0006 – 3 pack geargrid - \$951.00. Vice Chairman Colitti made a motion, seconded by Commissioner Meier, unanimously approved. Discussion.
- 2017-0007 – ShoreTel Cordless phone for EMS Coordinator - \$425.29. Vice Chairman Colitti made a motion, seconded by Chairman Erick. Discussion regarding use of the District Clerk desk/office space, Commissioner Meier opposed. Roll call vote: Vice Chairman Colitti – opposed, Chairman Erick – opposed, Commissioner Meier – approved. Motion failed.

District Manager Report: District Manager Michalakopoulos

- Water tower - Counsel has been in contact with the Riverhead Town Attorney regarding the electric at the water tower.
- Communication tower – obtaining documents from Hinck Electrical.
- 6-3-8 air horn addressed.
- Discrepancy report is up and running.
- Fire alarm systems – documents are with the Fire Marshal for review.
- Chief replacement vehicle – working on the radios with IWT.
- Station Two sign – waiting to connect the electric.
- Website – Chairman Erick requested it is turned on effective January 31. Agreed.
- Boat winterizing – completed, boat will be reviewed again prior to being put in the water.
- Discussion regarding Association of Fire Districts on line training classes for District Manager, Treasurer and Secretary at a cost of \$85.00 each. Vice Chairman Colitti made a motion, seconded by Chairman Erick, unanimously approved not to exceed \$175.00.
- Vice Chairman Colitti inquired about a bill with IWT. District Manager will follow up.
- Chairman Erick inquired about the electric at Station Two. District Manager working with Commissioner Hintze.

Treasurers Report: Treasurer Bushell

- Discussion regarding workers compensation bill from Fire Districts of New York Mutual. District Treasurer will obtain additional information regarding the bill. Counsel advised that the President of Fire Districts of NY Mutual will be presenting at the Suffolk County Fire Districts meeting in February at Selden.
- Discussion regarding the workers compensation certification forms from the district vendors. The District Secretary will contact the vendors and request updated certifications.

- Bills total \$334,397.50. Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved to pay the bills.
- Received direct deposit from the Town of Brookhaven in the amount of \$128,367.70.
- Annual audit will begin February 6.

Attorney's Report: Attorney Sapienza

- Has been in contact with the Town of Riverhead Attorney regarding the Station Two communication tower and has provided the Attorney with a copy of the successful bid to support that this is an emergency communications tower, not a cell tower.
- Working with the District Manager regarding a letter to unsuccessful bidder.
- Has not received a response from the Riverhead Water Department.

Chief's Report: Chief McQueeney

- Installation Dinner - submitted a memo requesting the date of March 18 for the Installation Dinner at the East Wind. Verified the Chief has a table for his family. Requested to know the total budget including awards for the dinner. District Treasurer will provide the cost of last year's dinner.
- EMS simulation training - submitted a memo notifying of EMS simulation training on February 24 @ 1900 hours at Suffolk County EMS. One ambulance and EMS Coordinator will be out of the district for the training from 1830 – 2300. Currently 7 members are attending.
- Hazmat Operations Refresher Training - submitted a memo requesting Hazmat Operations Training at Headquarters on February 2 @ 1900 hours at a cost of \$207.00. Vice Chairman Colitti made a motion, seconded by Chairman Erick, unanimously approved. Will be material request #2017-0008.
- New applicant - submitted application for approval for applicant Jaimeson Rockowitz.
- LOSAP reports - submitted a request for the annual LOSAP reports to be distributed to each member. Last report was distributed in 2014. Agreed to wait until Commissioner McManus is present.
- Riverhead Chiefs Council - submitted the attendance sheet and information from the Riverhead Chiefs Council January 16 meeting.
- Year-end report - submitted the 2016 year end reports.
- Submitted Assistant Chief Anthony Bitalvo's Narcan training per the Boards request.
- Alarm activation - submitted notification change for alarm activation for the Wading River Fire Department. Chief is also requesting to meet with Suffolk County FRES.
- Annual validation process - submitted correspondence with the NY State Division of Criminal Justice Service regarding the annual validation process as per Chairman Erick's request.
- Department patch - submitted memo requesting approval to switch to a new department patch. Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved at a cost of \$850.00.
- Chief's rules - submitted 5 copies of the Chief's rules for each Board member. Electronic copy is also available.
- Requested executive session for personal.

- Gym membership – Chairman Erick inquired on the status of the gym membership. Chief has been in contact with the gym and requested the sign in sheets to justify the cost of the gym membership. Chairman Erick is in favor of continuing the membership as it is beneficial to the members, but the sign in sheets are needed to support the cost. Vice Chairman Colitti is opposed to providing gym membership to probationary members.

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

Adjournment for Executive session	1916 hours
Reconvene from Executive session	1927 hours

Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved to accept the application of Jaimeson Rockowitz effective February 1, 2017.

Commissioner Reports

Vice Chairman Colitti

- Vice Chairman Colitti made a motion, seconded by Chairman Erick to allow EMS Coordinator to use the spare desk in the Treasurer’s office. Roll call vote: Vice Chairman Colitti – approve, Chairman Erick – approve, Commissioner Meier – opposed.
- Requested to have the SCM reports updated with addresses, beneficiaries. District Manager will work with the Chief to complete.
- Requested that when the Board members reply to a group email that they reply to all so all are aware of the information.

Commissioner Meier

- He has been approached by a licensed electrician regarding part-time project work for the Fire District. Vice Chairman Colitti requested a resume is submitted to the District Manager.
- He will also try to attend the Riverhead and Brookhaven meetings this week.

Chairman Erick

- Meeting is scheduled for Thursday evening with Rob Hubbs and the District Manager regarding the district maps. Chief McQueeney and department are invited to attend.
- Reported on a meeting prior to tonight’s Board meeting with SCM regarding District and Department elections.

District Manager requested to provide the EMS Coordinator with the phone from the First Responder vehicle. Agreed.

End regular meeting. Begin work session 1937

- Vehicles – discussion regarding a joint plan between the Board and Chief Staff, budget for replacement vehicles, ISO recommendations, maximizing use/reducing maintenance,

downsizing 2 for 1, combining ladder and engine, possible replacement (2 for 1) of 6-3-4 and 6-3-6, 6-3-11 and 6-3-2, 6-3-7 and 6-3-8, fire police vehicle, refurbishments, ambulances, purchase vs lease purchase, needs/requests of the future Chief staff. Requested replacement plan, prioritizing Chiefs requests and for consolidation with reasoning.

Vice Chairman Colitti made a motion, seconded by Chairman Erick, to begin the process and go out for a permissive of up to \$70,000 for a replacement Chief vehicle. Roll call vote: Vice Chairman Colitti – approve, Chairman Erick – approve, Commissioner Meier – opposed. Motion failed.

- Chief rules – a copy has been submitted to the Board for review. This will be a work in progress.

Commissioner Meier suggested considering a smaller boat that can be launched off season as well as in local ponds.

Work session closed at 2013

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

Meeting adjourned at 2013 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District