

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

Minutes of the February 13, 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 Commissioners Meier, McManus, Hintze, District Manager Michalakopoulos, Treasurer Bushell, Secretary Donnelly, Attorney Sapienza, and Chief McQueeney were present at the meeting.

Chairman Erick made a motion, seconded by Vice Chairman Colitti, unanimously approved to accept the minutes of the January 23, 2017 meeting.

Public Comments: **Secretary Donnelly**

- None

Correspondence: **Secretary Donnelly**

- Brookhaven Town Fire Districts Officers Association meeting minutes of October 27, 2016.
- Brookhaven Town Fire Districts Officers Associations request for list of active commissioners that have 25-30 years of service.
- Brookhaven Town Fire Districts Officers Association 37th Annual Workshop, Saturday, March 18, 2017. Cost is \$60.00 per person.
- Brookhaven Town Fire Districts Officers Association 52nd Annual meeting and Installation Brunch, Sunday, April 30, 2017 at Sunset Harbor. Cost is \$150 per ticket (admits two).
- Brookhaven Town Fire Districts Officers Association schedule of 2017 meetings.
- Association of Fire Districts of The State of New York annual meeting April 20 – 22, 2017 at The Desmond.
- Miller Place Fire Department Annual Installation Dinner Saturday, April 1, 2017 at Atlantis.
- Ridge Fire District Annual Installation Dinner Saturday, March 11, 2017 at East Wind. Commissioner Meier will attend.
- Suffolk County Fire Districts Officers Association Dinner Saturday, March 4th, 2017 at Villa Lombardi. Cost \$125.00 per attendee.
- February copy of The Counsellor.

Secretary Report: **Secretary Donnelly**

- Recap of the Riverhead Town Fire Districts Officers meeting.

Wading River Fire Department: President Hammer

- Not present.

Material Requests: District Manager Michalakopoulos

- 2017-0010 – Medical Supplies through Mather Hospital \$385.18. Discussion regarding expected cost savings of purchasing through Mather Hospital. Chairman Erick made a motion, seconded by Commissioner Meier, unanimously approved to purchase.
- 2017-0011 – Firefighter equipment (3 EMS helmets) \$699.00. Commissioner McManus made a motion, seconded by Commissioner Hintze, unanimously approved to purchase.
- 2017-0012 – Firefighter equipment (orange triangles for helmets) \$54.95. Commissioner Meier made a motion, seconded by Chairman Erick, unanimously approved to purchase.
- 2017-0013 – Firefighter equipment (probationary member shields) \$219.95. Commissioner Meier made a motion, seconded by Chairman Erick, unanimously approved to purchase. Discussion verifying shields are being reused.
- 2017-0014 – Training (smoke machine fluid) \$173.18. Discussion regarding bulk purchasing. Commissioner Meier made a motion, seconded by Commissioner McManus, unanimously approved to purchase.
- 2017-0015 – Medical equipment (replacement AEDs) \$15,833.00. Discussion. Commissioner Hintze made a motion, seconded by Commissioner McManus, Unanimously approved to place on hold pending upcoming meeting with EMS Coordinator Brian Danowski to discuss AED and cardiac monitors

District Manager Report: District Manager Michalakopoulos

- Water tower electric – working with Counsel and the Water District.
- Communication tower – site survey has been forwarded to the vendor.
- Fire alarm systems – Station Two almost complete. Installation at Headquarters has begun.
- Chiefs replacement vehicle – radios are being installed, stripping to be completed this week, waiting on plates from DMV.
- Station Two sign – waiting to connect the electric.
- Website – is live.
- H2M meeting is scheduled for March 13th.
- Headquarters garage door IO control out of order. Waiting on cost to repair.
- 6-3-10 – rollup door being repaired, waiting on parts.
- 6-3-4 – portable cradle is not charging, being repaired.
- 6-3-17 – lap belt for back seat has been ordered.
- 6-3-31 – 4 wheel drive does not engage, being repaired. Due for inspection.
- 6-3-30 – driver side mirror repaired.
- Old responder vehicle – 4 wheel drive repaired.
- 6-3-3 – pm and oil change scheduled.
- Radio system at the water tower malfunctioned during the storm. It is being reviewed and repaired.
- Marlock sensors on two bathroom doors and boardroom double door at headquarters malfunctioning. Cost of repair \$2,200.00 for the bathrooms, \$1,000.00 for the boardroom

double door. Discussion regarding switching the bathroom locks to regular locks and not repairing the board room lock. District Manager will obtain pricing to switch the bathroom. Commissioner Meier made a motion, seconded by Commissioner Hintze to repair the Boardroom lock, approved by Commissioner McManus, opposed by Chairman Erick and Vice Chairman Colitti.

- Per Diem Paramedic Dan DeSoiza has requested to use the hall on May 7, for a birthday party. Estimate 90 guests and a DJ. Commissioner McManus made a motion, seconded by Commissioner Hintze, unanimously approved provided Dan DeSoiza is present at a Board meeting to request the hall use. Discussion regarding process for obtaining supplemental liability insurance. Agreed to continue with current process of requiring the insurance. Counsel will also follow up with the insurance vendor. Discussion regarding updating the hall use agreement. Commissioner Hintze will review.

Treasurers Report:

Treasurer Bushell

- Bills total \$49,159.53. Commissioner McManus made a motion, seconded by Commissioner Meier, unanimously approved to pay the bills.
- Received the following direct deposits:
 - Town of Brookhaven - \$108,618.82, \$80,312.10.
- Received the following checks for deposit:
 - Town of Riverhead - \$91,854.45, \$255,151.25, \$178,605.87, \$8,505.04.
 - Seaboard - \$15.00.
- District auditor's field work has been completed. Waiting on the report.

Attorney's Report:

Attorney Sapienza

- Submitted a letter for Board review addressed to Town Of Riverhead Attorney in reference to the communication tower at Station Two.
- Submitted the grant application for the communication tower for the Boards review.
- Requested executive session for personnel.
- Chairman Erick inquired if Counsel had an update on the Board of Elections street indexing report.

Chief's Report:

Chief McQueeney

- Requested a list of the District policies that are in place effective 2017.
- Submitted a list of department membership gym usage from Defined Fitness.
- Submitted a list of the Chiefs participation on District Committees.
- Reported that on February 9, 6-3-17 was disabled in the snow. While clearing the snow the District plow 6-3-28 struck the side mirror of 6-3-17.
- Submitted incident report of a member vehicle striking another member vehicle in front of Headquarters.
- LOD medical - Diane Brayer, Bill Schiebel.
- Firefighter Erick requested a personal leave from the Fire Department.
- Submitted the 2017 firefighter exemption lists for the towns of Riverhead and Brookhaven. Vice Chairman Colitti opposed to including members not in good standing with the

department. Commissioner McManus made a motion, seconded by Commissioner Meier, approved by Chairman Erick, and Commissioner Hintze, opposed by Vice Chairman Colitti. Counsel will review the regulation.

- Submitted a request for a date change of hall use for fundraising event from April 15 to April 22. Approved.
- Submitted a request for hall use from the Madrid student exchange group for April 5 and April 17. Chief McQueeney will be attending. Approved.
- Department will be marching in the Greenport parade on February 18.
- Working with the District Manager on a vendor sign in log to note time in, time out and work completed. Discussion.
- Requested that the Board respond/acknowledge receipt of the Chiefs emails so he knows it was seen.
- Chairman Erick reported he reviewed the submitted Chiefs rules and they are missing a section regarding support services, and line officers cannot be commissioners.

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

Adjournment for Executive session	1924 hours
Reconvene from Executive session	1952 hours

Motion made by Commissioner Meier, seconded by Commissioner McManus, unanimously approved for the Chairman to sign the letter to the Town of Riverhead Attorney.

Commissioner Reports

Commissioner McManus

- Verified the LOSAP report has not been contested within the 30 days.

Vice Chairman Colitti

- Nothing to report.

Commissioner Meier

- Requested to be sent to the Association of Fire Districts of The State of New York annual meeting April 20 – 22, 2017 at The Desmond to represent the Wading River Fire District. Chairman Erick made a motion, seconded by Commissioner McManus, unanimously approved.

Commissioner Hintze

- Inquired if the grant check was received from the NYS DEC. District Manager advised that he was told the check would take a while to be sent.

Chairman Erick requested the Secretary read the list of approved policies

- 1.1 Code of Ethics
- 1.2 Whistle Blower Policy
- 1.4 Active Member Status Requirement Policy
- 1.5 Standby Policy
- 1.6 Right to Know Policy
- 1.7 Sexual Harassment Policy
- 1.11 Youth Education Policy
- 1.13 Statement of Administration – Alarm Siren Activation
- 1.14 EEO Policy
- 1.15 Harassment Policy
- 2.0 Electronic Communication Policy
- 3.0 Procurement Policy
- 3.1 Annual Inspection Policy
- 3.3 Sales Tax Procedure Policy
- 3.4 Credit Card Policy
- 3.5 Authorization of Food Purchase for Department Events Policy
- 3.6 Petty Cash Policy
- 3.7 Fixed Assets Policy
- 3.8 Property Disposal Policy
- 3.9 FOIL Procedure
- 3.10 Record Retention
- 3.12 Investment Policy
- 4.2 Chief’s Vehicle Policy
- 4.3.1 District Vehicle
- 4.4 Seatbelt Use Policy
- 4.5 Driver’s License Policy
- 4.6 Equipment & Inspection of EMS Responder Vehicles Policy
- 6.0 District Election Policy

Vice Chairman Colitti inquired about the LOSAP policy. Discussion. Commissioner Hintze made a motion, seconded by Chairman Erick to reaffirm the LOSAP Policy 1.3 that was approved March 14, 2016. Chairman Erick made a motion, seconded by Commissioner Hintze, and unanimously approved to eliminate policy 1.3.1 and combine it with 1.3. Requested the policies are put in a binder.

Chairman Erick

- Reviewed the failed motion from last meeting of the permissive referendum for purchase of Chief’s vehicle. Vice Chairman Colitti made a motion, seconded by Commissioner McManus, approved by Chairman Erick and Commissioner Hintze, opposed by Commissioner Meier to go out for permissive referendum up to \$70,000 for purchase of a Chiefs vehicle. Passed 4 to 1.

- Reviewed the failed motion from the last meeting of the use by the Fire District EMS Coordinator of the vacated clerk desk. Chairman Erick made a motion, seconded by Vice Chairman Colitti, approved by Chairman Erick, Vice Chairman Colitti, Commissioner McManus, opposed by Commissioners Meier and Hintze to allocate the area that once used by the District Clerk for the EMS Coordinator. Passed 3 to 2.
- Chairman Erick made a motion, seconded by Vice Chairman, unanimously approved to accept the contract from East Wind Caterers for the 2017 Installation Dinner, March 18, 2017 from 6:00 pm to midnight for 140 expected guests, 125 guaranteed guests, at a cost of \$13,125.00.
- Commissioner McManus made a motion, seconded by Chairman Erick, unanimously approved to accept the contract from Edward McManus (no relationship to Commissioner McManus) for the same photography package as 2016 for \$884.00.
- Chairman Erick made a motion seconded by Vice Chairman Colitti, unanimously approved to accept the contract Tommy's Tunes for DJ services from 6:00 pm to midnight at a cost of \$795.00.
- Chief staff will be responsible for invitations and program. Chairman Erick will work with Forte Florist.
- No update on the Maps.
- Provided a recap of the SCM presentation of Fire District and Department election software.
- Reminded the Board March 13 will be H2M, followed by work session with EMS Coordinator Brian Danowski to discuss AED and cardiac monitors.
- Vice Chairman Colitti reported that he will not be present at the March 27 meeting.
- Chief McQueeney reported in the future that he will be looking to convert the van into a Fire Police vehicle and possible replace 6-3-5. Will also have pricing for vehicles for next meeting. Discussion regarding van being a transport vehicle as well.

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

Meeting adjourned at 2030 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District