

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

Organizational Meeting of January 07, 2019

Commissioner Meier called the Organizational Meeting to order at 1900 hours with the Pledge of Allegiance and a moment of silence for departed EMS and fire military personnel departed during 2018, especially the recent passing of the NY City firefighter.

Commissioner Meier, Commissioner McManus, Commissioner Harrigan, District Manager Michalakopoulos, Dawn Bushell, Steven Donnelly, department elected Chief Bitalvo, Assistant Chief Heller, Assistant Chief Gluck, Assistant Chief Berg, Commissioner-elect Kevin McQueeney and Joseph Moreno were present.

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

Commissioner Meier swore in Kevin McQueeney as Commissioner of the Wading River Fire District for a 5 year term.

"I Kevin McQueeney 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 Meier swore in Joseph Moreno as Commissioner of the Wading River Fire District for a 1 year term.

"I Joseph Moreno 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 McManus made a motion nominating Commissioner Meier to be Chairman for 2019, seconded by Commissioner Harrigan, approved by all. Commissioner Meier agreed to be Chairman for 2019.

Chairman Meier made a motion nominating Commissioner Harrigan to be Vice Chairman for 2019, seconded by Commissioner McManus, unanimously approved. Commissioner Harrigan agreed to be Vice Chairman for 2019.

Chairman Meier 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."

Chairman Meier made a motion, seconded by Commissioner McManus, unanimously approved to appoint to appoint Steven Donnelly as District Secretary of the Wading Fire District.

Chairman Meier 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."

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to break for executive session to review the list of department elected Chief's and Chief's requirements.

Adjournment for Executive Session 1902
Reconvene from Executive Session 1942

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to accept Anthony Bitalvo as Chief (30), Branden Heller as 1st Assistant Chief (31), Denise Gluck as 2nd Assistant Chief (32), Kevin Berg as 3rd Assistant Chief (33).

Chairman Meier swore in Anthony Bitalvo as Chief (30), Branden Heller as 1st Assistant Chief (31), Denise Gluck as 2nd Assistant Chief (32), Kevin Berg as 3rd Assistant Chief (33).

"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 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 Third 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 Fire Chief of the Wading River Fire Department, according to the best of my ability"

"I Kevin Berg 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"

Chairman Meier requested from the Chief a list of Officers for 2019.

Wading River Fire Department Line Officers

Company 1	Station Two	Captain	Anthony VanBommel
		1 st Lieutenant	Cole Stasiukiewicz
		2 nd Lieutenant	Branden Stasiukiewicz

Company 2	Headquarters	Captain	Tom Whelan
		1 st Lieutenant	Ken Schmitt
		2 nd Lieutenant	Vacant
		3 rd Lieutenant	Vacant
Company 3	EMS	Captain	Kevin Brayer
		1 st Lieutenant	Ricky Chan
		2 nd Lieutenant	Marissa Cox
Company 4	Fire Police	Captain	Michael Hammer
		1 st Lieutenant	George Besold
		2 nd Lieutenant	Vacant
Safety Officers			William Savage
Exposure Control Officer			Denise Gluck

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to appoint to appoint the Law Office of Sapienza and Frank as District Legal Counsel.

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

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

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

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, and unanimously approved to appoint The Riverhead News Review as the official newspaper, and Riverhead Local as online media service of the Fire District.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, and unanimously approved to appoint Peoples United 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.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, and unanimously approved to renew the present contract and maintain a safe deposit box at People United 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.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, 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.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, and unanimously approved to authorize Treasurer Bushell, Chairman Meier, and Vice Chairman Harrigan as the three people authorized to sign checks for calendar year 2019, and that two signatures are required on every check, one of which must be that of Treasurer Bushell.

Vice Chairman Harrigan 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 May 27th (Memorial Day), October 14th (Columbus Day) and November 11th (Veterans Day) due to holiday. Meetings will be scheduled for the following dates:

Regular Meetings

January 14, January 28

February 11, February 25

March 11, March 25

April 08, April 22

May 13, May 27 (the May 27 meeting will be held on Tuesday May 28)

June 10, June 24

July 08, July 22

August 12, August 26

September 09, September 23

October 14, October 28 (the October 14 meeting will be held Tuesday, October 15)

November 11, November 25 (the November 11 meeting will be held Tuesday,
November 12)

December 09 the December 23.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, 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

Vice Chairman Harrigan 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, Kevin Brayer, Matt Colitti, John Galvin, Eugene Gerson, Alex Rosini, Keith Ryan and Anthony VonBommel.

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

Vice Chairman Harrigan 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.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, and unanimously approved appoint Island Occupational Medical Resources as the Fire District physicians.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, and unanimously approved to appoint R.S. Abrams & Co. as the Fire District auditors for 2019.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, and unanimously approved to set the Fire District's personal vehicle travel reimbursement rate at 54.5 cents per mile in accordance with the Internal Revenue Service travel allowance for 2019.

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

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, 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 2019.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, 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.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to reaffirm the following district policies:

Policy	Status	Adopted
1.0 Code of Conduct	Reaffirmed	06/26/17
1.1 Code of Ethics	Reaffirmed	09/26/11
1.2 Whistle Blower Policy	Reaffirmed	09/26/11
1.3 LOSAP Program Policy	Reaffirmed	02/13/17
1.4 Active Member Status Requirement Policy	Reaffirmed	09/26/11
1.6 Right to Know Policy	Reaffirmed	09/26/11

1.7 Sexual Harassment Policy	Reaffirmed	09/26/11
1.8 Firearms and Weapons Policy	Reaffirmed	03/27/17
1.9 Smoking Policy	Reaffirmed	03/27/17
1.10 Training Policy	Reaffirmed	05/22/17
1.11 Youth Education Policy	Reaffirmed	09/26/11
1.12 Disciplinary Procedure Policy	Reaffirmed	06/26/17
1.13 Statement of Administration – Alarm Siren Activation	Reaffirmed	02/12/18
1.14 EEO Policy	Reaffirmed	09/26/11
1.15 Harassment Policy	Reaffirmed	09/26/11
1.7 Sexual Harassment Policy	Adopted	10/22/18
2.0 Electronic Communication Policy	Reaffirmed	06/26/17
3.0 Procurement Policy	Reaffirmed	09/26/11
3.1 Annual Inspection Policy	Reaffirmed	09/26/11
3.2 Refreshment Policy	Reaffirmed	01/08/18
3.3 Sales Tax Procedure Policy	Reaffirmed	09/26/11
3.4 Credit Card Policy	Reaffirmed	03/13/17
3.5 Authorization of Food Purchase for Department Events Policy	Reaffirmed	09/26/11
3.6 Petty Cash Policy	Reaffirmed	09/26/11
3.7 Fixed Assets Policy	Reaffirmed	09/26/11
3.8 Property Disposal Policy	Reaffirmed	09/26/11
3.9 FOIL Procedure	Reaffirmed	09/26/11
3.10 Record Retention	Reaffirmed	09/26/11
3.11 Travel Policy	Reaffirmed	09/26/11
3.12 Investment Policy	Reaffirmed	01/09/12
4.0 Equipment Policy	Reaffirmed	01/08/18
4.1 Equipment Maintenance Policy	Reaffirmed	01/08/18
4.2 Chief's Vehicle Policy	Reaffirmed	09/26/11
4.3.1 District Vehicle	Reaffirmed	02/26/18
4.4 Seatbelt Use Policy	Reaffirmed	09/26/11
4.5 Driver's License Policy	Reaffirmed	09/26/11
4.6 Equipment & Inspection of EMS Responder Vehicles Policy	Reaffirmed	09/26/11
5.0 Leave Policy	Reaffirmed	08/14/17
5.5 Physical Examination & Physical Fitness Policy	Reaffirmed	04/09/18
5.6 Drug Free Workplace Policy	Reaffirmed	09/26/11
5.7 HIPAA Policy	Reaffirmed	09/26/11
5.8 Workplace Violence Policy	Reaffirmed	05/29/12
6.0 District Election Policy	Reaffirmed	05/09/16
6.1 Chief Election Policy	Reaffirmed	03/26/18
6.2 Chiefs Requirements Policy	Approved	04/23/18
6.3 Line of Duty Injury Policy	Approved	07/09/18

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved, to request from the Chief the most updated copies of the Wading River Fire Department Chief's Rules & SOG's and Best Practices for the next BOFC meeting.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to accept the District Handbook and to review and update the Employee Handbook in 2019.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to have the District Secretary file the signed and notarized Oaths of Office with the Towns of Riverhead and Brookhaven.

Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to request that the District Manager submit the LOSAP report to the Board at the next Board meeting. After discussion it was agreed it may take longer to complete.

Wages and salaries for Fire District employee positions for 2019 will remain at the present rates pending review of the salary structures by the Board of Fire Commissioners.

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

- Commissioner McQueeney – no comment.
- Commissioner Harrigan - welcomed the new members and hopes for a productive and successful new year.
- Commissioner McManus - hopes to continue with the progress need to complete the remaining projects.
- Commissioner Moreno - looks forward to a great year.
- Chairman Meier - welcomes the new Board members and hopes for a productive year.

- Chief Bitalvo looks forward to a great year. Congratulations to the new Board member's, Chief's and Line Officers.

Commissioner McManus made a motion, seconded by Commissioner McQueeney, and unanimously approved to adjourn.

Meeting adjourned at 1955 hours

Respectfully submitted,

Steven Donnelly
District Secretary
Wading River Fire District