

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

Minutes of the February 25, 2019 Meeting

The meeting of the Board of Fire Commissioners was called to order by Chairman Meier at 1900 hours with the Pledge of Allegiance and a moment of silence for our first responders and military who have made the ultimate sacrifice and for our District Secretary's family.

Chairman Meier, Vice-Chairman Harrigan, Commissioner McQueeney, Commissioner Moreno, District Manager Michalakopoulos, Treasurer Bushell, Secretary Donnelly, Attorney Sapienza, Chief Bitalvo were present at the meeting. Commissioner McManus excused with prior notice.

Commissioner Moreno made a motion, seconded by Commissioner McQueeney, unanimously approved to accept the minutes of the February 11, 2019 meeting.

**Public Comments:** **Secretary Donnelly**

- N/A

**Correspondence:** **Secretary Donnelly**

- Manorville Fire Department is hosting NFPA's Fire Service Photovoltaic & Battery Energy Storage Systems Safety Training April 6. Registration 8:00 am, class begins 9:00 am.
- Invitation to the Miller Place Installation dinner, March 30, 2019. RSVP by March 15.

**Secretary Report:** **Secretary Donnelly**

- Volunteer fire fighters tax exemption forms have been submitted to both towns.

**Wading River Fire Department:** **President Hammer**

- Not present.

**Material Requests:** **District Manager Michalakopoulos**

- 2019-0015 – Building (New outdoor camera), remains on hold.
- 2019-0019 – Equip (Replacement MDT Unit 6-3-33), remains on hold.
- 2019-0020 – Medical supplies (PBMC) at no cost. Vice-Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to purchase.
- 2019-0021 – Medical supplies (Bound Tree), in the amount of \$1,139.95. Vice-Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to purchase.

- 2019-0022 – Training – Suffolk County Fire Chiefs Council Active Shooter Seminar (7 members), in the amount of \$455.00. Vice-Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to purchase.
- 2019-0023 – Office supplies (Printer toner). In the amount of \$1,858.56. Vice-Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to purchase.

**District Manager Report:**

**District Manager Michalakopoulos**

- Headquarters
  - Fuel Tank – working with Council.
  - Cell tower – questions regarding locations and height have been forwarded to the BOFC.
  - Retaining wall – on hold.
- Station Two
  - Shed / garage. Waiting on response from NYS Parks. It was requested for the District Manager to follow up again.
  - Clean up is progressing.
  - Waiting on proposals for oil tank fence and fence around communications tower.
  - Reported that a member reported a possible mold issue at Station Two. District Manager has received a quote from J.C. Brodedrick in the amount of \$1500.00 to perform indoor air sampling and to prepare a written report including a remediation plan. Vice-Chairman Harrigan made a motion, seconded by Commissioner McQueeney, unanimously approved. The BOFC requested a written statement provided by the member(s) who reported the mold, including the service who provided the report, as well as who authorized and paid for the sampling and the report. Vice Chairman Harrigan requested a quote for these services is obtained for Headquarters as well.
- Surplus of fire prevention trailer – no progress.
- Received two hall requests:
  - Mark Donnelly – March 1, 7:00 pm to 10:00 pm. SWR-LAX coach / parent meeting.
  - Mark Donnelly – April 13, 6:00 pm – 10:00 pm. SWR Madrid exchange.
- Meeting room chairs proposed in material request 2019-0013 have been discontinued. After discussion it was agreed to purchase vinyl chairs. District Manager was requested to provide a count of the existing plastic chairs.
- Surplus list was provided by Houseman Pirnak. District Manager and Chiefs office will review. Chairman Meier offered to take surplus items to the NYS Fire Districts seminar.

**Treasurers Report:**

**Treasurer Bushell**

- Bills total \$39,061.76. Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to pay the bills.
- Direct deposits received from the Town of Brookhaven in the amounts of - \$17,747.90 and \$10,141.65.
- Check for deposit received from the Town of Riverhead in the amount of \$3,695.53.

- Requested to reaffirm the transfer of \$175,000.00 of insurance proceeds received October 22, 2018 for the access control system to the building reserve fund. Chairman Meier made a motion, seconded by Vice Chairman Harrigan, unanimously approved.
- Auditors have completed the annual report is completed.

**Attorney's Report: Attorney Sapienza**

- Not present.

**Chief's Report: Chief Bitalvo**

- Submitted the following memos:
- 19-20 – Application of Anthony Salanitro for approval to complete the district physical.
- 19-21 – Due to Station Two being closed apparatus 6-3-16 and 6-3-3, and all Station Two members have been moved to Headquarters. Board verified that there will be an operating plan in place.
- 19-22 – Department member Glenn Erick has requested a status change from leave of absence from active duties to resign from active duties as per District Policy 5.0, and to go inactive life member per bylaws.
- Mandatory training continues and will be documented in SCM.
- Resubmitted the report regarding the lost pager from 80. Commissioner McQueeney reported that the pager has been found. Report will be updated.
- Annual review board for 2018 is scheduled for March 12.
- Chief Staff has arranged a series of training sessions with Rocky Point Fire Department and has completed the first successful training, and will continue with additional training events.

Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to break for executive session to discuss personnel.

**Adjournment for Executive Session 1925**  
**Reconvene from us Session 2004**

- Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney, unanimously approved have applicant Anthony Salanitro complete the district physical.
- Vice chairman Harrigan inquired if previously approved applicants Michael LaShier and Andrew Ruggiero have completed the district physical. As they have not Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney, unanimously approved to decline the motion made December 27, 2018. The applicants can reapply at a later date. Chief Bitalvo will notify the applicants.
- Chairman Meier made a motion, seconded by Commissioner Moreno, unanimously approved to accept the resignation of Glenn Erick from active duties of the Wading River Fire Department.

## Commissioner Reports

### Vice Chairman Harrigan

- Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney to authorize the Chairman to sign the contract with Cell Site Capital, requesting to use the alternate site behind the wall. Approved by Vice Chairman Harrigan, Commissioner McQueeney, Commissioner Moreno. Opposed by Chairman Meier. Motion passed 3-1.
- Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney to contract for professional services with labor attorney ..... to review and update the employee handbook as per the organizational meeting for a cost up to \$6,000.00. Approved by Vice Chairman Harrigan, Commissioner McQueeney, Chairman Meier. Opposed by Commissioner Moreno. Motion passed 3-1.
- Thanked the Chief's Staff for addressing the current issue at Station Two.

### Commissioner McQueeney

- Requested that the insurance bill is updated with updated names before being submitted.
- Commissioner McQueeney made a motion, seconded by Chairman Meier, unanimously approved to send a letter to Dr Trevor Marshall and EMS Coordinator Brian Danowski that the District will not go forward with the interagency communication and transfer policy Stony Brook mobile stroke unit.
- Requested that the District Manager set up a vendor sign in and sign out sheet located at Headquarters for billable hours and scope of work.
- Requested that signage is installed at the call boxes.
- Requested to hire 5 additional per diem paramedics. Requested that the District Manager and Chief Staff participate in the interview process.
- Requested that the department pull back on pizza toppings.
- Commissioner McQueeney made a motion, seconded by Vice Chairman Harrigan, unanimously approved to purchase a time clock from ADP to be located at Headquarters for all employees to use to punch in / out.

### Commissioner Moreno

- Inquired on the status of fire fighter Matt Colitti.

Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to break for executive session to discuss personnel.

**Adjournment for Executive Session                    2021**  
**Reconvene from us Session                            2033**

Chief Bitalvo requested that fire fighter Matt Colitti is removed from the district rolls as per district policy 5.0. Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved in concurrence with the Chiefs office.

**Commissioner Moreno**

- Requested that the temperature on the Headquarters sign is fixed.
- Commissioner McQueeney requested that Commissioner Moreno receive a district cell phone. Vice Chairman Harrigan reported that the district is reviewing the cell phone use/bill.
- Commissioner Harrigan departed for work at 2036.

**Chairman Meier**

- Requested that the District Manager utilize the means requested by each Commissioner to report events that arise within the District.
- Inquired about animals being in the buildings and requested appropriate signage is posted per policy.
- Requested a quote from Proliner to repair the heat system in the rear of 6-3-16.

Commissioner McQueeney and Commissioner Moreno requested that Counsel is docked for missing the Board meeting. After discussion Chairman Meier opposed. Motion failed.

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

Meeting adjourned at 2040 hours

Respectfully submitted,

Steven Donnelly  
District Secretary  
Wading River Fire District