

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

Minutes of the September 23, 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, military and Tom Holub who have made the ultimate sacrifice.

Chairman Meier, Vice-Chairman Harrigan, Commissioner McManus, Commissioner McQueeney, District Manager Michalakopoulos, Treasurer Bushell, Secretary Donnelly, Attorney Sapienza, Chief Bitalvo were present at the meeting. Commissioner Moreno delayed due an alarm.

Commissioner McManus made a motion, seconded by Commissioner McQueeney, unanimously approved to accept the minutes of the September 9, 2019 meeting.

**Public Comments: Secretary Donnelly**

- N/A

**Correspondence: Secretary Donnelly**

- Election information from the Suffolk County Board of Elections. Verified the district will be using the laptops and signature pads.
- Volunteer Firefighter Museum Annual Dinner, Saturday, November 9, at a cost of \$55.00 per guest.

**Secretary Report: Secretary Donnelly**

- Verified that the district will not be using absentee ballots for the annual election.
- Budget notices will be delivered to both towns.
- Discussion regarding job posting for the Treasurers position.

**Wading River Fire Department: President Hammer**

- Not present.

**Material Requests: District Manager Michalakopoulos**

- 2019-0072 – Medical supplies (Bound Tree) in the amount of \$273.76. Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to purchase.
- 2019-0073 – Office supplies (toner) in the amount of \$682.59. Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to purchase.

- 2019-0074 – Office equipment (4 computers) in the amount of \$4,195.04. Discussion regarding inability to complete Microsoft system upgrades due to age of equipment and phasing in the replacements. Put on hold.
- 2019-0075 – Office equipment (District Manager) in the amount of \$2,210.55. Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to purchase.
- 2019-0076 – Office equipment (replacement of First Responder printer) in the amount of \$708.59. After discussion Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to purchase.

**District Manager Report:**

**District Manager Michalakopoulos**

- Headquarters
  - Main entrance double doors – glass has been replaced, addressing graphics.
  - Retaining wall – engineer expects to have the bid prepared shortly.
  - Outside wall of Chief’s office – received a 2<sup>nd</sup> quote in the amount of \$5,200.00. Will wait and have the work completed by District Maintenance.
  - Garage roof – work expected to begin the week of October 10.
  - Gas main to kitchen – National Grid has set the meter. Town of Riverhead has completed the inspection.
  - Heating system – waiting for the bid package.
  - Submitted a design proposal to have the hedges removed and replaced with blocks by the houseman with an estimated cost of \$2,000.00. After discussion Chairman Meier made a motion, seconded by Commissioner McQueeney, unanimously approved.
- Boat – Quotes to repair/replace the collars:
  - Craftsman Marine \$25,000.00 with aluminum.
  - Safeboat \$14,612.23 with Styrofoam. Recommendation is styrofoam as boat was not designed for aluminum. After discussion Chairman Meier made a motion, seconded by Commissioner McManus, unanimously approved to have Safeboat repair the collars.

**Treasurers Report:**

**Treasurer Bushell**

- Bills total \$47,435.28. Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to pay the bills.
- Vice Chairman Harrigan made a motion, seconded by Commissioner McManus, unanimously approved to accept the 2020 proposed budget of \$3,203,435.00, within the NYS tax cap.

**Chief’s Report:**

**Chief Bitalvo**

- Submitted the following memos:
  - 18-81 – new member application for Julio Prendergast. Requested to complete the physical.
  - 18-82 – new member application for Christina MacDougall. Requested to complete the physical.
  - 18-83 - new member application for Chelsea Cox. Requested to complete the physical.

- Material request submitted for fire prevention supplies.
- The department has been requested to provide a stand by crew for the Andrew McMorris Memorial Hike on September 30, 2019 from 11:00 am to 3:00 pm. Chief has also completed his portion of the Brookhaven Town permit for the event.
- Requested executive session.

**Adjournment for Executive Session                      1929**  
**Reconvene from Executive Session                      2025**

**Attorney’s Report:    Attorney Sapienza**

- This month’s Counsellor contains articles regarding the required sexual harassment training and the budget notice.

**Commissioner Reports**

**Chairman Meier**

- Nothing to report.

**Vice Chairman Harrigan**

- Reported that Counsel will review the ad for the Treasurers position.
- Requested to begin interviews for the Treasurer position on October 2, with resumes already received. Discussion.
- Requested to bring policy 1.3 up to date. He will forward his concerns.

**Commissioner McManus**

- Nothing to report.

**Commissioner Moreno**

- Commissioner Moreno made a motion, seconded by Commissioner McManus, unanimously approved to send applicants Julio Prendergast, Christina MacDougall and Chelsea Cox for their physical contingent upon successful completion of the police report.

**Commissioner McQueeney**

- Requested to have a letter sent to Supervisor Smith for her assistance in expediting the gas permit and inspection.
- Discussed the dual fuel option as requested by Chairman Meier. Per the engineers this is not recommended.
- Requested to use the meeting room for the Madrid Exchange Program for 2 hours on October 18. Approved contingent upon completion of documents and parking.
- Discussion requesting that the Chief Staff contact the church regarding parking for member’s events as the position of Chief is more easily recognized.

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

Meeting adjourned at 2038 hours

Respectfully submitted,

Steven Donnelly  
District Secretary  
Wading River Fire District