

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

Minutes of the January 27, 2020 Meeting

The meeting of the Board of Fire Commissioners was called to order by Vice Chairman Harrigan at 1830 hours with the Pledge of Allegiance and a moment of silence for all those that have passed in fire and EMS.

Vice Chairman Harrigan, Commissioner McQueeney, Commissioner Moreno, District Manager Michalakopoulos, and Assistant Chief Gluck and Berg, were present at the meeting. Treasurer Cangelieri, Commissioner McManus, and Assistant Chief Heller absent with prior notice. Commissioner Meier absent due to work. District Secretary position vacant at this time, District Manager Michalakopoulos filling in till vacancy is filled.

Vice Chairman made a motion, seconded by Commissioner McQueeney, unanimously approved to accept the minutes of the January 13, 2020 meeting.

Public Comments: **Acting Secretary Michalakopoulos**

- None.

Correspondence: **Acting Secretary Michalakopoulos**

- Invitation to the Suffolk County Fire District Officers Association Annual Installation Dinner, Saturday March 7, 2020. Cost \$275.00 per person RSVP by February 19th. 2020.
- Invitation to the Miller Place FD Installation Dinner RSVP by March 20th, 2020.
- Crown Castle Tier II Report for Location 703 Fresh Pond Avenue.
- Reminder Brookhaven & Riverhead Town Property Tax Exemption for Volunteer Firefighters due by March 1st 2020.

Secretary Report: **Secretary**

- No Report

Wading River Fire Department: **President Hammer**

- No Report

Material Requests:**District Manager Michalakopoulos**

- 2020-006 –FF Equipment Safety Officer Helmet Shield (M. Donnelly) in the amount of \$48.39. Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney, unanimously approved.
- 2020-007 – FF Equipment Chief's hi vis jacket (K.Berg) in the amount of \$305.00. Commissioner McQueeney made a motion, seconded by Commissioner Moreno, unanimously approved.
- 2020-008 - FF Equipment EMS Gear Bag (4) in the amount of \$227.96. Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney for discussion, Motion failed 0-3.
- 2020-009 – Medical supplies (Bound Tree Medical) in the amount of \$457.65. Commissioner McQueeney made a motion, seconded by Commissioner Moreno Vice Chairman Harrigan, unanimously approved.

District Manager Report:**District Manager Michalakopoulos**

- Headquarters
 - Heating system – Piping insulation completed, only work to be completed in on the open punch list submitted by Bladykas Engineering, P.C. Request made by district manager to move into phase II of project which include BMS controls at a cost of \$16,500.00.
 - Commissioner McQueeney made motion, seconded by Commissioner Moreno, unanimously approved.
 - Retaining wall – Project progressing steadily, first half of wall completed, light poles installed today. Power will not be reconnected till the remaining wall is completed as rear poles are all powered by the same circuit.
 - Received and turned over to district treasurer the following checks from the Town of Riverhead
 - Check 1. \$366,896.20
 - Check 2, \$142,024.30
 - Received R.S. Abrams engagement letter for the 2019 audit. Request approval to sign and schedule audit. Once 2019 audit is complete, district treasurer will be putting a new RFP for audit services.
 - 2019 LOSAP Bad Standings Report, Ex-Chief Cohen did not make the required 50 points. Ex-Chief Cohen contacted and notified. Ex-chief instructed to following district policy on contesting findings if he so chooses. Also advised to contact chief's office to discuss.
 - Notification from VFIS on one former member reaching age entitlement on 2020. Paperwork sent to former member to be completed. Upon return of completed paperwork, the board of fire commissioner will need to decide if an annuity will be purchased or if monthly benefit will be paid from the plan. Waiting on recommendation from VFIS actuary on fund balance vested percentage in order to decide.

Treasurers Report: Treasurer Cangeleri

- Bills total \$110,801.80. Commissioner McQueeney made a motion, seconded by Commissioner Moreno, unanimously approved to pay the bills.
- Check received by district manager from the Town of Riverhead in the amount of \$366,896.20
- Check received by district manager from the Town of Riverhead in the amount of \$142,024.30
- Tax revenue also received from the Town of Brookhaven via direct deposit.

Attorneys Report: Attorney Sapienza

- Update information regarding new discovery law, new bill introduced that would put volunteer fire and ems personnel as the same status of police officers to limit exposure and provide more protect to members. Recommended that fire district proceed with letter in support to proposed changes. Updates will be provided as bill progresses in the process.
- Worked with Chief’s office on draft letter to several members. If changes are satisfactory, letters will be sent as instructed.
- Requested executive session for personal and litigation.

Chief’s Report: Assistant Chief Gluck

- Submitted the following memos:
- 20-10 – Medical Approval for Membership Crystal Cummings – EMS Only Member.
- 20-11 – Medical Approval for Membership Patrick Slavin – Fire & EMS Member.
- 20-12 – Resignation of EMT-B Mason Sierra dated January 24, 2020. All district issued equipment has been returned to chief’s office. Resignation letter submitted for member’s personnel file.

Adjournment for Executive Session 18:43
Reconvene from Executive Session 19:10

Commissioner Reports

Commissioner McQueeney made a motion, seconded by Commissioner Moreno, and unanimously approved to send new member candidates Crystal Cummings and Patrick Slavin for district physicals.

Chairman Meier

- No Present.

Vice Chairman Harrigan

- Directed District Manager to review Verizon Wireless account for accuracy, and remove District Secretary's phone. Also due to the age of the district secretary & ex-chief Bitalvo's phone, requested devices be surplus.
 - Commissioner McQueeney made a motion, seconded by Commissioner Moreno, and unanimously approved to surplus devices.
- Directed District Manager review inventory on all MDTs and to confirm that any unused devices be deactivated from Verizon Wireless account.
- Directed District Manager research the creation of a wading river fire district intranet for internal email use for the membership. External email to be available for chief staff, commissioners, and essential district staff. The reason for this possible change is to reduce risk of spam, malware, and virus threats to the fire district network.
- Directed District Manager to review the reconfiguration of office space.
- Directed District Manager to begin the process of the creation of records storage area at the Station 2 building and relocate district records to new location for records preservation.
- Directed District Manager to review district assets at Station 2 and turn off any appliances, computers, etc. to reduce utility costs, if possible.
- Directed District Manager to get pricing to renovate the district meeting room. Once completed, move into other areas on the first floor IE main hallway.
- Work with District treasurer to put together a 3/5/7-year capital improvement plan to present to the board of fire commissioners. Would like to include the headquarters parking lot and apparatus apron be added to the list.
- Requested District Manager begin the process of drafting the duties a district clerk position. Posting should include 20-25 hours per week, daytime and possibly availability to attend board of fire commissioner meetings.

Commissioner McQueeney

- Requested that unit 6-3-46 be evaluated by the district mechanic and provide a list of repairs needed.
- Requested that the fire district go out for a permissive referendum for a replacement ambulance unit 6-3-17.
 - Commissioner McQueeney made a motion, seconded by Commissioner Moreno, unanimously approved to go to the equipment reserve account in the amount not to exceed \$265,000.00 for a replacement ambulance purchase of a Ford F550 4x4 diesel chassis
- Requested that the fire district go out and purchase a uniform suits for the Board of Fire Commissioner to be used for attending district functions in an official capacity.
 - Commissioner McQueeney made a motion, seconded by Vice Chairman Harrigan, unanimously approved to purchase.
- Requested District Manager research the need for the Verizon T1 communication line connected radio communications between building. Provide alternative options to eliminate this reoccurring cost.

- Requested that all Material Request be submitted to the BOFC no later than the Friday prior to the board meeting in order to allow proper time to review. Any request after the deadline should be held to the following meeting.
- Requested District Manager update the NYS vehicle inspections list to avoid any vehicles from expiring.
- Directed Chief Staff to advise all members to follow the chain of command, seems that the membership is going directly to district staff and commissioners with issues. Members should bring any concerns to the chief staff and the chief staff will bring to the district staff and/or board of fire commissioners.

Commissioner Moreno

- Requested District Manager to look obtaining quote to repair rear apparatus room entrance door glass as it has a crack in the corner.

Commissioner McManus

- No Present.

Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno and unanimously approved to adjourn.

Meeting adjourned at 19:20 hours

Respectfully submitted,

Greg Michalakopoulos
Acting District Secretary
Wading River Fire District