

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

Minutes of the March 9, 2020 Meeting

The meeting of the Board of Fire Commissioners was called to order by Chairman Meier at 1830 hours with the Pledge of Allegiance and a moment of silence for Police, Fire, EMS, and Military who have paid the ultimate sacrifice.

Chairman Meier, Vice Chairman Harrigan, Commissioner Moreno, District Manager Michalakopoulos, Attorney Sal Sapienza, Chief Heller, Assistant Chief Gluck were present at the meeting. Treasurer Cangelari, Commissioner McQueeney and Commissioner McManus absent with prior notice.

Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to accept the minutes of the February 24, 2020 meeting.

Public Comments:

Acting Secretary Michalakopoulos

- None

Correspondence:

Acting Secretary Michalakopoulos

- Suffolk County Fire District Managers Association Meeting – March 11th at 11am
- Elite Towers – Proposal for Communications Pole
- East End Hose Testing – Hose & Nozzle Testing confirmation date July 20, 2020
- The Counsellor Volume 25 Issue 3 March 2020
- Fire District Affairs Volume 71 Issue Feb-Mar 2020

Secretary Report:

Secretary

- Volunteer Firefighters Property Tax Exemption have need submitted to both Brookhaven & Riverhead Townships.
- Thirty day LOSAP contesting period has elapsed, one member came forwarded and upon review corrections made and members points added.

Wading River Fire Department:

President Hammer

- No Report

Material Requests:**District Manager Michalakopoulos**

- 2020-0010 – Laserfiche Software Upgrade and Data Migration – On Hold
- 2020-0011 – Microsoft Licensing – On Hold
- 2020-0012 – Replacement Server Hardware – On Hold
- 2020-0013 – Medical Supplies Consumables (Teleflex) in the amount of \$1,330.00. Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved.
- 2020-0014 – Medical Supplies Consumables (BoundTree Medcial) in the amount of \$897.61, Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved.
- 2020-0015 – Training Supplies - Bleeding Control Refill Kit in the amount of \$120.00, Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved.
- 2020-0016 – Wearing Apparel - Class A Uniforms in the amount of \$432.90, Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved.
- 2020-0017 – FF Equip - Fire Police Gear in the amount of \$1,885.20, Vice Chairman Harrigan made a motion, seconded by Chairman Meier, unanimously approved.
- 2020-0018 – Training Supplies – CPR in the amount of \$735.25, Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved.
- 2020-0019 – Training Seminar - Suffolk County Fire Chiefs Council in the amount of \$455.00, Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved.

District Manager Report:**District Manager Michalakopoulos**

- Headquarters
 - Rear apparatus door glass was replaced as requested.
 - Records Room relocation has been completed, minor items remaining that need to be transferred over.
 - Spare Radio Equipment has been sorted, and inventory count list being completed. Unable to confirm if any of this equipment is in working order due to age.
 - 6-3-18B lettering has been completed in the amount of \$395.00, working with the chief on scheduling maintenance of boat motors.
 - Minor repairs performed on 6-3-1, 6-3-2, 6-3-10
 - 6-3-9 PM was performed
 - New garage door motors and safety beams have been installed, waiting on remaining equipment in order to complete work. Chairman Meier notified that remotes are not in ambulances, District Manager will look into where the new remotes are. Also Chairman Meier notified Chief Heller that drivers log is not in 6-3-16, Chief Heller will look into this matter.

- 6-3-17 exhaust was repaired, discussion on diverter system damage and possible causes of damages. Unit was operational and options will be explored
- PA System installation in progress, vendor will be back this week to continue installation. Once system is installed, vendor would like to let system run for a week or two and then return and tweak system. Chairman Meier requested that all vendors performing work be reminded that building is an active firehouse and to keep that in mind when working.
- Parking lot lights repair in progress, light were working but suddenly stopped, electrician contacted.
- Heating Project Phase I still in progress, vendor working on as built drawings and will submit to engineer for approval.
- District Manager submitting two repair quotes for board review on the repair of the 2018 chief's vehicle #2.

Report from EMS Coordinator – community outreach program has been successful, two CPR and bleeding control classes for Calverton National Cemetery staff. Final class is scheduled for tomorrow Tuesday March 10, 2020

Vice Chairman Harrigan Requested that we move forward with Material Request numbers 10, 11, and 12 on computer server hardware and software upgrades including labor and training Laptop not to exceed \$55,000.00. Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved.

- District Manager reported that the permissive referendum funds allotted for the retaining wall project needs to be amended due to additional professional services costs not originally forecasted in the project. The requested amended amount is \$5,500.00, Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to amend the permissive referendum out of the building reserves account.

Treasurers Report:

Treasurer Cangeleri

- Bills total \$10,934.76, Commissioner Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to pay the bills.

Attorneys Report:

Attorney Sapienza

- Request executive session for personnel and contracts

Chief's Report:

Chief Heller

Submitted the following memos:

- 20-18 – Resignation Letter Firefighter Terrance Kluber dated March 09, 2020. All district issued equipment has been returned, see attached letter
- 20-19 – Riverhead Fire Marshal notification of Calverton Meadows 703 Fresh Pond Avenue, hydrants out of service, see attached letter
- 20-20 – Request Update Department Patch changed of units 6-3-1, 6-3-6, 6-3-10, 6-3-11, and 6-3-80. Currently old-style patch is on apparatus
- Material Requests submitted in Laserfiche

Follow-up:

- Apparatus was washed and cleaned on Sunday March 1, 2020
- Chief Staff continuing to work with District Manager on Annual Installation Dinner

Informational Items:

- Ex-Captain Timothy Deveny Line of Duty Medical Leave Acknowledgment for February 2020, see attached paperwork.

Discussion regarding Covid-19 outbreak, chief staff working on operational procedures and guidelines at this time. Chief Heller reported at some additional PPE supplies picked up from FRES this afternoon to assist with existing inventory supplies. Assistant Chief Gluck has discussed with membership on proper decontamination procedures and Personal Protective Equipment (PPE) and will continue to have conversation and training with membership.

Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to go into executive session at 18:41

Adjournment for Executive Session	19:05
Reconvene from Executive Session	19:30

Commissioner Reports

Chairman Meier

- Upon reviewing the two repair quotes, Chairman Meier made a motion, seconded by Commissioner Moreno, unanimously approved to award Matts One Stop Auto Body the repair work of the 2018 Chief vehicle in the amount of \$5,045.17. If any additional work is found it must be approved before work can be performed, as award is based off the written quote submitted.
- Requested that when board has discussions on buildings and personnel we include discussions on land acquisition as well.

Vice Chairman Harrigan

- Requested District Manager setup a read only folder for the commissioners to be able to view all the chief's reports submitted at meeting
- Thanks staff for all the hard work relocating district records from headquarters over to station 2.
- Requested if we can review MU1 Schedule Procedures to ensure they are being followed. Attorney Sapienza will send over MU1 Schedule pertaining to fire districts.
- Requested the board consider getting together to discuss possible room reconfigurations at headquarters and station 2. Chairman suggested possibly setting up a work session with a full board specifically for buildings and personnel changes.

Commissioner Moreno

- Requested maintenance staff reconnect the elbow on the downspout of the generator/training building
- Requested we look into possible electrical box in the same area. DM reported that he believes that the box is a newly installed pull box for future use but will look into and report back.
- Requested the minutes be uploaded to the website.
- Requested the phone system directory be updated to reflect commissioner and chief changes if needed. Chairman Meier requested that voicemail passwords be reset for the commissioners while changes are being made to the phone directory.

Commissioner McQueeney

➤ No Present.

Commissioner McManus

➤ No Present.

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

Meeting adjourned at 19:40 hours

Respectfully submitted,

Greg Michalakopoulos
Acting District Secretary
Wading River Fire District