

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

Minutes of the March 23, 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, Commissioner McQueeney, and District Manager Michalakopoulos, were present at the meeting. Treasurer Cangelari, Commissioner McManus, Attorney Sal Sapienza, Chief Heller, Assistant Chief Gluck, Assistant Berg, and President Hammer absent with prior notice.

Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to accept the minutes of the March 9, 2020 meeting.

Suspension of open meetings regulations by Governor Cuomo due to Covid-19 pandemic, meeting closed to the public in accordance to social distancing regulations.

Public Comments: **Acting Secretary Michalakopoulos**

- None

Correspondence: **Acting Secretary Michalakopoulos**

- Letter from Fire District of New York Mutual Insurance Co., Inc. regarding workers' compensation and VFBL coverage relating to the Covid-19 virus.
- Personnel letter from staff member

Secretary Report: **Secretary**

- No Report

Wading River Fire Department: **President Hammer**

- No Present.

Material Requests:**District Manager Michalakopoulos**

- 2020-0020 – Medical Supplies Consumables (Bound Tree Medical) in the amount of \$952.21, Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney, unanimously approved.
- 2020-0021 – Medical Supplies Equipment and Supplies (Bound Tree Medical) in the amount of \$1,243.98. Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney, after discussion request was unanimously denied.
- 2020-0022 – Medical Supplies Consumables (Healthcare Logistics) in the amount of \$14.78, Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney, unanimously
- 2020-0023 – Cleaning (Supplies Coastal Fire Systems) in the amount of \$309.99. Chairman Meier made a motion, seconded by Vice Chairman Harrigan, after discussion request was unanimously denied.
- 2020-0024 – CAD Interface – ESO ePCR/SCM Dispatch in the amount of \$3,035.00, Commissioner McQueeney made a motion, seconded by Commissioner Moreno, unanimously approved.

District Manager Report:**District Manager Michalakopoulos**

- Vehicle repairs to chief's vehicle are almost done and we should have truck back by Wednesday March 25th.
- 6-3-31 vehicle is scheduled to go out to Otis Ford for warranty work on Monday March 30th. Vehicle will be at the dealer for approximately one weeks to complete repair. Since spare chiefs truck will be back it will be used in the interim.
- Headquarters generator building downspouts was repaired by house staff.
- Parking lot light sensor was repaired, still have issues with two of the parking lot light head which will need to be repaired. Working with vendor to order and complete repair.
- Hot water is being monitored throughout the building, no current issues since the day reported however new heating system and pumps seem to work differently than old system when appear to have some delays with hot water to areas of the building included the second floor.
- Received radio reprogramming quote from IWT in the amount of \$1,800.00. After discussion, item put on hold till Chief Heller can confirm neighboring department not making any changes and allow chief to provide a plan.
- Kitchen triple sink drain line was repaired
- Several light ballast replaced in apparatus bay. Directed houseman look into direct replacement led bulbs so we can start replacing once bulbs go bad.
- PBMC is working on a policy to notify the transporting agencies of positive COVID-19 patients, but is not currently giving this information at this time.

Treasurers Report:**Treasurer Cangeleri**

- Bills total \$56,830.38, Commissioner Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved to pay the bills.

Attorneys Report:**Attorney Sapienza**

- Permissive referendum documents were prepared in connection with amendment to retaining wall project
- The depositions scheduled in lawsuit “Cangemi v. Oakwood On the Sound Inc.” has been cancelled
- Reviewed draft lettered from Chief Heller and is working with Chief Heller on final draft regarding Town of Riverhead Fire Marshall’s Office and personnel.
- Working open litigation

Chief’s Report:**Chief Heller**

Submitted the following memos:

- 20-21 – Resignation Letter Firefighter Kenneth Schmitt dated March 12, 2020. All district issued equipment has been returned, see attached letter
- Material Requests submitted in Laserfiche
 - Material Request (2020-023) - Fresh Gear Hospital-Grade concentrated germicidal detergent, Clean gear towelettes, ans ToxOff wipes

Follow-up:

- Chief Staff & District Manager contract East Wind to postpone Installation Dinner scheduled for April 4th due to Covid-19 & CDC recommendations. New tentative date is Friday July 17th @ East Wind 7pm Start Time.

Informational Items:

- Chief Staff Outline at the Department Response to Covid-19. See attached paperwork.

No Executive Session

Commissioner Reports

Chairman Meier

- Address information change for former member Matt Colitti – informed by department secretary that the street number is number 3 not number 4 according to the post office.
- Contracted by Manorville Fire District with a request of a loaner engine due to delivery delay of (3) new Engines. After discussion, District Manager was directed to contact Manorville FD and advise the Wading River Fire District agrees to loan unit 6-3-6 till the end of May with the option to extend with board approval. District Manager will work with legal on contract.
- Discussion regarding property behind headquarters, Chairman Meier requested and received approval to contact property owner and discuss if they are interested in selling property and for what amount.

Vice Chairman Harrigan

- Discussion on Covid-19 properness and safety measures, the following will was approved by the entire board present:
 - Medics to be repositioned to respond out of Station 2. Medic will come to HQ after clocking in at station 2 and perform daily part 800 checks and ambulance cleaning at HQ and then return to Station 2 for the duration of their tour. Station 2 cleaning shall be done by first responder while relocation is in effect.
 - 6-3-20 will be put in service as a response vehicle from HQ to be used by ems coordinator only.
 - All District staff will be informed to bring a second uniform with them at work to ensure that they can stay in service if the one they are wearing becomes contaminated.
 - 6-3-80 should be a response vehicle only and should not be used to bring Department members back to HQ to minimize exposure issues.
 - Exposure policy for District Staff. If any staff member feels that they have had an exposure to COVID-19 or any possible communicable disease, they are to report it to the EMS Coordinator. The report should include what they feel they were exposed to, if the proper PPE was worn, symptoms of the patient, how long they were in contact with the patient, what type of fluid/pathogen they were exposed to and the distance the provider was from the patient during the exposure period.
 - Employees should be screening themselves for symptoms of COVID-19 prior to leaving for work. This should be done every 12 hours. The screening process should include a body temperature as well as cold/flu like symptoms. Any positive findings should be reported to the EMS Coordinator immediately and the staff member should not come to work.
 - Directed District Manager to come up with alternate plan for work force in response to the Covid-19 pandemic. District Manger may also work from home if needed.
 - Due to Covid-19 safety measures all hall usage events schedule cancelled till further notice.

Commissioner Moreno

- No Report

Commissioner McQueeney

- District outreach program going well, trained 36 employees in CPR and bleeding control procedures from Calverton National Cemetery. Received plaque from Department of Veterans Affairs for the district sponsored community outreach program providing safety training to the employees of the Calverton National Cemetery which reads:
 - In grateful appreciation to the Wading River Fire Department for your expertise, partnership and commitment to the safety of the Calverton National Cemetery community.
- Discussion regarding access to Commissioner and board room, district manager was directed to remove access from staff and only allow personnel access to the room for official use only. I.E. Copy Machine
- Request by local resident to close Dogwood Drive to Town of Riverhead, after discussion the board of fire commissioner reject this request as it would cause delays in fire department response. District Manager directed to have legal draft letter to Riverhead Town requesting this closure request.
- Discussion to purchase replacement ambulance for unit 6-3-17. Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney, unanimously approved to purchase a new 2020 AEV TraumaHawk F550 Ambulance under HGAC contract in the amount of \$235,342.00. Before processing purchase order district manager was directed to verify with vendor that they will be able to provide vehicle within one year of purchase request.

Commissioner McManus

- No Present.

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

Meeting adjourned at 20:26 hours

Respectfully submitted,

Greg Michalakopoulos
Acting District Secretary
Wading River Fire District