

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

**Organizational Meeting of January 06, 2020**

Commissioner Meier called the Organizational Meeting to order at 1900 hours with the Pledge of Allegiance and a moment of silence for departed EMS and fire military personnel departed during 2019.

Commissioner Meier, Commissioner McManus, Commissioner Harrigan, Commissioner McQueeney, District Manager Michalakopoulos, Timothy Cangelari, Steven Donnelly, department elected Assistant Chief Heller, Assistant Chief Gluck, Assistant Chief Berg, Commissioner-elect Joseph Moreno were present. Department elected Chief Bitalvo absent due to illness.

The legal notice regarding the date and time of the meeting was published in compliance with the Public Officer's law.

Commissioner Meier swore in Joseph Moreno as Commissioner of the Wading River Fire District for a 5-year term.

"I Joseph Moreno do solemnly swear that I will support the Constitution of The United States and State of New York, and that I will faithfully discharge the duties of the office of Fire District Commissioner of the Wading River Fire District, according to the best of my ability."

Commissioner Harrigan made a motion nominating Commissioner Meier to be Chairman for 2020, seconded by Commissioner McQueeney, approved by all. Commissioner Meier agreed to be Chairman for 2020.

Chairman Meier made a motion nominating Commissioner Harrigan to be Vice Chairman for 2020, seconded by Commissioner McQueeney, unanimously approved. Commissioner Harrigan agreed to be Vice Chairman for 2020.

Chairman Meier swore in Timothy Cangelari as District Treasurer of the Wading Fire District. "I Timothy Cangelari do solemnly swear that I will support the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Fire District Treasurer of the Wading River Fire District, according to the best of my ability."

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to appoint to appoint Steven Donnelly as District Secretary of the Wading Fire District.

Chairman Meier swore in Steven Donnelly as District Secretary of the Wading River Fire District. “I Steven Donnelly do solemnly swear that I will support the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Fire District Secretary of the Wading River Fire District, according to the best of my ability.”

Motion made by Vice Chairman Harrigan, seconded by Commissioner McQueeney, and unanimously approved to break for executive session to review the list of department elected Chief’s and Chief’s requirements.

**Adjournment for Executive Session                    1903**  
**Reconvene from Executive Session                    1906**

Motion made by Chairman Meier, seconded by Commissioner Moreno, and unanimously approved to Branden Heller as 1st Assistant Chief (31), Denise Gluck as 2nd Assistant Chief (32), Kevin Berg as 3rd Assistant Chief (33). The 30 position will not be filled at this time due to Anthony Bitalvo submitted a letter of resignation from the Chief (30) position. District Secretary was requested to send the Association a letter requesting a special election for the Chief staff.

Chairman Meier swore in Branden Heller as 1st Assistant Chief (31), Denise Gluck as 2nd Assistant Chief (32), Kevin Berg as 3rd Assistant Chief (33).

“I Branden Heller do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Third Assistant Fire Chief of the Wading River Fire Department, according to the best of my ability”

“I Denise Gluck do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Fire Chief of the Wading River Fire Department, according to the best of my ability”

“I Kevin Berg do solemnly swear that I will support the Constitution of The State of New York, and that I will faithfully discharge the duties of the office of Third Assistant Fire Chief of the Wading River Fire Department, according to the best of my ability”

Chairman Meier requested from Assistant Chief Heller a list of Officers for 2020.

Wading River Fire Department Line Officers

Company 1	Captain	Vacant
	Lieutenant	Matthew Pipchinski
Company 2	Captain	Tom Whelan
	Lieutenant	Chris Cummings
	Lieutenant	Gregory Curiel
	Lieutenant	James Brady
Company 3	Captain	Kevin Brayer
	Lieutenant	Marissa Cox

Company 4    Captain                      Michael Hammer  
                  Lieutenant                      George Besold

Safety Officers                      William Savage, Robert Quaranta, Mark Donnelly  
Exposure Control Officer                      Denise Gluck and Kevin Brayer

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to appoint the Law Office of Sapienza and Frank as District Legal Counsel.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to appoint Secretary Donnelly as the Fire District's Custodian of Records.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to authorize the Fire District Manager Greg Michalakopoulos to act on behalf of the Board of Fire Commissioner as their liaison of the fire district and appoint as the Fire District's Records Access Officer.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McQueeney, and unanimously approved to authorize the continuation of the surety bond of the District Treasurer, which is currently in effect with the Insurance Company.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to appoint The Riverhead News Review as the official newspaper, and Riverhead Local as online media service of the Fire District.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to appoint Peoples United Bank and/or successor and any other commercial bank operating a branch within the Fire District as the official bank for the Fire District provided that the collateralization of 100% of the assets is maintained.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to renew the present contract and maintain a safe deposit box at Peoples United Bank and/or successor and to open a new safe deposit box at any other bank of the District's choosing, providing that such other bank operates a branch within the Fire District.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to maintain and continue to the Fire District's Equipment Reserve Fund and Building Reserve Fund as previously established by Board resolution.

Motion made by Commissioner McQueeney, seconded by Commissioner McManus, and unanimously approved to authorize Treasurer Cangelieri, Chairman Meier, and Vice Chairman Harrigan as the three people authorized to sign checks for calendar year 2020, and that two signatures are required on every check, one of which must be that of Treasurer Cangelieri.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to hold public meetings of the Fire District on the second and fourth **Monday** of the month at **6:30pm** excluding: the following date: (if any) due to holiday.

May 26<sup>th</sup>, 2020 **Memorial Day**.

October 12<sup>th</sup>, 2020 **Columbus Day**.

Meetings will be scheduled for the following dates:

Regular Meetings

January 13<sup>th</sup>, January 27<sup>th</sup>

February 10<sup>th</sup>, February 24<sup>th</sup>

March 9<sup>th</sup>, March 23<sup>rd</sup>

April 13<sup>th</sup>, April 27<sup>th</sup>

May 11<sup>th</sup>

June 8<sup>th</sup>, June 22<sup>nd</sup>

July 13<sup>th</sup>, July 27<sup>th</sup>

August 10<sup>th</sup>, August 24<sup>th</sup>

September 14<sup>th</sup>, September 28<sup>th</sup>

October 26<sup>th</sup>

November 16<sup>th</sup>, November 30<sup>th</sup>

December 14<sup>th</sup>, December 28<sup>th</sup>

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and after discussion unanimously approved for the Fire District to belong and sponsor the following organizations.

Brookhaven Town Fire Museum

Brookhaven Town Fire Police Association

Brookhaven Town Safety Officers Association

International Association of Fire Chief's

New York State Finance Officers Association

New York State, Suffolk County, and the Towns of Brookhaven and Riverhead – Fire Chief's and Fire District Associations and Council's.

New York Association of Local Government Records Officer's

North Fork Volunteer's Fireman Association

Northern Brookhaven Fire Chief's

Suffolk County Fire District Managers Association

Suffolk County Fire District Secretary and Treasurers Association

Suffolk County Safety Officer's Association

Suffolk County Volunteer Fireman's Association

Motion made by Vice Chairman Harrigan, seconded by Commissioner Moreno, and after discussion unanimously approved to accept the names of the members who live outside of the Fire District using the Districts past resolution: Frederick Besold, Kevin Brayer, Matt Colitti, John Galvin, Eugene Gerson, Alex Rosini, Keith Ryan and Anthony VonBommel.

Motion made by Vice Chairman Harrigan, seconded by Commissioner Moreno, and unanimously approved to appoint Neefus-Stype Insurance as the official insurance agent for the Fire District.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to appoint Fire Districts Mutual as the Fire District's Worker's Compensation and VFBL carrier, and VFIS as the Fire District's general liability carrier.

Motion made by Vice Chairman Harrigan, seconded by Commissioner Moreno, and unanimously approved to appoint Island Occupational Medical Resources (IOMR) as the Fire District physicians.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McQueeney, and unanimously approved to appoint R.S. Abrams & Co. as the Fire District auditors for 2020, and to request a new RFP.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to set the Fire District's personal vehicle travel reimbursement rate at **57.5** cents per mile in accordance with the Internal Revenue Service travel allowance for 2020.

Motion made by Vice Chairman Harrigan, seconded by Commissioner Moreno, and unanimously approved to follow IRS and GSA standards for travel reimbursements.

Motion made by Vice Chairman Harrigan, seconded by Commissioner Moreno, and unanimously approved to approve the LOSAP standards and criteria which were established in the 2014 Organizational Meeting which are part of state law and to continue the same standards in 2020.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to reaffirm the existing resolution on Defense and Indemnification of Fire District Officers per Town Law 178.d and Public Officers Law section 18.

Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney, unanimously approved to reaffirm the following district policies:

1 Rules and Regulations of WRFD	Reaffirmed 06-24-2019
1.0 Code of Conduct	Reaffirmed 06-26-2017
1.1 Code of Ethics	Reaffirmed 01-09-2017
1.2 Whistle Blower Policy	Reaffirmed 01-03-2017
1.3 LOSAP Program Policy	Reaffirmed 02-13-2017
1.4 Active Member Status Requirement Policy	Reaffirmed 01-03-2017
1.6 Right to Know Policy	Reaffirmed 01-03-2017
1.5 Stand by Policy	Removed 01-08-2018

1.7 Sexual Harassment Policy	Reaffirmed 01-03-2017
1.8 Firearms and Weapons Policy	Reaffirmed 03-27-2017
1.9 Smoking Policy	Reaffirmed 03-27-2017
1.10 Training Policy	Reaffirmed 03-27-2017
1.11 Youth Education Policy	Reaffirmed 01-03-2017
1.12 Disciplinary Procedure Policy	Reaffirmed 06-26-2017
1.13 Statement of Administration – Alarm Siren Activation	Suspended 08-14-2017
1.14 EEO Policy	Reaffirmed 01-03-2017
1.15 Harassment Policy	Reaffirmed 01-03-2017
2.0 Electronic Communication Policy	Reaffirmed 06-26-2017
3.0 Procurement Policy	Reaffirmed 01-03-2017
3.1 Annual Inspection Policy	Reaffirmed 01-03-2017
3.2 Refreshment Policy	Reaffirmed 01-08-2018
3.3 Sales Tax Procedure Policy	Reaffirmed 01-03-2017
3.4 Credit Card Policy	Reaffirmed 03-13-2017
3.5 Authorization of Food Purchase for Department Events Policy	Reaffirmed 01-03-2017
3.6 Petty Cash Policy	Reaffirmed 01-03-2017
3.7 Fixed Assets Policy	Reaffirmed 01-03-2017
3.8 Property Disposal Policy	Reaffirmed 01-03-2017
3.9 FOIL Procedure	Reaffirmed 01-03-2017
3.10 Record Retention	Reaffirmed 01-03-2017
3.11 Travel Policy	Reaffirmed 12-11-2017
3.12 Investment Policy	Reaffirmed 01-03-2017
4.0 Equipment Policy	Reaffirmed 01-08-2018
4.1 Equipment Maintenance Policy	Reaffirmed 01-08-2018
4.2 Chief’s Vehicle Policy	Reaffirmed 01-03-2017
4.3.1 District Vehicle	Reaffirmed 01-03-2017
4.4 Seatbelt Use Policy	Reaffirmed 01-03-2017
4.5 Driver’s License Policy	Reaffirmed 01-03-2017
4.6 Equipment & Inspection of EMS Responder Vehicles Policy	Reaffirmed 01-03-2017
5.0 Leave Policy	Reaffirmed 09-09-2019
5.5 Physical Examination Policy	Reaffirmed 01-03-2017
5.6 Drug Free Workplace Policy	Reaffirmed 01-03-2017
5.7 HIPAA Policy	Reaffirmed 01-03-2017
5.8 Workplace Violence Policy	Reaffirmed 01-03-2017
6.0 District Election Policy	Reaffirmed 01-03-2017
6.1 Chief Election Policy	Suspended 10-23-2017
6.2 Chief’s Requirements	Reaffirmed 01-03-2017
6.3 Line of Duty Injury Policy	Approved 08-26-2019

Motion made by Vice Chairman Harrigan, seconded by Commissioner Moreno, and unanimously approved to request from the Chief the most updated copies of the Wading River Fire Department Chief’s Rules & SOG’s and Best Practices for the next BOFC meeting. Assistant

Chief Heller requested additional time. Board agreed the 2019 Rules & SOGs and Best Practices will be used until 2020 is submitted.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McQueeney, and unanimously approved to accept the District Handbook updated in 2019.

Motion made by Vice Chairman Harrigan, seconded by Commissioner Moreno, and unanimously approved to have the District Secretary file the signed and notarized Oaths of Office with the Towns of Riverhead and Brookhaven.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McQueeney, and unanimously approved to request that the District Manager submit the LOSAP report to the Board at the next Board meeting.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McQueeney, approved by Chairman Meier and Commissioner Moreno, opposed by Commissioner McManus to adopt the standard work day for employees as follows: full time first responders paramedic – 8 hour workday, District Manager – 8 hour workday, houseman – 8 hour workday, maintenance – 8 hour workday, call in paramedic – 7.5 hour workday, District Secretary – 6.5 hour workday, District Treasurer – 6.5 hour workday, as required to be submitted to the NYS Local Retirement System.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McQueeney, and approved by Chairman Meier and Commissioner Moreno, opposed by Commissioner McManus for the following 2020 salaries:

- District Manager - Greg Michalakopoulos – increase of 3.5%. Plus vehicle
- District Treasurer - Timothy Cangeleri - 20 hours bi-weekly, \$20,000.00 annual. Plus a cell phone stipend of \$100.00 per month.
- District Secretary - Steve Donnelly – 20 hours bi-weekly at an hourly rate of \$29.00/hour, total base of \$15,080.00 annually.
- Full-time Fire District EMS Coordinator - Brian Danowski increase of 3.25% to \$37.36/hour.
- Full Time Custodial I - Jamie Pirnak – increase of 2.0% to \$37.82/hour.
- Part time Custodial I - Mike LaShier – increase of 1.5% to \$20.86/hour.
- Full-time Paramedic - Alex Calace – increase of 2.0% to \$32.80/hour.
- Full-time Paramedic - Jade Andracchi – increase of 2.0% to \$30.75/hour.
- Full-time Paramedic – Henry Messana – increase of 2.0% to \$30.75/hour.
- Per Diem Paramedics – Michael Dennehy, Dan DeSoiza, Pete Fallon, Brian Fleischman, Steven Galvao, Jen Lehmann, Brando McAlary, Caitlin Ortiz, Dan Sicilliano, Dominique Spiegowski – increase of 1.5%.
- Attorney - \$16,849.00 annually.
- The unfilled part time positions increase of 1.5%.
- Two year hold on call in paramedics will be \$28.50.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McManus, and unanimously approved to move forward with a longevity program for the District Manager and EMS Coordinator as follows: up to 10 years of service 2.0% of annual base pay, 10 years to 20 years of service 3.0% of annual base pay, 20 plus years of service 4.0% of annual base pay.

- All Full time hourly employees will be required to contribute 2.20% percentage toward their total medical & Dental insurance coverage.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McQueeney, unanimously approved to move forward with the district program for pre-tax bi-weekly medical/dental contributions. For 2020 pre-tax bi-weekly medical/dental contribution will be 2.0%.

Motion made by Vice Chairman Harrigan, seconded by Commissioner McQueeney, approved by Chairman Meier and Commissioner Moreno, opposed by Commissioner McManus for the District Manager and EMS Coordinator to be exempt from the pre-tax bi-weekly medical/dental contribution.

Chairman Meier gave the Board the opportunity to make any comments for the upcoming year:

- Commissioner McQueeney: thoughts and prayers for a speedy recovery for Tony Bitalvo.
- Commissioner Harrigan: thoughts and prayers for a speedy recovery for Tony Bitalvo.
- Commissioner McManus: thanked Tony Bitalvo for his years of service on the Chiefs Staff.
- Commissioner Moreno: thoughts and prayers for a speedy recovery for Tony Bitalvo and looking forward to having a good year.
- Commissioner Meier: looking forward to having a good year and working together to get things done.

Assistant Chief Heller is also looking forward to having a good year and working together to get things done. Chief Bitalvo also thanks everyone for a good year and looks forward to returning.

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

Meeting adjourned at 1930 hours

Respectfully submitted,

Steven Donnelly  
District Secretary  
Wading River Fire District