

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

Minutes of the February 8, 2021 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 our First Responders, EMS, Police, Fire and Military who have made the ultimate sacrifice.

Vice Chairman Harrigan, Commissioner McQueeney, Commissioner Moreno, Commissioner Deveny, District Manager Michalakopoulos, District Treasurer Cangelari, District Secretary/Clerk Manitta, 1st Assistant Chief Gluck and Attorney Sapienza were present at the meeting. Chairman McManus, Chief Heller, Assistant Chief Berg, and President Hammer were absent with prior notice.

Commissioner Harrigan made a motion, seconded by Commissioner McQueeney, unanimously approved to accept the minutes of the January 25, 2021 meeting.

Public Comments:

- None

Correspondence:

Secretary Manitta

- NYCLASS – New York Cooperative Liquid Assets Securities System
- Brookhaven Town Fire District Officers Association meeting minutes of (01/28/21, held at Mastic FD).
- Pinsky Law Group Fire & EMS Conference: Law & Management Conference (03/25/21 - 03/28/21)

Secretary Report:

Secretary Manitta

- Secretary Training – Association of Fire Districts of the State of New York
- Website Updated Pages (Commissioners, District Staff, Meeting Schedule, Budget)
- Request for further training on Laserfiche
- Assist with Audit Document requests
- Reorganization of Member folders

Wading River Fire Department:

President Hammer

- Not Present

Material Requests:**District Manager Michalakopoulos**

- 04 – FF Equip – Hose (6-3-4, 6-3-1, 6-3-11) in the amount of – 50k – 65k
 - 6-3-4 16,000.00 – 19,500.00
 - Vice Chairman Harrigan made a motion for a Permissive Referendum on purchasing bulk hose not to exceed \$70,000, seconded by Commissioner Deveny, unanimously approved.
- 09 – Medical Supplies (Bound Tree Medical) in the amount of \$285.50
- 10 – Medical Supplies (Hammer Medical) in the amount of \$1,261.50
 - Vice Chairman Harrigan made a motion for Material Requests 9 and 10 Consumable Medical Supplies, seconded by Commissioner Deveny, unanimously approved.
- 11 – Training AHA BLS CPR Supplies (World Point) in the amount of \$492.50
 - Commissioner McQueeney made a motion, seconded by Commissioner Moreno, unanimously approved.
- 12 – Training - Laserfiche System Independent Study Certification Training in the amount of \$2,040.00
 - Vice Chairman Harrigan made a motion, seconded by Commissioner Moreno, unanimously approved.

District Manager Report:**District Manager Michalakopoulos**

- Received the following checks:
 - Check from Town of Riverhead in the amount of \$94,006.57
 - Check from Town of Riverhead in the amount of \$458,252.05
 - Check from Island Occupational in the amount of \$1,024.50 (Refund)
 - All checks turned over to the Treasurer's office for deposit
- Submitting 2020 LOSAP Year End Report posting 1/25/21 as required till February 22nd
- 6-3-1 – Charging System repaired by district mechanic
- 6-3-32 – Complaint of Electrical/Charing System, vehicle being evaluated by district mechanic
- Optimum TV Service Repaired at HQ
- 6-3-4 – In Production, Opticom antenna ordered, received, and shipped to factory. Delivery confirmed
- Replacement First Responder Vehicle 6-3-80 Mini Bid Submitted to OGS, waiting for approval & bid results.
- 6-3-46 – Antique Repair, contacted Raynor Garage as requested, Spoke with Terry estimate can only be done in the evenings, waiting to hear from vendor on an available date
- Heating Project - Phase II – in progress waiting on training date
- Island Pump and Tank contacted to add RCA open area, expecting site visit this week
- AFG FEMA Award Project – In Progress, equipment scheduled to be dropped off to FRES this week unless weather forces us to reschedule. Submitted and received FEAM drawdown payment in the amount of \$244,571.43. Payment drawdown request submitted to FEMA.

- Electrical Transfer Switches Project – Equipment arrived, project scheduled to begin Monday February 15th Building TBD based on project meeting with vendor
- Snow Storms – With like to thank the district staff on their efforts and hard work during that last two storms.
- District Staff – Would like to thanks Secretary/Clerk Manitta & Treasurer Cangeleri for all their hard work with records cleanup/organization and audit preparations.
- Requesting the BOFC forward with the following Building Project Permissive for 2021
 - Replacement of garage door – HQ Permissive Referendum \$80K
 - Replacement of Truck Room Floor – HQ Permissive Referendum \$150K-\$170K
 - Replace Electrical Service – Station 2 Permissive Referendum \$65K
 - Re-cabling of Server Room – TBD

Attorneys Report:

Attorney Sapienza

- NYS Open Meeting Law extended to February 26, 2021
- Presented items reported in latest issue of “The Counselor” Vol. 26, Issue 2, Feb. 1. 2021 for consideration
- Recommended adoption of the Equal Employment Opportunity Policy (EOC)
- Recommended adoption of the new NYS Records Retention Schedule – LGS-1
- Requested Executive Session to discuss pending litigation.

Treasurers Report:

Treasurer Cangeleri

- Bills totaled \$288,527.77
 - Vice Chairman Harrigan made a motion, seconded by Commissioner McQueeney, unanimously approved to pay the bills.
- We’ve received four tax deposits from the Town of B.H. by ACH in the amounts of: \$201,915.55, \$120,148.09, \$89,276.71 and \$46,724.26.
- FEMA deposit: \$244,571.43
- Transferring \$200,000 from General Checking to Payroll Account.
- Property Acquisition Per Ref has been closed and \$375,000 has been transferred from the Building Reserves Fund to the Equipment Reserves Fund

Chief's Report:

Assistant Chief Gluck

- **21-00:**
 - ✓ None

- **Material Requests Laserfiche:**
 - ✓ None

- **Follow-Up:**
 - ✓ Chiefs Office currently working with the District Manager to reschedule the annual Instillation Dinner to Summer/Fall 2021 due to Covid-19.
 - ✓ Chiefs Office is currently reviewing Wading River Fire District Policy 3.2 Refreshment Policy and compiling a list of pre-approved signal 8 events.
 - ✓ Chiefs Office is currently reviewing alarm data to add future timeframes and durations to the Duty Crew Policy. More to follow in the coming weeks.

- **Informational:**
 - ✓ Chiefs Office is continuing to work with Suffolk County EMS and NYS Dept. of Health with the Covid-19 vaccine distribution to all active members. To date 35 members have been vaccinated.

Adjournment for Executive Session	18:57
Reconvene from Executive Session	19:35

Commissioner Reports:

Chairman McManus

- Not Present

Vice Chairman Harrigan

- Made a motion to adoption of new NYS Records Retention Policy LGS-1
 - Vice Chairman Harrigan made a motion, seconded by Commissioner Deveny, unanimously approved.

Commissioner Moreno

- Inquired about getting the plaque back. DM reported that the plaque is being shipped back to WRFD.
- Requested that Flag at STA 2 be raised to full staff.

Commissioner McQueeney

- Thanked Fire District Staff for due diligence regarding the snow removal.

Commissioner Deveny

- Asked if dues were paid for Brookhaven Town Fire District Officers Association. Dues had in fact been paid in November 2020 for the 2021 year. Secretary Manitta will follow up with the Association to make sure they received the payment.
- Asked Assistant Chief Gluck if Fire Commissioners were entitled to COVID-19 vaccine. She stated that only class A, Class B, and EMS at this time.

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

Meeting adjourned at 19:38 hours

Respectfully submitted,

Eileen F. Manitta
District Clerk/Secretary
Wading River Fire District