

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

Organizational Meeting of January 04, 2021

Commissioner Harrigan called the Organizational Meeting to order at 1830 hours with the Pledge of Allegiance and a moment of silence for departed EMS and fire military personnel departed during 2020.

Commissioner McManus, Commissioner Harrigan, Commissioner McQueeney, Commissioner Moreno, District Manager Michalakopoulos, Timothy Cangelari, Eileen Manitta, Department elected Chief Heller, Assistant Chief Gluck, Assistant Chief Berg Assistant Chief Berg, Commissioner-elect Timothy Deveny were present.

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

Commissioner Harrigan swore in Timothy Deveny as Commissioner of the Wading River Fire District for a 5-year term.

"I Timothy Deveny 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 John McManus to be Chairman for 2021, seconded by Commissioner Moreno, approved by all. Commissioner McManus agreed to be Chairman for 2021.

Commissioner McManus made a motion nominating Commissioner Michael Harrigan to be Vice Chairman for 2021, seconded by Commissioner Moreno, unanimously approved. Commissioner Harrigan agreed to be Vice Chairman for 2021.

Vice Chairman Harrigan 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 Chairman McManus, seconded by Vice Chairman Harrigan, and unanimously approved to appoint to appoint Eileen Manitta as District Secretary of the Wading Fire District.

Chairman McManus swore in Eileen Manitta as District Secretary of the Wading River Fire District. "I Eileen Manitta 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 Chairman McManus, 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 18:36
Reconvene from Executive Session 19:20

Motion made by Chairman McManus, seconded by Commissioner Moreno, and unanimously approved to accept Branden Heller as Chief (30), Denise Gluck as 1st Assistant Chief (31), Kevin Berg as 2nd Assistant Chief (32).

Vice Chairman Harrigan swore in Branden Heller as Chief (30), Denise Gluck as 1st Assistant Chief (31), Kevin Berg as 2nd Assistant Chief (32).

"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 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 First Assistant 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 Second Assistant Fire Chief of the Wading River Fire Department, according to the best of my ability"

Motion made by Vice Chairman Harrigan, seconded by Chairman McManus, and unanimously approved to accept submitted Chief list of Officers for 2021.

Wading River Fire Department Line Officers

Company 1	Captain	Vacant
	Lieutenant	Vacant
	Lieutenant	Vacant

Company 2	Captain	Thomas Whelan
	Lieutenant	Christopher Cummings
	Lieutenant	Gregory Curiel

	Lieutenant	James Brady
Company 3	Captain Lieutenant	Kevin Brayer Marisa Cox
Company 4	Captain Lieutenant	Michael Hammer George Besold
Safety Officers		Ex-Chief William Savage Ex-Captain Robert Quaranta Ex-Chief Mark Donnelly
Exposure Control Officer		1 st Assistant Chief Denise Gluck Captain Kevin Brayer

Motion made by Vice Chairman Harrigan, seconded by Chairman McManus, and unanimously approved to appoint the Law Office of Sapienza and Frank as General District Legal Counsel and Lamb & Barnosky, LLP as Special Counsel.

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

Motion made by Vice Chairman Harrigan, seconded by Chairman 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 Chairman McManus, and unanimously approved to 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 Chairman 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 Chairman 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 Chairman McManus to renew and gain access the present contract and maintain a safe deposit box at People 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. After discussion motion passed 4 to 1

Motion made by Vice Chairman Harrigan, seconded by Chairman 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 Vice Chairman Harrigan, seconded by Chairman McManus, and unanimously approved to authorize Treasurer Cangeleri, Vice Chairman Harrigan, and Commissioner Moreno as the three people authorized to sign checks for calendar year 2021, and that two signatures are required on every check, one of which must be that of Treasurer Cangeleri.

Motion made by Vice Chairman Harrigan, seconded by Chairman 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.

October 11th, 2021 **Columbus Day**

Meetings will be scheduled for the following dates:

Regular Meetings

January 11th, January 25th

February 8th, February 22nd

March 8th, March 22nd

April 12th, April 26th

May 10th, May 24th

June 14th, June 28th

July 12th, July 26th

August 9th, August 23rd

September 13th, September 27th

October 12th, October 25nd

November 8th, November 22nd

December 13th, December 27th

Motion made by Vice Chairman Harrigan, seconded by Chairman McManus, and 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/Treasurer Association
Suffolk County Safety Officer's Association
Suffolk County Volunteer Fireman's Association

Motion made by Vice Chairman Harrigan, seconded by Chairman McManus, and 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, John Galvin, Eugene Gerson, Alex Rosini, Keith Ryan and Anthony VonBommel.

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

Motion made by Vice Harrigan, seconded by Chairman McManus, and unanimously approved to appoint Craig, Fitzsimmons & Meyer as the Fire District auditors for 2021.

Motion made by Vice Harrigan, seconded by Chairman McManus, and unanimously approved to set the Fire District's personal vehicle travel reimbursement rate at **56** cents per mile in accordance with the Internal Revenue Service travel allowance for 2021.

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

Motion made by Vice Harrigan, seconded by Chairman McManus, 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 2021.

Motion made by Vice Harrigan, seconded by Chairman 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.

Motion made by Vice Harrigan, seconded by Chairman McManus, unanimously approved to reaffirm the following district policies:

Policy	Status	Adopted
1.0 Code of Conduct	Reaffirmed	06/26/17
1.1 Code of Ethics	Reaffirmed	09/26/11
1.2 Whistle Blower Policy	Reaffirmed	09/26/11
1.3 LOSAP Program Policy	Reaffirmed	02/13/17
1.4 Active Member Status Requirement Policy	Reaffirmed	09/26/11
1.6 Right to Know Policy	Reaffirmed	09/26/11
1.7 Sexual Harassment Policy	Reaffirmed	09/26/11
1.8 Firearms and Weapons Policy	Reaffirmed	03/27/17
1.9 Smoking Policy	Reaffirmed	03/27/17
1.10 Training Policy	Reaffirmed	05/22/17
1.11 Youth Education Policy	Reaffirmed	09/26/11
1.12 Disciplinary Procedure Policy	Reaffirmed	06/26/17
1.13 Statement of Administration – Alarm Siren Activation	Reaffirmed	02/12/18
1.14 EEO Policy	Reaffirmed	09/26/11
1.15 Harassment Policy	Reaffirmed	09/26/11
1.7 Sexual Harassment Policy	Adopted	10/22/18
2.0 Electronic Communication Policy	Reaffirmed	06/26/17
3.0 Procurement Policy	Revised	09/14/20
3.1 Annual Inspection Policy	Reaffirmed	09/26/11
3.2 Refreshment Policy	Reaffirmed	01/08/18
3.3 Sales Tax Procedure Policy	Reaffirmed	09/26/11
3.4 Credit Card Policy	Reaffirmed	03/13/17
3.5 Authorization of Food Purchase for Department Events Policy	Reaffirmed	09/26/11
3.6 Petty Cash Policy	Reaffirmed	09/26/11
3.7 Fixed Assets Policy	Reaffirmed	09/26/11
3.8 Property Disposal Policy	Reaffirmed	09/26/11
3.9 FOIL Procedure	Reaffirmed	09/26/11
3.10 Record Retention	Reaffirmed	09/26/11
3.11 Travel Policy	Reaffirmed	09/26/11
3.12 Investment Policy	Reaffirmed	01/09/12
3.13 Fund Balance Policy	Approved	09/14/20
3.14 Reserve Fund Balance Policy	Approved	09/14/20
4.0 Equipment Policy	Reaffirmed	01/08/18
4.1 Equipment Maintenance Policy	Reaffirmed	01/08/18
4.2 Chief's Vehicle Policy	Reaffirmed	09/26/11
4.3.1 District Vehicle	Reaffirmed	02/26/18
4.4 Seatbelt Use Policy	Reaffirmed	09/26/11
4.5 Driver's License Policy	Reaffirmed	09/26/11
4.6 Equipment & Inspection of EMS Responder Vehicles Policy	Reaffirmed	09/26/11
5.0 Leave Policy	Reaffirmed	08/14/17

5.5 Physical Examination & Physical Fitness Policy	Reaffirmed	04/09/18
5.6 Drug Free Workplace Policy	Reaffirmed	09/26/11
5.7 HIPAA Policy	Reaffirmed	09/26/11
5.8 Workplace Violence Policy	Reaffirmed	05/29/12
6.0 District Election Policy	Reaffirmed	05/09/16
6.1 Chief Election Policy	Reaffirmed	03/26/18
6.2 Chiefs Requirements Policy	Approved	04/23/18
6.3 Line of Duty Injury /Death Policy	Revised	08/26/19
6.4 Emergency Medical Technician Credentialing Policy	Approved	09/14/20

Motion made by Vice Harrigan, seconded by Chairman McManus, and unanimously approved to most recent copies of the Wading River Fire Department Chief's Rules & SOG's and Best Practices.

Motion made by Vice Harrigan, seconded by Chairman McManus, and unanimously approved to accept the District Handbook updated in 2020.

Motion made by Vice Harrigan, seconded by Chairman McManus, 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 Harrigan, seconded by Chairman McManus, 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 Harrigan, seconded by Chairman McManus, and unanimously approved to reaffirm the standard work day for the NYS Local Retirement System as follows:

District Manager – 8 hours

District Treasurer – 6.5 hours

District Secretary – 6.5 hours

District Clerk – 6.5 hours

Part-Time & Full-time Custodial Employees – 8 hours

Part-Time & Full-time Maintenance Employees – 8 hours

Part-Time, Full- Time, & Call-in First Responders (Paramedic) – 8 hours

Motion made by Vice Chairman Harrigan, seconded by Chairman McManus, and unanimously approved, the following 2021 salaries:

- District Manager - Greg Michalakopoulos – increase of 2%, district vehicle, and an additional \$340.00 per month, for additional duties performed during the 2020 calendar year.
- District Treasurer – Timothy Cangelieri – increase of 2% plus, cell phone stipend of \$ 100.00 per month.

- District Clerk – Eileen Manitta – increase of 2%, cell phone stipend of \$ 100.00 per month and additional \$225.00 per month for the added secretary duties.
- Full-time Fire District EMS Coordinator - Brian Danowski – increase of 2%
- Full-time Custodial I - Jamie Pirnak – increase of 2%
- Part-time Custodial I - Mike Argenti – increase of 2%
- Part-time Maintenance Mechanic III – Andrew Figalora – increase of 2%
- Full-time Paramedic - Jade Andracchi – increase of 2%
- Full-time Paramedic – Henry Messana – increase of 2%
- Call-In & Part-time Paramedic – increase of 2%
- Attorney - \$ 16,849.00 annually
- All Full time hourly employees no longer required to contribute 2.20% percentage toward their total medical & Dental insurance coverage.

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

- Chairman McManus: No Report
- Vice Chairman Harrigan: No Report
- Commissioner McQueeney: No Report
- Commissioner Moreno: Welcomed Commissioner Deveny to the Board
- Commissioner Deveny: No Report

- Chief Heller looks forward to a great year. Congratulations to the new Board member's, Chief's and Line Officers.

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

Meeting adjourned at **19:37** hours

Respectfully submitted,

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