

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

Organizational Meeting of January 03, 2022

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 2021.

Commissioner Deveny, Commissioner Harrigan, Commissioner McQueeney, Commissioner Moreno, District Manager Michalakopoulos, Timothy Cangeleri, Eileen Manitta, and Commissioner-elect Matthew Wallace 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 Matthew Wallace as Commissioner of the Wading River Fire District for a 5-year term.

"I Matthew Wallace 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 Deveny made a motion nominating Commissioner Harrigan to be Chairman for 2022, seconded by Commissioner Moreno, approved by all. Commissioner Harrigan agreed to be Chairman for 2022.

Commissioner Moreno made a motion nominating Commissioner McQueeney to be Vice Chairman for 2022, seconded by Commissioner Deveny, unanimously approved. Commissioner McQueeney agreed to be Vice Chairman for 2022.

Chairman Harrigan swore in Timothy Cangeleri as District Treasurer of the Wading Fire District.

"I, Timothy Cangeleri, 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 Harrigan, seconded by Commissioner McQueeney, and unanimously approved to appoint to appoint Eileen F. Manitta as District Secretary of the Wading Fire District.

Chairman Harrigan swore in Eileen F. Manitta as District Secretary of the Wading River Fire District.

“I, Eileen F. 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.”

No Executive Session requested.

- Chairman Harrigan stated Chief’s Office appointments and officers were deferred to 01/10/2022 meeting pending submission of supporting documentation to the Board of Fire Commissioners.

Motion made by Chairman Harrigan, seconded by Commissioner Deveny, and unanimously approved to appoint the Law Office of Christopher Ring as General District Legal Counsel and Lamb & Barnosky, LLP as Special Counsel.

Motion made by Chairman Harrigan seconded by Commissioner Moreno, and unanimously approved to appoint Secretary Manitta as the Fire District’s Custodian of Records.

Motion made by Chairman Harrigan, seconded by Commissioner Wallace, 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 Chairman Harrigan, seconded by Commissioner Moreno, 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 Chairman Harrigan, seconded by Commissioner Moreno, 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 Chairman Harrigan, seconded by Commissioner Deveny, 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 Chairman Harrigan, seconded by Commissioner Deveny, 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 Chairman Harrigan, seconded by Commissioner Deveny, and unanimously approved to authorize Treasurer Cangeleri, Commissioner Moreno, and Commissioner Wallace

as the three people authorized to sign checks for calendar year 2022, and that two signatures are required on every check, one of which must be that of Treasurer Cangeleri.

Motion made by Chairman Harrigan, seconded by Commissioner Deveny, 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 10th, 2022 **Columbus Day**

Meetings will be scheduled for the following dates:

Regular Meetings

January 10th, January 24th

February 14th, February 28nd

March 14th, March 28nd

April 11th, April 25th

May 9th, May 23th

June 13th, June 27th

July 11th, July 25th

August 8th, August 22rd

September 12th, September 26th

October 24nd

November 14th, November 28nd

December 12th, December 26th

Motion made by Chairman Harrigan, seconded by Commissioner Deveny, 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

National Fire Protection Association (NFPA)

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 Chairman Harrigan, seconded by Commissioner Wallace, 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, Alex Rosini, Keith Ryan.

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

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

- Commissioner Wallace requested that additional vendors be identified.

Motion made by Chairman Harrigan, seconded by Commissioner Deveny, and unanimously approved to appoint Craig, Fitzsimmons & Meyer as the Fire District auditors for 2022.

Motion made by Chairman Harrigan, seconded by Commissioner Wallace, and unanimously approved to set the Fire District's personal vehicle travel reimbursement rate at **58.5** cents per mile in accordance with the Internal Revenue Service travel allowance for 2022.

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

Motion made by Chairman Harrigan, seconded by Commissioner Deveny, 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 2022.

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

POLICY #	TITLE	ADOPTED/LAST REVISED
1	Rules and Regulations of WRFD	2019
1.0	Code of Conduct	2017
1.1	Code of Ethics	2021
1.2	Whistle Blower Policy	2011
1.3	LOSAP Program Policy	2016
1.4	Active Member Status Requirement Policy	2011
1.6	Right to Know Policy	2011
1.7	Sexual Harassment Policy	2018
1.8	Firearms and Weapons Policy	2017
1.9	Smoking Policy	2017
1.10	Training Policy	2017
1.11	Youth Education Policy	2011
1.12	Disciplinary Procedure Policy	2017
1.13	Statement of Administration – Alarm Siren Activation	2018
1.14	EEOC Policy	2021
1.15	Harassment Policy	2011
2.0	Electronic Communication Policy	2017
3.0	Procurement Policy	2020
3.1	Annual Inspection Policy	2011
3.2	Refreshment Policy	2011
3.3	Sales Tax Procedure Policy	2011
3.4	Credit Card Policy	2017
3.5	Authorization of Food Purchase for Department Events Policy	2011
3.6	Petty Cash Policy	2011
3.7	Fixed Assets Policy	2011
3.8	Property Disposal Policy	2011
3.9	FOIL Procedure	2011
3.10	Record Retention	2011
3.11	Travel Policy	2011
3.12	Investment Policy	2012
3.13	Fund Balance Policy	2020
3.14	Reserve Fund Balance Policy	2020
3.15	Breach Notice Policy	2021
4.0	Equipment Policy	2011
4.1	Equipment Maintenance Policy	2011
4.2	Chief’s Vehicle Policy	2011
4.3.1	District Vehicle Policy	2018

4.4	Seatbelt Use Policy	2011
4.5	Driver's License Policy	2011
4.6	Equipment & Inspection of EMS Responder Vehicles Policy	2011
5.0	Leave Policy	2019
5.5	Physical Examination & Physical Fitness Policy	2018
5.6	Drug Free Workplace Policy	2011
5.7	HIPAA Policy	2011
5.8	Workplace Violence Policy	2012
6.0	District Election Policy	2016
6.1	Chief Election Policy	2018
6.2	Chiefs Requirements Policy	2018
6.3	Line of Duty Injury / Death Policy	2019
6.4	Emergency Medical Technician Credentialing Policy	2020
6.4a	EMS Scenarios for Clearing Process	2020

- Commissioner Deveny requested that Policy 5.5 be reviewed by the BOFC in the upcoming months.

Motion made by Chairman Harrigan, seconded by Commissioner Deveny, and unanimously approved to most recent copies of the Wading River Fire Department Chief's Rules & SOG's and Best Practices for the next BOFC meeting.

Motion made by Chairman Harrigan, seconded by Vice Chairman McQueeney, and unanimously approved to accept the District Handbook updated in 2021.

Motion made by 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 Chairman Harrigan, seconded by Vice Chairman McQueeney, and unanimously approved to request that the District Manager submit the LOSAP report to the Board at the next Board meeting. After discussion it was agreed it may take longer to complete.

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

- District Manager - Greg Michalakopoulos – increase of 2% plus vehicle.
 - District Treasurer – Timothy Cangelieri – increase of 2% plus, cell phone stipend of \$ 100.00 per month.
 - District Secretary/Clerk – Eileen Manitta – increase of 2% plus, cell phone stipend of \$100.00 per month.
 - 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 IV – 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%
- (BOFC approved list of employees below)

- Michael Dennehy
- Daniel DeSoiza
- Steven Galvao
- Cody Ganzer
- John Kessler
- Ryan McCarrick
- Stephen Rotavera

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

Meeting adjourned at 1903 hours

Respectfully submitted,

Eileen F. Manitta
District Secretary
Wading River Fire District