

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

Minutes of January 24, 2022 Meeting

The meeting of the Board of Fire Commissioners was called to order by Vice Chairman McQueeney 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 McQueeney, Commissioner Deveny, Commissioner Moreno, Commissioner Wallace, District Manager Michalakopoulos, Treasurer Cangelieri, Secretary Manitta, Chief Gluck, 2nd Assistant Chief Donnelly, and 3rd Assistant Chief Whelan were present. Chairman Harrigan, Attorney Ring, 1st Assistant Chief Berg and President Hammer were absent with prior notice.

Commissioner Moreno made a motion, seconded by Commissioner Deveny, unanimously approved to accept the minutes of the January 10, 2022 meeting.

Public Comments:

- No Public Comments

Correspondence:

Secretary Manitta

- Thank you note from resident
- Brookhaven Town Fire Chiefs Council Installation Brunch 03/27/22
- AFDSNY Ned Carter Scholarship Application
- AFDSNY Conference
- Suffolk County Fire Districts Directory Update

Secretary Report:

Secretary Manitta

- Policies Binder
- Annual Installation Dinner Update

Wading River Fire Department:

President Hammer

- Not Present

Material Requests:**District Manager Michalakopoulos**

- 1 – Training – EMT Refresher 2nd Deputy Chief Mark Donnelly \$125.00
 - Commissioner Moreno made a motion to approve, seconded by Commissioner Wallace, unanimously approved.
- 2 – Training – UTV Off-Highway Vehicle Basic Driver Course \$60.00
 - Commissioner Wallace made a motion to approve, seconded by Vice Chairman McQueeney, unanimously approved.
- 3 – Wearing Apparel – Badges \$4,069.40
 - Vice Chairman McQueeney stated this Material Request be being suspended at this time to be revisited at a later date.
- 4 – Wearing Apparel – Shirts, Shoes and Buckle \$1,732.50
 - Vice Chairman McQueeney stated this Material Request be being suspended at this time to be revisited at a later date.

District Manager Report:**District Manager Michalakopoulos**

- Received the following checks:
 - None
- 6-3-4
 - ✓ Vehicle returned from Neville Fire Apparatus one item not completed
 - ✓ PM and NYS Inspection Completed
 - ✓ Multi Gas Meter out from service
- 6-3-81
 - At Eagle Chevy possible Electrical issue, vehicle by the end of the week
- 6-3-96
 - ✓ Vehicle repaired
- 6-3-27/31
 - Estimated cost to install cap, move rack and lightbar, etc. \$8K-10K
 - After discussion decision made to move forward with the allocation of funds for the purchase of a new vehicle.
 - Commissioner Deveny made a motion, seconded by Commissioner Wallace, unanimously approved a Permissive Referendum out of the Equipment Reserve Funds for the purchase of a new chief vehicle not to exceed \$80,000.
- 6-3-30, 31 and 32
 - Multi Gas Meter serviced
- UTV – Vehicle – Picked up currently at station 2, DMV Paperwork in progress
- Brush Truck AFG 2020 Award – in progress, District Manager re-forwarded electronic copies of the bid results to both the chief staff and board for additional review.
- Mandatory Tri-Annual Tank Testing Completed, replaced one sump sensor

- UST (Underground Storage Tanks) Base Camp Management software – Configuration in progress
- 2021 LOSAP Memo posted in main directory board off radio room
- Power Plant Siren – In progress DP Electric Motor Service
- Station 2 Emergency Building Generator OOS, Replacement Fuel Pump & Solenoid on order. Recommend by the District Manager board go out for the replacement of the emergency building generator utilizing the Cummins Sourcewell Contract No. 120617-CMM in the amount of \$75K.
 - Commissioner Wallace made a motion, seconded by Commissioner Deveny, unanimously approved a Permissive Referendum for the Buildings Reserve funds for the replacement purchase of the emergency building generator for Station 2 not to exceed \$75,000.
- Phone System Directory and Auto Attendant menus updated
- Request approval to relocate EMS storage from main hallway to sink area off truck room as per submitted drawing. Estimated cost approx. \$5,000.00
 - After discussion board decided to put on hold for additional review.
- 365 Exchange Migration – in progress project start week of 2/4, minimal downtime to email services
- Network Cabling Intermittent issues throughout building, recommend district conduct cable certification testing on all cable throughout building to determine cause and resolution of cable issues. Cost not to exceed \$8,000.00
- Computer Hardware Replacement – As per previous discussion regarding the replacement of aged Surface Pro tablets, two options proposed by the district manager. Pricing provided for Surface Pro 8 tablets and ThinkPad X13 Yoga tablets/laptops. Recommendation made by district manager to purchase the ThinkPad X13 Yoga tablets due to the cost savings and distribution availability.
 - Vice Chairman McQueeney made a motion, seconded by Commissioner Moreno, unanimously approved for to purchase six (6) Lenovo ThinkPad tablets in the amount of \$10,255.50 to be issued to the following: - Commissioner Moreno, Commissioner Wallace, District Manager Michalakopoulos, District Secretary Manitta, District Treasurer Cangelari, and Chief Gluck.
- Station 2 Storage Building Project – Met with Commissioner Deveny, Michael Guido and Thomas Zarcone from MJG Architect at station 2 to review proposed district storage building. Recommendation by district manager to allocate \$50,000 to begin the design and bid phase. After board discussion the following decision made.
 - Vice Chairman McQueeney made a motion, seconded by Commissioner Deveny, unanimously approved for a Permissive Referendum from the Building Reserve funds for Professional Services for the design of a district storage building at station 2 and to secure MJG Architects of Rocky Point for the design and bid phase not to exceed \$60,000.

- Requesting Executive Session for personnel

Treasurers Report:

Treasurer Cangeleri

- Bills total \$283,296.94
 - Commissioner Moreno made a motion, seconded by Commissioner Deveny, unanimously approved to pay the bills.
- Received the follow tax deposits of \$150,736.15, \$498,588.79, and \$197,116.50 from the Town of Riverhead and \$239,103.95 and \$161,601.29 from the Town of Brookhaven.
- Signature card is ready for Commissioner Moreno and Commissioner Wallace to sign.

Attorneys Report:

Attorney Ring

- Not Present

Chief's Report:

Chief Gluck

- **Submitting the Following Items:**
 - ✓ 22-02 Resignation letter from Probationary Member Brendan Madden dated January 10, 2022. All district issued equipment has been returned.
 - ✓ 22-03 Resignation letter from EMS Member Christina MacDougall-Prendergast received January 20, 2022. All district issued equipment has been returned.
 - ✓ 22-04 Revised Chiefs Operating Guideline regarding Duty Crews to be effective February 1, 2022.
 - ✓ 22-05 Request for 3 portable radios and desktop chargers to be issued to the Chiefs Office for distribution to the Riverhead Town Fire Coordinator and the duty crew officers.
- **Material Requests Laserfiche:**
 - ✓ EMT Class for 2nd Assistant Chief Mark Donnelly
 - ✓ UTV Operators course for Ex-Chief Randy Hintze
 - ✓ Badges and uniform supplies from All American Awards&. Uniforms

➤ **Follow-Up:**

- ✓ 21-26 Membership Candidate Scott Engelhardt has successfully completed the membership process and medical clearance. Requesting a start date of February 1, 2022 and issuance of Badge #425.

➤ **Informational:**

- ✓ Wading River Fire Department will be attending the Greenport Fire Department Annual George Washington's Birthday Celebration Parade on February 19, 2022.
- ✓ Cathy Geiger-Ortega has successfully completed the NYS EMT class and Suffolk County credentialing class and is currently completing the department credentialing process. 2021 Year-End Reports currently being completed and will be submitted prior to next Board meeting.
- ✓ Wading River Fire Department will be hosting the Suffolk County Volunteer Fireman's Association meeting on Tuesday March 22, 2022 at 1900.
- ✓ Chiefs Office has been working with district and vendors in preparation for the Annual Installation Dinner on March 26, 2022.

Executive Session was requested by the District Manager and Chief's Office to discuss personnel matters.

Adjournment for Executive Session: **1922**

Reconvene from Executive Session: **1947**

Commissioner Reports:

Chairman Harrigan

- Not Present

Vice Chairman McQueeney

- Requested information about Brush Truck.
- Requested update on the Cardiac Monitors.
- Requested a copy of employee sick and vacation time for the calendar year.
- Requested update from District Manager on the Solar Grant funding. District Manager will follow up with Town of Riverhead.
- Requested update on pager inventory. District Manager reported in progress.
- Discussion about bills available for signing by BOFC. District Treasurer prepares bills each Thursday for meetings.
- Reported will be using district staff to assist with truck and vehicle checks.

Commissioner Moreno

- Made a motion to accept new member Scott Engelhardt with a start date of February 1, 2022.
 - Commissioner Moreno made a motion to accept new member Scott Engelhardt with a start date of February 1st, seconded by Commissioner Wallace, unanimously approved.
- Discussion about trucks being used by personnel for snow storm and follow up washing of trucks after use to prevent damage.

Commissioner Deveny

- Made a motion to send BOFC and District Personnel to the AFDSNY Annual Conference
 - Commissioner Deveny made a motion to approve attendance of the AFDSNY Annual Conference, seconded by Commissioner Wallace, unanimously approved.

Commissioner Wallace

- Requested District Manager to set up meeting with vendors for life insurance for new members to assist in paperwork.
- Asked for update on lights on First Responder car. District Manager will update as soon as completed.
- Requested a clock be installed in the BOFC room.

Commissioner Moreno made a motion, seconded by Commissioner Deveny, unanimously approved to adjourn.

Meeting adjourned at **1959** hours

Respectfully submitted,

Eileen F. Manitta
District Secretary
Wading River Fire District