

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

**Work Session of January 22, 2023**

Commissioner Meyer called the Organizational Meeting to order at 0900 hours with the Pledge of Allegiance and a moment of silence for departed EMS, Fire and Military personnel.

Chairman McQueeney, Vice Chairman Moreno, Commissioner Wallace, Commissioner Meyer, District Manager Michalakopoulos, District Secretary Manitta, Chief Berg, 2<sup>nd</sup> Assistant Chief Donnelly, 3<sup>rd</sup> Assistant Chief Whelan, EMS Supervisor Andracchi, President Kuzloski, Ex-Chief Heller, and WRFD Member Galvin were present. Commissioner Deveny, Treasurer Cangelieri, and Attorney Ring were absent with prior notice.

➤ **Membership Application Process**

- John Gavin presented an applicant/membership flowchart for improving process
- Proposed recommendations establish procedures that are more streamlined and efficient
- Establish parameters for sending new member applicants for physicals with/without prior BOFC approval in order to eliminate delays in current two-step process
- Discussion regarding nationwide background checks
- BOFC recommended consulting the district's attorney

➤ **President Kuzloski**

- Requested the BOFC consider replacing freezer in pantry that is no longer working properly. District Manager will have maintenance defrost and see if repair is possible. If the freezer needs to be replaced, the BOFC will approve.
- Suggested the grease track underneath the entire kitchen needs to be cleaned.
- Requested information on electronic membership board. District Manager will check pricing for this material request.
- Requested electronic boards with weather and department calendar information for the recreational/meeting room to keep members updated. District Manager will obtain pricing.
- Discussion regarding housing the Antique Truck once it returns from repairs.
- Member Galvin and Ex-Chief Heller will be liaisons to the BOFC on the Rec refurbishment project.

➤ **Chiefs Standard Operating Guide for the UTV**

- Discussion regarding safety, proper usage, and access
- Reviewed and edited policy with BOFC and Chief's Office input
- Label on vehicle with operation reminders
  - Chairman Moreno made a motion to approve the UTV SOG with edits, seconded by Commissioner Wallace, unanimously approved.

**Executive session requested by Chairman McQueeney to discuss personnel matters.**

- Chairman McQueeney made a motion to move to executive session, seconded by Vice Chairman Moreno, unanimously approved.

**Adjournment for Executive Session: 1014**

**Reconvene from Executive Session: 1040**

➤ **STA2 Discussion with the Chief**

- Unable to staff qualified leadership at STA2 – no line officers are available at this time.
- For the time being, BOFC will keep status quo. Chief will notify BOFC when leadership is acquired to open and change status to response ready.
- Chief made recommendation for a trial program to open STA2 for EMT/Drivers – although no EMS officers. Willing to work with EMS Supervisor Andracchi and district staff to keep an ambulance at STA2.
- Discussion on District EMT Schedule – changed to 10 AM – 6 PM (effective 02/01/2023)
  - Commissioner McQueeney made a motion, seconded by Commissioner Meyer, unanimously approved.
- EMS Supervisor Andracchi reported responders are coming from STA2 side of town
- Asked BOFC to consider full paid crew
- BOFC requested Chief Berg send them written proposals on paid crew, STA2 and response

➤ **Districts Staff response to Alarms**

- Discussion on developing a policy to address district staff responding to alarms
- Discussion regarding mutual aid with surrounding districts utilizing district staff
- District employees should be the last resort upon the Chief's order to respond
- BOFC requested Chief Berg send them a written proposal

➤ **Committees for BOFC**

- Commissioner Wallace made a motion to approved 2023 BOFC Committee Assignments (see attached), seconded by Commissioner Meyer, unanimously approved.

➤ **Expansion of STA 2 – on hold**

- After discussion, BOFC put STA2 expansion on hold.

➤ **District Doctor – on hold**

- After discussion, BOFC put District Physician changes/additions on hold.

➤ **Employee Roles and Responsibilities**

- BOFC will review proposed submission from District Manager

- **Chain of Command for our Employees**
  - Work requests go through the District Manager
  - Discussion regarding SCM Work Orders
  - Incidental needs will be worked out with District Manager/Chief outside of BOFC meeting
  
- **Medical Billing Procedure for District Treasurer – discussion what needs to be done – labor intensive**
  - District Manager reported on progress of implementation.
  - Needs assessment ongoing
  
- **Chairman McQueeney**
  - Requested Drill Schedule Plan be sent one month in advance to BOFC
  - Need to document training
  - Chief Berg put activities on Member Calendar
  - Inquired about training being arranged for new members, lack of line officers has been problematic but the Chief has instituted a buddy system to assist the new members

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

Meeting adjourned at 1149 hours

Respectfully submitted,

Eileen F. Manitta  
District Secretary  
Wading River Fire District

# *Fire Commissioner Committee Duties 2023*

*Each BOFC will serve on two committees as a Chairperson and Alternate*

## **1. Audit & Policy** *Legislation, Regulations, Audits and Policy Review*

Chairperson: Commissioner Meyer  
Alternate: Commissioner Deveny

## **2. Facilities** *Buildings Headquarters and Station 2, and Land Acquisition*

Chairperson: Commissioner McQueeney  
Alternate: Commissioner Meyer

## **3. Fleet Management** *Vehicles and Equipment*

Chairperson: Commissioner Deveny  
Alternate: Commissioner Moreno

## **4. OHSI (Occupational Health, Safety & Insurance)** *Recruitment/Retention, Annual Installation Dinner, Members/Employees, Compliance with State/Federal mandates (EMS, DOH, PESH/OSHA), LOSAP and Insurance*

Chairperson: Commissioner Wallace  
Alternate: Commissioner McQueeney

## **5. Technology** *Radio Communication, Computer, Network Administration*

Chairperson: Commissioner Moreno  
Alternate: Commissioner Wallace