

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

Minutes of February 27, 2023 Meeting

The meeting of the Board of Fire Commissioners was called to order by Commissioner Deveny at 1800 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 and the family of ex-Chief/Commissioner Daniel Zaveski who passed away recently.

Chairman McQueeney, Commissioner Deveny, Commissioner Wallace, Commissioner Meyer, District Manager Michalakopoulos, Chief Berg (arrived late), 2<sup>nd</sup> Assistant Chief Donnelly, 3<sup>rd</sup> Assistant Chief Whelan, EMS Supervisor Andracchi and Association Department Director John Galvin were present. Vice Chairman Moreno, Treasurer Cangelieri, Secretary Manitta, President Kuzloski and Attorney Ring were absent with prior notice.

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

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

**Adjournment for Executive Session: 1800**

**Reconvene from Executive Session: 1900**

Commissioner Wallace made a motion, seconded by Commissioner Meyer, unanimously approved to accept the minutes of the BOFC meeting of February 13, 2023.

**Old Business:**

- Chairman McQueeney requested Chief Berg submit a letter to the BOFC, as per their attorney, stating the specific Town law violated with the use of the District Black Tahoe as stated by Chief Berg at the last meeting (02/13/2023).
- Annual Installation Dinner – Commissioner Wallace asked that member requests for seating be sent to the BOFC by March 5<sup>th</sup>.

**Public Comments:**

- No Comments

**Correspondence:**

**Secretary Manitta (reported by District Manager)**

- AFDSNY Feb/March Fire District Affairs Newsletter
- Suffolk County Fire Safety Educators Association – Chiefs Office needs to provide the names of Public Educators to include with dues payment

**Secretary Report:****Secretary Manitta (reported by District Manager)**

- Annual Installation Dinner Update
  - Brochures ordered – thank you to Commissioners Meyer and Deveny for their assistance
  - Need 2023 Installation Dinner Awards List from Chief Office ASAP – Dignitaries are requesting this information for certificates
  - BOFC needs to identify Master of Ceremony. BOFC identified Commissioner Deveny.

**Wading River Fire Department: Director John Galvin**

- Communication of change in EMS billing to the community. Consideration to post to the web that can be updated in a timely manner. Would like to present a unified communication to the community from the district and department.
- Phone message will be changed to direct questions to the EMS billing number. District will provide link for informational page created by District Manager and Chief Donnelly.
- Requested the District provide billing company the department members, however, BOFC stated it is not legal to do so.
- District Manager gave an update on the background check procedure.
- Commissioner Meyer discussed approval of upright freezer for recreation room kitchen.
- Commissioner Deveny requested update on physicals. Process is moving along. President thanked the BOFC for all their help as the new member process will run much smoother and quicker.

**Material Requests:****District Manager Michalakopoulos**

- Purchase of new Brush Truck – requested five TFT, 1-inch nozzles – did arrive with the truck which was approved under the Permissive Referendum – cost of \$3,257.45. BOFC already approved this purchase.
- Material Request #3: Annual Installation Dinner Department Awards – BOFC requested Chief sends names and types of awards to District Manager to order.
- Material Request #4: Replacement BLS Bag \$142.99 – BOFC made this item a consumable
  - Commissioner Wallace made a motion to approve the replacement BLS Bag and make this a consumable item moving forward, seconded by Commissioner Meyer, unanimously approved.
- Material Request #5: Replace two cordless phones \$3,576.14 for District Manager and Sr. Houseman.
  - Commissioner Wallace made a motion to approve the replacement phones at a cost of \$3,576.14, seconded by Commissioner Meyer, unanimously approved.
- Building Item #1: Addition of electric dampener to assist regulate heating/cooling in directors' office – quote from Quality Air Conditioner/Heating for \$990
  - Commissioner Meyer made a motion to approve the purchase of an electric dampener at a cost of \$990, seconded by Commissioner Wallace, unanimously approved.
- Building Item #2: Replacement of air handler (14 years old) between chiefs and houseman's office \$3,950.
  - Commissioner Meyer made a motion to approve the replacement of air handler at a cost of \$3,950, seconded by Commissioner Deveny, unanimously approved.

**District Manager Report:****District Manager Michalakopoulos**

- Fuel Pump – issue over the weekend. Island Pump & Tank serviced it over the weekend. Working fine right now, but will be back to look at again due to intermittent problems.
- Contacted Generator Vendor for code to clear emergency stop
- New Domain for District Website through Firehouse Solutions - **WadingRiverFireDistrict.org** one time \$795 startup fee then \$720 annually
  - Commissioner Wallace made a motion to approve, seconded by Commissioner Meyer, unanimously approved.
- Posting of agenda for meeting as per NYS law. Investigated various products, recommended Diligent (aka Board Docs), annual cost of \$6,000 to organize and post agenda for BOFC meetings.
  - Commissioner Wallace made a motion to approve, seconded by Commissioner Meyer, unanimously approved.
- March 8<sup>th</sup>, District Manager Meeting – Centerport 11:00 AM – DM unable to attend; all invited to attend
- March 16<sup>th</sup>, District Manager will be attending this meeting focused on PESH requirements
- 2<sup>nd</sup> Annual Vendor Event, June 9<sup>th</sup>, Dix Hills
- Update on remodeling project – met with architects

**Treasurers Report:****District Treasurer Cangelari (reported by District Manager)**

- Bills total: \$41,950.19
  - Commissioner Wallace made a motion to paying the bills, seconded by Commissioner Meyer, unanimously approved.
- Deposits received:
  - Town of Brookhaven \$33,723.87, \$20,052.03
  - Town of Riverhead \$11,443.15, \$5,721.57

**Attorneys Report:****Attorney Ring**

- Not Present

**Chief's Report:****Chief Berg**

- **Items for Submission**
  - Reported on upcoming trainings for March 2023 - all subject to change
    - March 2<sup>nd</sup> – Air Bags & Stabilization; Demo from Para Tec; Glove sizing
    - March 9<sup>th</sup> – TBD (meeting with Company Captains 02/28/23)
    - March 23<sup>rd</sup> – Hydrants, Hose Handling & Pump Training
    - March 30<sup>th</sup> – TBD (looking to demo extrication tools for evaluation)

➤ **Material Requests**

- Requesting a junk car to use for extrication. Chairman McQueeney is working on this.
- Requesting Vulcan Straps – available on Amazon for \$104.99/4 pack; recommended high visualization green
  - Chairman McQueeney made a motion to purchase, seconded by Commissioner Deveny, unanimously approved.
- Awards for Annual Installation Dinner

➤ **Follow up Items**

- Requested information on Brush Truck
- Requesting to set up date with Neville to demonstrate available headsets for Brush Truck once delivered
- Discussion regarding District EMS proposal points developed with EMS Supervisor Andracchi. BOFC requested a draft of policy proposal be emailed them today.
- UTV trailer hitch extension – Material Request will be submitted for next meeting.

➤ **Information**

- Discussion regarding family request for passing of ex-Chief/ex-Commissioner Daniel Zaveski. BOFC directed Chief Donnelly to email all requests from family to them. BOFC will accommodate the family's requests.
- 1<sup>st</sup> Assistant Chief Donnelly will be attending meeting with Wading River Motel on 02/28/2023 at 10:00 am
- Chiefs Office has obtained additional COVID Tests for Members and District Personnel
- Line Officers meeting scheduled for 02/28/2023. Commissioner Meyer asked that they be reminded of the upcoming construction and need to store/move desks
- Chief Whelan will be on a trip from March 20-30<sup>th</sup>

**Executive session requested by Chief Berg to discuss personnel matters.**

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

**Adjournment for Executive Session: 1917**

**Reconvene from Executive Session: 2010**

## **Commissioner Reports:**

### **Chairman McQueeney**

- Motion to accept Christian Belettieri, Michael Kappesser and Ambar Silva as new WRFD members.
  - Chairman McQueeney made a motion, seconded by Commissioner Meyer, unanimously approved.
- Motion to decline membership for Tomasz Zalewski at this time.
  - Chairman McQueeney made a motion, seconded by Commissioner Meyer, unanimously approved.
- Requested that District Manager follow up with ex-chief Gluck for a statement regarding where laptop was left for filing a police report. District Manager will be discussing tracking of District owned computer equipment with the Technology Committee.
- Eagle Scout ceremony on Sunday, 03/04/2023 (2-5 pm)
- Requested Chief email duty crew schedule for the month to the BOFC.
- Requested progress report on plan for drivers from Chief Berg
- Discussion regarding proposal Chief Berg was working on with EMS Supervisor Andracchi for plan to address EMS response for STA 2. Chairman requested that Chief Berg have the proposal prepared for the Work Session on Monday, 03/06/2023.
- Chairman made a motion to adopt District Vehicle Policy 4.3.1 – aka Black Tahoe
  - Chairman McQueeney made a motion, seconded by Commissioner Deveny, unanimously approved.

### **Vice Chairman Moreno**

- Not present

### **Commissioner Deveny**

- Nothing to report

### **Commissioner Wallace**

- Made motions to hire the following EMS personnel:
  - Hire Mike Schultz, current per diem, as a full-time medic;
    - Commissioner Wallace made a motion, seconded by Commissioner Meyer, unanimously approved.
  - Hire Tim Devine as EMT per diem
    - Commissioner Wallace made a motion, seconded by Commissioner Meyer, unanimously approved.
- Discussion regarding stand by crew for Annual Installation coverage (03/25/2023)
- Requested seating requests to Commissioner Wallace by March 5<sup>th</sup>.
- Discussion regarding seating for Chiefs and dignitaries. Chairman McQueeney read WRFD policies regarding seating allocated for Chief and Assistant Chiefs.

### **Commissioner Meyer**

- Facilities Remodeling Project update
  - PODS will be utilized to house Line Officers desk/office contents
  - After BOFC office, the area for District Manager, Treasurer and Secretary will be done.
- Requested a professional photographer to take pictures of vehicles. Chief Berg will reach out to a community member who took pictures in the past for free.
- Discussion regarding pictures of Chiefs/Commissioners on wall upstairs. Former member's family requested copies. District Manager Michalakopoulos will follow up with former photographer and/or have the photos scanned at a local pharmacy.
- Requested Chief Donnelly invite some of Truck Committee for Work Session as the Brush Truck will be an item of discussion. The vendor will be at the meeting as well.

Commissioner Wallace made a motion to adjourn, seconded by Commissioner Meyer, unanimously approved.

Meeting adjourned at 2037 hours

Respectfully submitted,

Eileen F. Manitta, District Secretary  
Wading River Fire District



## WADING RIVER FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

### *4.3.1 District Vehicle Policy*

#### **OBJECTIVE:**

The Board of Fire Commissioners of the Wading River Fire District may provide the use of District vehicles. In order to control and monitor the use of the District's property, the Board of Commissioners ("Board") has adopted the following rules and regulations relative to the use of the district vehicle.

#### **POLICY:**

- a) The district vehicle shall be driven only by the authorized employee/volunteer member and other such members of the Wading River Fire Department as authorized by the Board of Fire Commissioners. Only the members of the department who have a valid New York state driver's license may be authorized to drive the district vehicle. Family members are not permitted to drive district vehicles.
- b) Non-members of the Wading River Fire Department are not permitted to ride in the district vehicle without approval of the Board.
- c) A member less than 21 years old can operate a district vehicle for training / non-emergency use only.
- d) A member must be over the age of 21 to operate an emergency vehicle in emergency mode.
- e) The district vehicle is to be used primarily to transport personnel to alarms, parades drills, training sessions, inspections, funeral details or other activities as may be approved by the Board of Fire Commissioners.
- f) The district vehicle may not be used by any authorized personnel while engaged in any commercial activity (i.e., by salesman, contractors, etc.) whether within or without the Fire District.
- g) The authorized user of the district vehicle shall be responsible for the physical appearance of the assigned vehicle. The user of the vehicle shall be responsible for reporting any damage to the vehicle both prior to and after use of the vehicle.
- h) The vehicle shall be regularly scheduled for service checks in compliance with the suggested maintenance requirements of the manufacturer.
- i) The district shall bear the expense of the maintenance repairs, cost of registration and inspections.
- j) The District Manager shall keep an accurate account of the service history. Said account shall be in the form of a service log.
- k) Seat belts are required for all passengers at all times in the vehicle.

WADING RIVER FIRE DISTRICT DISTRICT VEHICLE POLICY

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- l) No political or commercial signs shall be displayed on the vehicle. Any type of sticker is prohibited unless authorized by the district.
- m) Any user of the district vehicle shall at all times fully comply with all New York State emergency and non-emergency driving laws and regulations including all those contained in the Vehicle and Traffic, and Penal Laws of the State of New York.
- n) Any user of the district vehicle shall at all times be cognizant of the fact that they are identifiable as employee/volunteer member and the driver of a vehicle belonging to the Wading River Fire District.
- o) With respect to 6-3-90, the Commissioner on duty shall use and operate the vehicle as the Board deems appropriate.
- p) A violation of any of the rules and regulations as set out above may result in the loss of the privilege to use or operate the district vehicle. A violation of the rules and regulations once brought to the attention of the Board shall be acted upon by them within 30 days of notification and may result in the loss of the privilege to operate the vehicle by the person who violated the rule and/or regulation

RELATED POLICIES

- 1.2 Whistle Blower Policy
- 1.12 Disciplinary Procedure Policy
- 4.4 Seatbelt Policy
- 4.5 Driver's License Policy

Adopted by the Wading River Fire District Board of Fire Commissioners on Monday, 02/27/2023.

Kevin McQueeney, Chairman  
Joe Moreno, Vice Chairman  
Tim Deveny, Commissioner  
Matt Wallace, Commissioner  
Gregory Meyer, Commissioner