



BOFC Budget Hearing and Regular Meeting - Oct 16 2023 Minutes

Monday, October 16, 2023 at 6:00 PM

BOFC Meeting Room at HQ

1. PROCEDURAL

- 1.1 Call to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Moment of Silence

2. Budget Hearing

[WRFD Proposed 2024 Budget.pdf](#) 

- Chairman McQueeney opened 2024 Budget Public Hearing at 1803 hours.
- Closed Budget Hearing at 1833 hours.

Moved by: Kevin McQueeney

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

3. Consent Agenda

Consent Agenda is adopted by a single board action. The Board of Fire Commissioners may ask clarifying questions but does not deliberate the Consent Agenda as a whole. Any member may request that an item be removed and placed under New Business & Action Items section for Individual deliberation and action.

Moved by: Greg Meyer
Seconded by: Matt Wallace

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

3.1 Adoption of Minutes

[BOFC Regular Meeting - Sep 25 2023 - Minutes - Html](#) 

[BOFC Regular Meeting - Sep 25 2023 - Minutes - Html](#) 

3.2 Contracts

WRFD Maintenance Service Agreement - Fourth Stage, Inc.

[WRFD Maintenance Service Agreement - Fourth Stage, Inc..pdf](#) 

CAT Systems Service Agreement

[CAT Systems service agreement.pdf](#) 

3.3 Membership

Approval New Member: Chris Bein start date 11/01/2023

3.4 Personnel

Hire New EMT - Paramedic Full Time: Matthew Cahill effective 10/16/23 at \$34/hr.

4. Old Business

4.1 OSHA/PESH Update

4.2 Councilman Ken Rothwell

BOFC requested to meet with Councilman Rothwell to obtain clarification on EPCAL Project Plans and property behind HQ.

Note: Councilman Rothwell could not make the meeting requested to reschedule for 10/30/23 as per Commissioner Deveny.

5. Public Comment

- No Public Comments

6. District Manager Report

6.1 DM Report 10-16-23

[DM Report BOFC Meeting 10-16-23 REV.pdf](#) 

[Water Tower UPS QUOTE #094678-00.pdf](#) 

[Additional Cameras Quote.pdf](#) 

[Wading River FD Wiring Certification Proposal.pdf](#) 

[HQ Outdoor LED Display Sign Estimate 7699.pdf](#) 

[HQ Outdoor LFD Display Sign Error Image.pdf](#) 

[GCI PC Quote 25451935_02.pdf](#) 

[60NJ96_2 - Product Specification Sheet.pdf](#) 

7. Correspondence

7.1 Riverhead Town Council Meeting Minutes (08/02/2023)

[Riverhead Town Fire District Council Minutes 8-2-2023.pdf](#) 

The next meeting will be held at Riverhead Fire District on Wednesday, October 25, 2023 at 19:00 hours.

8. Secretary's Report

8.1 Volunteer Firefighter Partial Real Property Tax Exemptions

[Update re Property Tax Bill.pdf](#) 

[SAMPLE 2-FIRE-DISTRICT-RESOLUTION-1-1.pdf](#) 

[Sample Notice of Public Hearing - real property tax exemption.pdf](#) 

8.2 2024 Election Items (Must be done by 11/02/2023)

1. **Set Election Date - 12/12/2023**
2. **Adopt Resolution for any ballot propositions**
3. **Adopt Resolution Appointing Board of Elections and Fixing Fees at least 40 days prior to election.**
4. **Adopt Resolution for Dates for Preparation of Registration Rolls**

9. Treasurer's Report

9.1 [Meeting 10.16.23.pdf](#) 

10. Attorney's Report

Commissioner Meyer voiced concern and dissatisfaction that the WRFD attorney has not attended a meeting since August 2023. The BOFC requested he be present to at the next BOFC meeting to clarify recent information he has been sending the BOFC regarding litigation in other fire districts.

11. Chief's Report

[Chiefs Agenda 2023 October 16 .pdf](#) 

11.1 Department Points

[DEPT POINTS - SEPTEMBER.pdf](#) 

[DEPT POINTS - YTD.pdf](#) 

11.2 Incident Summaries

September - [Incident Summary List - September.pdf](#) 

YTD - [Incident Summary List - YTD.pdf](#) 

12. Executive Session for discussion of personnel issues.

Adjourned: 1915

Reconvene: 1954

Moved by: Kevin McQueeney

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

13. Wading River Fire Department, Inc.

13.1 Discussion regarding New Membership Process

John Galvin was present at the request of President Kuzloski. Commissioner Meyer explained they have had ongoing

conversations with District Employees, vendors and members to develop a cohesive procedure for membership application and approval:

1. New applicants will be processed online for WRFD Association review and interview.
2. WRFD Association will be presented names of applicants at Department meeting for approval.
3. The WRFD Association will send packet of application materials requesting background check to Chief.
4. Chief will send request to Greg Michalakopoulos, District Manager, and, Eileen Manitta, District Secretary, requesting background check.
5. Upon background check clearance, District Secretary will contact applicant to send them official WRFD Physical/FIT Test Form. This form will include the dates and information for single location to obtain both examinations (Hagerman Location).
6. Results of Physical and FIT Testing will be forwarded to Chiefs' Office.
7. Chiefs' Office will present completed folder and names for next BOFC Meeting.
8. The Chief's Office will make folder available to District Secretary for inclusion on Thursday, preceding the BOFC meeting.
9. The new member applicant names will be added to the consent agenda. If approved, the new member starts the first of the next month.

13.2 Other Items for Discussion

- Discussion of date for WRFD Physicals at HQ - 11/16/23 does not work for the membership. New date will be determined.
- Discussion regarding rules for out of district applicants. Three applicants have applied however, none of these moved forward due to various reasons. District has not been given any out of district candidates to approve.
- BOFC requested that information requested from District by WRFD Inc., be put in writing prior to the meeting for sufficient time to be addressed.
- STA2 clean up - discussion of ETA for cleanup after recent Steak & Stein event
- Discussion of clean up items from the Antique

14. New Business & Action Items

New Business & Action Items section is where items requiring individual BOFC consideration, deliberation and vote action are placed. The BOFC may vote on a properly seconded motion, vote to table or agree to take no action on an item. An actionless item dies for want of motion and is summarily skipped.

14.1 Approval to Pay Bills - \$126,425.72

Moved by: Greg Meyer

Seconded by: Kevin McQueeney

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.2 Resolution to override the real property tax cap for the 2024 budget

[Resolution 1 Override Real Property Tax Cap 2024.pdf](#) 

Moved by: Matt Wallace

Seconded by: Greg Meyer

Carried

14.3 Resolution to Adopt Final 2024 WRFD Budget

[Resolution 2 Approve Final Budget 2024.pdf](#) 

Moved by: Matt Wallace

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.4 Approve Quality Air Proposal for HVAC Perm Ref Emergency Repair

Moved by: Kevin McQueeney

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.5 Water Tower UPS Proposal

Moved by: Greg Meyer

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.6 Additional Cameras Proposal

Moved by: Tim Deveny

Seconded by: Matt Wallace

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.7 Wiring Certification Proposal

Moved by: Tim Deveny

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.8 HQ Outdoor LED Display Sign Proposal

Moved by: Matt Wallace

Seconded by: Greg Meyer

Carried

14.9 GCI PC Computer

Moved by: Tim Deveny

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.10 **STA 2 PCS Proposal**

Moved by: Matt Wallace

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.11 Bottle Filling Station (60NJ96)

Moved by: Matt Wallace

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.12 Resignation of Vice Chairman Joseph Moreno (10/16/23)

[Resignation Letter Vice Chairman Moreno 10.16.2023001.pdf](#)



Moved by: Greg Meyer

Seconded by: Kevin McQueeney

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.13 **Adopt Resolution Appointing Board of Elections and Fixing Fees of \$16.50/hr.**

Moved by: Kevin McQueeney

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.14 **Adopt Resolution for Dates for Preparation of Registration Rolls**

Moved by: Kevin McQueeney

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

14.15 **BOFC Disposition on Discipline of Members
Suspensions**

- Badge #373 - BOFC upholds Chief recommendation - time served. Member may return to duty immediately
- Badge #394 - BOFC extends Chief's recommendation to a total of 6 month suspension

Moved by: Matt Wallace

Seconded by: Greg Meyer

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,
and Greg Meyer

Carried 4-0

15. Commissioner & Committee Reports

15.1 Chairman McQueeny

- Payroll in with the bills every two weeks
- Requested QA/QI update
- OSHA 30 hour cards

15.2 Vice Chairman Moreno - not present

15.3 Commissioner Deveny

- Requested a letter from BOFC in support for the 2nd Vice President position on the Suffolk County Fire District Officers' Association

15.4 Commissioner Wallace

- NDI/SES Member Physicals on November 16th at 6:30 pm. After discussion, BOFC requested a new date be identified as it does not work for the Membership due to a previously schedule event.
- 4 BOFC going to pre-con - GSA rates \$147/person
- Discussion regarding suspension of two members - one member, Chief recommendation was determined time served; second suspension, BOFC extended to a 6 month suspension

15.5 Commissioner Meyer

- 2nd fittings for uniforms - Dominic from All American trying to reach out to Chief's Office. Asked Chief Whelan to follow up.
- Advertise for FDIC - asked Chief Donnelly to come up with a plan to open up to a few members as previously discussed.
- Discussion regarding replacing Vice Chairman Moreno. District Secretary will reach out to attorney's office to clarify procedure.

16. Agenda Items for Follow Up (date)

17. Adjournment - 2138

Moved by: Greg Meyer

Seconded by: Matt Wallace

Carried