



# BOFC Regular Meeting - Apr 29 2024 Minutes

Monday, April 29, 2024 at 6:00 PM

BOFC Meeting Room at HQ

## 1. Procedural

### 1.1 Call to Order, Pledge of Allegiance, Moment of Silence, and Roll Call

The meeting of the Board of Fire Commissioners reorganizational meeting was called to order by Chairman Meyer at 18:00 hours with the Pledge of Allegiance and a moment of silence for all those that have made the supreme sacrifice, our military, police, firefighters, ems.

**Roll Call** - Chairman Meyer, Vice Chairman Culhane, Commissioner Wallace, Commissioner McQueeney, District Manager Michalakopoulos, District Secretary Telepan, Chief Donnelly, and Chief Whelan were present at the meeting. Commissioner Deveny with a late arrival, Treasurer Cangelieri and Attorney Ring absent with prior notice.

## 2. Recess to Executive Session to discuss proposed litigation

Reconvene: 18:35

Motion to adjourn to executive session at 18:03.

*Moved by:* Terrence Culhane

*Seconded by:* Matt Wallace

**Carried**

## 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.*


Motion to approve Consent Agenda


*Moved by:* Matt Wallace

*Seconded by:* Tim Deveny


**Carried**

3.1 Adoption of Minutes

[BOFC Hearing & Regular Meeting - Apr 08 2024 - Minutes - Html](#) 

[BOFC Hearing & Regular Meeting - Apr 08 2024 - Minutes - Html](#) 

3.2 Personnel

Appointment of Michael Teague to the position of Maintenance Mechanic I effective 5/13/24 with an hourly salary of \$30. [Michael Teague Resume.pdf](#) 

Appointment to EMT Driver Per Diem List Jack Crowley with an hourly salary of \$25. [Jack Crowley.pdf](#) 

**4. Public Comment**

Caroline Rubato requested the use of the departments room for Sunday June 30th 2024 from 2:00-7:30pm and be able to setup the room night prior.

She also brought in the flag mounts to be hung outside for memorial day and the summer.

Motion to approve use of room pending church parking approval confirmation

*Moved by:* Greg Meyer

*Seconded by:* Tim Deveny

**Carried**

**5. Secretary's Report**

- S.T.O.P. Day will be Saturday May 4, 2024 8:00 am - 2:00 pm at 1177 Osborn Ave, Riverhead
- Duck Pond day inquiry - Received a few calls asking if we will have anything for kids/families.
- Laserfiche 4 hour advance training: Including but not limited too-

Document Management, Cloud, Forms, Workflow/Improve Transparency, Security, Accessibility. Total Cost \$1,000

- EMSWorld Expo 9/10-9/13 approximate cost of the 3 day pass, air and hotel \$1,400.
- Budget Corporate Discount (BCD) we now are enrolled in a corporate account
- FUBO TV - Watch on up to 10 devices simultaneously. 278 Channels including local news, weather, sports, showtime, etc. \$116 mo

## 6. Treasurer's Report

[Meeting 4.29.24.pdf](#) 

## 7. Chief's Report

[Chief's Report BOFC Meeting - 4-22-24.docx](#) 

### 7.1 Firefighter II Certificates of Completion

[D Cardinale - FF2 Certificate.pdf](#) 

[M Kappesser - FF2 Certificate.pdf](#) 

[K Suarez - FF2 Certificate.pdf](#) 

### 7.2 Change of Status Request

J. Galvin request to serve as an active life member

[resignation-letter - J Galvin.pdf](#) 

S. Martin request to move from interior to exterior

[S Martin - 4-18-24 request to change to Exterior FF.docx](#) 

### 7.3 Duty Crew Policy & SOG Change

[Chiefs SOG 001 Duty Crews 2022.docx](#) 

[Duty Crews 2024 - Opt 1 - assigned if no sign up - lots of work and tracking.docx](#) 

[Duty Crews 2024 - opt 2 - old with changes.docx](#) 

### 7.4 New Member Start

Chief Donnelly asked John Galvin to speak to the board about new member start dates. They believe a quarterly start would work best for trainings and new hires. Commissioners and department agreed upon March 1st, June 1st, September 1st, and December 1st for new members start dates.

## 8. District Manager Report

[DM Report BOFC Meeting 4-29-24.pdf](#) 

### 8.1 6-3-9 Modifications


[Neville Fleet Services - 6-3-9 Truck Modifications - Items.pdf](#)



### 8.2 6-3-11 Repairs

[Wading River pumper.pdf](#) 

### 8.3 Card Exchange Professional - User Cal

[Wading River Fire District - Card Exchange Professional Quote 041624 V1.pdf](#) 

### 8.4 Operative IQ

[Wading River Fire District - Operative IQ Quote.pdf](#) 

### 8.5 GPS/Maintenance System - IntelliShift

[Wading River Fire Department 14v 12months 4.26.24.pdf](#) 

[Wading River Fire District 3-18-24 with hardware cost.pdf](#) 

### 8.6 CBT - Vector Solutions

[Wading River Fire District \(NY\) - order form.pdf](#) 

## 9. Commissioner & Committee Reports

### 9.1 Chairman Meyer

FDIC

6-3-15 ambulance drawings for board to review

6-3-16 remount

Asked Chief Donnelly to start putting together material requests

Asked District Manager and Secretary to look into updating the policies

12 Lead and CPAP training

### 9.2 Vice Chairman Culhane

Documentation filed for tower per councilmen Rothwell

paperwork is pending.

9.3 Commissioner Deveny  
No comments or questions

9.4 Commissioner McQueeney  
OSHA Training dates can be either 5/14 & 5/15 or 5/21 & 5/22.  
Chief Donnelly agreed on 5/21 & 5/22  
Asked Chief Donnelly to have the new duty crew policy ready for next meeting

9.5 Commissioner Wallace  
There are no current washer waster water regulations, the water waste can go right into septic tank.

## 10. 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.*

10.1 Approval to Pay Bills \$124,177.71

*Moved by:* Tim Deveny

*Seconded by:* Terrence Culhane

**Carried**

10.2 Approval for District Secretary to attend 4 hour advanced training \$1,000

*Moved by:* Tim Deveny

*Seconded by:* Matt Wallace

**Carried**

10.3 Approval to pay for medic Schultz EMSWorld Expo \$1,400

*Moved by:* Matt Wallace

*Seconded by:* Tim Deveny

**Carried**

- 10.4 Approval to update Duty Crew Policy.  
Motion to table until next meeting

*Moved by:* Matt Wallace

*Seconded by:* Terrence Culhane

**Carried**

- 10.5 Approval Card Exchange Professional user license for District Secretary Workstations

*Moved by:* Matt Wallace

*Seconded by:* Kevin McQueeney

**Carried**

- 10.6 Approval to modify 6-3-9 in the amount of \$25,118.43 + \$6,538.78 (radios)  
Motion to table \$25,118.43 until we receive more information.  
Motion to approve the radios at \$6,538.78

*Moved by:* Matt Wallace

*Seconded by:* Tim Deveny

**Carried**

- 10.7 Approval to send 6-3-11 to repair for the amount of \$8,893.81 through insurance

*Moved by:* Terrence Culhane

*Seconded by:* Kevin McQueeney

**Carried**

- 10.8 Approval to purchase Operative IQ \$6,435 annually  
Motion to table to next meeting - Commissioners requesting a Demo.

*Moved by:* Matt Wallace  
*Seconded by:* Tim Deveny

**Carried**

- 10.9 Approval to purchase GPS Hardware & Installation at \$6,350 with a 36 month subscription of \$415.84 per month through IntelliShift  
Motion to table to next meeting - Commissioners requesting a Demo.

*Moved by:* Matt Wallace  
*Seconded by:* Tim Deveny

**Carried**

- 10.10 Approval to purchase new district Pickup not to exceed \$95,000. Permissive ref out of equipment reserve.

*Moved by:* Matt Wallace  
*Seconded by:* Terrence Culhane

**Carried**

- 10.11 Approval to purchase Online training through Vector Solutions(Target Solutions) \$10,155 (90 users)

*Moved by:* Matt Wallace  
*Seconded by:* Kevin McQueeney

**Carried**

- 10.12 Approval to make DeSoiza CME Coordinator and give him a \$1.00 an hour raise

*Moved by:* Greg Meyer  
*Seconded by:* Tim Deveny

**Carried**

**11. Recess to Executive Session at 20:21 requested for the matters leading to the discipline of a particular person.**

Reconvene 20:44

*Moved by:* Greg Meyer  
*Seconded by:* Kevin McQueeney

**Carried**

**12. Adjournment at 20:45**

*Moved by:* Matt Wallace  
*Seconded by:* Kevin McQueeney

**Carried**

Respectfully submitted,  
Amanda Telepan, District Secretary  
Wading River Fire District