



BOFC Regular Meeting - Feb 12 2024 Minutes

Monday, February 12, 2024 at 6:00 PM

BOFC Meeting Room at HQ

1. PROCEDURAL

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

The meeting of the Board of Fire Commissioners regular meet was called to order by Commissioner Deveny at 19:00 hours with the Pledge of Allegiance and a moment of silence for our military, police, firefighters, and EMS, that have made the supreme sacrifice.

1.2 Roll Call

Chairman Meyer, Vice Chairman Culhane, Commissioner Deveny, Commissioner McQueeney, District Manager Michalakopoulos, Treasurer Cangelari, Chief Donnelly, Chief Whelan, and Attorney Ring were present at the meeting. Commissioner Wallace absent with prior notice.

1.3 Recess to Executive Session

Motion to recess to executive for personnel and pending litigation at 18:03

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

Reconvened from executive session at 19

2. 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.

2.1 Adoption of Minutes

[BOFC Regular Meeting - Jan 22 2024 - Minutes - Html](#) 

[BOFC Regular Meeting - Jan 22 2024 - Minutes - Html](#) 

2.2 Contracts

2.3 Membership

2.4 Personnel

- Shift Medic Position – Karissa Bordes March 1st. at an hourly rate of \$34.

Motion accept consent agenda items

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

3. Old Business

3.1 OSHA/PESH Update

Webinar took place on New OSHA proposed Emergency Response Rule on 1/31/24. Link to webinar provided under DM report.

4. Public Comment

No public comments

5. District Manager Report

5.1 DM Report 2/12/24

[DM Report BOFC Meeting 2-12-24.pdf](#) 

6. Correspondence

- 6.1 SCFDOA Meeting Notice
[Suffolk County Fire District Officers Association Meeting.pdf](#)

- 6.2 AFDSNY Summit
[AFDSNY Mini Summit.pdf](#) 
- 6.3 Brookhaven Town Chiefs & Districts Notice
[Brookhaven Town Chiefs & Districts Joint Installation Brunch.pdf](#) 
- 6.4 Brookhaven Town Fire District Meeting Minutes
[Brookhaven Town Fire District Association Meeting Minutes.pdf](#) 

7. Secretary's Report

No Report

8. Treasurer's Report

- 8.1 Treasurer's Report [Meeting 2.12.24.pdf](#) 

Treasurer's Report:

- Auditors onsite on Thursday 2/8, two items related to EMS billing were discussed being that this is new to fire districts. 1) Auditors recommended that the district create a policy but did not provide any additional details. 2) Auditors recommended that EMS billing fund not be moved into capital reserve account, going to work on getting more information from auditors regarding these items and report back. Auditors recommendation will be provided with on the final report once audit is completed.
- Discussion on 2023 surplus funds, majority of those funds are from EMS billing.
- Requesting to close the following permissive referendums
 - Camera System Replacement
 - Door Access System Replacement

- Extrication Tool Purchase

9. Attorney's Report

No report

10. Chief's Report

[Chiefs Report 2-12-24.pdf](#) 

- 10.1 January 24 Alarm Dispatch Summary
[Alarm Dispatch Summary - Jan 24.pdf](#) 
- 10.2 [Alarm Dispatch Summary - Jan 24.pdf](#) 
- 10.3 [Jan 24 Department Points.pdf](#) 
- 10.4 [PES Monthly Check 2024-1.pdf](#) 
- 10.5 [Member and Officer Requirements 2-8-24.docx](#) 
- 10.6 [WRFD Roll Pattern 1-2024.docx](#) 
- 10.7 [Training Request - SCFA -FF2- B Donnelly.pdf](#) 
- 10.8 [1-31-24 Termination - S Sultz.docx](#) 
- 10.9 [Casino Night Letter \(District\).jpeg](#) 
- 10.10 [Edwin Brooks - Thank You.pdf](#) 
[TOR Veterans Advisory Committee - Thank You.pdf](#) 

11. EMS Report

[EMS Report BOFC Meeting 2-12-24.pdf](#) 

12. 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.

- 12.1 Approval to Pay Bills
Motion to pay bills in the amount of \$106,354.45

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.2 FF Equipment – PESS (Hook & Rope Only) (10)

[Material Request 2024-005.pdf](#) 

Motion to purchase FF equipment PESS qty. 10 in the amount of \$2,600.00

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.3 EMS Training Books/Materials

[Material Request 2024-006.pdf](#) 

Motion to purchase EMS training books & materials in the amount of \$95.00

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.4 EMS Stationary Supplies

[Material Request 2024-007.pdf](#) 

Motion to purchase EMS stationary supplies in the amount of \$396.41

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.5 EMS Equipment – LP15 Bed Connector

[Material Request 2024-008.pdf](#) 

Motion to purchase EMS equipment - LP15 Bed Connector in the amount of \$410.00

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.6 EMS Equipment – ALS Medical Bags (3) Replacement

[Material Request 2024-009.pdf](#) 

Motion to purchase replacement EMS ALS medical bags in the amount of \$1,937.25

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.7 EMS Equipment – BLS Medical Bags (3) & O2 Bag (1)

[quote \(2024-011\).pdf](#) 

Motion to purchase EMS BLS medical bags and O2 bag in the amount of \$490.96

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.8 EMS Equipment – ePCR tablet (4) Replacement

[WRFD V110 Proposal.pdf](#) 

Motion to purchase replacement ePCR tablets qty 4 in the amount of \$22,838.36

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.9 • HQ HVAC System Replacement Permissive Referendum amended to \$110k

Motion to amend the HVAC system replacement permissive referendum from \$85k to \$110k

Moved by: Kevin McQueeney

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.10 UHF Paging & Siren Activation Upgrades

[QUOTE #095104-00.pdf](#) 

Motion to approve the UHF Paging and siren activation upgrades in the amount of \$19,954.25

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.11 Apparatus Bays Door Controller Upgrades

[QUOTE #095107-00.pdf](#) 

Motion to table apparatus bay doors controller upgrades for additional review

Moved by: Kevin McQueeney

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.12 Dismissal of Probationary Member #438

Motion to accept the dismissal of probationary member badge # 438 by chief's recommendation

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.13 Treasurer Recommendations - Close Permissive Referendums

- Camera System Replacement
- Door Access System Replacement
- Extrication Tool Purchase

Motion to close above mentioned permissive referendums as per treasurers recommendation

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.14 AFDSNY Summit Conference

Motion to approve Chairman Meyer to attend the AFDSNY Summit Conference, amount not to exceed \$625.00

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

12.15 Public Notice - Tax Exemption Amendment from 5 years to 2 years for FD members

Motion to post and hold public meeting for the amendment of the tax exemption proposed changes from 5 year to 2 year on March 11th meeting at 6pm with regular meeting to follow.

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

13. Commissioner & Committee Reports

13.1 Chairman Meyer

- Questioned chief if ALL interior firefighter completed bailout training and other training required to be cleared as an interior firefighter. Chief Donnelly advised no but can discuss in more detail if there was specific

concerns.

- Status of department duty crew nights tracking, Chief Donnelly advised that it was discussed at officers meeting and ex-chief Tacoma has volunteered to help EMS lieutenant Rothwell track.
- Requested DM look into Verizon gps maintenance service, dissatisfied with product. If issues cannot be resolved have service discontinued. Will contacted vendor
- Status with SCM inventory maintenance module with entering work requests and vehicle checks. DM advised that inventory is being entered and working with the chief to complete truck inventory.
- Reminder to get district staff access to dept. training calendar.
- Requested chief add vehicle milage to chiefs monthly report.
- Reminded Chief Donnelly that that is a district vehicle backup policy that isn't being followed. Requested chief stress the importance to the membership. Policy needs to be followed and enforced.
- Requested chief review grooming policy
- Requested chief speak with the department about the racing ladder at station 2.
- Requested chief address the debris left from a previous drill in the parking lot of HQ.
- Requested chief check the status of the departments storage unit purchase and confirm the truck parts in rear be relocated asap.
- District post card have arrived, will work with DM to setup website area
- Status of district communication log book, DM advised that request will be submitted at the next meeting to incorporate into records retention system.
- Status of vehicle photos, have been requesting from chief staff since March 2023. Requested Chief take care of asap so we don't loose history. DM will obtain pricing to have photos taken of current fleet and submit to board.
- Update on ECAL district boundaries, attended Riverhead Town workshop, multi agency response was discussed, more to follow in the future.

- Status of station2 floor drains, DM advised vendor is contacted and in the process of scheduling.
- Discussion with chief on driver training once weather gets better to get more members qualified on department vehicles.
- Status of district physician, DM advised that information was forwarded to board but did not hear back on availability to schedule a meeting.
- Requested update on employee manual, DM advised he will follow up with counsel.
- Advised that assemblywoman Giglio has secured a \$50k grant, we need to decide what to apply for within the grant parameters.
- Requested DM send payroll be sent out electronically for review, DM advised will end out via Dropbox Sign moving forward.
- Requested definitive information regarding gear washer water discharge. Commissioner McQueeney advised he has looked into and will provide information. DM will look into as well.
- Reminder district secretary interviews are Thursday 2/15
- Status of maintenance mechanic resumes, DM advised he will sent to board to review.
- Installation Dinner update, invite will be going out shortly. Discussion with chief regarding mutual aid coverage.
- Discussion on recent alarm involving landing zone in neighboring district. If no chief or officer is onsite, lead provider has command and should not be overridden by base operator or other personnel not on scene.

13.2 Vice Chairman Culhane

No report

13.3 Commissioner Deveny

- Exhaust system for unit 6-3-11 is not working correctly. DM advised that service call has been placed for the north unit.
- Apparatus bay speaker are not working correctly, requested vendor be contacted. DM advised that service call will be placed to confirm everything is

working. Will notify when vendor is coming.

- Parking lots appear to be dim, DM advised that there may be a pole light out and will place service call.
- Reminder that as per numerous discussion in the past members are not allowed to ride in the rear of 6-3-2 as riding conditions do not meet current NFPA standards. Moving forward no one is to rear in the rear facing seats.

13.4 Commissioner Wallace
Not present

13.5 Commissioner McQueeney

- Requested update from Chief Donnelly regarding volunteer EMT acting as lead providers. Chief Donnelly advised that the EMS meeting was sent for Tuesday 2/13 but due to the inclement weather meeting was cancelled and will be rescheduled.
- Requested update from Chief Donnelly regarding equipment and mounting needed for unit 6-3-9. Chief advised that he has not had a chance to complete but will forward once done.
- Questioned chief about annual bailout training refresher, members were requested to sign a waiver. Requested copy to have district counsel review.
- Requested that all trainings & drill plans be scanned into SCM as previously requested.
- Requested update status from chief regarding new extrication tools. Chief Donnelly advised that in-service is scheduled for next, once training is completed equipment will be put on the truck. Advised that tools will be secured with straps in unit 6-3-5.
- Requested maintenance staff put together some breakaway cords to prevent damage to reels in case auto eject unit fails.

14. Agenda Items for Follow Up (date)

15. Adjournment

Motion to adjourn at 21:27

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Greg Meyer,
and Terrence Culhane

Carried 4-0

Respectfully submitted,
Gregory Michalakopoulos, Acting District Secretary
Wading River Fire District
February 12, 2024