



BOFC Regular Meeting - Feb 26 2024 Minutes

Monday, February 26, 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 firefighters, ems, police, and military, that have made the supreme sacrifice

1.2 Roll Call

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

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 - Feb 12 2024 - Minutes - Html](#) 

[BOFC Regular Meeting - Feb 12 2024 - Minutes - Html](#) 

2.2 Membership

March 1st membership start date for the following candidates:

- Zacary Apelskog

- Timothy Buhmeister
- Hailey Smith
- Gavin Trezza
- Ken Rothwell

2.3 Personnel

- Appointment of Wading River resident Amanda Telepan as the District Secretary effective 3/11/24 \$65k annual salary
- Resignation of employee Karissa Bordes, decided to remain at her current employer.

Motion to accept consent agenda items 2.1 - 2.3

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Tim Deveny, Greg Meyer, and Terrence Culhane

Carried 3-0

3. Old Business

3.1 OSHA/PESH Update

PESH shared file updated by Chief Donnelly

4. Public Comment

No public comments

5. District Manager Report

5.1 District Manager Report

[DM Report BOFC Meeting 2-26-24.pdf](#) 

6. Correspondence

No correspondence

7. Secretary's Report

Public Notices submitted to Times Review for the following:

- HVAC Permissive Referendum amendment from 85k-110k

- Public Hearing Notice submitted for publication for proposed 5yr-2yr Property Exemption Change however meeting needs to be moved to comply with hearing notice requirements.

8. Treasurer's Report

8.1 Treasurer's Report

Treasurer's Report [Meeting 2.26.24.pdf](#) 

9. Attorney's Report

No attorney's report

10. Chief's Report

10.1 Chiefs Agenda for 2-26-24

[Chiefs Report 2-26-24.pdf](#) 

10.2 Chiefs Agenda Follow up

- 2017 SUV – Vehicle will be sent out to have graphic modified and unit identifier added. Once work is completed, vehicle will be turned over to the chief staff for use.
- 2018 SUV – Vehicle will remain as a district vehicle for use if another vehicle goes out for service such as chief truck, first responder, etc.
- LOSAP Year of Service – DM advised that once VFIS has completed processing the 2023 census, the district will receive the summary of benefits for the members, Once received it will be distributed.
- Chairman Meyer requested update on the 2023 awards. Chief Donnelly advised that awards have been ordered and he will be submitting table requests to the district shortly.
- Chairman Meyer requested clarification on how are the drivers training reports being handled? Chief Donnelly reported that driver training records are being added to the PESH folder as they are completed. The Firehouse Training Plus training records are kept by member separately to avoid record duplication.

11. EMS Report

No EMS report

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

Bills total \$157,594.67

Motion to pat bills in the amount of \$157,594.67

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Tim Deveny, Greg Meyer, and Terrence Culhane

Carried 3-0

12.2 Laserfiche Forms - Communications Submission

[SoW 7 - Code Submission Form.pdf](#) 

Motion to approve Laserfiche forms proposal in the mount of \$500.

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Tim Deveny, Greg Meyer, and Terrence Culhane

Carried 3-0

12.3 Inventory Scanners & Asset Tags

[WadingRiverBarCodeScanners.pdf](#) 

Motion to approve inventory tag & barcode scanner proposal in the amount of \$8,056.85

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Tim Deveny, Greg Meyer, and Terrence Culhane

Carried 3-0

12.4 Material Request # 002 - EMS Protective Gear

Motion to amend and approve the purchase (11) sets of EMS protective gear in the amount of \$25,235.34

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Tim Deveny, Greg Meyer, and Terrence Culhane

Carried 3-0

12.5 Material Request # 003 - Firefighting Protective Gear

Motion to approve the purchase of (6) sets of firefighter protective gear in the amount of \$22,202.78.

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Tim Deveny, Greg Meyer, and Terrence Culhane

Carried 3-0

12.6 Amend HVAC Permissive Referendum

Motion to amend HVAC Permissive Referendum to \$110k

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Tim Deveny, Greg Meyer, and Terrence Culhane

Carried 3-0

12.7 Amend Public Hearing Notice

Motion to move the public hearing from March 11th meeting to April 8th at 6pm with regular meeting to follow

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Aye Tim Deveny, Greg Meyer, and Terrence Culhane

Carried 3-0

13. Commissioner & Committee Reports

13.1 Chairman Meyer

- Reminder looking to have department head agenda reports submitted by noon the Friday prior to the scheduled meeting
- Requested chief remind all members that the 1st floor is under construction and the hallway is off limits to members, regardless if the door is open. District is looking to insure that no one gets injured
- Requested assistance from the chief with list of all member which responded on 9/11 or assisted in decon of the vehicles & equipment at firehouse. Looking to take lead and setup a meeting to insure all active members during that time are signed up for the 9/11 compensation fund.
- Requested status update from Chief Donnelly on the brush truck equipment mounting list. Chief Donnelly reported that they have begun the process but have not finalized yet. Looking to have list completed soon.
- Looking to begin a discussion between district and chief staff on changing alarm % requirements to address current issues
- Requested district manager add a section for QA/QI under the staff EMS report.
- Requested clarification on which vendor is uniform alterations and the progress on. Chief Donnelly

reported that all alterations are done by All American Awards & Uniforms and the only alterations needed were for new and old line officers

- Requested status of department EMT providers list as it has been requested several time. District is not looking to penalize anyone, only looking to evaluate the available resources and avoid any delays in response times.
- Looking to begin discussions in March with chief staff to address the issues with duty crews program.

13.2 Vice Chairman Culhane

- No Report

13.3 Commissioner Deveny

- Requested status update from DM Michalakopoulos regarding the new generator installation. DM Michalakopoulos reported that in the process of obtaining new pricing for fuel tank and will report at the next meeting.

13.4 Commissioner Wallace

No Present

13.5 Commissioner McQueeney

Not Present

14. Agenda Items for Follow Up

15. Adjournment

Motion to adjourn meeting at 19:02

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Aye Tim Deveny, Greg Meyer, and Terrence Culhane

Carried 3-0

Respectfully submitted,

Gregory Michalakopoulos, Acting District Secretary
Wading River Fire District