



BOFC Regular Meeting - Jan 08 2024 Minutes

Monday, January 8, 2024 at 6:30 PM

BOFC Meeting Room at HQ

1. PROCEDURAL

1.1 Call to Order

The regular Board of Fire Commissioners meeting was called to order by Chairman Gregory Meyer following the completion on the reorganizational meeting at 18:30 hours

1.2 Roll Call

Commissioner Deveny, Commissioner Wallace, Commissioner Culhane, Commissioner Meyer, Commissioner McQueeney, District Manager Michalakopoulos, Treasurer Cangelieri, Attorney Ring, Chief Donnelly, and Chief Whelan were present at the meeting.

1.3 Bid Opening of Surplus Unit 6-3-9

Received three sealed bids as follows:

Joseph Trocchio - \$5,255.00

[Joseph Trocchio Bid.pdf](#) 

Michael LaShier - \$5,656.01

[Michael LaShier Bid.pdf](#) 

Kenneth Rothwell - \$9,678.60

[Kenneth Rothwell Bid.pdf](#) 


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 - Nov 27 2023 - Minutes - Public.docx](#)



[BOFC Hearing and Regular Meeting - Dec 11 2023 - Minutes - Public.docx](#) 

Motion to accept consent agenda items

Moved by: Tim Deveny

Seconded by: Terrence Culhane

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

Carried 5-0

2.2 Contracts

2.3 Membership

2.4 Personnel

3. Old Business

3.1 OSHA/PESH Update

- Chief Donnelly reported that Annual Driver Requalification has begun which will meet the PESH standards with assistance from Firehouse Training Plus. The majority of the membership has completed the training and chief staff is working on rescheduling those members that have not yet completed. Driver requalification will continue on January 25th.
- DM Michalakopoulos reported that some additional time is needed before scheduling onsite meeting with PESH, working with Chief Donnelly and will schedule soon.

4. Public Comment

5. District Manager Report

5.1 DM Report 1-8-24

6. Correspondence

No correspondence

7. Secretary's Report

No Acting Secretary's Report

8. Treasurer's Report

8.1 Treasurer's Report

[Meeting 1.8.24.pdf](#) 

9. Attorney's Report

Attorney Ring reported submission of legal opinion regarding department bylaws to pervious chairman. Also draft letter sent over on December 22nd to chiefs office and district regarding real property law approved at last meeting. Working with DM on some Dept. of Health issues with last inspection visit. 2024 meeting notice sent over for publication.

[Attorney's Bylaws Letter.pdf](#) 

10. Chief's Report

10.1 Incident Summary Report - December

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

10.2 Incident Summary List - YTD - End of Year 2023

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

10.3 [Department Points - December.pdf](#) 

Department Points - December

10.4 [Department Points - YTD December 2023.pdf](#) 

Department Points - YTD - End of Year 2023

10.5 [Cyano-Kit Task Force Activation 12-2023.docx](#) 

Cyano-Kit Task Force Activation Preplan for FRES 12-2023

10.6 [2024 Annual Training Schedule FH+.docx](#) 

2024 Annual Training Schedule FH+

- 10.7 [SCFA -WRFD 2024 Annual Haz-Mat Refresher.pdf](#) 
SCFA -WRFD 2024 Annual Haz-Mat Refresher
- 10.8 [Wading River 2024 Field Confirmation Letter SCFA.pdf](#) 
[2024 Vehicle Extrication Field Drill and Advanced Extrication Offerings SCFA.pdf](#) 
SCFA 2024 Training for WRFD
- 10.9 [Quartermaster Report for the year 2023.pdf](#) 
Quartermaster Report for the year 2023
- 10.10 Training Requests - Fire Fighter I
[Training Request - SCFA - FF1 - J Cimetta.pdf](#) 
[Training Request - SCFA- FF1 - M Jakubowski.pdf](#) 
- 10.11 Training Request - Fire Fighter II
[Training Request - SCFA - FF2 - C Rothwell.pdf](#) 
[Training Request - SCFA - FF2 - S Como.pdf](#) 
[Training Request - SCFA- FF2 - K Suarez.pdf](#) 
[Training Request - SCFA- FF2 - M Kappesser.pdf](#) 
[Training Request - SCFA- FF2 -D Cardinale.pdf](#) 
- 10.12 Training Request - Confined Space Awareness
[Training Request - SCFA - Confined Space Awareness - C Rothwell.pdf](#) 
[Training Request - SCFA - Confined Space Awareness - S Como.pdf](#) 
- 10.13 Completed Fire Fighter I & Basic Exterior FF Operations
[C Bolettieri - Basic Exterior FF Ops Cert.pdf](#) 
[C Bolettieri - D Cardinale - M Kapperrer - K Suarez - SCFA Letter - Basic Exterior FF Ops.pdf](#) 
[C Bolettieri - D Cardinale - M Kapperrer - K Suarez - SCFA Letter - FF1.pdf](#) 
[C Bolettieri - FF1 Cert.pdf](#) 

[C Rothwell - Basic Exterior FF Ops Cert.pdf](#) 

[C Rothwell - FF1 Cert.pdf](#) 

[C Rothwell - SCFA Letter - Basic Exterior FF OPS.pdf](#) 

[C Rothwell - SCFA Letter - FF1.pdf](#) 

[D Cardinale - Basic Exterior FF Ops Cert.pdf](#) 

[D cardinale - FF1 Cert.pdf](#) 

[K Suarez - Basic Exterior FF Ops Cert.pdf](#) 

[K Suarez - FF1 Cert.pdf](#) 

[M Kappesser - Basic Exterior FF Ops Cert.pdf](#) 

[M Kappesser - FF1 Cert.pdf](#) 

10.14 NYS EMT-B & Suffolk County Credentialing

[A Silva - NYS EMT - SC Credentialing.pdf](#) 

[B Donnelly - EMT.pdf](#) 

[B Donnelly - SC Credentialing.pdf](#) 

10.15 Chiefs Report - 1-8-24

[Chiefs Report 1-8-24.docx](#) 

11. EMS Report

No EMS Report

12. Executive Session

Motion for executive session for pending litigation and land acquisition/Real Property at 19:00

Moved by: Greg Meyer

Seconded by: Tim Deveny

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

Carried 5-0

Reconvene from executive session at 2000

13. 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.

13.1 Approval to Pay Bills

Motion to pay bills totaling \$148,488.74

Moved by: Matt Wallace

Seconded by: Terrence Culhane

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

Carried 5-0

13.2 EMS Equipment - Traction Splints

Motion to purchase (6) traction splints in the amount of \$1,295.95

Moved by: Terrence Culhane

Seconded by: Matt Wallace

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

Carried 5-0

13.3 6-3-30 Vehicle Modifications in the amount of \$21,637.88

[FC-CTAH22-C-4335-X-WO1261.pdf](#) 

[GC-CTAH22-C-4335-X-WO1262.pdf](#) 

[Est. 2795.pdf](#) 

Motion to table 13.3 for further review

Moved by: Kevin McQueeney

Seconded by: Tim Deveny

Aye Kevin McQueeney, Tim Deveny, Matt Wallace,

Carried 5-0

13.4 Award of Brush Truck

Motion to award brush truck to Kenneth Rothwell

Moved by: Tim Deveny

Seconded by: Terrence Culhane

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

Carried 5-0

14. Commissioner & Committee Reports

14.1 Chairman Meyer

- Asked Chief Donnelly to confirm if all issued equipment was returned when member badge #383 resigned.
 - Chief advised that all equipment with the exception of the pager which member was unable to locate at that time. Attempts have been made to obtain the pager, if they are unable to obtain the matter will be turned over to the fire district.
- Status of apparatus photos
 - Chief Donnelly advised that was being handled but the previous chief and any photos he has have been uploaded. Chairman Meyer requested that we try and locate photos of any old apparatus in order to preserve the history of the equipment as its replaced. Requested chief do some research and try and obtain if possible.
- Reported that sales representative from Neville notified that there was a minor error in the Rescue Pumper drawings. Cab will be 2 1/2" shorter and the body if the vehicle will be 2 1/2" longer. Drawings will be updated and sent out for our records.
- Requested update from DM on getting SCM inventory maintenance module online for discrepancy reports.
 - DM advised that database has been cleared and

we're in the process on readding assist and user accounts. Chairman Meyer also asked Chief Donnelly to have the officers update truck inventory and check sheet so we can update system.

- New District Map Project, as DM reported draft map has been provided for review and we will be providing the chief staff with a copy shortly for review. District medics have begun driving the district to verify various areas for accuracy and provide feedback.
- Implementation of Interdepartmental memos for use between chief, district staff, and board in order to improve communication between all parties.
- Requested DM look into issues with intercom/PA System phone paging, front door remote unlock, etc.
 - DM advised vendor is scheduled and issues should be resolved within a few days.
- Discussion to change the quarterly inspections and replace with two district inspections (one uniform & one equipment). After discussion both the board and chiefs agreed to the change moving forward.
- Distributed to chief the new District EMS Staff Daily Duties & BOFC Chiefs Report for review and discussion to finalize at an upcoming meeting.
- Requested DM work with chief to synchronize the Dept. & District Calendar and get access setup for district staff
- Status of District Display Board
 - DM advised it will be online shortly, district staff completing connection and waiting on one last part to connect the remote display.
- Working on finalizing District Postcard and will distribute in the upcoming weeks for everyone's review.
- Requested status update from DM on the State & District flag for board room
 - DM advised it will be worked on and completed shortly.
- Apparatus apron & walkway ice melt system, after discussion board agreed to have DM notify BBS Architects that we will move forward as part of the design plans. If system is unable to do the both the

entire apron and walkways, the walkways will take priority. Also discussed the relocation of the memorial monument and flag pole to new locations due to foundation construction project and removal of the parking lot center island.

- Department Training other than Firehouse Training Plus
 - Chief Donnelly advised that there are plans to conduct department specific training I.E. 2nd Sunday Drills, Company Drills, etc. and will provide update after conducting his officers meeting.
- Requested Chief Donnelly review existing EMS bags on apparatus and advise if he needs additional bags or changes

14.2 Vice Chairman Culhane

- Followed up with the Town of Riverhead regarding the status of the communications tower, was informed that town is waiting on submissions from Elite Towers. Reached out to vendor and was advised that all town items have been addressed and will be submitting shortly. Expressed the importance of timely submission in order to stay on schedule with tentative construction schedule.

14.3 Commissioner Wallace No Report

14.4 Commissioner McQueeney

- Expressed concerns with current new membership intake, recommended that chief staff consider grouping new members together in order to give them a greater chance success. Requested chief staff consider a quarterly or semiannual intake.
- Status of new extrication tool delivery
 - DM reported equipment is shipping direct from the manufacturer and is expected to arrive within a few days.
- Directed chiefs to put together a list of any items needed, if any to put the replacement brush truck in service as soon as possible after lettering is completed.

- Directed DM to setup interviews for vacant shift medic position once deadline is reached so we may fill position.
- Directed Chief Donnelly to provide the district with active EMS providers of the department so the district staff knows who is available to assist on EMS alarms and the district can review its available resources and adjust accordingly.
- Requested update from Chief Donnelly on the next QA/QI meeting for an month of January since the lat meeting was cancelled.

14.5 Commissioner Deveny

- Will like to begin working on the ambulance replacement as discussed.
- Requested sprinkler system be checked at station 2, water valve found open.
 - DM reported that water to both system was turned off and winterized but district staff will look into the matter and resolve if needed.
- Requested maintenance staff patch opening on the rear exterior wall of the boiler room where the original electrical service entered into the building.

15. **Adjournment**

Motion to adjourn at 20:42

Moved by: Matt Wallace

Seconded by: Tim Deveny

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

Carried 5-0

Respectfully submitted,
Gregory Michalakopoulos, Acting District Secretary
Wading River Fire District
January 8, 2024