



BOFC Regular Meeting - Jan 22 2024 Minutes

Monday, January 22, 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 reorganizational meeting was called to order by Commissioner Deveny at 19:00 hours with the Pledge of Allegiance and a moment of silence for all those that have made the supreme sacrifice, our military, police, firefighters, police, fire, ems, and Commissioner Culhane's niece.

1.2 Roll Call

Chairman Meyer, Vice Chairman Culhane, Commissioner Deveny, Commissioner Wallace, Commissioner McQueeney, District Manager Michalakopoulos, Chief Donnelly, and Chief Whelan were present at the meeting. Treasurer Cangelieri 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 Organizational Meeting - Jan 08 2024 - Minutes - Html](#) 

[BOFC Regular Meeting - Jan 08 2024 - Minutes - Html](#) 

[BOFC Regular Meeting - Jan 08 2024 - Minutes - Html](#) 

Motion to approve the January 8th Reorganizational &

Regular Meetings

Moved by: Terrence Culhane

Seconded by: Tim Deveny

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

- No update at this time, DM Michalakopoulos reported that there is some additional clerical work which needs to be completed before contacting local office for appointment.

4. Public Comment

No public comments

5. District Manager Report

5.1 DM Report 1/22/2023

[DM Report BOFC Meeting 1-22-24.pdf](#) 

[2023 LOSAP Final Standings.pdf](#) 

6. Correspondence

6.1 16th Annual Fire & EMS Law Management Conference

[16th Annual Fire & EMS Law Management Conferance.pdf](#) 

6.2 AFDSNY - District Affairs

[AFDSNY - District Affairs Vol.72 No. 8.pdf](#) 

6.3 Real Life Church Thank You Letter

[RealLife Church Letter.pdf](#) 

6.4 SWR School District Letter

[SWR Central School District Letter.pdf](#) 

7. Secretary's Report

1. Oath of Office Submitted to the Town of Brookhaven & Riverhead
2. Meeting schedule published in newspaper
3. Working on town assessor updated list of active 5yr members; 20yr members

8. Treasurer's Report

8.1 Treasurer's Report

Treasurer's Report [Meeting 1.22.24.pdf](#) 

9. Attorney's Report

No attorney's report

10. Chief's Report

10.1 Chief's Report 1-22-24

[Chiefs Report 1-22-24.pdf](#) 

11. EMS Report

No EMS Report

12. Executive Session

Motion for executive session for pending litigation at 18:36

Motion to

Moved by: Tim Deveny

Seconded by: Terrence Culhane

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

Carried 5-0

13. Reconvene from executive session at 20:24

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

Motion to pay bills in the amount of \$618,749.41

Moved by: Terrence Culhane

Seconded by: Kevin McQueeney

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

Carried 5-0

14.2 EMS Protective Gear - \$13,764.78

Motion to table till the following meeting for additional review

Moved by: Matt Wallace

Seconded by: Kevin McQueeney

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

Carried 5-0

14.3 Firefighter Protective Gear - \$23,202.78

Motion to table till the following meeting for additional review

Moved by: Matt Wallace

Seconded by: Kevin McQueeney

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

Carried 5-0

14.4 Installation Dinner Awards - \$2,500.00

Motion to approve the purchase of awards not to exceed \$2,500.

Moved by: Matt Wallace

Seconded by: Terrence Culhane

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

Carried 5-0

14.5 EMS Training Request - D. Manzella

Motion to approve EMS training request in the amount of \$482.02

Moved by: Tim Deveny

Seconded by: Matt Wallace

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

Carried 5-0

14.6 Reinstatement to active status

Motion to reinstatement firefighter member 394 to active status which is contingent upon member accepting letter from district.

Moved by: Tim Deveny

Seconded by: Kevin McQueeney

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

Carried 5-0

14.7 Long Island Metro Fire/EMS Expo

Motion to send up to 10 members to the Long Island Metro Fire/EMS Expo Show at Nassau Coliseum

Moved by: Matt Wallace

Seconded by: Tim Deveny

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

Carried 5-0

14.8 FDIC Conference

Motion to approve the following 9 individuals - M.Donnelly, K. Rothwell, C. Rothwell, G. Meyer, T. Culhane, M. Wallace, K. McQueeney, and G. Michalakopoulos along with the GSA travel rate to attend the FDIC conference April 15th - 20th 2024 as there are no training offered in New York State during that timeframe.

Moved by: Matt Wallace

Seconded by: Tim Deveny

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

Carried 5-0

14.9 Suffolk County Fire Districts Installation Dinner

Motion to attend the Suffolk Country Fire District Association installation Dinner on March 2nd and to purchase tickets for a table.

Moved by: Tim Deveny

Seconded by: Greg Meyer

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

Carried 5-0

14.10 District Policy Update

Motion to contact Keane & Beane P.C to begin updating district policies.

Moved by: Kevin McQueeney

Seconded by: Tim Deveny

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

Carried 5-0

15. Commissioner & Committee Reports

15.1 Chairman Meyer

- Finalize FDIC Conference attendance
 - Chief Donnelly attending Sunday - Saturday
 - K. Rothwell & C. Rothwell attending Tuesday - Saturday
 - G. Meyer, T. Culhane, M. Wallace, K. McQueeney, and G. Michalakopoulos attending Wednesday - Saturday
- Suffolk Country Fire District Association installation Dinner March 2nd.
- Review information for the Fire & EMS Law Management Conference to see if there is anyone would like to attend.
- Requested status update from DM Michalakopoulos on inventory management & assets.
 - DM Michalakopoulos reported that its being worked on and the vehicles should be in system shortly.
 - Requested chief staff put together updated vehicle check sheets so we can incorporate into system. Chief Donnelly reported he is working with his officers and will provide as soon as they are completed.
- Discussion to change the district's Inspection Policy from 4 inspections to 2 inspections per year.
- Discussion of the relocation of flagpole and memorial monument as per updated BBS site plans, all in agreement to move forward with changes.

- District Postcard project is coming along but needed to be put on hold to prepare for the 2024 annual installation dinner.
- District EMS interview morning forward as discussed
- Discussion on additional ambulance purchase, will bring back more information after attending the upcoming expo.
- Reminder all Riverhead town Fire Districts have been invited to the upcoming Riverhead Town Workshop Thursday 2/1, 10am at Town Hall. With the recent business development on the ECAL property, the town council would like to discuss emergency response plans and response times, and district boundary lines. All Commissioners, Chiefs, and District Manager are invited to attend.

15.2 Vice Chairman Culhane

- Reported that Elite Towers has now filed updated application with Riverhead Town on January 8th. There has been many correspondence back & forth between the vendor and the town. Vendor advised that project is progressing well and is projecting completion by the end of May, beginning of June.

15.3 Commissioner Deveny

- Directed DM Michalakopoulos replace the damaged wall clock in commissioner's office.
- Would like board to consider allowing the chief and 10 members attend the upcoming Long Island Metro Fire/EMS Expo Show February 2nd - 4th at the Nassau Coliseum

15.4 Commissioner Wallace

No Report

15.5 Commissioner McQueeney

- Effective Thursday 1/25 no paper drill or alarm sheet will be accepted unless network is offline. Also all drill plans, 2nd Sunday Drills, Thursday night trainings, or other events need to be scanned into the system. This will eliminate some delays with updating member records and assigning credit. If additional access in

needed such as officers or training is needed, it can be discussed.

- Requested status of EMT roster from chief Donnelly, chief reported that there hasn't been an EMS meeting yet but will provide asap. DM advised that updated roster is needed in order to complete the operating & narcotics certificate renewal and CME program credentialing.
- Requested chief provide list of tools and modification needed to new brush truck for review. Chief advised that list will be submitted after vehicle lettering is completed.
- Would like to start working on updating our district policies and request approval to contact Keane & Beane P.C.

16. Agenda Items for Follow Up

16.1 Fire District Medical Provider NDI Diagnostics & SES, Inc.
Item remains on hold while additional information in gathered.

16.2 Fire District Shared Services Agreement WRFD/RFD EMS Training, CME Program, and QA/QI Coordinator Winston Lee
Motion to approve shared services agreement between Wading River Fire District and Ridge Fire District and appoint Winston Lee as the CME and QA/QI Coordinator

Moved by: Tim Deveny

Seconded by: Terrence Culhane

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

Carried 5-0

16.3 Chief's vehicle modifications
Motion to discard chief's vehicle modifications submitted request

Moved by: Matt Wallace

Seconded by: Kevin McQueeney

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

Carried 5-0

- 16.4 List of Vehicle with EMS bags
Motion to remove item 16.4 from follow up items list.

Moved by: Matt Wallace

Seconded by: Kevin McQueeney

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

Carried 5-0

- 16.5 New Membership intake process (quarterly or semiannually)
Motion to remove 16.5 from follow up items list.

- 16.6 List of Dept. active EMS providers

- 16.7 January & February QaQi meeting schedule
Motion for 16.7 to be removed from follow up items list.

Moved by: Tim Deveny

Seconded by: Terrence Culhane

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

Carried 5-0

17. Adjournment

Motion to adjourn at 21:04

Moved by: Tim Deveny

Seconded by: Matt Wallace

Aye

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

Carried 5-0

Respectfully submitted,
Gregory Michalakopoulos, District Secretary
Wading River Fire District
January 22, 2024