



# BOFC Regular Meeting - Mar 11 2024 Minutes

Monday, March 11, 2024 at 6:00 PM

BOFC Meeting Room at HQ

## 1. PROCEDURAL

- 1.1 The meeting of the Board of Fire Commissioners regular meet was called to order by Chairman Meyer at 18:00 hours. Commissioner Deveny led in the Pledge of Allegiance and a moment of silence for our firefighters, ems, police, and military, that have made the supreme sacrifice
- 1.2 Chairman Meyer, Vice Chairman Culhane, Commissioner Deveny, Commissioner Wallace, Commissioner McQueeney, District Secretary Telepan, Treasurer Cangelieri, District Manager Michalakopoulos, Chief Donnelly, Chief Whelan, and Attorney Ring were present at the meeting.
- 1.3 Executive Session  
Motion to adjourn into Executive Session at 18:06 for the purpose of discussing proposed litigation

*Moved by:* Tim Deveny

*Seconded by:* Terrence Culhane

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

**Carried 5-0**

- 1.4 Reconvene from Executive Session at 18:55
- 1.5 Appointment of District Secretary for 2024  
Motion to appoint Amanda Telepan as the Fire District Secretary for 2024

Moved by: Terrence Culhane

Seconded by: Matt Wallace

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

**Carried 5-0**

1.6 SWEARING IN OF DISTRICT SECRETARY - OATH OF OFFICE

"I, Amanda Telepan, do solemnly swear that I will support the Constitution of the United States of America, and, the State of New York, and, that I will faithfully discharge the duties of the Office of Fire District Secretary of the Wading River Fire District according to the best of my ability."

**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 26 2024 - Minutes - Html](#) 

[BOFC Regular Meeting - Feb 26 2024 - Minutes - Html](#) 

Motion to accept February 26th meeting minutes

Moved by: Tim Deveny

Seconded by: Matt Wallace

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

**Carried 5-0**

**3. Old Business**

3.1 OSHA/PESH Update

- OSHA/PESH meeting hosted at South Country Ambulance, many topics discussed, more details under

## DM Report

- Chief reported share folder being updated regularly. Annual mandatory refreshers have been completed by most of the membership. Working with DM to setup online accounts with VFIS so remaining 8-17 members can complete training

## 4. Public Comment

No Public Comments

## 5. District Manager Report

### 5.1 DM Report 3/11/24

[DM Report BOFC Meeting 3-11-24.pdf](#) 

## 6. EMS Report

### 6.1 EMS Report 3/11/24

[EMS Report BOFC Meeting 3-11-24.pdf](#) 

## 7. Correspondence

[Fire District Affairs Vol.72 No. 9 Feb-Mar 2024.pdf](#) 

## 8. Secretary's Report

- Real Property Tax Exemption of active members where submitted to both Riverhead & Brookhaven Town Assessors Office

## 9. Treasurer's Report






### 9.1 Treasurer's Report

- Bills total \$128,602.09
- Conducted research on EMS billing funds in addition to receiving clarification from auditors on how to handle EMS billing funds. Funds should remain in a separate account and more moved into capital reserve account. Created separate report similar to the current capital reserves to take the approved expenditures. Report will be sent out monthly along with the permissive schedules report

## 10. Attorney's Report

Submitted recent NYS Comptroller Audits and Cutchogue FD investigation. In the future, all items will be submitted to district secretary prior to meeting to be added the the attorney's report agenda section.

## 11. Chief's Report

- 11.1 [Dispatch Summary Report Feb 2024.pdf](#) 
- 11.2 [Dispatch Summary Report Feb 2024 YTD.pdf](#) 
- 11.3 [Department Points & Alarm Percentage February 2024.pdf](#)  

- 11.4 [Department Points & Alarm Percentage 2024 YTD.pdf](#) 
- 11.5 [Chiefs Report - 3-11-24.docx](#) 

Chief Follow up Items:

- Updated qualifications and requirements for all members/ranks. Board would like some more time to review and discuss at an upcoming work session.
- Everything on track for upcoming installation dinner, standby crews have been setup. Chairman Meyer requested that chief follow up with membership on invitation responses so final count can be sent to Majestic Gardens and tables seating can be completed.
- Member #362 resigned as of 2/28/24, working on recovering district issued equipment
- Discussion on finger reader alarm credit and member sign in procedures, and possible issues.

## 12. Executive Session 2

Motion to adjourn into Executive Session at 19:55 for the purpose of discussing information relating to a current/future investigation

*Moved by:* Greg Meyer

*Seconded by:* Tim Deveny

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

**Carried 5-0**

**13. Reconvene from Executive Session at 20:22**

**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 - \$128,602.09

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

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

**Carried 4-1**

- 14.2 Training Request #1 - Pet CPR & First Aid for First Responders  
\$40.00

Motion to approve Paramedic M.Schultz Pet CPR & First Aid  
for First Responders training request and reimburse upon  
completions of course

*Moved by:* Terrence Culhane  
*Seconded by:* Tim Deveny

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

**Carried 5-0**

- 14.3 Training Request #2 - 2024 EMS World Expo \$1,844.20  
Motion to table Paramedic M.Schultz training request to  
attend the 2024 EMS World Expo for additional review

*Moved by:* Matt Wallace

*Seconded by:* Tim Deveny

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

**Carried 5-0**

14.4 Permissive Ref - HQ Building Renovations Project \$80k  
Increase

Motion to increase the headquarters building renovations/  
remodeling project an additional \$80,000

*Moved by:* Matt Wallace

*Seconded by:* Tim Deveny

**Aye** Tim Deveny, Matt Wallace, Greg Meyer, and  
Terrence Culhane

**Nay** Kevin McQueeney

**Carried 4-1**

14.5 Permissive Ref - Sta 2 Generator Project \$60k Increase

Motion to increase the station 2 replacement generator  
project an additional \$60,000

*Moved by:* Matt Wallace

*Seconded by:* Tim Deveny

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

**Carried 5-0**

14.6 Station 2 Apparatus Bay Floor Drains Repair

Motion to approve the replacement of the oil/water separator  
at Station 2 in the amount of \$2,300.00

*Moved by:* Terrence Culhane

*Seconded by:* Matt Wallace

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

**Carried 5-0**

## **15. Commissioner & Committee Reports**

### 15.1 Chairman Meyer

- Has created a To Do List in the Commissioner Office whiteboard with the following assignments
  - District Tasks - Black, Blue to attempt to compete by the next board meeting
  - EMS Tasks - Green
  - Chief Tasks - Red
- Installation Dinner progressing on schedule
  - DJ confirmed
  - photographer confirmed
  - invitation responses continuing to arrive
  - Dinner program/brochure has been finalized and sent to print production
  - Flowers being ordering in progress
  - Dinner menu and seating assignments in progress and will be completed next week
  - Met with East Wind and discussed returning venue back for 2026, 2027, 2028. Looking into venue date for Saturday night and Friday evening, was given the following pricing with a minimum guest guarantee of 140 to review with the board:
    - Saturday night \$130, \$135, \$140 per person
    - Friday night \$125, \$130, \$135 per person
- Work Session scheduled for Wednesday April 3rd at 6pm

### 15.2 Vice Chairman Culhane

- Communication tower project continues to move forward, vendor reported that the Riverhead Town has approved submitted documents with the exception of the drawings. Town is requiring FAA light for aviation on the tower. Vendor also reported that Verizon and AT&T have confirmed that they will be taking space on the tower.

15.3 Commissioner Deveny

- Finger Reader at station 2 screen is going blank after a few minutes, possibly going into sleep mode.  
Requested DM look into the matter
- Would like to see if an EMT/Driver can be added to the weekend shift that a second medic is not scheduled till we are able to archive staffing goals.

15.4 Commissioner Wallace

- Would like to explore additional extrication tool purchase
- Follow up on securing extrication tools in 6-3-5

15.5 Commissioner McQueeney

- Requested Chief turn submit hard copies of the driver training records to the district office to be filed in the members file folders in addition to the scanned copy.
- Requested DM continue to submit payroll reports after payroll is processed.
  - DM reported that payroll folder in commissioners office is up to date as requested.

**16. Agenda Items for Follow Up (date)**

**17. Adjournment**

Motion to adjourn at 20:46

*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,  
Amanda Telepan, District Secretary  
Wading River Fire District