



# BOFC Regular Meeting - Mar 25 2024 Minutes

Monday, March 25, 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 made the supreme sacrifice. A moment of silence and prayer for Deacon Fred.

1.2 Roll Call  
Chairman Meyer, Vice Chairman Culhane, Commissioner Deveny, Commissioner McQueeney, District Secretary Telepan, District Manager Michalakopoulos, and Chief Donnelly were present for the meeting.

1.3 Executive Session  
Motion to adjourn into Executive Session at 18:03 for the purpose of discussing proposed litigation and personnel

*Moved by:* Tim Deveny

*Seconded by:* Terrence Culhane

**Carried**

1.4 Reconvene from Executive Session at 19:15

## 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 - Mar 11 2024 - Minutes - Html](#) 

[BOFC Regular Meeting - Mar 11 2024 - Minutes - Html](#) 

Motion to accept March 11th meeting minutes

*Moved by:* Tim Deveny

*Seconded by:* Terrence Culhane

**Carried**

2.2 Contracts

No Report

2.3 Membership

No Report

2.4 Personnel

No Report

**3. Old Business**

3.1 OSHA/PESH Update

- Commissioner McQueeney would like to setup OSHA 10 course for District Staff, Chiefs & Officers

**4. Public Comment**

No Public Comments

**5. District Manager Report**

5.1 DM Report 3-25-24

[DM Report BOFC Meeting 3-25-24.pdf](#) 

**6. Correspondence**

No Correspondences

**7. Secretary's Report**

No Report









**8. Treasurer's Report**

- 8.1 Treasurer's Report  
Bills total \$45,496.63  
Treasurer's Report [Meeting 3.25.24.pdf](#) 

**9. Attorney's Report**

No Report

**10. Chief's Report**

- 10.1 [Chief's Report](#) 
- 10.2 POI Class request - Reimbursement - D Gluck  
[D Gluck - POI class book reimbursement.docx](#)   
[D Gluck - Principles of Instruction Request.pdf](#)   
[InvoiceForOrder2914001- D Gluck.pdf](#) 
- 10.3 Request - AHA - BLS Instructor class - K Rothwell  
[2024 Instructor Class Flyer 4 13 24 lrg - K Rothwell.jpg](#)   
[AHA BLS Instructor class - K Rothwell.pdf](#) 
- 10.4 Training Request - PALS Refresher - D Gluck, J Boyd  
[PALS class - D Gluck.pdf](#)   
[PALS class - J Boyd.pdf](#) 

**11. EMS Report**

No Report

**12. Executive Session 2 (if needed)**

Motion to adjourn into Executive Session at 19:58 for the purpose of discussing information relating to a current/future investigation

*Moved by:* Terrence Culhane

*Seconded by:* Tim Deveny

**Carried**

Reconvene from Executive Session at 21:04


### 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  
Bill Total \$45,496.63

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

**Carried**

- 13.2 Training Request – AHA BLS CPR Instructor Course M.Schultz, J. Lull, and D. DeSoiza - **Total \$1,155.00**  
[2024 Instructor Class Flyer.pdf](#) 


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

**Carried**

- 13.3 Single Zone Ductless Unit - Station 2- **Total \$2,728.29**

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

**Carried**

- 13.4 Vehicle GPS/Maintenance System- **Annual Contract Total \$4,664.60**  
[Wading River Fire District 3-18-24.pdf](#) 

*Moved by:* Kevin McQueeney  
*Seconded by:* Tim Deveny

**Carried**

- 13.5 **SAFER Grant - Recruitment & Retention Volunteers and Staffing Contract \$1,750.00 ea. application - Total**

**\$3,500.00**

*Moved by:* Terrence Culhane

*Seconded by:* Tim Deveny

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

**Nay** Kevin McQueeney

**Carried 3-1**

13.6 Training Reimbursement Request - D.Gluck- **Total \$83.87**

*Moved by:* Tim Deveny

*Seconded by:* Kevin McQueeney

**Carried**

13.7 Training Request – AHA BLS CPR Instructor Course K. Rothwell- **Total \$385.00**

*Moved by:* Tim Deveny

*Seconded by:* Terrence Culhane

**Carried**

13.8 Training Request – PALS Recertification - D. Gluck, J. Boyd - **Total \$400.00**

Motion to deny - covered training by CME trainer.

*Moved by:* Terrence Culhane

*Seconded by:* Tim Deveny

**Carried**

13.9 District Policy - Public Health Emergencies as per NY Labor law Section 27-c

Motion to table to next meeting

*Moved by:* Tim Deveny

*Seconded by:* Terrence Culhane

**Carried**

13.10 Training Request - 2024 EMS World Expo - M.Schultz  
September 8th -13th - **Total \$1,488.20**  
Tabled

13.11 Training Request - OSHA 10 Class \$225.00 ea. Max 10**Total**  
**\$2,250.00**

*Moved by:* Tim Deveny

*Seconded by:* Terrence Culhane

**Carried**

13.12 District Doctor - IOMR to start April 1st

*Moved by:* Terrence Culhane

*Seconded by:* Tim Deveny

**Carried**

#### **14. Commissioner & Committee Reports**

14.1 Chairman Meyer

- Better description on the bill coversheets
- Start canvassing for EMT/ Driver/ Maintenance Mechanic

14.2 Vice Chairman Culhane

- Setup Elite meeting

14.3 Commissioner Deveny

No report

14.4 Commissioner Wallace

Not in attendance

14.5 Commissioner McQueeney

- Driver records hard copies to district office
- Status of training Drivers on 6-3-4
- Update Website
- Polaris yearly service
- Monthly gas log update

- 638 Headsets or Intercoms needed
- Letter to Gov. Hochul regarding \$240,000 heating payment

**15. Agenda Items for Follow Up (April 8, 2024)**

- District Physicals
- Accessible calendar for all including but not limited to BOFC, Volunteers, Chiefs, Paid Employees.
- Night crew schedule / assignments
- Hard copies of driver records
- Department training lesson plan(s) to be submitted monthly for the following month
- Follow up with Department Inc for removal of antique truck parts from engine bay
- Setup department vote for Assistant Chief & House Captain
- Gym membership update
- Tree removal station 2

**16. Adjournment**

Motion to adjourn at 21:30

*Moved by:* Tim Deveny

*Seconded by:* Terrence Culhane

**Carried**

Respectfully submitted,  
Amanda Telepan, District Secretary  
Wading River Fire District