



BOFC Regular Meeting - May 13 2024 Minutes

Monday, May 13, 2024 at 6:00 PM

BOFC Meeting Room at HQ

1. Procedural

1.1 Call to Order, Pledge of Allegiance, Moment of Silence, and Roll Call

The meeting of the Board of Fire Commissioners reorganizational meeting was called to order by Commissioner Deveny at 18:00 hours with the Pledge of Allegiance and a moment of silence for all those that have made the supreme sacrifice, our military, police, firefighters, ems.

Roll Call - Chairman Meyer, Vice Chairman Culhane, Commissioner Wallace, Commissioner McQueeney, District Manager Michalakopoulos, District Secretary Telepan, Chief Donnelly, Commissioner Deveny, Treasurer Cangelieri and Attorney Ring were present at the meeting.

2. Recess to Executive Session proposed litigation

Adjourned at 18:01

Reconvened at 19:16

Moved by: Greg Meyer

Seconded by: Kevin McQueeney

Carried

3. 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.

Motion to Approve

Moved by: Kevin McQueeney

Seconded by: Tim Deveny

Carried

3.1 Adoption of Minutes

[BOFC Regular Meeting - Apr 29 2024 - Minutes - Html](#) 

[BOFC Regular Meeting - Apr 29 2024 - Minutes - Html](#) 

3.2 Membership

Department: New Members to start June 1, 2024

(Contingent upon passing a background check and physical examination which must be completed within 15 days from this board meeting, if not done new members will be disqualified and have to start process over again from the beginning)

- Jason Daman
- Brian Voytek
- Brianna Daman
- Kathryn Thompson
- Christian Sanchez

4. Public Comment

No public comment.

5. Attorney's Report

No report from the attorney.

6. EMS Report

[EMS Report BOFC Meeting 4-5-24 \(1\).docx](#) 



D. Manzella FDNY Field Medicine Training [FDNY Field Training.pdf](#) 

Can K9 training be done anywhere else?

7. Secretary's Report

- Recommendation to continue use of Optimum TV -
- Hall Usage Agreement for members

[Rental Agreement.docx](#) 

- April Gym Report - 7 Members Checked In
[WRFD member april 2024 check-in report.pdf](#) 
- Recommendation to stop using Defined Fitness Gym and implement reimbursement policy
[GYM Reimbursement.docx](#) 
- New Member Timeline, Consent Section on Application & Fillable Form from Department to District for new members
[New Member Procedure Timeline.docx](#) 
[New Member.docx](#) 
[New Member Acknowledgement.docx](#) 
- Shoreham Community Program requesting EMT for Shoreham Wading River summer camp program Mon - Fri July 8, 2024 - August 9, 2024 requesting time 8:45 - 12:15.

8. Treasurer's Report

[Meeting 5.13.24.pdf](#) 

9. Chief's Report

[Chief's Report BOFC Meeting - 5-13-24.docx](#) 

Request for executive session matters leading to the appointment of a particular person.

Motion to Adjourn 21:02

Reconvened 21:28

Moved by: Matt Wallace

Seconded by: Tim Deveny

Carried

9.1 Ambulance Driver Qualification

M Kappesser
[Kappesser M - Driver Qual Ambulance 5-5-24.pdf](#) 

9.2 Certificates of Completion for:

Matt Jakubowsky - Exterior/Hazmat & FF1

Brendan Donnelly - FF2

Mark Donnelly - Multiple course completions from FDIC

[Jakubowsky M - FF1 Certificate.pdf](#) 

[Jakubowsky M - Basic Exterior FireFighting Opt. WHMFRO](#)

[Certificate.pdf](#) 

[Donnelly B - FF2 Certificate.pdf](#) 


[Donnelly M - Cert - Building Stronger Teams.pdf](#) 

[Donnelly M - Cert - CRR.pdf](#) 

[Donnelly M - Cert - Drills not in the books.pdf](#) 

[Donnelly M - Cert - FF Retention & Recruitment.pdf](#) 

[Donnelly M - Cert - LITHIUM-ION BATTERY FIRES.pdf](#) 

[Donnelly M - Cert - Retention & Recruitment whats working.pdf](#) 

[Donnelly M - Cert - Rural Water.pdf](#) 

[Donnelly M - Cert - Solar Power Energy.pdf](#) 

9.3 Dispatch Report Summary

[Dispatch Report Summary - YTD - April 24.pdf](#) 

[Dispatch Report Summary - FULL - YTD - April 24.pdf](#) 

[Dispatch Report Summary - FULL - April 24.pdf](#) 

[Dispatch Report Summary - April 24.pdf](#) 

9.4 Duty Crews, Duty Crew Schedule vs Alarm, PES Monthly Check

[Duty Crews 2024 - June 1 2024.docx](#) 

[Duty Crew Schedule vs Alarms - April.pdf](#) 

[Duty Crew Schedule vs Alarms - April - by Member.pdf](#) 

[PES Monthly Check 2024 \(4\).pdf](#) 

9.5 Member & Officer Requirements

[Member and Officer Requirements 5-13-24.docx](#) 

9.6 Andrew's Top Gun Run Thank You

[AMF - Andrews Top Gun Run - Thank You.pdf](#) 

10. District Manager Report

[DM Report BOFC Meeting 5-13-24.pdf](#) 

[OSHA Taking Action Slides.pdf](#) 

11. Commissioner & Committee Reports

- 11.1 Chairman Meyer
Unqualified driver procedure
Suggested changes to Chief regarding Officer Requirements
Asked the status on the letter to the legislature re 2027 roadwork in Riverhead
Display Board is up and working
- 11.2 Vice Chairman Culhane
Public hearing for Tower is pending.
- 11.3 Commissioner Deveny
Nothing to report at this time.
- 11.4 Commissioner McQueeney
OSHA 1910 does not get approved unless Governor Hochul signs it.
- 11.5 Commissioner Wallace
ID Card Progress - asked for ID cards to be administered to district staff and board.

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 \$136,793.92

Moved by: Tim Deveny

Seconded by: Kevin McQueeney

Carried

- 12.2 Approval to perform background checks for all new members \$49.98 per member via ClearChecks

Moved by: Tim Deveny

Seconded by: Kevin McQueeney

Carried

- 12.3 Approval to use Room Usage Agreement for department/employees

Moved by: Matt Wallace

Seconded by: Tim Deveny

Carried

- 12.4 Approval to use Bound Tree for use of Operative IQ and District Manager to sign contract

[DocuSign Bound Tree Operative IQ Cust.pdf](#) 

Moved by: Tim Deveny

Seconded by: Kevin McQueeney

Carried

- 12.5 Approval to move Mikayla Flood to a Full Time 37.5 Hourly Paramedic position as of 6/01/24 \$34.00 per hour

Moved by: Tim Deveny

Seconded by: Matt Wallace

Carried

- 12.6 Approval for use unqualified driver disciplinary action rule

[file001.pdf](#) 

Moved by: Terrence Culhane

Seconded by: Kevin McQueeney

Carried


- 12.7 Material Request Orange Reflective Helmet (TET) \$84.00

[District Manager First Review 592024 95055 AM.pdf](#) 

Moved by: Terrence Culhane

Seconded by: Tim Deveny

Carried

- 12.8 Material Request 300 Feet of 1" Tubular Webbing \$129.00
[District Manager First Review 592024 95640 AM.pdf](#) 

Moved by: Tim Deveny

Seconded by: Kevin McQueeney

Carried

- 12.9 Material Request MPW Personal Carry \$3,599.60
[District Manager First Review 592024 104905 AM.pdf](#) 

Motion to approve with training at \$70 each making the total \$2800

Moved by: Matt Wallace

Seconded by: Terrence Culhane


Carried

- 12.10 Material Request Radio Holders, Holders w/ Reflective Strap, XL Reflective Strap, Reg Radio Strap, Plain Radio Strap \$1,538.50
[District Manager First Review 592024 120419 PM.pdf](#) 

Moved by: Kevin McQueeney

Seconded by: Terrence Culhane

Carried

- 12.11 Material Request Stream light Survivor Flashlight \$740.00
[District Manager First Review 5102024 95517 AM.pdf](#) 

Moved by: Tim Deveny

Seconded by: Terrence Culhane

Carried

13. Adjournment at 21:29

Moved by: Tim Deveny
Seconded by: Matt Wallace

Carried

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