



BOFC Regular Meeting 3 Minutes

Wading River Fire District

2/10/2025 6:00 PMEST

@ 1503 N Country Rd Wading River, NY 11792

Attendance

Present:

Members: Tim Cangelieri, Commissioner Deveny, Commissioner Hegermiller, Commissioner McQueeney, Chairman Meyer, Greg Michalakopoulos, Amanda Telepan, Vice Chairman Wallace

Guests: Chief Donnelly, Paramedic Flood, Chief Gluck, Attorney Ring, Paramedic Schultz, Chief Whelan

Absent:

Guests: Chief Ryan

I. Procedural

The meeting of the Board of Fire Commissioners Regular 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.

II. Consent Agenda

Motion:

Motion moved by Vice Chairman Wallace and motion seconded by Commissioner Hegermiller. Unanimously approved

A. Adoption of Minutes

 [BOFC Regular Meeting 2 Minutes \(2\).pdf](#)

B. Membership

Carlos Serrano Osorto

OATH

I, (state your name) do solemnly swear that I will support the Constitution of the United States, the constitution and laws of the State of New York, the rules and regulations of the Wading river Fire District, the constitution and by-laws of the Wading River Fire Department and that I will perform the duties of the a fireperson to the best of my abilities and that I will do nothing to bring discredit to same. So help me God.

III. Public Comment

None at this time.

IV. EMS Report

 [BOFC 2-10-25.docx](#)

A. EMS/Ambulance Response Breakdown - January

- Total Alarms – 98
- Transports – 97
- RMA's/ Cancelled/ No Patient – 1
- North Shore EMS transports- 0
- 24s Mutual Aid Given – 10
- 24s Mutual Aid Received – 2

B. Alarms Handled by Crews

- Blended crew of volunteer and district personnel – 66
- Volley only- 23
- District only- 8
- ALS- 49
- BLS- 48

C. Average Response Times (Responding ambulance from activation until signal 2)

- Alpha, Bravo, Charlie Alarms Response – no demographics to populate
- Delta & Echo Alarm Response – no demographics to populate

D. QA/QI

This months QA/QI was a random pull of PCRs, over all another positive month with no patient care issues and no protocol violations. No issues with narratives or missing information, one subject to note is times between vitals. Generally you want to record a set of vital signs every 5-10 minutes, patients who are more critical they may be closer and more stable patients they can be a little more spread out. That being said the general rule is 5-10 minutes, a trend was noticed that some of the times between sets of vitals on one or two PCRs was upwards of 13-15 minutes. While this could just be a result of the time log when sending the vitals to ESO from the monitor it is something to note and a reminder will be sent to all providers to be cognizant of this. Also I must mention we have had an uptick in incidents of PCRs not being completed in the required 3-4 hours after the completion of the alarm. I have spoken to 6-3-30 and he has addressed this with the membership as well as have I with all district providers.

E. Mileage as of

- 6-3-80: 39112
- 6-3-16: 75291
- 6-3-17: 65049

F. Other / Misc.

- Formal request for Dan Manzella and Michael Schultz to attend FDNY search and rescue field Medicine Symposium April 24-27 2025 \$450 pp
- BLs 12 lead: 1 volunteer and 2 district emt's are outstanding of completion. District members will be completed this week as well as the volunteer who has been contacted.

EMS CME:

This month through our own EMS CME program through New York State we successfully recertified two of our paramedics. The program is proving to be successful and promoting easier recertification processes.

New Products/supply/operativeiq:

The new IO drills have been placed into service. The training for the new system is the same as the old system. The paramedics have been sent training videos to complete in servicing.

Currently waiting for delivery of new video laryngoscope will you keep updated when there is any news.

There is still an allocation of IV fluids and difficulty as we are only able to get a couple iv bags a month.

V. Attorney's Report

- State Comptroller Article re Treasurer Arrested of the Vernon Center FD
- Fairview Fire Audit

 [comptroller article.pdf](#)

 [Fairview Fire Audit.pdf](#)

VI. Secretary's Report

Correspondence -

FASNY recruiting and retention letter to State Legislation

Wild Game Night Invite from Ridge. See attachment

Suffolk County REMAC regional QI Project 12-lead EKG extended to July 31, 2025

Suffolk County Volunteer FF Memorial Service Sun. May 4th 3:00pm

EMS Physical - Spoke to IOMR, Suffolk County requests specific testing and within a certain amount of time. We can send them to IOMR for this or members can use their own insurance and go to their own PCP. If we need IOMR to clear them they just need a copy of the paperwork from member PCP.

Recommendation for Ind to obtain certain tests through insurance since testing is costly and could require multiple trips to IOMR.

FDIC - Hotel, Air, Car and Tickets are booked for members/commissioners attending. If you have not received your confirmations please come see me.

Vehicle Request - Attending Secretary Conference on 2/13 in Manorville. Requesting use of 6-3-90

Installation Dinner -

Received pricing from a few Florists - Recommending Forte's Florist.

Received pricing from a few Photographers Recommending Lasting Moment Films for Photography who is a House Vendor.

Room Request -

Member 355 Requesting room from 11:00 - 2:00 for Funeral Luncheon on either 2/11 2/12 or 2/13.

Waiting to confirm date around 30 people.

 [Suffolk County FASNY Recruit Letter.pdf](#)

 [1-page-fax-from- 16319241505.pdf](#)

 [REMAC QI Project Update.pdf](#)

 [Suffolk County Volunteer Memorial Serv.pdf](#)

 [Room Request.pdf](#)

Discussion re EMS Physical's - EMS only coming in will obtain full physical with titers for EMT class and will have to be signed up for EMT class within 6 months of start. Will go over EMT / Medic information and rules for new members going forward on reimbursement/training and time.

VII. Treasurer's Report

 [Meeting 2.10.25.pdf](#)

Discussion re benefits and employee package and Chairman Meyer would like a coversheet for everyone.

VIII. Chief's Report

 [Chief's Report BOFC Meeting - 02-10-25 rev 1.docx](#)

Discussion re truck check sheets - Chairman Meyer would like truck check sheets on 16 and 17 for the EMS only members. Did not receive paper copies of truck check sheets. Please have everything complete by the next meeting. OperativeIQ will not be for members. EMS Members should have their own truck check sheets.

Discussion re end of year report that should be done more than just printing out reports on SCM.

A. Past Month Alarm Totals -142 (JAN)

- Fire - 33
- EMS - 109
- SCM Reports Submitted, Websites and Sign updated.

B. Year to Date Alarm Totals –142 (JAN)

- Fire - 33
- EMS - 1109
- SCM Reports Submitted, Websites and Sign updated.

C. Training/Drills

- Dept. Mandated/Refresher – 2025 mandatory trainings are in progress to wrap up last few members.
- Hazmat – 2025 mandatory training has been scheduled for 3/02/25
- Dept. Drill/Training –
 - o Prior Month Actual – 13 held
 - o Current Month Anticipated – 7
- 02/02 – Sunday
- 02/06 – Electric Vehicles
- 02/09 – Sunday
- 02/13 - Company Drills
- 02/16 – OSHA Makeup class
- 02/23 – Probie Class / Meeting
- 01/27 – County Instruction
- Mutual Aid Drill/Training
- 1. Out of district drill/training (non FFI/EMT) – Approved members attending classes currently. (EMT)

2. Specialized training (Medic, HazMat, Confined Space, Heavy Rescue, FFII, Etc.)
3. BLS level 12 Lead and CPAP training started on 10/24. Additional classes will be held. (1/26 class was held for 4 providers)

Other Details (include hours & member participation)

- Standbys -Possible Ambulance standby for RVAC on 2/15
- Fire Police – NR
- Work Details – Companies continue to have an 2nd Thursday & drills
- Officers Meeting – Held 02/04 and have been scheduled monthly
- Company Drills – See Trainings
- Parades – Greenport Parade 2/15.
- Funeral/Flag Details – NR
- Meetings Hosted – NR
- Meetings Attended –Multiple meetings attended by representatives and reported back to Chiefs.
- Fire Prevention & Events – NR.

D. Monthly Crew Night/Day Schedule

- Duty Crew SOG Was rolled and is in effect as of 10/1/24.
- Prior Month Actual – 82% made requirements up from 73%. Continue to work to get a driver on every night. Has NOT been an issue and all nights have been covered.

E. Member Status

- Chief Availability/Delegation (out of town, vacation, etc.) – Multiple chiefs continue to be ill. Chief Donnelly will be out of the country from 2/22 to 3/2. Chief Whelan will be in charge in my absence.
- Change of Qualification/Status (new certification, expired) - NR
- Driver Qualifications – Chief Ryan has updated all recent qualifications that had potential issues with trainers/qualifiers.
- Change of Address – No Change
- Medical Leave – Member #052 continues from OJA
- Military Leave - None
- Probationary Member Report (New, FF1, EMT, Drills, Trainings, Alarms) – Members #461 & #459 met with the Chiefs and picked up their pagers. Officers working on a tracking book. New members have started. Meeting with all probationary members to be held on Sunday 2/23. Training committee is looking to schedule a training before the end of the month.

F. District Issued Personnel Equipment

PESS – OSHA files will be updated when training is complete.

G. Vehicle & Equipment Maintenance Report

- 30 = 31682
- 31 = 66055
- 32 = 68805
- 33 = 89674

H. Miscellaneous

OLD Business:

- EMS Cross billing with Mutual Aid Partners. (Council)

- Truck check sheets have been submitted to the District manager.
- Members attended the LI Fire Rescue show. Members who attended the hands-on training reported that they learned a lot.
- Reviewed with department the importance of closing bay doors before vehicles leave the ramp.

NEW Business:

- Submitting training requests for member #449 to attend SCFA classes Heavy Rescue and RiT – (No Charge)

REQUEST FOR EXECUTIVE SESSION

NONE

IX. District Managers Report

 [DM Report BOFC Meeting 2-10-25.docx](#)

 [PESH - Fire Service 2025.ppt](#)

 [2025 March DM Meeting Notice.docx](#)

 [Fuel Log Jan 2025.pdf](#)

Discussion re stretcher - 7 year life manufacturer covers addl 7. Approaching our 14th year. Include stretcher in cost of retro fit and keep one incase we are ever done a unit. Replacement stretcher plan can discuss at next workshop for next years budget.

Chief - how many maps will we need please give info to District Manager.

A. Deposits - None

B. Repair/Maintenance of Buildings

HQ Foundation Repair

- In progress, Meeting with BBS on 2/5, delivered updated building permit paperwork as requested. New documents scheduled to be delivered to Riverhead Town on Monday 2/10.

Work Order submitted - Library thermostat not working

- Vendor onsite on 1/27, temperature sensor defective and was replaced, repair completed on 2/5. Also address outage on temperature sensor outage on north side of building. found wires pulled out of LCBS unit in module located in 2nd storage room, transformer replaced, system operational. Note, module will be relaced in storage room to new location to avoid future issues.
- Vendor requested that new outdoor sensor wire be ran from boiler room to exterior north wall on second floor. District staff performed work on 2/4, vendor notified and installed new outdoor sensor on 2/5

Work Order submitted – heat in dispatch not working

- District staff looked at issue, determined that zone valve on 1st unit needed replacement. Vendor contacted and issue was repaired on 2/5

HVAC System Maintenance

- Inspection performed on 1/31, all unit checked filters and belts. Pully adjusted on units; filters washed on ductless units.

HVAC System

- Meeting with vendor on 1/27 to discuss bofc concerns with humidity level throughout HQ building and air return system. Copies of building plans given to vendor to review and provide proposal for review.

C. Repair/Maintenance of Equipment

6-3-2

- Work Order submitted Auxiliary airport on MPO sidestep to pump panel has no air to port with valve open or closed.
- District mechanic contacted, has per phone conversation he believes that system is working correctly and is verifying purpose of auxiliary port. The vehicle remains in service.

6-3-3

- Oil change completed on 1/28

6-3-4

- Annual ladder & PM originally scheduled for 2/10 has been changed to 2/12 due to vendor schedule changes. Reminder that vehicle will be at vendor facility for 3-4 days. Depending on weather conditions. While at facility open work order for def dryer will be addressed.

6-3-16

- Work Order submitted Stretcher – Stretcher repairs completed on 1/27 service technician advised that units should be replaced no later than 2026. Cots will no longer be on the service contract. Service life is 7 years with another 7 years of severability.
- Work Order submitted Shoreline secondary patient compartment heating system not blowing warm. The district mechanic contacted and is going to address. The vehicle remains in service.

6-3-32

- Oil change service performed by district mechanic on 1/31

Annual Hose & Appliance Testing

- 2025 annual hose and appliance testing is tentatively scheduled May 20th or May 21st

D. Permissive Referendum Project(s)

Sta 2 Generator Project

- In progress, Cummins technician, electrician, and lightning protection vendor all came onsite on 2/6. Reprograming of generator completed, manual load test completed successfully. Fuel for new tank ordered and delivered on 2/7. Cummins vendor did discover generator pulling air from tank which was addressed with replacement clamps. Technician also found circuit board which controls fuel pump damaged. Recached out to main off to discuss if replacement will be covered under starting/warranty due to the long delay from delivery to installation/startup. Generator in offline to avoid damage. Once board is replaced, vendor will be contacted to modify the delay on automatic transfer switch (ATS) switch is set too long once utility power is lost.

HQ 2nd Floor Flooring Project

- Installer returned on 1/27 and replaced section of tiles with new and re-grouted. All punch list items have been addressed and if the BOFC is satisfied with final product payment can be issued.
- HQ 2nd Floor Flooring Project

Working with district staff on putting together 2nd floor renovation budget for 2nd floor bathrooms, 2nd floor hallway & meeting hall. Majority of the budget has been completed, waiting on several estimates to arrive before submitting to bofc

E. Budget Items - None

F. Other

New District Maps

- Received update from vendor on 2/6, all corrections have been completed. The wall map with street index came out to 36"x62". He is reviewing to confirm that the text isn't too large before sending over the revised pdfs for district review.

EMS ePCR Software

- In progress, Conference meeting with project manager on 2/4 to address questions with implement spreadsheet. DOH 5136 forms completed, signed by all parties and submitted to NYS by Suffolk EMS on 2/3. NYS go live date set for Tuesday 3/4 which is not the new start date for software start date. Sansio began working with SCM on 2/4 on the CAD integration. Setup implementation spreadsheet completed and submitted to project manager on 2/6. Tentative meeting setup up with group on either 2/12 or 2/13 to move to the next phase.

ProClaim EMS Solutions & Billing Proposal

- Documentation packet sent over to vendor on 1/23. ESO account created for new vendor and access has been confirmed. The vendor requested a few additional items, most have been sent over. Working with district secretary Telepan to obtain the remaining information requested to complete the switch and begin reprocessing PCRs with the new vendor.

Laserfiche Records System

- Attended Advanced Cloud Training AIS meeting with District Secretary Telepan on 1/30
- Working with District Secretary Telepan to update current workflow processes from system conversion. Also working on streamlining current workflow process on new member & new employee onboarding, material and training requests, employee vacation & shift change request submittals.

District & Department Websites

- Working with District Secretary Telepan to streamline district board meeting minutes.
- Added direct material request tab on department website main menu.

Long Island Metro Fire / EMS Expo

- Attended on 1/31 along with Chairman Meyer, Chief Ryan, and District Secretary Telepan.

PESH Training

- Training was held on 1/23 at Copiague FD, copy of presentation submitted for bofc & chief review.

District Manager Association Meeting scheduled for Wednesday March 12th 11am at Selden FD. Commissioners, District Secretary's & Treasurer's are welcome to attend.

Fuel Log

- Submitting monthly fuel log for the month of January 2025

X. Commissioner & Committee Reports

A. Chairman Meyer

Vice Chairman and I will be going upstate to donate tools to Fire Departments less fortunate. Please have uniforms, tools, apparel or anything that can go think of it and throw in bags and boxes for us to bring up.

Where are we with the asset inventory company - they will be here in August / September. Discussion re pricing.

Work session for policies and HQ 2nd floor renovations to be had on Wednesday the 19th at 5:30. would like Joe here for the renovations discussion.
Chief - postcard program up and running will get together Thursday at 5:00 to discuss.

B. Vice Chairman Wallace

Wednesday 5:30 k9 companion dog training.
Can we look into getting prices from Riverhead Beverage instead of Islip Beverage.
Any new pictures of the tanker?

C. Commissioner Deveny

Wood sign for entering the wading river fire district - can we estimate costs?
Will look into sign permits if needed.

D. Commissioner Hegermiller

Nothing at this time.

E. Commissioner McQueeney

Chief - List for tools for tanker, please have list of tools by next meeting.
6-3-8 & 6-3-9 - Labeling and mounting - Rakes, shovels and other supplies discussion that this was put on hold due to cost. Please mount tools that need to be mounted on it and try to get it ready for the spring.
Work session discussion some things that have not been done and complete yet.
Does SCM interface with QuickBooks? - No it does not.
Training request update in workflow.
Drills discussion on SCM who is entering them.
Base radio training the chief will be working with members on this.
Upstairs construction can we set up a work shop on this.

XI. Executive Session

Motion to adjourn into Executive Session at: 18:09 for the purpose of discussing proposed litigation.
Reconvened at 18:59.

XII. Material Requests / Training Requests

A. Approval for Member 449 to attend RiT Training

 [RiT Training - 449.pdf](#)

Motion:

Motion moved by Commissioner McQueeney and motion seconded by Commissioner Deveny. Unanimously approved

B. Approval for Member 449 to attend Heavy Rescue Training

 [Heavy Rescue - 449.pdf](#)

Motion:

Motion moved by Commissioner McQueeney and motion seconded by Commissioner Deveny. Unanimously approved

- C. Approval for Material Request for SCBA Regulators (6) \$12,189.54

 [Regulators.pdf](#)

Motion:

Discussion on regulators and masks and how it is getting costly. Why can't they share regulators? how many packs do we have now - 40.

Original motions rescinded tabled this item to next meeting, motions moved by Vice Chairman Wallace and seconded by Commissioner Hegermiller, unanimously approved.

Motion moved by Vice Chairman Wallace and motion seconded by Commissioner Hegermiller. Unanimously approved

- D. Approval for Material Request for 2025 Installation Dinner Awards \$3,000.00

 [Awards.pdf](#)

Motion:

Motion moved by Vice Chairman Wallace and motion seconded by Commissioner Hegermiller. Unanimously approved

- E. Approval for Material Request Batteries for Motorola APX 6000/8000 Radios \$1,560.00

 [Batteries.pdf](#)

Motion:

Batteries are original and have been replaced, some are end of life and issues with motorola but some are failing.

Motion moved by Commissioner Deveny and motion seconded by Vice Chairman Wallace. Unanimously approved

- F. Approval for Material Request Monitors and Stands \$2,397.00

 [Monitors.pdf](#)

Motion:

Motion moved by Vice Chairman Wallace and motion seconded by Commissioner Hegermiller. Unanimously approved

- G. Approval for Material Request Replacement Laptops \$7,500.00

 [Laptops.pdf](#)

Motion:

Motion moved by Vice Chairman Wallace and motion seconded by Commissioner McQueeney. Unanimously approved

- H. Approval for Paramedic Manzella & Paramedic Schultz to Attend FDNY Search & Rescue Field Medicine Symposium April 24 - April 27 2025 total \$900

 [FDNY Training Req.pdf](#)

Motion:

Please have plan for coverage by next meeting.

Motion moved by Vice Chairman Wallace and motion seconded by Commissioner Hegermiller. Unanimously approved

XIII. New Business & Action Items

- A. Approval to pay bills total \$229,293.06

Motion:

Motion moved by Vice Chairman Wallace and motion seconded by Commissioner Deveny. Unanimously approved

- B. Approval to book Lasting Moment Films for Installation Dinner not to Exceed \$1000.00

Motion:

Motion moved by Commissioner Deveny and motion seconded by Commissioner McQueeney. Unanimously approved

- C. Approval to book Fortes Florist for Installation Dinner not to Exceed \$2000.00

Motion:

Motion moved by Commissioner Deveny and motion seconded by Commissioner McQueeney. Unanimously approved

- D. Approval to book DJ Phil for Installation Dinner not to exceed \$1800.00

Motion:

Motion moved by Vice Chairman Wallace and motion seconded by Commissioner Hegermiller. Unanimously approved

- E. Approval for Commissioner Meyer to rent vehicle for FDIC not to exceed \$700.00 including coverage and gas.

Motion:

Motion moved by Vice Chairman Wallace and motion seconded by Commissioner McQueeney. Unanimously approved

XIV. Adjournment 20:45

Motion:

Motion moved by Commissioner Hegermiller and motion seconded by Vice Chairman Wallace. Unanimously approved