



BOFC Regular Meeting 4 Minutes

Wading River Fire District

2/24/2025 6:00 PMEST

@ 1503 N Country Rd Wading River, NY 11792

Attendance

Present:

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

Guests: Chief Gluck, Chief Ryan, Chief Whelan

Absent:

Members: Chief ., Commissioner Hegermiller, Paramedic ., Tim Cangeleri

Guests: Chief Donnelly

I. Procedural

The meeting of the Board of Fire Commissioners Regular meeting was called to order by Commissioner 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:

Delete Work Session 2 Minutes, NOT approved.

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

A. Adoption of Minutes

 [BOFC Work Session 2 Minutes.pdf](#)

 [BOFC Regular Meeting 2/10/25.pdf](#)

B. Membership

Fire/EMS -

- Douglas Carlen - HQ
- Yusuf Erdagli - Sta2
- Lucas Schultz - HQ
- Hunter Thompson - Sta2

EMS Only -















- Michael McMullan - HQ
- Asma Rashidzada - HQ

Members to be sworn in on March 31, 2025 for April 1, 2025 start, contingent upon passing a background check and physical. Background check and physical for all prospects must be completed and received by the District Secretary no later than Friday, March 28, 2025.

EMS Only Must be registered and start an EMT class within 6 months of April 1, 2025 start date. If they do not meet this requirement they will be dismissed from their duties.

C. Policies

Policies attached are the ones from work session on 2/19/25. Changes were made to some policies as discussed and reviewed.

-  [100 - Fire Service Authority .pdf](#)
-  [101 - Oath of Office.pdf](#)
-  [102 - Policy Manual .pdf](#)
-  [200 -Organizational Structure .pdf](#)
-  [201 - Emergency Action Plan and Fire Prevention Plan.pdf](#)
-  [202- Departmental Directives.pdf](#)
-  [203- Training Policy.pdf](#)
-  [204- Disclosure of Interest.pdf](#)
-  [205- Liability Claims.pdf](#)
-  [206 - Electronic Mail.pdf](#)
-  [207- Administrative Communications.pdf](#)
-  [208 - Minimum Staffing Levels.pdf](#)
-  [209 - Annual Planning Master Calendar.pdf](#)
-  [210 - Petty Cash Management.pdf](#)
-  [400 - Community Fire Station Visitation Program.pdf](#)
-  [1021 - Physical Fitness.pdf](#)
-  [1202 - Volunteer Member and Officer Requirements.pdf](#)

III. Public Comment

IV. Secretary's Report

Correspondence:

- 2025 Thomas Lateulere Memorial 4/26/25 St. Anthony's HS
- Chief Ryan Submitted Generic Drill Plan
- Member Meier asking for the room and/or possible use of Sta 2 for Easter Bunny event on 4/6. Along with using the hall for Casino night on either 5/10 or 5/17.
- Brookhaven Town Fire District Installation Dinner 5/2/25 @ Sunset Harbor Patchogue
- FF EMS Cancer Awareness

**RSVP Date for Installation Approaching - Chief, Please remind current/life members to respond and have it to me by the 4th. If we do not get a response back we will take it as you are NOT attending, that goes for Chief's, Line Officers, Employees, & Commissioners.

 [2025 Registration Flyer Lateulere Memorial Conference.pdf](#)

-  [Drill Plan.pdf](#)
-  [Meier, Room Request.pdf](#)
-  [Brookhaven Town Fire District Installation.pdf](#)
-  [FF EMS Cancer.pdf](#)

Chief Whelan submitted Quarter Master report to Chief Donnelly which was never sent to BOFC, I received it from the Chief Whelan and would like to add to this meeting as a last minute entry.

Viewed and discussed with Chief Whelan

Ask for more information from Department Secretary Meier re Bunny Brunch at sta 2.

V. Treasurer's Report

-  [Meeting 2.24.25.pdf](#)

VI. Chief's Report

-  [Chief's Report BOFC Meeting - 02-24-25.docx](#)
-  [NYS AFC Order 46470 B Daman.pdf](#)
-  [NYS AFC Order 46294 M Jakubowsky.pdf](#)
-  [NYS AFC Training - K thompson.pdf](#)

Message from Deacon ex Commissioner Culhane - Thank you, greatly appreciated noticed and truly appreciative for everything that was done for Father Frank's Funeral.

Discussion re Crew Nights - Chairman Meyer asked if Chief's staff has someone assigned to handle the duty crew schedule and calendar if they can be removed minutes before their duty crew start time.

Discussion re the possibility of new members and probationary members - FF1, in house probation and EMT Cert within 3 years - fail to due so you will be dismissed. Discussion re probationary members and if/when we should pause new members entering etc.

Progress report for next meeting with where everyone is at with classes and line officer duties etc. - District Secretary Telepan please send a follow up letter to Chief's.

A lot of officers are not signed up for anything on the duty crew schedule how are members going to sign up if their line officers aren't ? What type of leadership is that?

Discussion re slacker members and members that are going above and beyond.
Discussion re truck check sheets and goal - can SCM setup a truck check sheet.

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 –
- Prior Month Actual – 13 held
- 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**
- Out of district drill/training (non FFI/EMT) – Approved members attending classes currently. (EMT)
- Specialized training (Medic, HazMat, Confined Space, Heavy Rescue, FFII, Etc.)
- 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 Completed
- 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. Attended
- 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

Prior Month Actual – Chiefs and Officers continue to work to get a driver on every night. 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 – NR
- Change of Address – No Change
- Medical Leave – Member #052 continues from OJA
- Military Leave - None
- Probationary Member Report (New, FF1, EMT, Drills, Trainings, Alarms) – Meeting with all probationary members to be held on Sunday 2/23.

F. District Issued Personnel Equipment

PESS – OSHA files will be updated when training is complete

G. Vehicle & Equipment Maintenance Report

Chief's Vehicle Mileage

- 30 = 31,682
- 31 = 66,055
- 32 = 68,805
- 33 = 89,674

H. Miscellaneous

OLD Business:

- 1) EMS Cross billing with Mutual Aid Partners. (Council)
- 2) Truck check sheets have been submitted by Chief Ryan to the District manager.
- 3) Submitting receipts for the three Members who were approved to attend and be reimbursed for the hands-on training LI Fire Rescue show.
- 4) Submitting tool list for units 6-3-2, 8 and 9.
- 5) Submitted numbers of maps requested to DM.

NEW Business:

- 1) Submitting 6 applications for potential new members.

VII. District Managers Report

 [DM Report BOFC Meeting 2-24-25.docx](#)

 [2024-2025 LIPA Pilot Agreement.pdf](#)

A. Deposits - None

B. Repair/Maintenance of Buildings

HQ Foundation Repair

In progress, Meeting at Riverhead Town Hall with Chief Building Inspector Andreas Sofoklis and Steven Walsh from BBS scheduled for Monday 2/24 to review submitted documents and address permit fees.

HQ Bay 1 Shoreline Power Cord

Work Order submitted for Power Cord/Plug for ambulance needs replacement. District staff notified and repair will be completed

Kitchen Faucet Leaking

Work Order submitted for small sink kitchen faucet leaking, district staff notified, replacement faucet needed. New faucet order, received, and replaced by staff. Closed

Rec Room Rear Faucet Leaking

Work Order submitted for small sink faucet behind the bar leaking, district staff notified, replacement faucet needed. New faucet order, received, and replaced by staff. Closed

Fire Alarm Repairs – Station 2

Parts for repair items from inspection performed 11/20/24 have arrived, service scheduled for 2/20 to complete.

Fire Alarm Inspection - HQ

Semi Annual fire alarm system inspection scheduled for 2/24

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.

Waiting for the district mechanic to come onsite, nonemergency item, the vehicle remains in service.

6-3-4

Annual ladder & PM in progress, vehicle picked up on 2/18. As of 2/21 the majority of PM and servicing have been completed however vendor found source of coolant leak coming from radiator. The vendor is attending to submit a claim with the manufacturer; however, the warranty has expired. Radiator is being removed, and vendor is in the process of locating a replacement. Depending on the repair needed will determine if replacement is needed. Once the vendor has required measurements from the radiator, the vehicle will be returned and put back into service till parts arrive. Once parts arrive the vehicle will be sent out for repair which will take approximately 3-4 days.

6-3-13

Work Order submitted for passenger side back step light (Spot light on the top) not working, district mechanic notified, vehicle remains in service.

6-3-16

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.

6-3-31

Work Order submitted for Oil Change, district mechanic contacted and will be performed during the week of 2/28

6-3-33

Work Order submitted for passenger side rear turn signal not working. District mechanic contacted and will be performed during the week of 2/28

Vehicle Manufacturer Recalls

Appointment setup and Otis Ford mobile unit came onsite on 2/20 and completed open recall check on units **6-3-5, 6-3-17, and 6-3-28.**

Additionally, PM service will be set up with district mechanic in the upcoming weeks as schedule allows.

Annual Hose & Appliance Testing

Follow up – confirmation 2025 annual hose and appliance testing scheduled for Tuesday May 20th.

D. Permissive Referendum Project(s)

Sta 2 Generator Project

In progress, Cummins technician scheduled for Wednesday 3/12 to complete repairs. If earlier appointment available, we will be contracted. System will be retested and if successful, system will go online.

HQ 2nd Floor Reno Project

As per discussion at workshop Wednesday 2/19, second floor renovation will be broken down into several phases. First phase will consist of hallway, bathrooms, and service bar area including standalone soda system. Requesting board approve \$275k permissive referendum from the building reserve account.

AFG Award Replacement Tanker

As per signed contract chassis payment submitted for tanker. FEMA allows for 20% advance on vehicle, submitted for payment.

Marion Body Dealer Portal Created on 2/18 for production photos. Only one login available, as portal is updated, photos will be distributed.

E. Budget Items

F. Other

New District Maps

Received update additional updated draft from vendor on 2/11. Uploaded to chief share for review.

Received map book counts from Chief Donnelly on 2/21, the following was submitted:
30 Books for current fleet, neighboring mutual aid district

Laminated Maps 30

Paper Maps 100

EMS ePCR Software

In progress, Conference meeting with project manager on 2/12 and 2/19 on chart configuration and admin training. The original live date of March 4 will be postponed to April 1st or 8th to allow the volunteer members enough time to train on new platform before going live. Updated DOH 5136 forms will be submitted to NYS with the new live date.

Written cancellation notification submitted to ESO with a termination date of May 30th.

ProClaim EMS Solutions & Billing Proposal

Experiencing delays with ESO moving billing access from QMC over to ProClaim. Once access has been transferred billing will resume. Working with ProClaim to get ESO to expedite the request.

Laserfiche Records System

Workflow Processing streamlining in progress, continuing to work with district secretary to update and implement items as previously reported.

District Manager Association Meeting

Reminder meeting scheduled for Wednesday March 12th 11am at Selden FD.

Training Webinar Coffee with Commissioners (CWC) Protecting Your Assets

Attended webinar training on 2/15, main topic cover was cyber security threats, best practices, overall awareness. Unable to attach presentation due to size, however it can be viewed on the AFDSNY website under member portal section – AFDSNY Webinar Training & Educational Sessions.

Annual Audit for 2024-year end

CFM onsite visit took place on 2/13, worked with vendor, district secretary, and district treasurer to provide auditors with requested information. Several items requested are being gathered and uploaded to the client portal for completion of 2024 audit.

2024 LOSAP

The 30-day notification memo for the 2024 LOSAP (Length of Service Award Program) has expired. Memo posted on 1/13 through 2/25 listing those the members who failed to meet the requirement to receive credit for the 2024 Fire District's Length of Service Award Program. No member listed has reached out to appeal the 2024 final total as per district policy. Final report submitted to bofc for LOSAP administrator perform review and signature for submittal to VFIS.

LIPA Agreement 2024/2025

Received 2024/25 LIPA agreement, submitting for signature

Vehicle Inventory Sheets

Chief staff submitted vehicle inventory for the following units - 6-3-4, 6-3-13, 6-3-26, 6-3-26, 6-3-8, 6-3-8, 6-3-11 on 2/11. Waiting for 6-3-2, 6-3-3, 6-3-5, 6-3-16, 6-3-17.

VIII. Commissioner & Committee Reports

A. Chairman Meyer

Sound Beach Installation Dinner - See who can make it if no commissioners, pass down the line to DM or DS

Sit down with Medics they wanted to do a "pop up" EMS Training discussion.

Any information on the new ambulance.

Setup another work session - Tuesday March 4th 5:30 - 8:00 Policies & Medic Reimbursement

B. Vice Chairman Wallace

EMS - If we can start talk about paying for Medic to take class they get 1/3 for every year they complete. At least s minimum amount of calls for year.

Incubator Drill - please call and confirm that we will be doing a drill

Remind officers and members to close all doors on all vehicles and compartments.

Roll pattern - ambulance goes first before the engine ? please reinforce all roll patterns.

Stickers on back of 6-3-4 can we have them removed? - Please come to us prior to putting any sticker on the vehicles.

C. Commissioner Deveny

No Report

D. Commissioner McQueeney

Work order system through SCM - working on it should be within 30 days (April 1st)

If someone is out sick please email board - swaps with medic.

Fillable forms - April 1st

Please have our duty crews covered before helping others.

IX. Material Requests / Training Requests

- A. FF Equip – Firefighting Helmets Morning Pride Ben 2 in the amount of \$3,200.00
qty. 8

Motion:

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

- B. Office Equip – Replacement computers for rec room camara system in the amount of \$1,730.00

 [GCI Quote 25732526 01.pdf](#)

Motion:

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

- C. Training Material – Firefighter I with accessories in the amount of \$0.00 qty. 8 (Consumable item, books picked up on 2/24)

Motion:

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

X. New Business & Action Items

- A. Approval to pay bills total \$555,620.96

Motion:

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

- B. Approval to amend adopted Real Property Tax Law from §466 to §466-A from April 8, 2024 minutes

Real Property Tax Law §466-a. Instead of 5 years of service to be eligible for exemption, 2 years of service would be the new eligibility.

Motion:

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

- C. Approval for Brookhaven Town Fire Installation Dinner \$185 per couple Friday May 2, 2025. 7:00-11:00

Motion:

Rescind motion and table for next meeting.

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

- D. Approval to approve Permissive Referendum for Headquarters 2nd floor renovation to include cabinetry for meeting hall, finish hallway, doors, ceiling, trim, bathrooms not to exceed \$275,000.00

Tabled until 3/4

Motion:

Discussion re if were getting quotes for each job which phase etc..

Motion rescinded by Vice Chairman Wallace

Motion to table to Work session on 3/4 - Moved McQueeney, Seconded Deveny, Unanimously Approved

Motion moved by Vice Chairman Wallace and motion seconded by Chairman Meyer.

XI. Adjournment at 19:33

Motion:

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