



BOFC Regular Meeting 6 Minutes

Wading River Fire District

3/31/2025 6:00 PM EDT

@ 1503 N Country Rd Wading River, NY 11792

Attendance

Present:

Members: Commissioner Deveny, Commissioner Hegermiller, Commissioner McQueeny, Chairman Meyer, Greg Michalakopoulos, Amanda Telepan

Guests: Chief Donnelly, Chief Gluck, Chief Ryan, Chief Whelan

Absent:

Members: Vice Chairman Wallace

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

 [Affiliation Agreement- Wading River Fire District.pdf](#)

Motion:

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

A. Adoption of Minutes

 [BOFC Regular Meeting 3/10/25.pdf](#)

B. Membership

New Department Members Start 4/1/25

- Asma Rashidzada - EMS Only
- Douglas Carlen
- Yusuf Erdsagli
- Lucas Schultz
- Hunter Thompson

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 a fireperson to the best of my abilities and that I will do nothing to bring discredit to same. So help me God.

Recommendation for Potential Member Michael McMullan to not be able to re apply until 2026.

III. Public Comment

None

IV. Secretary's Report

- Paid FMLA Update - No cost to employer, employees contribute 0.373% per paycheck (net). All employees do NOT have to participate.
- Spoke with a few insurance companies Long Term Disability is offered with 25 or more Full-Time Employees only. I did reach out to our dental/vision rep and he is looking into a few other companies to see if they will do under 25.
- Recommending to merge District Website and Department Website to have 1 domain with a department/district section/tab.
- Photos are in from Installation Dinner emailed link to commissioners, will have them printed and put in an album
- Secretary Zimmer reached out for us to host the Riverhead town FD Council in July.
- Next Policy meeting?
- All 4/1 deadline activities completed which include - forms/workflows for Training Requests, Material Requests, Shift Change Requests, PO's and Work Order on SCM

 [Thank You from SC Legislator.pdf](#)

 [Thank You from Ed Romaine.pdf](#)

Discussion re district and department website and merging.

Discussion re next policy date.

Discussion re Secretary Zimmer's July 23 Riverhead Town request.

V. Treasurer's Report

 [Meeting 3.31.25.pdf](#)

VI. Chief's Report

 [Chief's Report BOFC Meeting - 03-31-25.docx](#)

 [COMMUNICATIONS MEMO 3-20-25.pdf](#)

 [Member #052 RTW full Duty.pdf](#)

 [Member #339 NYS EMT Certification 3-2025.pdf](#)

Discussion re mandatories and the status on member's. Due date is May.
CPR Save at beginning of month 4/1 at 2:00 pm award ceremony will be in riverhead, also received a letter from patient's parents thanking everyone involved who helped save their son.

A. Past Month Alarm Totals -109 (FEB)

- Fire - 29
- EMS - 80
- SCM Reports Submitted, Websites and Sign updated.

B. Year to Date Alarm Totals –251 (FEB)

- Fire - 62
- EMS - 189
- 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 was completed on 3/02/25. Wrapping up last few members.
- Dept. Drill/Training –
- Prior Month Actual – 8 held
- Current Month Anticipated – 6
- 03/02 – Sunday – Hazmat - COMPLETE
- 03/06 – Boaters Safety Class 1 - COMPLETE
- 03/09 - Sunday
- 03/13 – Boaters Safety Class 2 - COMPLETE
- 03/20 – Company level drill – COMPLETE – new extrication prop was used and members thought it was great. Thank You for purchasing
- 02/23 – Probie Class

- Mutual Aid Drill/Training

1) Out of district drill/training (non FFI/EMT) – Approved members attending classes currently. (EMT)

Specialized training (Medic, HazMat, Confined Space, Heavy Rescue, FFII, Etc.)

A) BLS level 12 Lead and CPAP training started on 10/24. Additional classes will be held.

- Other Details (include hours & member participation)
- Standbys -2/29 – RVAC Requested an additional ambulance for Andrews Top Gun Run
- Fire Police – NR
- Work Details – Companies continue to have an 2nd Thursday & drills
- Officers Meeting – NR
- Company Drills – See Trainings
- Parades – RP St Patrick’s 3/16
- Funeral/Flag Details – 2/29 Andrews Top Gun Run 2 Calverton
- 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.) – Chief Donnelly will be out of town at FDiC from Sun 4/6 to Sat 4/12. Chief Whelan will also be out of town from Wed 4/9 to Sat 4/12 also to attend FDiC. 2nd Assistant Chief Ryan will be in charge in our absence.
- Change of Qualification/Status (new certification, expired) –

- 1) Submitted member 339 NYS EMT-B Recertification
- 2) Member # 426 was moved from fire probie to exterior FF (was previously EMS only member).
- 3) Member # 447 was moved from EMS probie to EMS only member.
- 4) Member # 451 was moved from probation to Interior FF.
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- Driver Qualifications – NR
- Change of Address – No Change
- Medical Leave – Member #052 return to full duty 3/17 (submitted medical provider letter)
- Military Leave - None
- Probationary Member Report (New, FF1, EMT, Drills, Trainings, Alarms) – Meeting with all probationary members was 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

- 30 = 32809
- 31 = 66924
- 32 = 69079
- 33 = 90641

H. Miscellaneous

OLD Business:

1. THANK YOU for the installation dinner. Everyone I asked had a good time.

NEW Business:

1. Submitted letter from Suffolk FRES about communications and radios in vehicles.

VII. District Managers Report

 [DM Report BOFC Meeting 3-31-25.pdf](#)

Discussion re fees for foundation permit to Fire Marshal and town. Will speak with town council tomorrow if possible.

Discussion re 6-3-8 during brush fire in westhampton and who and what has to be worked on.

Discussion re rapid tow billing. Discussion re stretchers and SCBA bottles.

Discussion re Sta 2 building update

A. Deposits

Received the following checks:

Village of Nissequogue received in the amount of \$8,000.00 (check # 27303).
All funds were turned over to the district treasurer for deposit.

B. Repair/Maintenance of Buildings

HQ Foundation Repair

In progress, discussions with building department between district meeting, was advised that district should have fee schedule by April 3rd.
Humification System proposal and purchase order submitted to vendor, equipment on order waiting for installation date.

Humification System Project

Proposal and purchase order submitted to vendor, equipment on order waiting for installation date

C. Repair/Maintenance of Equipment

6-3-2

Work Order Submitted - Portable radios died right away, not charging, radio parts discounted attempting to obtain from third party.

6-3-4

Work Order – Radiator replacement, new parts have arrived working with vendor to setup repair date. The vehicle remains in service.

6-3-5

Work Order Submitted - Light tower - intermittent control problem when fully open - doesn't respond to controller, District Mechanic notified

6-3-8

Work Order Submitted - Front drivers side brake fluid leak, repaired by district mechanic

Work Order Submitted – 7/800 mobile antenna broken, repaired by radio vendor.

Work Order Submitted - Truck air horn not working, parts on order

Work Order Submitted - Air pressure air valve petcocks under chassis bent, parts on order

6-3-11

Open Work Order - Tank Seal is scheduled with Firematic for Monday 3/31/25. Vendor will also be addressing the fuel gauge issue. The vehicle will be out of service for an undetermined timeframe.

6-3-16

Work Order Submitted Shoreline secondary patient compartment heating system not blowing warm. Waiting on replacement heating element.

Work Order Submitted Regeneration System Service; vehicle scheduled with Otis Ford for Tuesday 4/8/25. The vehicle is expected to be out of service for 2-3 days but maybe longer if additional parts are needed.

6-3-17

Work Order Submitted – Possible oil leak, district mechanic notified

Work Order Submitted – Possible wheel alinement needed; district mechanic notified

6-3-96

Work Order Submitted for the following:

Multipoint Inspection Check

C/S Rear Diff Leaking on right side

Perform Transmission Service

Replace Spark Plugs

Replace P/S Inside A Pillar Broken

TPMS Light On

Vehicle scheduled with Otis Ford for Wednesday 4/9/25

LifePak & LUCAS Annual Maintenance

Service was performed on 3/21/25, and it was advised that the 2 original CPR assist devices have reached end of life and will need to be replaced. Obtained equipment replacement proposal in the amount of \$47,833.02

Ambulance Stretchers

Ambulance stretchers have reached the end of life and are not able to be readded to the new annual service contract as previously reported at the February 10 BOFC meeting. Obtained equipment replacement proposal in the amount of \$76,436.89

SCBA Bottle Hydrostatic Testing

Final scba bottle hydro testing has begun. The first 13 bottles were sent out for testing on 3/28. Upon return we will continue to send out till all have been completed.

Note: scba bottle will reach end of life in 2030

D. Permissive Referendum Project(s)

Sta 2 Generator Project

In progress, district staff completed trenching and wiring and vendor electrician was onsite on 3/28 and completed connections for sensors. Vendor in process of scheduling Suffolk DOH inspection to complete permitting process.

HQ Elevator Mod

Proposal and purchase order submitted to vendor, Engineer onsite on 3/28 to perform survey in preparation for installation. Once deposit is received a per contract, equipment will be ordered. Informed that electrical work is required to bring up to code. Working with staff and vendor to obtain quote.

3rd Ambulance

Spoke with vehicle, vehicle has been added to the production schedule and projected completion is set for September and delivery will be in October.

E. Personnel Report

District Manager will be on vacation out of country between From Friday 4/11 returning on Monday 4/21.

EMS full-time staff meeting tentatively scheduled for May 2nd, time TBD.

F. Budget Items - None

G. Other

EMS ePCR Software

In progress, the CAD interface has been confirmed, and data is flowing between district and HEMS. Department training is scheduled for Thursday 4/3 and the go live date is Tuesday 4/8.

Brush Truck Modifications (6-3-9)

Approved proposal and purchase order have been submitted to the vendor, scheduling of modification TBD.

Brush Truck Vehicle Communications (6-3-8 & 6-3-9)

Approved proposal and purchase order have been submitted to the vendor, equipment eta is approx.. 4 weeks and once received installation will be scheduled.

FireVent Auto Training Prop

Auto-X Simulator with consumables supplies received on a 3/20. All items received.

Station 2 Building Explanation

Due to the large increase of membership assigned to station 2, recommending that the fire district adjust its 1,3,5-year plan to move the expansion forward. The recommendation is to add 2 additional bays to the apparatus floor on the south side of the building approx. 40x90. The rear of the expansion would also include a storage area and possibly an overhead to the rear. Additionally, an area would be added off the rear of the existing building for the relocation of gear grid/dress area.

VIII. Commissioner & Committee Reports

A. Chairman Meyer

Frost Buddy Koozies \$32 each \$8 Engraving
Remote finger reader? Pricing and more information? Inside truck finger readers, were able to condense size and put in front of truck will allow you to do accountability. Multipurpose reader.
Will we be getting bill for the boater safety training? \$10 per person to take the boater safety course the board will be paying for this.
Member who stated his displeasure about not being invited - looked into it and it did go out.
Installation invites will be in the commissioner area please check to see who will attend.
Adept camera services - is it remote? is it done here? is there a contract? Discussion re what is included with contract and cameras etc. Access put out safety patches and security updates.
We've doubled in cameras so more service would be needed. System has always worked and has not have any issues unlike other systems.
Mini summit report - Annual news letter to members of the community, group text amongst friends is considered social media and falls under social media. Officer training to speak with the media if needed. Mental health help for first responders. May 2025 niffers is done and will be going to new program.

B. Commissioner Deveny

Any interest in anyone attending Fri May 2 Brookhaven Fire Installation dinner \$185 for 2 tickets sunset harbor.
50th anniversary Wednesday may 7th lands end Sayville \$65 pp for LI Legislative Committee for Suffolk & Nassau county.

C. Commissioner Hegermiller

No report at this time.

D. Commissioner McQueeney

Chief have you submitted the state and federal demographics?
CDL's for driver's and district staff, can we look into getting them qualified? Members/staff see who's interested and get the education needed for all. DM will get cost and information.
Chief - procedure pages all field out and sent as of 3/30/25.
Extra trainings with Firehouse Soltuions are they unlimited to all members? Yes
Budget in near future - put together employee contracts and raises with Commissioner Hegermiller for Budget Hearing.
Chief - jobs or 30,31,32,33 are they completed yet? What everyone's duty and responsibilities do they have? please have at next meeting.
Please add board to vehicle reports when they get out.
When will the dock be put back in? - In May.
Start permissive for meeting room? phase 1? bar? moldings? etc. Discussion re fixing the meeting room and starting a permissive for \$62,425.00.
Fire gear pricing cut off is July order will be put in next meeting.

IX. Executive Session

Motion to adjourn into Executive Session at: 19:20 for the purpose of discussing matters leading to the discipline of a particular person. Reconvened at 20:01

Motion:

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

X. Material Requests / Training Requests

- A. Material Request 2025-003 \$6,000.00

 [Koozies - Frostbuddy.pdf](#)

Motion:

Discussion re installation gifts and maybe can give the koozies next year.

Motion moved by Chairman Meyer.

- B. Material Request 2025 - Binder Lift \$3,300.00

 [Binder Lift Quote - NEW.pdf](#)

 [Binder Lift Quote - Prev DEMO.pdf](#)

 [Material Request Form \(3\).pdf](#)

Motion:

Motion moved by Chairman Meyer.

- C. Material Request 2025 - Engraver \$6,871.09

 [Material Request Form \(4\).pdf](#)

Motion:

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

- D. Material Request 2025- Uniforms & Accessories \$18,558.30

 [AAAU Material Request 03-27-2025.docx](#)

 [District Manager First Review 3_27_2025 6_01_27 PM.pdf](#)

Motion:

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

- E. Material Request 2025- Stretchers \$76,436.86

 [WADINGRIVER PP2 2025 1 26.pdf](#)

Motion:

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

- F. Material Request 2025- LUCAS CPR Assist Device \$47,833.02

 [WADINGRIVER LUCAS 2025 3 28.pdf](#)

Motion:

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

- G. Material Request 2025- Safety Glasses \$270.00

 [District Manager First Review 3 27 2025 5 09 46 PM.pdf](#)

Motion:

Can we put these under consumables? Yes will be along with helmet shields.

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

- H. Material Request 2025- Helmet Shields \$1,300.00

 [District Manager First Review 3 27 2025 5 00 57 PM.pdf](#)

Motion:

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

XI. New Business & Action Items

- A. Approval to pay bills total \$244,329.70

Motion:

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

- B. Approval to add Paid FMLA paid by employees to benefit package.

Motion:

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

- C. Approval to host Riverhead town Fire District Council Meeting here 7/23 at 6pm

Motion:

July meeting (no set date yet)

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

- D. Approval to have policy meeting and station 2 discussion Thursday May 8, 2025

Motion:

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

- E. Approval for permissive referendum from the building reserves for Phase 1 renovations, as previously proposed; hallway, service bar area and purchase only of 9 hurricane windows \$165,000.00

Motion:

Motion moved by Commissioner McQueeney and motion seconded by Commissioner Deveny. Commissioner Hegermiller aye. Nay- Chairman Meyer

- XII. Adjournment at 20:29.

Motion:

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