



# BOFC Regular Meeting 21 Minutes

Wading River Fire District  
11/13/2024 5:00 PMEST  
@ 1503 N Country Rd Wading River, NY 11792

## **Attendance**

### **Present:**

Members: Vice Chairman Culhane, Commissioner Deveny, Commissioner McQueeney,  
Chairman Meyer, Greg Michalakopoulos, Amanda Telepan  
Guests: Paramedic DeSoiza, Chief Donnelly, Chief Ryan, Chief Whelan

### **Absent:**

Members: Tim Cangelieri, Commissioner Wallace  
Guests: Attorney Ring

#### I. Procedural

The meeting of the Board of Fire Commissioners Regular meeting was called to order by Commissioner Deveny at 17:00 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 Commissioner Deveny and motion seconded by Vice Chairman Culhane. Unanimously approved

##### A. Adoption of Minutes

 [Regular BOFC Meeting 20 Minutes.pdf](#)

#### III. Public Comment

#### IV. EMS Report

 [11124.docx](#)

Discussion re ALS BLS volume who handled calls if its paid medics or volunteers  
Chairman Meyer asked if there's a way we can get the Alpha, Bravo, Charlie  
response time down from 8.32

QAQI discussion re narratives and vitals. PCR Documentation training with new  
members Chief Donnelly setting it up with Dan.

IV Fluid Bag discussion and how there is a national shortage discussion re expired  
fluids. 2-3 cases of total fluids.

A. EMS/Ambulance Response Breakdown - October

- Total Alarms – 116
- Transports – 108
- RMA's/ Cancelled/ No Patient – 8
- North Shore EMS transports- na
- 24s Mutual Aid Given – 1
- 24s Mutual Aid Received – na

B. Alarms Handled by Crews

- Blended crew of volunteer and district personnel – 98
- Volley only- 2
- District only- 16
- ALS- 74
- BLS- 35

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

- Alpha, Bravo, Charlie Alarms Response – 8:32
- Delta & Echo Alarm Response – 2:22

D. QAQI

Daniel Manzella EMT-P This months topic was “diabetic emergencies” for the random PCR review. There were no protocol violations and no major discrepancies to note there are just a few minor points to address. First being the recurring issue of incomplete vitals and weak narratives. When transmitting the vitals from the monitor to ESO please remember to complete all of the information (BP, pulse rate, SPO2, AVPU) and to delete repetitive lines). A general guide is a minimum of three sets of completed vitals for a transport to the hospital, with the understand that during certain alarms there will be more ( cardiac arrests, STEMI, major trauma) or only two (RMA). If anyone has any questions regarding this please have them come see me and I will pull some sample PCRs to clarify what I mean if they are unsure. Next is weak narratives, this is something that has been brought up at almost every review and continues to be an issue. While it is understood that in the narrative it is no longer required to write every treatment and assessment that was completed due to it being in the flow chart section of ESO please try and remember to paint a better picture of your description of the scene as a whole and to clarify or elaborate any assessments or treatments that may have been done. Please remember that the PCR is a legal document and it will be subpoenaed if a case is ever brought to court, thorough documentation is an imperative part of patient care as well as proof of any treatments or assessments that were completed. In regard to the topic of diabetic emergencies that was covered this month not a lot to report on, over all great job. Only two things to mention, one for the ALS providers, as a reminder when administering D10 once the patient regains consciousness remember to titrate the medication administered as to not raise their glucose too much. This leads to the second point, be it D10, oral glucose or if the patient is drinking juice, soda or eating something please remember to check a follow on BGL. It was noticed on some of the PCRs that patients with lower BGL levels were treated, their mental status improved and they were either transported or an RMA was secured and no secondary BGL was documented. That was all for this months topic, overall great job and if anyone has any questions or concerns please have them come see me and I will sit down with them and address it.

E. Mileage

- 6-3-80: 35172

- 6-3-16: 72046
- 6-3-17: 60182

F. Other / Misc.

**Michael Schultz EMT-P** This message is to notify you, Hailey Smith has completed all and any District credentialing. I am looking forward to working with this sharp and passionate provider. I am looking forward to working with her in her new role as a wading river fd EMT. Any questions and or concerns, please feel free to contact me. Thank you.

**Daniel DeSoiza EMT-P** National Backorder on all Fluids due to factory wiped out in hurricane. Fluids are not available anywhere and on allocation with all distributors. I am ordering what I am able to as they become available.

Training for logging supplies on operativeiq for all providers being worked on and should and all should be trained over next month with steps posted on all vehicles to help.

V. Secretary's Report

**Election Update:**

Notice published, training set for 11/26.

Petitions due back by 11/20

**Window Stickers:**

2 Designs - Gold or Red

Member / Commissioner will be on the bottom sample only shows member.

**Community Outreach:**

- North Fork Friends of Ferals - Night at the Races

Inquired about hall if we have an area and if were willing to donate it for a night for a good cause.

- Approved for Toys for Tots Drop Site Location. Pending boxes & Posters collection end date is set for December 20th. 1 Box will be at HQ and 1 Box will be at Sta2

**District Website:**

Fire Prevention Request Page up and ready to use.

**2025 BOFC Meeting Date Recommendation:**

- *Reorganization Meeting:* Monday January 6th, 2025
- *Regular Meetings:* 1/13/25 , 1/27/25, 2/10/25, 2/24/25, 3/10/25, 3/31/25, 4/14/25, 4/28/25, 5/12/25, 5/27/25, 6/9/25, 6/30/25, 7/14/25, 7/28/25, 8/11/25, 8/25/25, 9/8/25, 9/29/25, 10/14/25, 10/27/25, 11/10/25, 11/24/25, 12/8/25, 12/29/25.

**FDIC: April 7 - April 12**

Please have approx. number of members/commissioners who want to attend so we can get the presale rate for the tickets. Need count by December 9th meeting.

**Correspondence:**

- Suffolk Country Fire Districts Meeting 11/21 Copiague
- IV Fluid Update - Baxter International expects to return to pre-Hurricane levels by end of year
- Email from Bernadette Budd recvd 11/12 asking me to meet and talk about the tower, informed her she can attend a BOFC as a resident if she has concerns. She responded with a cover of the community journal which is attached.

 [SCFDOA Meeting Notice2.pdf](#)

 [SCEMS IV FLUID UPDATE.pdf](#)

 [Window Sticker.pdf](#)

 [11/14 Community Journal.pdf](#)

Discussion re hall room rental and how at this time we don't have the parking capacity or safety for a night at the races.

VI. Treasurer's Report

 [Meeting 11.13.24.pdf](#)

VII. Chief's Report

 [Chief's Report BOFC Meeting - 11-13-24.docx](#)

 [EMS Reinstatement Letter 10-29-24.pdf](#)

 [Company Job Classifications Sheet 2024.xlsx](#)

 [EMT Cert.pdf](#)

 [EMT Book Bill.pdf](#)

 [EMT Book Bill 1.pdf](#)

 [Duty Crew Compliance Oct 2024.pdf](#)

 [Oct 24 Duty Crew Report.pdf](#)

 [PES Monthly Check 2024 \(5\).xlsx](#)

Chairman Meyer asked if State reports are being submitted. Chief Donnelly stated we are working on it now that the library's computer is up and running. Chairman Meyer asked the chief's staff to start thinking about disciplinary actions for members that are not meeting duty crew requirements.

Commissioner McQueeney asked the Chief to take some things into consideration about duty crews and members when marking them on the monthly duty crew update. Discussion on duty crew policies and some things you should take into consideration

Discussion re company and members and how many lieutenant/captains per station/company. questions re captain and who he is in charge of etc. Discussion re 3rd and 2nd lieu qualifications should be the same, this is not a steppingstone. Mentorship for 3rd lieu. company 2 2 2nd lieu. 25 for captains. discussion re age for captains chief doesn't understand why 25 is the age for captains.

Discussion re direct transferers. 5 year min from other department and good standing as a transfer should stay in place.

Discussion re new member start dates - New Members will start January, April, July, October.

A. Past Month Alarm Totals - October 149

- Fire - 43

- EMS - 106
- SCM Reports Submitted, Websites and Sign updated

B. Year to Date Alarm Totals – October 1263

- Fire - 304
- EMS - 962
- SCM Reports Submitted, Websites and Sign updated

C. Training/Drills

- Dept. Mandated/Refresher – N/R.
- Hazmat – N/R
- Dept. Drill/Training -

Prior Month Actual – 8 held

Current Month Anticipated – 5

- 11/7 – Thursday = FHT+ - Commercial door forceable entry and residential window entry.
- Every Sunday = Small group and focused drills. (11/3, 11/10 & 11/17)
- Mutual Aid Drill/Training

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

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

1. As previously reported member 447 has successfully completed their NYS-EMT-B course and have started to be precepted. As previously approved, member #447 has submitted their receipts for their book reimbursement.

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

**Other Details (include hours & member participation)**

- Standbys -NR
- Fire Police – NR
- Work Details – Companies continue to have
- Officers Meeting – Held on 11/4
- Company Drills – See Trainings
- Parades – NR.
- Funeral/Flag Details – NR
- Meetings Hosted – NR
- Meetings Attended – Multiple meetings attended by representatives and reported back to Chiefs.
- Fire Prevention & Events – WR Home Schooling Group 11/7

D. Monthly Crew Night/Day Schedule

- Duty Crew SOG Was rolled and is in effect as of 10/1/24.
- Prior Month Actual – 89% Participation (57 Expected – 51 Participated)
- Members with Zero Participation – 11% (6 Non-Participants) – All have been spoke with to participate.
- Members who did not make expected targets – 12% (7 Missed Expectation) *ALL missed by 1 crew or less*
- Current Month Anticipated – Working to get all non participants on board.

E. Member Status

- Chief Availability/Delegation (out of town, vacation, etc.) – NR
- Change of Qualification/Status (new certification, expired) - NONE

- Driver Qualifications – No Change.
- Change of Address – No Change
- Medical Leave – Member #052 continues from OJA
- Military Leave - None
- Probationary Member Report (New, FF1, EMT, Drills, Trainings, Alarms) – Officers working on a tracking book.

F. District Issued Personnel Equipment

PESS – OSHA files have been updated for EOM (Oct

G. Vehicle & Equipment Maintenance Report

**Chief Vehicles Mileage:**

- 30 = 26043
- 31 = 63013
- 32 = 67801
- Out of Service/Back in Service –

H. Miscellaneous

**OLD Business:**

1. Continue discussion about Line Officers in 2025. Submitted changes. Submitted member classifications and company information (expected as of 1/1/25) as background information/justification.
2. Direct Transfers – provided copy of current Chiefs Rules. (what was found)
3. Submitting letter concerning EMS credential for members # 373. Member #373 was suspended on 10/29 for failing to follow a directive and after following that directive, was returned to duty on 11/5. Member #394 was placed back online after all requirements and access were granted as of 10/30/24.
4. A discussion was held about the use of local businesses for food purchases. I confirmed that the switch was made due to value and quality. More local businesses will be 1st choice again going forward.

**NEW Business:**

1. Request for EMS Probationary member #455 to attend EMT class in Port Jefferson starting end of January 2025

VIII. District Managers Report

 [DM Report BOFC Meeting 11-13-24.docx](#)

 [Fuel Log Oct 2024.pdf](#)

Discussion re BBS riverhead planning board about HQ foundation. Vice Chairman is going to go to riverhead town if needed to speak with planning board and see where the paperwork that was stamped from Riverhead went.

Chairman Meyer would like a letter sent to members/employees to leave hoses alone and not pull/hang on to them.

Would like radio room opened by end of Friday for Radio Operators only.

Occasional shut down due to maintenance in hall.

Discussion re sta 2 generator.

Discussion re Responder Vehicle - F150 vs F250.

A. Deposits

Received the following checks:

None

All funds were turned over to the district treasurer for deposit.

B. Repair/Maintenance of Buildings

- HQ Foundation Repair  
In progress, No vendor or town updates since last report.
- Apparatus Bay Garage Door PM  
Semi-annual PM was performed on all garage doors at HQ on 11/4, minor adjustments were made to several doors. Vendor returned on 11/6 to replace the safety edge on bay 1 at HQ and complete the PM service at station 2.
- Annual Backflow Testing  
Annual backflow testing was completed by vendor on 10/24 and annual report filled with Riverhead Water District.
- Apparatus Exhaust Capture System PM
- Vendor performed PM service on both HQ & Station 2 vehicle exhaust systems on 11/5 with replacement of batteries to transmitters/receivers, adjustments to hangers and hoses. While performing service heat damage discovered on trolley on the first hose system in bay one at HQ. Unit was removed and second bay trolley was relocated to first position while replacement is ordered. All staff has been notified that vehicles may not be operated with the engine on inside the buildings for more than 5 minutes and that any vehicle which required regeneration needs to be done outdoors on level ground. Chief staff has advised the memberships as well.

C. Repair/Maintenance of Equipment

- 6-3-2  
Work Order Request submitted for driver's side upper compartment light; district mechanic notified. Vehicle remains in service
- 6-3-8  
Work Order Request submitted to have throttle pedal check, district mechanic checked on issue, parts ordered and are expected to arrive Tuesday/Thursday 11/12-11/13. Vehicle remains out of service.
- 6-3-9  
Work Order Request submitted for mobile radio programming incorrect, vendor contacted and awaiting date from IWT to come onsite to verify and correct if needed. Vehicle remains in service
- 6-3-11  
Firematic was able to replicate issue, problem found with Pierce module. Vendor is working with Pierce Engineering to find a replacement module.
- 6-3-13  
Repairs to OIC portable charger and thermal imaging cameras have been installed.
- 6-3-16  
NYS Inspection performed on 10/30
- 6-3-17  
NYS Inspection performed on 10/29. Reminder, vehicle scheduled to go to Otis Ford on November 18th to have intermittent transmission issue looked at.
- 6-3-80

Oil change and safety check performed on 11/6 by district mechanic.

- 6-3-96

Oil change and safety check performed on 11/7 by district mechanic. Replacement rear tires needed as per district mechanic, replacement schedule for 11/12.

- Annual SCBA Flow Testing

2024 flow testing completed on 10/28, vendor was not able to locate all the regulators for complete testing. Will return to complete remaining.

- Annual Gear Cleaning

Reminder annual gear cleaning is scheduled for Monday 11/25

D. Personnel Report

None

E. Permissive Referendum Project(s)

- HQ – Building Renovations

In progress, as reported painting has been complete including wiring relocate and wall repairs in district stock/copy room. Staff has begun working on HVAC duct work in main hallway then move on to main hallway ceiling grid. Main hallway is being cleaned along with the radio room while will along the reopening of area while the remaining renovations continue.

- Sta 2 Generator Project

In progress, Onsite meeting with tank vendor, electrician, and myself took place on 11/5 to review remaining electrical work. Also received permit application acknowledgement from Suffolk County DOH on 11/4. While we wait for the permit approval, remaining electrical work will be performed. Cummins has been contacted to schedule startup which will dictate scheduling. Waiting for response from Cummins advise first available startup date.

- First Responder Vehicle Replacement

First Responder F150XLT Gas (Supercab 6.75' bed Oxford White) OGS mini bid 23166 # 2025240411

Bid closed on 11/8 at 4pm. Bid Requests were sent out to 38 participating dealers, only one dealer returned a bid – Bob Johnson Ford in the amount of \$55,350.00.

- First Responder F250XLT Gas (Crew Cab 6.75' Bed Race Red) OGS mini bid 23166 # 2025242310

Bid closed on 11/8 at 4pm. Bid Requests were sent out to 38 participating dealers, five (5) dealers returned a bid

1. Delacy Ford in the amount of \$53,827.60
2. VanBortel Ford in the amount of \$54,301.15
3. Bob Johnson Ford in the amount of \$54,600.00
4. Greenwich Ford in the amount of \$55,481.05
5. Ferrario Ford in the amount of \$57,091.40

**Note**, i have requested supporting documentation form all bidders to confirm pricing matches submitted detail vehicle specifications.

- District Maintenance Vehicle

District Maintenance Vehicle F350XLT Diesel (Supercab 8.0' Bed Race Red) OGS Mini Bid 23166 # 2025242410

§ Bid closing is set for 11/20/24 at 3pm. 38 Bid Requests were sent and to date 2 have been returned. Once response due date is met, bids will be evaluated.

F. Budget Items

None

G. Other

- New District Maps  
As per the last communication on 11/6 with vendor, all updates and field verifications have been completed. An electronic version will be emailed over for final review and once approved, will be sent to print.
- Fire Policies & Training  
In progress, Last meet took place on 11/5, vendor is in the process of reviewing SOGs, Chief Rules, etc. and will contact to schedule next meeting once review has been completed.
- Headquarters Communication Tower  
Attended Riverhead Town Board Public Hearing on communication tower. Representing the group was attorney Gregory Alvarze from Amoto Law Group. The following were also present: Elite Tower, Brooke Dolan, Integrated Wireless Technologies (IWT) Andrew Hintze, VHB Willian Skiar, Verizon Wireless, and Wading River Fire District, Chairman Meyer, Vice Chairman Culhane, Chief Donnelly, and DM Michalakopoulos. Monreo Balancing Test presentation was made to the Riverhead Town Board which is a request for governmental immunity from zoning. The public was also present which spoke on the matter. In conclusion the town board is allowing the matter to be open for written comment before moving to the approval/denial phase.
- Fuel Log  
Submitting monthly fuel log for the month of October 2024

## IX. Commissioner & Committee Reports

### A. Chairman Meyer

Discussion re Training Prop -can we purchase?

Would like to have a conversation with Chief and members re station 2. 10 o'clock at night the quiet hour in respect for the first responders. Please make sure volunteers are chipping in and cleaning up since it is a shared space.

Paging issues should be discussed with BOFC or Chief's and higher ups.

Dock in water how do we get out of water and onto lift? Please set up removal of dock from water for the winter.

### B. Vice Chairman Culhane

11/7 hearing attended and spoke at re communication tower. 11/25 should be on the board for resolution. Discussion re tower and how we are at .5% of the 100% threshold given by the FCC.

### C. Commissioner Deveny

11/14 frs and public works commissioner meeting re dredging

### D. Commissioner McQueeney

Chief - duty crew only 4 can sign on. is there anything that we can do to fix it? SCM working with chief's office and DM to fix issues

Medical Bags - Medic should be checking on all vehicles including UTV. Medic desoiza was not aware of this but will start checking

Driver qualifications make sure they are being updated.

## X. 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 regular meeting at 19:48.

**Motion:**

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

XI. Material Requests / Training Requests

A. 044 - Copy/Storage & Medical Supply Room Add'l Cabinets

The amount of \$6,900.00. Design drawings and proposal attached for review.

 [Material Request 2024-044.pdf](#)

 [Wading River Fire Department add on designs.pdf](#)

 [Wading River Fire-add-on Proposal.pdf](#)

**Motion:**

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

B. 045 - NVR Addon for HQ System

The amount of \$11,545.06. Proposal and explanation of add have been attached to

 [Material Request 2024-045.pdf](#)

 [WRFD HQ Addon NVR.pdf](#)

**Motion:**

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

XII. New Business & Action Items

A. Approval to pay bills total \$223,822.69

**Motion:**

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

B. Approval to set 2025 reorg meeting for January 6th, 2025.

**Motion:**

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

C. Approval for member 455 to attend EMT class starting January 2025.

**Motion:**

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

- D. Approval to reimburse member 447 for \$334.86 for her EMT Training Book.

**Motion:**

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

- E. Approval for East Wind Big/Little Holiday Party not to exceed \$3,600.00

**Motion:**

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

- F. Approval of 2025 Regular Board of Fire Commissioners Meetings and yearly Reorganizational Meeting

**Motion:**

Motion moved by Chairman Meyer and motion seconded by Vice Chairman Culhane. Unanimously approved

- G. Approval to award the purchase of first responder vehicle from EMS Medical Billing fund

after further discussion the board of fire commissioners approved the F-250 4x4 xlt crew cab 6.5ft bed

**Motion:**

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

**Motion:**

Motion moved and motion seconded. Unanimously approved

- H. Approval to change New Member start dates to January, April, July, & October  
One Time Only change to member start date\*

**Motion:**

Motion moved by Chairman Meyer and motion seconded by Vice Chairman Culhane. Unanimously approved

- I. Approval to purchase training prop not to exceed \$65,000 per permissive,

**Motion:**

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

XIII. Adjournment

20:08

Respectfully Submitted

Amanda Telepan  
District Secretary

**Motion:**

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