



# BOFC Regular Meeting 18 Minutes

Wading River Fire District

9/30/2024 6:00 PM EDT

@ 1503 N Country Rd Wading River, NY 11792

## Attendance

### Present:

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

Guests: Chief Whelan

### Absent:

Members: Commissioner McQueeney

#### 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 Commissioner Wallace and motion seconded by Commissioner Deveny. Unanimously approved the consent agenda

##### A. Adoption of Minutes

 [BOFC Regular Meeting 9/9/24 Minutes \(17\).pdf](#)

##### B. Membership

##### Resignation

M. Matyka

K. Suarez

 [Resignation - M Matyka.docx](#)

#### III. Public Comment

#### IV. Secretary's Report

##### • FDIC

April 7 - April 12, 2025

Early Bird Pricing is good until February 1st

Training All-Inclusive - 1-2 \$1280 / 3-4 \$1180 EA

Conference - 10-14 \$624 / 5-9 \$634 / 3-4 \$644 EA

Exhibit Only - \$72 EA

Recommendation to purchase tickets in January - Chief's All Inclusive, DM/Members/Commissioners Conference.

- **Symposium in the Sun**

November 14 - November 17, 2025

Approx. Cost \$2900 per person. (air / hotel / etc)

- **Correspondence: New Laws in NYS Passed for EMS services**

Ground Ambulance Blood Transfusions

TIP & TAD - MDCD Reimbursement

- **New Copiers/Printers/Scanners Installed & Setup**
- **OSHA Virtual Hearing Sign Up**

 [EMS Law Update.pdf](#)

 [OSHAVirtualHearingFINAL.pdf](#)

BOFC asked Chief to have names of the members interested in going to FDIC by 1st meeting in December (12/9)

V. Treasurer's Report

 [Meeting 9.30.24.pdf](#)

VI. Chief's Report

 [Chief's Report BOFC Meeting - 9-30-24.docx](#)

A. Past Month Alarm Totals 141

- Fire - 34
- EMS - 107
- SCM Reports Submitted, Websites and Sign updated

B. Training/Drills

- Dept. Mandated/Refresher – All members have completed the assignments.
- Hazmat – See above.
- Dept. Drill/Training

Prior Month Actual – 9 held

Current Month Anticipated – 6

- Most of the current engine drivers have been in serviced on loaner engine 13. We will continue to work on getting all engine operators in serviced.
- 9/04 – FHT+ - Hose handling/FP activities and EMS
- 926 – Thursday = SCFA – Private Dwelling Search
- 10/3 – Thursday = FHT+ - SCBA Confidence
- 10/13 – Sunday = FHT+ - Palmer house & Ladders
- 10/24 – Thursday = SCFA – Thermal Imaging
- Every Sunday = Small group and focused drills.
- Mutual Aid Drill/Training: Out of district drill/training (non FFI/EMT) – Approved members attending classes currently.
- Specialized training (Medic, HazMat, Confined Space, Heavy Rescue, FFII, Etc.) - None.
- Standbys -Standbys at SWR HS Football Games. 9/27 & 10/26
- Fire Police – Fire Police activities for the Suffolk County Marathon on 10/20 in Babylon
- Work Details – Fire companies continue to have on Tuesday nights. Companies will be cleaning trucks in preparation for inspection on 9/29

- Officers Meeting – Held on 9/4
- Company Drills – See Trainings
- Parades – Attended Southampton Muster on 9/14.
- Funeral/Flag Details - Department attended the Rocky Point FD 9/11 ceremony
- Meetings Hosted – None – This month - Riverhead Chiefs on Wed 9/18 @ WRFD
- Meetings Attended – Multiple meetings attended by representatives and reported back to Chiefs.
- Fire Prevention & Events – Scheduling WR Elem (10/1) & St Johns (10/8 & 10/9) – annual FP visit to schools. WRFD Open house to be held on Sunday 10/6 with rain date of 10/20.

Chairman Meyer asked Chief Whelan to tighten up the standbys with department members to make sure they sign up on the website so the district staff knows if they have to respond to calls or not. Discussion about using Teamup calendar app for district and department members. Discussion re open house snacks, shirts and giveaways.

#### C. Monthly Crew Night/Day Schedule

- Duty Crew SOG Was rolled out at department meeting and will be in effect for 10/1 as directed.
- Prior Month Actual –
- Current Month Anticipated –

Discussion re duty crews policy and drivers for overnights is effective as of 10/1. Chief Whelan believes by end of the week it should be done and all shifts should be filled..

#### D. Member Status

- Chief Availability/Delegation (out of town, vacation, etc.) – 30 will be out of state from Thurs 9/26 to Friday 10/4. 31 will be on vacation from 9/21 to 9/27. 32 will be on vacation starting 9/24 – planning for up to 2 weeks at this time.
- Change of Qualification/Status (new certification, expired) - NONE
- Driver Qualifications – None.
- Change of Address – No Change
- Medical Leave – Member 415 was not on leave but provided a RTW – full duty note on 9/14 (accepted)
- Military Leave - None
- Probationary Member Report (New, FF1, EMT, Drills, Trainings, Alarms) – Probationary member #448 resigned effective 9/14 due to going back to school to pursue a career change. ALL district issued equipment was returned.

Vice Chairman Culhane would like to start exit interviews for members that resign from the department to see if it's department or district related if we need to change and do anything differently. Chairman Meyer asked for chief to put together a few questions.

E. District Issued Personnel Equipment

None

F. Vehicle & Equipment Maintenance Report

**Chief Vehicles Mileage**

30 = 23300

31 = 60935

32 = 66444

Out of Service/Back in Service

G. Miscellaneous

**OLD Business:**

- Radio / Pager activation issues – continue - Chief Donnelly working with FRES, Dist. Manager and Radio Vendor to identify root cause and fix. District providers have been asked to Chief Donnelly know if any issues that they observe. Some issues have been FRES in back up center and/or human error.
- Station 2 Full response trial is scheduled to start on 10/1. Thank You to Chief Ryan and all of the District staff involved to make this happen.

**NEW Business:**

- Submitting training request for member 445 to attend and have paid for a SCEMS EMT-B original class in Riverhead starting 9/23/24 and running until 4/17/25. The member has been trying to find a class that works with his unique schedule and has managed to arrange his availability for this class.
- QA/QI – While reviewing PCR's to be reviewed on these months chosen subject, a concern was uncovered. The QA committee and District manager discussed the issue and have been working on a solution. They are in the process of developing a form and training to avoid any potential future issues.
- QA/QI – There was a concern about a call. Issue was sent to the Medical Director for review. The Medical Directors recommendations were followed, and the issue was closed.
- Past QA/QI findings were reviewed with the volunteer members after the department meeting.

Discussion regarding class submissions and trainings and when they are submitted should be submitted prior to starting.

If submitted after start date - member will be reimbursed when course is completed.

H. Year to Date Alarm Totals 995

- Fire - 218
- EMS - 777
- SCM Reports Submitted, Websites and Sign updated

VII. District Managers Report

 [District Manager First Review 9 27 2024 8 24 19 AM \(1\).pdf](#)

 [DM Report BOFC Meeting 9-30-24 \(1\).docx](#)

 [BP-C545WD 20240930 143227.pdf](#)

 [WRFD PCR Transfer of Care Affirmation.pdf](#)

 [Recvd 23-321 LoT to ToR Planning.pdf](#)

A. Deposits

None

B. Repair/Maintenance of Buildings

- HQ Foundation Repair

In progress, BBS representative in contact with Riverhead Planning Board. Last email communication instructed BBS to submit our application, BBS hand delivered the following to town on 9/27 as per Greg Bergman's request. Attached is the letter of transfer  
Three (3) sets of plans and one (1) set of T/O Riverhead paperwork (with attachments)

- Shelving relocation from Station 2 to HQ has been completed, while staff was not able to complete by our 10/27 target date, there was an extreme amount of work performed by the staff and would like to thank them for their efforts.

C. Repair/Maintenance of Equipment

- 6-3-11

Passenger Rear compartment replacement light housing remains on order, once received district mechanic will install. Reached out to Firematic, waiting for eta.

- 6-3-13

Spoke Riverhead Dm and received approval to install a WRFD 7/800 mobile radio into unit. IWT is scheduled to come onsite to complete work on Thursday 10/3. Unit in service and we be relocated to Station 2 as per last BOFC meeting tomorrow 10/1 as per Chief Donnelly's request.

Firematic contacted and was onsite to look at current extraction tool connections in order to modify to accept current WRFD tools.

- 6-3-17

Received notification from staff to have the vehicle checked for an intermittent issue with the transmission. The district mechanic test drove unit and while we were not able to reproduce the issue, diagnostics did show a little hesitation when downshifting from 3rd gear coming to a stop. Spoke with dealer and appointment has been schedule for first available November 18th. Vehicle remains in service

- 6-3-27

Vehicle remains out of service; district mechanic has begun evaluating what it will take to repair the vehicle. The mechanic feels that we can make the vehicle operational without exceeding \$3,500. Another option is to surplus vehicle with plow and not put any additional funds into vehicle.

- 6-3-80

Vehicle currently at Otis Ford being repaired, dealer is working on getting the vehicle back to the fire district as soon as possible. The dealer is doing additional troubleshooting as this is the second time vehicle has returned for this issue after repair.

- 2025 Pricing now available for F series vehicles, working on updated bid specifications for maintenance & First Responder vehicles. The OGS bid process will be completed with recommendations for the next BOFC meeting for purchase approval.

Discussion re 6-3-27 and if we should fix it or surplus it.

D. Personnel Report

E. Permissive Referendum Project(s)

- HQ – Building Renovations  
In progress, unfortunately project goal was not met by staff however installation of ceiling grid has starting and prime and painting will be starting this week.
- Sta 2 Generator Project  
Vendor advised that all paperwork has been submitted to DOH and that the replacement tank is arriving within the next two week. Once received he will begin in the installation while we wait for DOH to issue undated permits.

F. Budget Items

None

G. Other

- EMS O2 Transfilling System  
Completed, most of the full-time staff have been trained and working on written procedures. Also working with maintenance staff on security cage options and plan to have something implemented within the next few weeks. System is operational.
- Fire Policies & Training  
In progress, Next meeting scheduled for Tuesday 10/1, and we expect to have the first few items over for board review by the end of the week. Chief Donnelly has provided the current SOGs and SOPs which have been uploaded for review. Requesting that the chief staff provide a liaison which can be available for our weekly meeting and able to provide the updates, if any to stay on schedule for the December 1st internal deadline.
- New District Maps  
Received attached comments from ex-chief Tacoma and have forwarded them to vendor for review and map updating.
- Radio Infrastructure Upgrades (Hypha)  
Preliminary video conference call was conducted on 9/23 between IWT, Hypha, Chief Ryan, and myself to review product and services in order to determine if product and services would be able to assist with the current communication needs. Hypha is willing to provide equipment for proof on concept before we discuss infrastructure design, hardware integration, and pricing. Hypha will be coming to perform an onsite demo on Friday November 8th at 9am.
- Boat/Lift Launch Site  
Vendor was onsite on 9/27 & 9/30 to complete phase I of the project. During this process it was discovered that some of the PSEG issued access cards are not working. The Security Call Center has been contacted and PESG representative has reached out and will be issuing replacement. Also requested list of issues access cards to the chief staff by PSEG to confirm that they are all working and accounted for.
- WRFD Transfer of Care Affirmation Form  
Due to ESO ePCR software ability to close transfer of care PCRs, the attached form will be implemented moving forward. Similar forms have been created and implemented in other districts to address this issue. This form has been reviewed and approved by both the medical director and district legal counsel. Purpose of this form to ensure that both the ALS and BLS (paid and/or volunteer) agree with the assessment onsite and accept the patient into their care.

**Requesting executive session for personal**

Discussion about cascade system and who can use it from the paid staff. Would like to add additional staff to learn how to use the system.

## VIII. Commissioner & Committee Reports

### A. Chairman Meyer

Invite to association for President or someone on his behalf to come to next meeting  
Informed Chief that we will make a training bag for trainings and that items should not be removed from Ambulance unless responders are aware immediately.  
Are state reports being completed since radio room is shut down? - please have Chief Donnelly make sure this is being done in library or another designated location.  
25 and Edwards try to avoid since the construction is current - they are doing more at night, please consider looking into change of route with ambulance when needed. Construction will take around another year per town officials.  
Chief to submit a list of who attended inspection on 9/29.  
Chief to submit letter regarding Firehouse Training Plus since contract is coming up, wants to make sure all is well with program.  
Knox box for gate access near PSEG.  
Asked Chief's opinion on how the inspection went - discussion between chief and board.  
Thank You from BOFC to Department for their help and dedication for inspection  
Thank you letter to big belly bbq.  
BOFC agreed upon 2 inspections per year - Uniforms done at Installation dinner, Last Sunday in September PPE, Trucks, Building Inspection going forward. Please add/adjust policy.

### B. Vice Chairman Culhane

Last Thursday 9/26 town work session for tower. Gave update and brief discussion. 10/1 public hearing resolution for tower will be set and 30 days after that it will be approved.

### C. Commissioner Deveny

Would like to setup a meeting with Ed Romaine to dredge out the area over in district.

### D. Commissioner Wallace

Would like to get quotes window sticker for vehicles for department/district/commissioner.

## IX. Executive Session

Motion to adjourn into Executive Sessions at 19:30 for the purpose of discussing matters leading to the discipline of a particular person. Reconvened at 19:49

### **Motion:**

Motion moved by Vice Chairman Culhane and motion seconded by Commissioner Deveny.

## X. Material Requests / Training Requests

### A. Training Request

T. Buhrmesiter EMT Basic 9/23/24 - 4/17/25

 [Training Request - EMT Class Buhrmeister T.pdf](#)

**Motion:**

Motion moved by Commissioner Wallace and motion seconded by Commissioner Deveny. Unanimously approved for class and reimbursement after completion of class and EMT certificate is presented to district.

B. Material Request 24-039

**Signs Design**

Open House & WRFD Magnetic patch with unit identifier 6-3-13 in the amount of \$430.00.  
Artwork attached

 [Sign Design Quote.pdf](#)

 [Artwork.pdf](#)

Discussion re artwork and magnet between commissioners. Commissioner Deveny is not happy with putting a magnet on the side of 6-2-13 which is 6-3-13 here.

**Motion:**

Motion moved by Vice Chairman Culhane and motion seconded by Commissioner Wallace. Unanimously approved magnets for standard Maltese cross with wading river fire district instead of department patch.

XI. New Business & Action Items

A. Approval to pay bills \$161,455.98

**Motion:**

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

B. Approval to purchase supplies and giveaways for open house not to exceed \$1,000 in total.

Supplies/Snacks - not to exceed \$350  
Giveaways - not to exceed \$650

**Motion:**

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

C. Approval to

XII. Adjournment

20:11

**Motion:**

Motion moved by Commissioner Wallace and motion seconded by Vice Chairman Culhane.