



BOFC Regular Meeting 17 Minutes

Wading River Fire District

Monday, September 9, 2024 at 6:00 PM EDT

@ 1503 N Country Rd, Wading River, NY 11792

Attendance

Present:

Members: Tim Cangelieri, Chief Donnelly, Paramedic Manzella, Chief Ryan, Chief Whelan, Vice Chairman Culhane, Commissioner Deveny, Commissioner McQueeney, Chairman Meyer, Greg Michalakopoulos, Amanda Telepan, 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 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 Culhane and motion seconded by Commissioner Deveny. Unanimously approved to accept the consent agenda

A. Adoption of Minutes

 [BOFC Regular Meeting Minutes 8/26/24.pdf](#)

B. Contracts

Emergency Decon Services - \$5,250.00

2025 - 35 Sets

2026 - 35 Sets

2027 - 35 Sets

Annual DECON and Cleaning of Turnout Gear

 [Environmental DECON - Services Agreement.WR635v.1.pdf](#)

III. Public Comment

None

IV. Attorney's Report

Budget hearing time table

Permissive Referendum for Floor and Training Prop were sent out

Suffolk county department of health communications update/discussion.

V. EMS Report

Next QAQI is going to be Anxiety and Mental Health awareness.

A. EMS/Ambulance Response Breakdown - August

- Total Alarms – 106
- Transports – 97
- RMA's/ Cancelled/ No Patient – 9
- 24s Mutual Aid Given –
- 24s Mutual Aid Received – 1

B. Alarms Handled by Crews

- Blended crew of volunteer and district personnel – 92%
- Volley only- 4%
- District only- 6%
- ALS- 43 (all district providers)
- BLS-54

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

- Alpha, Bravo, Charlie Alarms Response – 9 Minutes
- Delta & Echo Alarm Response – 2 Minutes
- Sig.2 time for the ambulance for the hours of 1930-0700 increase to an average of 12 minutes.
- Sig.2 times that stand out are alarm numbers 879-14 minutes, 904-21 minutes and 933-23 minutes.

D. Training & Drills

- M. Schultz & M. Flood completed the Suffolk EMS “train the trainer” course regarding BLS 12-lead and CPAP. Currently finalizing the roster for volunteer and district providers so that we can complete the department training. Once all providers are trained it will be submitted to Dr. Cangelosi for final approval and will go online.
- Working on upgrading district EMT-B Zach Rowe to ALS. Zach completed paramedic school and will be upgraded to the medic roster upon completion of the precept process.

E. QAQI

This months topic was Abdominal Pain. No major discrepancies found and all protocols and procedures were followed. Minor discrepancies discussed and corrected with those providers.

F. Mileage as of 9/6/24

6-3-80- 33103
6-3-16- 69048
6-3-17- 57635

G. Other

Operative IQ is online and fully operational.

VI. Secretary's Report

- **Inspection BBQ**
A Wing Away
Big Belly BBQ
Maple Tree BBQ
Recommendation to use Big Belly BBQ
- **Printer/Copier Update**
CCP (Kyocera)
CBS (Sharp)
Recommendation to go with CBS.
- Thank You letter from Vice Chairman Culhane and wife Eileen

 [Inspection BBQ Pricing.docx](#)

 [Thank You.pdf](#)

VII. Treasurer's Report

 [Meeting 9.9.24.pdf](#)

VIII. Chief's Report

 [Farmingville FD Thank You 8-24.pdf](#)

 [Duty Crews 2024 - September 4 2024.docx](#)

 [Chief's Report BOFC Meeting - 9-09-24.docx](#)

 [Department Points Aug 24.pdf](#)

 [Department Points YTD Aug 24.pdf](#)

 [Not Complete - R Chan 9-1-24.docx](#)

 [Not Complete - K Rothwell 9-1-24.docx](#)

 [Not Complete - G Curiel 9-1-24.docx](#)

 [Not Complete Letter - 8-15-24.docx](#)

 [Not Complete - C Rothwell 9-1-24.docx](#)

 [Not Complete - H Harrell 9-1-24.docx](#)

 [Not Complete - J Moreno 9-1-24.docx](#)

 [Not Complete - J Cimetta 9-1-24.docx](#)

 [Not Complete - K McQueeney 9-1-24.docx](#)

 [Not Complete - S Como 9-1-24.docx](#)

A. Past Month Alarm Totals - 141

Fire - 34

EMS - 107

SCM Reports Submitted, Websites and Sign updated

B. Year To Date Alarm Totals - 995

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

C. Training/Drills (including training hours & membership participation)

- Dept. Mandated/Refresher – All members were notified that they needed to have ALL yearly mandatory classes completed by 8/31 via posting and multiple text pages (letter attached). Nine (9) Members failed to complete the requirements. Letters were sent out (Regular and certified return receipt) on 9/3 as well as a copy posted on the members gear rack on 9/2. ALL noncompliant members were given until 9/8 at midnight to have this completed or they were notified that they were suspended. (letters attached) *update to be given at meeting and disciplinary action to be discussed at requested executive session.*
- 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

Every Sunday = Small group and focused drills.

- 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.) - None
Other Details (include hours & member participation)
- Standbys -NONE scheduled
- 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 – Received Thank You letter – Farmingville FD for Fire Police for their parade
- Funeral/Flag Details - Department will be attending the Rocky Point FD 9/11ceramony
- Meetings Hosted – None – This month - Riverhead Chiefs on Wed 9/18 @ WRFD
- Meetings Attended –Multiple meetings attended by representatives and reported back to Chiefs. Chiefs Donnelly and Whelan attended the Suffolk County Legislature meeting on 9/4. Each year all 18 of the legislator’s honor one 1st responder from their district. This year Chief Donnelly was recognized as the legislative district #1 honoree for 2024 by legislator Catherine Stark.
- 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.

D. Monthly Crew Night/Day Schedule

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

E. Member Status

- Chief Availability/Delegation (out of town, vacation, etc.) – 30 will be out of state from Thurs 9/26 to Friday 10/4.
- Change of Qualification/Status (new certification, expired) - NONE
- Driver Qualifications – None.
- Change of Address – No Change
- Medical Leave – Member 278 was not on leave but provided a RTW – full duty note on 9/3 (accepted)
- Military Leave - None
- Probationary Member Report (New, FF1, EMT, Drills, Trainings, Alarms) – New members were started 9/1

Chief Whelan will be out of town 9/21 - 9/27

Chief Donnelly rescinded suspension request for two members as discussed in executive session.

F. District Issued Personnel Equipment

- Submitted material requests for additional SCBA regulators and Interior FF gloves.

G. Vehicle & Equipment Maintenance Report

- 30 = 23300
- 31 = 60130
- 32 = 66444
- Out of Service/Back in Service –

H. Miscellaneous

OLD Business:

- 1) Qualifications and requirements for all members. Question about the requirement to have and maintain a NYS Driver's License. Any update from council?
- 2) 2024 Duty Crew Policy. Reported on above.
- 3) 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.
- 4) As directed, the extrication tools were relocated from Fire Police unit 5 to Engine 11. Thank you to Chief Ryan, FF Pirnak, FF C Rothwell and Ex-Chief Tacoma for their multiple hours working the issues and getting this completed.
- 5) Presenting additional photo of past equipment, Sanford engine, that I received.

NEW Business:

- 1) Would like to start a trial on 10/1 with relocating engine 13 to Station #2 and have personnel start responding from that house for all alarms. Lieutenant Como will be assigned to Station #2 as the officer. With the increase in membership, we are hoping to continue to enhance the department's response to alarms.

Discussed license policy - get notified re any info for nys license not automatic for out of state - Commissioner McQueeney asked if the county can assist with obtaining out of state driver's license information.

Commissioner Deveny - asked for members to double check training props make sure the windows are closed and locked up.

Discussion regarding Duty Crew Policy and some changes and updates that were sent out over the weekend. Would like 3 duty crews for EMS only and 3 duty crews for non probationary members. Discussion re duty crews.

Question and discussion re directive phrase and wording on letter to chief re extrication tools..

28 to tow antique to festival.

Vienza square discussion re fire marshal letter from town. District replied back re hydrants.

IX. District Managers Report

 [DM Report BOFC Meeting 9-9-24.pdf](#)

 [PARAMEDICS ACK SPEC.docx](#)

 [MAINTENANCE ACK SPEC.docx](#)

 [PERDIEM ACK SPEC.docx](#)

 [Chest Crest.pdf](#)

 [Fuel Transactions - Aug 2024.pdf](#)

A. Deposits

None

B. Repair/Maintenance of Buildings

- HQ Foundation Repair

In progress, BBS representative is in process of setting up meeting with Riverhead Planning Board.

C. Repair/Maintenance of Equipment

- 6-3-4
Work Request submitted – Shoreline air compressor not maintaining pressure. The district mechanic notified, found minor air leak. Will monitor to confirm the issue is resolved.
Work Request submitted – Exhaust pipe loose. The district mechanic looked at issue and advised that everything is now tight.
- 6-3-9
New radios for unit have arrived and IWT is scheduled to install on Tuesday 9/10.
- 6-3-11
Work Request submitted - Ladder Rack not working since vehicle returned from autobody repair. The district mechanic notified, looked at the issue and determined replacement safety sensors are needed. Was able to replace one and has ordered the other.
- 6-3-13

Working with the vendor to see if we can install a WRFD 7/800 mobile radio into the vehicle without having to add an additional antenna in the roof cab. IWT is scheduled to be onsite on Tuesday 9/10 and will review our options. Afterwards Riverhead FD DM will be contacted for permission to make the necessary modifications.

- 6-3-27
Vehicle is out of service due to same issues, working with district mechanic and Eagle Chevy representative to resolve. Payment was not sent till issues is resolved.
- 6-3-30
Oil change scheduled and completed on 9/6
- Portable Hydrant
Follow-up on open work order, appliance is still at Firematic for repair, waiting on replacement parts as of 9/6.
- Cutters Edge
Follow-up on open work order, saw repaired and returned on 9/6. Chief staff notified of status.

D. Personnel Report

As per the board request, worked with Chairman Meyer and vendor to cleanup/update and standardize uniform specifications for EMS & Maintenance Staff. Submitting final specification for board review and approval. Once approved, order will be placed, once received staff will be issued uniforms and acknowledgment.

E. Permissive Referendum Project(s)

- HQ – Building Renovations
In progress, staff continuing with previously report plan in district entrance and 1st floor hallway. Target construction completion date is set for October 1st followed by painting.
- Sta 2 Generator Project
Vendor confirmed tank has been ordered, paperwork is almost complete for DOH submittal, project on tack for completion by winter.
- 2nd Floor Flooring project
Public Notice completed and submitted for publication by District Secretary.
- Training Prop
Public Notice completed and submitted for publication by District Secretary

F. Budget Items

None

G. Other

- EMS O2 Transfilling System
In progress, remaining equipment, training, and in-service is scheduled for Friday September 13th.
- Fire Policies & Training
In progress, Kickoff meeting completed on 9/4, next scheduled meeting is on 9/24. Target goal to complete all policy & procedure review is December 1st for adoption no later than the reorganization meeting.
- Annual Gear Inspection
As reported at previous meeting, scheduled for Wednesday September 10th.
- Annual Gear Cleaning
Annual Gear cleaning has been scheduled for Monday November 25th with an alternate date December 9th

Submitting new multi-year renewal agreement for 2025, 2026, 2027 for approval.

- Fuel Log

Submitting August 2024 fuel log as requested.

X. Commissioner & Committee Reports

A. Chairman

No Report

B. Vice Chairman

Waiting for date from town for work session re Tower

C. Commissioner Deveny

Memorial Service - Dan & Randy for Turning Stone

Letter for first vice president for suffolk county fire district association - letter for support

D. Commissioner Wallace

Wanted to confirm who is set to go to turning stone in October for conference.

E. Commissioner McQueeney

Fork truck where are we with one? - district manager , looking for a new one.

Asset inventory where are we with this? - maintenance staff will all start working on this.

Dock and site repair by power plant approx \$23,000 - start some of the work now and in spring.

Not to exceed \$25,000

BLS 12 lead & cpap - please start working on this with members.

27 - is it worth putting more money into? - district manager states its not worth putting more money into. Will speak with house mechanic to get his opinion on fixing the truck or not.

XI. Executive Session

- ### A. Motion to adjourn into Executive Session at: hours for the purpose of discussing proposed litigation.

Adjourn at 18:52

Reconvened at

Motion:

Motion moved by Commissioner Wallace and motion seconded by Commissioner Deveny. Unanimously agreed upon

XII. Material Requests / Training Requests

- ### A. Fire Prevention Week & Open House Supplies

\$6,592.50

 [District Manager First Review 962024 101641 AM.pdf](#)

 [District Manager First Review 962024 101951 AM.pdf](#)

Motion:

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

B. FF/EMS Uniform Supplies - 34

\$7,733.80

 [District Manager First Review 962024 93432 AM.pdf](#)

 [District Manager First Review 962024 93913 AM.pdf](#)

Motion:

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

C. FF Gloves - 35

\$5,054.00

 [District Manager First Review 962024 95124 AM.pdf](#)

Motion:

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

D. FF Equipment (SCBA Supplies) - 36

\$26,787.72

 [District Manager First Review 962024 95545 AM.pdf](#)

Motion:

Amended material request to 7 regulators for a new price total of \$16,621.77

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

XIII. New Business & Action Items

Motion:

Approval for paid employee uniforms as listed in District Manager's Report.

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

Motion:

Approval to purchase floating dock from Seascope Docks not to exceed \$25,000.

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

- A. Approval to pay bills \$62,389.24

Motion:

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

- B. Approval to adopt 2025 proposed budget

Tax base factor added \$10,000 to funds.

Equipment Reserve - \$675,000.00 Building Reserve - \$675,000.00

Motion:

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

- C. Approval to switch to Creative Business Solutions (CBS) for printer/copier service

Motion:

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

- D. Approval to use Big Belly BBQ for inspection BBQ on 9/29

Motion:

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

- E. Approval to adopt Duty Crew Policy provided by Chief Donnelly

Motion:

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

- F. Approval to pay 2024 per diem rates for Verona conference \$1600

Motion:

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

XIV. Adjournment

20:42

Motion:

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

