

January 6, 2020

The Annual Organizational Meeting for the Year 2020 of the Board of Fire Commissioners of the Ridge-Culver Fire District was held at the firehouse, 2960 Culver Road, in the Town of Irondequoit on January 6, 2020.

Commissioner Warth opened the meeting at 6:00 p.m. and then led the Pledge of Allegiance.

Those in attendance were: Commissioners Timothy Warth, Michael Napoli, Mark Lipari, Robert Woltz, Scott Zampatori, Treasurer Patricia Marini, Acting Chief Mark Thomas and Captain Quinlan

- Motion was made by Commissioner Warth, seconded by Commissioner Woltz that Commissioner Napoli be designated by the Board to act as Temporary Chairman until such time as a Chairman of Board of Fire Commissioners is chosen. "Motion Carried".
- The seat of Chairman of the Board for the Year 2020 was now open. Motion was made by Commissioner Napoli, seconded by Commissioner Lipari that Commissioner Warth be appointed Chairman of the Board for the Year 2020. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Zampatori that Commissioner Napoli be appointed Vice Chairman of the Board for the Year 2020. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Zampatori that Patricia Marini be appointed Treasurer of the Ridge-Culver Fire District for the Year 2020. Treasurer is to be responsible for VFBL Compensation Insurance Forms 1, 2, and 3. "Motion Carried".
- Motion was made by Commissioner Napoli, seconded by Commissioner Woltz to compensate the Treasurer of the District \$25.00 per hour, received in bi-weekly payments for the Year 2020. "Motion Carried".
- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori, that the Board of Fire Commissioners hold their regular monthly meetings on the first and third Mondays of each month with some exceptions based on holidays and with the exception of July and August when there will only be one meeting on the second Monday of July and first Monday of August. There will be one additional meeting for the Budget Hearing on October 13th. The Board has added additional "Workshop" meetings on January 20th, March 9th, June 18th, September 21st. All meetings will start at 6:00 p.m. for the Year 2020. "Motion Carried". Media has been notified.
- Motion was made by Commissioner Zampatori, seconded by Commissioner Napoli, to designate Post Newspapers and Gannett Rochester Newspapers as the official newspapers of the district with the ability to use either of these papers for official publications. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Woltz, to use Key Bank and Canandaigua National Bank and Trust where the Treasurer shall deposit funds for the Year 2020 except C.D.'s, which will be deposited in the highest interest-bearing Federal Bank. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Zampatori, that the Treasurer of the Ridge-Culver Fire District be able to pay recurring claims for services such as electric, gas, water, sewer and telephone as long as such claims are presented for audit at the next regular board meeting after they have been paid. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Napoli, that Peter Weishaar, 25 East Main Street, Rochester, New York 14614, be hired as the Ridge-Culver Fire District's lead attorney for the Year 2020, and Coughlin Gerhart, LLP, Attorneys at Law, 99 Corporate Drive Binghamton, NY 13904 to be hired as the district's secondary attorney for the Year 2020. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Zampatori, that the Fire District Officers of the Ridge-Culver Fire District attend any New York State Conference and a maximum of 1 out of state conference. District is to pay necessary dues and expenses for those attending. "Motion Carried".

- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori, that dues for different firematic organizations for district officers and chiefs be paid by the district. "Motion Carried".
- Motion was made by Commissioner Napoli, seconded by Commissioner Woltz, that all commissioners, the secretary and treasurer be covered by fire district insurance while on any business or work covered by his or her title. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Woltz, that all fire district officers are allowed the Federal allotted mileage allowance, travel expense, and be allowed \$75 per day for meals while out on district business for the Year 2020. "Motion Carried".
- Motion was made by Commissioner Zampatori, seconded by Commissioner Lipari, to use the Trust & Agency Fund for the account to be used as a transfer agent for the 2% foreign fire insurance. The account is to be held at the Key Bank or Canandaigua National Bank & Trust, Irondequoit Office. "Motion Carried".
- Motion was made by Commissioner Woltz, seconded by Commissioner Lipari, that the District Treasurer is allowed 60 days to prepare and present to the Board the Annual Treasurer's Report and that the Board will review vouchers, checkbook, cash book, and expenditures for the Year 2020. "Motion Carried".

The following list of committees for the Year 2020 was appointed by new Board Chairman Warth:

Chairman of the Board of Fire Commissioners	Warth
Equipment/Apparatus	Napoli
Safety Committee	Sessler, Zampatori
Budget & Accounting	Marini, Warth
Insurance	Lipari, Marini
SOG's	Sessler, Zampatori
Town Meetings / County Chiefs	Sessler, Warth
Personnel / Review	Lipari, Warth
Firehouse Maintenance	Woltz
Irondequoit Fire Council	Warth, Sessler, Zampatori
Monroe County Executive Officers	Warth
Fill-in requests, Equipment Qualification, Safety, and Accountability	Sessler
Public Relations	Sessler, Metcalfe
Long Range Planning	Warth, Lipari, Sessler
Line Office / Association Liaison	Zampatori, Warth

If a committee chairperson cannot be contacted, the **Chairman** of the Board of Fire Commissioners should be contacted.

- Motion was made by Commissioner Napoli, seconded by Commissioner Woltz, to keep some unexpended monies at year end in the general fund to be used to pay bills during the month of January. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Napoli, to appoint BPD Municipal Finance as quint bond agent for 2020. "Motion Carried".
- Board members have reviewed and approved the following policies:
 - **Investment Policy** **Procurement Policy**
 - **Travel Policy** **Code of Ethics**
- Motion was made by Commissioner Napoli, seconded by Commissioner Woltz, to approve the above policies.

Refer to **New Business** section for:

- Previous meeting minutes approval
- Audit and pay present bills approval
- New business motions

CORRESPONDENCE REPORT

- Received the Oath of Office from Commissioner Zampatori.

TREASURER'S REPORT

- The IMA for Ridge Culver Fire District from the Town of Irondequoit for approval and signature on Dec. 6th. After a discussion, the document will be held for when the need for services from the town arises.
- Donation from an Estate has been reviewed by Peter Weishaar, Esq. – The check has been received and signed by Commissioner Warth and to be turned over to the Ridge-Culver Fire Association.
- Treasurer Marini met with Andrea from CNB on December 19th to start the setup of bank accounts and the safety-deposit box. Commissioner Napoli and Commissioner Zampatori will be the authorized signors.
- The authorized signor change will be needed for the bank accounts and safety deposit box at Key Bank. Commissioner Napoli and Commissioner Zampatori will be the authorized signors.
- Captain Thomas will be added as the second authorized agent to the Verizon Wireless Account.
- The first payroll of 2020 has been processed. The Union has met with Acting Chief Thomas with concerns on the calculation of their bi-weekly pay. Treasurer Marini distributed the individual payroll calculations. They are working on correcting any discrepancies.
- Treasurer Marini has received a check from Fire Districts of NY Mutual Insurance Co. for employer paid wages of an injured firefighter which has been deposited.
- Sean Hucko has sent a request of materials to be submitted for the Annual Audit and will be at the District on January 22, 2020. I will be working on these documents next week.

PUBLIC INPUT SESSION-NONE

- None

SCHEDULED APPOINTMENTS

- None

ASSOCIATION REPORT

- No report

OPERATIONS REPORTS

CHIEF SESSLER (Acting Chief Thomas & Captain Quinlan report)

- Captain Thomas requested the boards status regarding "GO-879" Motion was made.
- Chief Sessler requested to attend the CFSI class (Congressional Fire Service Institute)
- Two "GO's" have been submitted to the BOC for review. GO-301 – Vehicle Seatbelt Usage & GO-443 – EMS Documentation.
- Captain Thomas re-submitted "GO-168" for approval. Motion was made.
- Captain Quinlan submitted per Chief Sessler to the BOC, 3 volunteers to be removed from Active Duty. They are FF Alex Fasino-Bush, FF Ryan Smith, and FF Heidi Boehl.
- Captain Quinlan stated that the new phone system in the firehouse is up and running including some minor training with the system to be completed.
- Approval of an additional officer to attend VCOS Symposium

SUB COMMITTEE REPORTS

Community Risk Reduction

- No Report

COMMISSIONER REPORTS

COMMISSIONER NAPOLI

Equipment/Apparatus

- No Report

COMMISSIONER LIPARI

Personnel/ Misc.

- Commissioner Lipari conversed with Captain Thomas regarding the “GO” for the use of district vehicles. Captain Thomas stated that “GO-150” was in the process of being amended.
- Commissioner Lipari requested that the district surplus the old telephones that were just replaced with the new phone system.
- Commissioner Lipari spoke with Volunteer Lieutenant Custodio regarding the status of the explorer post.

COMMISSIONER WOLTZ

Building & Grounds

- Commissioner Woltz report was completed by Captain Quinlan.

COMMISSIONER ZAMPATORI

Association Liaison

- No Report

COMMISSIONER WARTH

- Commissioner Warth received a letter from the Association President H. Boehl, stating the Assoc. recommendation's for Volunteer Captain Joseph Marini to the position of Volunteer Assistant Fire Chief
- and Floyd R. Morse, Dan Custodio as Volunteer Lieutenants for 2020

Budget/ Long Range Planning

- No report.

Town/County Meeting Updates

- N/A

Executive Session @ 7:33pm – 8:54pm

- Motioned by Commissioner Warth, seconded by Commissioner Woltz to discuss personal matters

OLD BUSINESS

- N/A

NEW BUSINESS

- N/A

Y	Motioned					Second						
MOTION	Napoli	Zampatori	Woltz	Lipari	Warth	Napoli	Zampatori	Woltz	Lipari	Warth	CARRIED	NOTES
Approve the minutes of the 12/30/19 meeting				X				X			Y	
Approval to properly audit and pay the bills as submitted on 01/06/2020	X							X			Y	
Approval to surplus old telephones				X		X					Y	
Approve to Chief to attend the CFSI class				X				X			Y	
Approval of "GO-168 – Officer Requirements"		X							X		Y	Comm Napoli & Woltz voted NO
Approval of "GO-879, EMS QA/QI"				X			X				Y	
Approval of Joseph Marini to the rank of Assistant Fire Chief for 2020		X							X		Y	
Approval of Volunteer Lieutenants Morse & Custodio		X						X			Y	
Approve Chief's request to remove FF Ryan Smith from Active Status.			X						X		Y	
Approve Chief' request to remove FF Alex Fasino-Bush from Active Status			X				X				Y	
Approve Chief's request to remove FF Heidi Boehl from Active Status			X							X	Y	Comm Zampatori abstained

Motion for Adjournment: Made by Commissioner Zampatori

Second: Made by Commissioner Woltz

Time: 8:55pm

Respectfully Submitted,
Commissioner M. Napoli
Interim Secretary

NEXT MEETING: January 27, 2020 at 6pm