

### March 16, 2020

The regularly scheduled monthly meeting of the Board of Fire Commissioners of the Ridge-Culver Fire District was held at the Ridge Culver Fire House, 2960 Culver Road, in the Town of Irondequoit on March 16, 2020. The meeting was called to order at 6:00 pm by the Chairman (noted below) who then led the pledge.

#### **ATTENDANCE:**

<b>Commissioner</b>	<b>Present</b>	<b>Chairman</b>
Warth	X	X
Napoli	X	
Lipari	X	
Woltz	X	
Zampatori	X	
<b>Others</b>	<b>Present</b>	
Chief Sessler	X	
Assistant Chief Marini	Not in Attendance	

Refer to **New Business** section for:

- Previous meeting minutes approval
- Audit and pay present bills

#### **CORRESPONDENCE REPORT**

- N/A

#### **TREASURER REPORT**

- Treasurer Marini reports that the LOSAP printout has been submitted to McNeil & Company. LOSAP uniform and equipment allotments have updated for those individuals meeting the requirements.
- Reconciliation has been done on both KeyBank and Canandaigua National Bank for the month ending February 2020
- A Legal notice for Permissive Referendum for the Irondequoit Post was published on March 11, 2020 for the sale of vehicle.
- The prepayment to Churchville Fire Equipment was reviewed by 3 of the commissioners and the check was released to the Chief.
- Treasurer Marini will coordinate with Commissioner Napoli to begin the process of moving all accounts from Key Bank to the Canandaigua National Bank, including the items in the safety deposit box.
- Payroll was processed for March 12, 2020, which included the Comp Bank Buy-down to a maximum of 200 hours for 2020.
- Completed the transfer of COBRA administration to Bene-care.
- Beginning the process of tracking expenses related to the State of Emergency.
- Working with Paychex to get an amended W-2 for one employee.
- NYS Retirement has notified me of changes in contribution rates for some employees who go into effect April 1 for the April 9th payroll; however there are some errors in standard work day and pay frequency in the system that I am working to resolve with their help desk.

#### **PUBLIC INPUT SESSION**

- None

#### **SCHEDULED APPOINTMENTS**

- NO REPORT

#### **CAREER STAFF REPORTS**

- NO REPORT

#### **ASSOCIATION REPORT**

April 6, 2020

- NO REPORT

## **OPERATIONS REPORTS**

### **CHIEF SESSLER**

- Coronavirus/COVID 19 has consumed much of our time in the last several days. There are almost-daily operational updates via teleconference with MC OEP/Department of Health. Pandemic Response Protocol V1 and V2 have been issued to the staff and the staff has responded very well by ensuring daily cleaning and working to maintain social distancing. I believe with these protocols we are doing all that we can at the moment to protect the staff.
- In conference with Commissioner Warth, we agreed to close the firehouse to all outside, and most internal events. Drills are cancelled as are meetings and other non-essential events. This is done to reduce risk, reduce vectors for infection and attempt to safeguard our staff, members and the public. Volunteers are still encouraged to respond to mid-to-high level incidents as normal. When responding they are asked to maintain social distancing and utilize hand sanitizer/hand washing frequently. Awareness and prevention are the keys. Additionally, all staffing shifts have been cancelled.
- We have begun tracking time and equipment via NIMS forms for potential reimbursement in the future. Forms are being updated for each operational period and are on the shared drive
- Captain Quinlan reports the step stirrups from E182 have been picked up by Empire Fire Apparatus, along with the hydraulic reel. It was previously surplus by the Board but it was just now picked. We now have "store credit"
- I've been contacted by a representative from Heritage Christian Services about hosting an intern for various types of physical labor projects. I'm working with the Captains to identify possible projects. Further, in speaking with Laurelton, they offered the possibility of "splitting time" between us and them for various things. The individuals who would be interning are high school graduates who are workforce ready. Their salaries are paid by HCS with no cost to us. They place them in these types of internships for 2 to 3 months to help prepare them for full-time work afterwards.
- Explorer Job Descriptions were sent out for review and comment
- Interagency Staffing Program draft document was sent out for review and comment
- GO 170 Department funerals and honors was sent out for review and comment
- Seeking approval of GO 306 Parking Surfaces

### **ASSISTANT CHIEF Marini**

- Not in Attendance

## **SUB COMMITTEE REPORTS**

### **Community Risk Reduction**

All events are cancelled due to COVID 19 pandemic

## **COMMISSIONER REPORTS**

### **COMMISSIONER NAPOLI Equipment/Apparatus**

- No Report

### **COMMISSIONER LIPARI Personnel/ Misc.**

- No Report

### **COMMISSIONER WOLTZ Building & Grounds**

- No Report

## COMMISSIONER WARTH

- Commissioner Warth reports that the Bryx speaker system has been completed in the truck bays.
- The Regional Grant was submitted last Thurs. (3/12). We should have a response around July/August.

## Budget/ Long Range Planning

- No report.

## Town/County Meeting Updates

- N/A

## Executive Session

- N/A

## OLD BUSINESS

- N/A

## NEW BUSINESS

- N/A

Y	Motioned					Second					CARRIED	NOTES
MOTION	Warth	Napoli	Lipari	Woltz	Zampatori	Warth	Napoli	Lipari	Woltz	Zampatori		
Approve the minutes of the 03/02/20 meeting					X				X		Y	
Approval to properly audit and pay the bills as submitted on 03/16/2020			X						X		Y	
Approval of "GO-306, Parking Surfaces"				X						X	Y	
Approval for Explorer Post Advisors					X				X		Y	

Motion for Adjournment: Made by Commissioner Lipari

Second: Made by Commissioner Zampatori

Time: 6:28pm

Respectfully Submitted,

**Commissioner M. Napoli**

Interim Secretary

**NEXT MEETING: Monday April 6th, 2020 at 6pm**