

## April 20, 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 April 20, 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-via video	X
Napoli	X-in Office	
Lipari	X-via video	
Woltz	X-via video	
Zampatori	X-via video	
<b>Others</b>	<b>Present</b>	
Chief Sessler	X-via video	
Assistant Chief Marini	Not in Attendance	
Captain Thomas	X-via video	

Refer to **New Business** section for:

- Previous meeting minutes approval
- Audit and pay present bills

### **CORRESPONDENCE REPORT**

- N/A

### **TREASURER REPORT**

- Checks have been prepared for all invoices I have received to date for approval at your April 20, 2020 meeting.
- Amended Workers Compensation forms have been completed for an employee injured on March 30, 2020 who now has lost time. Additionally, one employee's surgery date has been postponed (as of 4/16, a.m.) and that information has also been relayed to the carrier. As of 4/16, p.m., the employee went into emergency surgery.
- Invoices for materials and supplies for the COVID-19 state of emergency are being tracked.
- The Amended W-2 for one employee was received from Paychex on 4/16/2020.
- I have updated the information for the April 20<sup>th</sup> payroll submission and will provide Mark Thomas with a copy of the documents in the event that he needs to submit payroll next Monday. I have reviewed each individual's OT pay with the 1.5 rate with longevity and will have any retro payments calculated and will include any owed amounts in the April 20<sup>th</sup> payroll submission as noted in the yellow highlighted column. I will notify each employee receiving retro payments with the calculations on Monday. A copy of the amounts owed is attached.
- I received a notice that the Employee Benefit Accrued Liability account at KeyBank that was authorized to be set up on 12/5/2016 – had not had any activity on it for 3 years and the District was given 45 days to either make a deposit or withdrawal from the account. This was a Reserved Fund set up to pay off retiring employees.
- I met with Key Bank Manager Yadira Tucker on April 15 and we discussed the best option for moving the balances and Safe Deposit Box to Canandaigua National Bank.
  - It was determined that the proper course would be to have bank checks done for 5 of the accounts: EE accrued liability -- \$42,814.00; Healthcare -- \$5,521.25; Equipment Reserve -- \$487,668.93; Trust & Agency -- \$1.07 and Payroll -- \$14,358.17.
  - Bank checks in those amounts were prepared and then were deposited in our Canandaigua National Bank accounts with the same titles.

- The General Fund Checking and Savings accounts remain open at KeyBank to accommodate any new service fees and the balances will be closed out in the near future when we are able to remove the items from the safe deposit box and transfer them to CNB.
- We received a check from the IRS for \$4325.50, a copy of which has been submitted to Paychex Tax Department for their review and the check has been deposited at CNB.
- Notice from the Town of Irondequoit has been received for the new Primary Election Date of June 23, 2020.
- I have received the new premium amounts for the VSP Vision Care Plan for our renewal on August 1, 2020 and I will be recalculating employee's new deduction rates upon receiving the medical/dental renewal rates from Bene-Care/Excellus. Employees will be provided notification for any changes to their dependents, etc.
- We have received the Month-End Collateral Statement for our CNB accounts from M&T Bank.
- I have coordinated the Irondequoit Fire Council's Staples account and there are 2 other districts who requested to remain on the account – Laurelton & Point Pleasant. If any of the other districts chose to be included in the account, I have a contact person to submit the information to.

#### **PUBLIC INPUT SESSION**

- None

#### **SCHEDULED APPOINTMENTS**

- NO REPORT
- **CAREER STAFF REPORTS**
- NO REPORT

#### **ASSOCIATION REPORT**

- NO REPORT

#### **OPERATIONS REPORTS**

#### **CHIEF SESSLER**

- FYI that Irondequoit Ambulance is looking into the possibility of billing homeowners/renter's insurance for Fire Standbys. They have no other means of recouping the cost of tying up trucks at our fire scenes to which they've been ordered to go from the region. Chief Kirchhoff is not clear on exactly how all of that would work, but essentially, he's looking to make sure that the Board doesn't have any major objections. No cost to RCFD.
- Group 4, Captain Thomas, Asst.Chief Marini and several volunteers responded to a partition fire in Laurelton and made an aggressive stop on a fire running a stud-bay Great work by all.
- I have filed the RPA (Request for Public Assistance) with NYS DHSES/FEMA. This is the first step in securing FEMA money related to the COVID19 event. There is much more to do, but this step must be done prior to anything else.
- Engine update: The chassis is scheduled to start on 5/26, the body to start on 6/10 and completion around 7/15. ALL these dates are loose estimates and are subject to change.

- We are continuing to monitor the COVID19 event with multiple conference calls. The County dropped off a large number of surgical masks and we ordered and received a number of N95s. We are still in short supply of gowns, but that is a major problem everywhere. Our Face and Hands PPE is in good supply currently with a low burn-rate.
- St Paul is continuing to monitor staffing levels to anticipate fallback plans for staffing. So-far-so-good.
- 1C19 has requested a weekly town-wide conference call on Tuesdays. I'm not sure what the intent is, but we'll be on to see.
- We're conducting weekly Zoom meeting with the volunteers, beginning last week. Lt Metcalfe is looking at some short training sessions to put in as well.
- Captain Quinlan is evaluating our current digital pager inventory and will be making recommendations for change in the future (to reduce the number)
- NYS DOH BEMS has extended everyone's EMT certification for an additional 1-year period. Lt Metcalfe has sent out notice to current EMTs.
- The staff continues to do a great job with EPCRs in reporting. We're up to 94% completion today, from 70% in January when we started. Also, the Q/A peer-review staff has stayed on top of the reviews, keeping everything current. This is major effort and accomplishment.
- I sent Coordinator Schalabba a note about housing SO10. I was clear in that I'm not looking to change the agreement, but rumor on the street was that Barnard MAY be interested in housing it. I indicated that if that were the case, we'd be open to the move. More to come.
- Attached is a quote from Dival for ½ mask respirators. These are the rubber, mask with cartridge style respirators that some agencies are using in place of N95s. A bonus of purchasing these for COVID is that they could be used for other work such as saw work (particularly concrete cutting) and other things. Additionally, they are very likely to be reimbursed by FEMA. Our plan would be to issue 1 to each career members and have 20 for volunteer use.
- There's a possibility that a local barber is willing to volunteer their time to cut hair for the staff/members here (in exchange for tips). If that were to work out, does the Board have an issue with setting up a secure location in the building and allowing members to participate? Medical screening, N95 and the like would apply to those involved.

#### Staff:

- A firefighter is out on a non-work-related post-op recovery - looking at 6-8 weeks or potentially more.
- A firefighter is out on a work-related injury and is being re-evaluated later this week.
- Firefighter Kohlmeier has been recalled from EOC assignment due to the above.
- Tier 6 people stayed in their current brackets and despite what looks like a reporting issue, they have remained where they should.

#### ASSISTANT CHIEF MARINI

- Not in Attendance

#### SUB COMMITTEE REPORTS

##### Community Risk Reduction

- GTSC (Governor's Traffic Safety Committee) grant in process. Hopefully we will get around \$3100.00 towards car seat items. Items include new tech training, Continuing education for current techs, seminars, car seats, supplies, etc.
- Car seat install requests are being passed along to Monroe County. They have tried assisting installs via virtual training, if the caregiver is interested.
- Any donations, we try to post on our social media outlets, thanking them.

#### COMMISSIONER REPORTS

##### COMMISSIONER NAPOLI Equipment/Apparatus

- No Report

#### **COMMISSIONER LIPARI**

##### **Personnel/ Misc.**

- No Report

#### **COMMISSIONER WOLTZ**

##### **Building & Grounds**

- No Report

#### **COMMISSIONER ZAMPATORI**

- Commissioner Zampatori report the Town of Irondequoit has not totally ruled out the town's July 4<sup>th</sup> celebration.

#### **COMMISSIONER WARTH**

- Commissioner Warth discussed the Covid-19 situation on a Town/County/State level.

##### **Budget/ Long Range Planning**

- No report.

##### **Town/County Meeting Updates**

- N/A

##### **Executive Session**

- N/A

##### **OLD BUSINESS**

- N/A

##### **NEW BUSINESS**

- N/A

MOTION	Motioned					Second					CARRIED	NOTES
	Warth	Napoli	Lipari	Woltz	Zampatori	Warth	Napoli	Lipari	Woltz	Zampatori		
Approve the minutes of the 04/06/20 meeting			X						X		Y	
Approval to properly audit and pay the bills as submitted on 04/20/2020			X							X	Y	
Approval to purchase Facial Respirators from Dival			X						X		Y	

Motion for Adjournment: Made by Commissioner Woltz

Second: Made by Commissioner Zampatori

Time: 7:00pm

Respectfully Submitted,

**Commissioner M. Napoli**

Interim Secretary

**NEXT MEETING: Monday May 4th, 2020 at 6pm**