

May 04, 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 May 04, 2020. The meeting was called to order at 6:00 pm by the Chairman (noted below) who then led the pledge.

ATTENDANCE:

Commissioner	Present	Chairman
Warth	X-via video	X
Napoli	X-in Office	
Lipari	X-via video	
Woltz	X-via video	
Zampatori	X-via video	
Others	Present	
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

Information below received on Friday, May 01, 2020

- There should be a formal acknowledgment of receipt of the Financial Statements ending December 31, 2020 from Sean Hucko, CPA, LLC in the minutes, if not already done and a determination if the Commissioners would like a legal notice published.
- Invoices for materials and supplies for the COVID-19 state of emergency are being tracked.
- Transfers were made 5/1/2020 for the payroll account and general fund checking for anticipated expenditures in May.
- I have participated in the Treasurer series and have received a certificate for completion. In addition, I have attended 1 webinar from the NYS Comptroller's Office and also 1 zoom meeting hosted by FDNYM Insurance related to process for workers comp COVID-19. A copy of an update from them is attached.
- I have updated the information for the May 7th payroll submission and will provide Mark Thomas with a copy of the documents in the event that he needs to submit payroll next Monday. There are 3 individuals who have anniversaries 5/1/2020 and their longevity and vacation payout will be included in their 5/7/2020 paychecks.
- Employees have been provided with renewal enrollment forms for VSP – Vision Care for 8/1/2020. There are three employees whose vision deduction has been incorrect dating back to 8/1/2019 and that information is attached. Two employees' deductions have been short and one employee is due a refund.
- The frontier phone lines have been researched and 1 is the district's fax line, 1 is the association's fax line and the remaining line is for future alarm monitoring.
- One former employee's COBRA Vision and Dental coverages have reached their 18-month coverage and will be eliminated 5/1/2020. The Health Insurance COBRA continues for an additional 18-month timeframe.
- I processed one employment verification for an employee applying for a mortgage.
- We have received notifications from the various insurance companies related to financial hardships for payment of insurance coverage.

PUBLIC INPUT SESSION

- None

SCHEDULED APPOINTMENTS

- NO REPORT

CAREER STAFF REPORTS

- NO REPORT

ASSOCIATION REPORT

- NO REPORT

OPERATIONS REPORTS

CHIEF SESSLER

- We were contacted by ServPro last week, offering a free sanitizing of all the fire apparatus. They came in that same day with a fogger to sanitize the cabs of the trucks, followed by a wipe down. Capt. Thomas posted a "thank you" to them on social media. When asked, they said it was "just their way of giving back to the community".
- We've been holding weekly zoom meetings with the volunteers and many career guys. Lt Metcalfe has begun light training via the meetings, keeping it to around 30-45 mins. This along with general updates and communication have been well received.
- Volunteer home-staffing has begun. AC Marini put together a program and after a few minor tweaks to it, we're up and running. Following some news stories it seems that doing so has positioned us in a good place for LOSAP implications.
- In last week's briefing Dr Cushman indicated that small group training may start back up after 5/15. I'm working with Lt Metcalfe on a plan to begin small-group training of the volunteers following that date.
- FF Caracci has secured an Epinephrine (EPI) supply for our new EPI program. We're utilizing the "check and inject" version over the EPI Pens which are prohibitively expensive. FF Caracci will be conducting group training to the staff to put the drug into service, and is working on a plan (possible zoom training) for our volunteer EMTs.
- Several GOs were sent out last week for review and are being presented for the first time at this meeting. They were also posted on the website under "Announcements" for everyone to see. They are:
 - 032 PPE
 - 051 Recruit Training
 - 064 Requests for Training
 - 397 Civil unrest plan
 - 431 Base Radio Operations
 - 432 Mobile and Portable Radio Operations
- NYS OFPC has sent out a survey regarding the RFFT program at the Fire Academy. They did NOT have an expected return date; they were only seeking info on how much notice we would need and things of that nature. Based on the survey the earliest they were considering was 5/25 which is Memorial Day, which seemed odd.
- Gates/Ridge Road have put together a rough plan to complete the RFFT program here in Monroe County. The plan calls for a 6/1 start and a 7/10 finish. The classes will be held at Gates predominately and they are seeking commitment to the program. I would like to commit to it and send RFF Nicosia to finish his academy locally. There are some remaining items that are still being worked on such as location for the CPAT, but the State has authorized Monroe County to proceed. The MAXIMUM cost to us is \$1886, however the actual cost will be much lower. That number assumes 100% overtime to execute it, and it assumes that we offer no support to the program. Instead, we'll offer instructors as needed, equipment as needed and manpower as needed. There would likely be cost associated with that in the form of overtime in some instances, but will likely still be much less than that.

- IAFC-VCOS Symposium in the sun registration will be opening in May. I'm seeking authorization to register myself and another officer (agreed upon at the organizational meeting). Hotel slots go fast, so I'd like to be able to secure the rooms and the registration earlier than later. I've queried the staff officers on who can go.

Staff

- On 5/1 FF Mike Krygier completed 20 years with the Fire District as a career firefighter!

ASSISTANT CHIEF MARINI

- Not in Attendance

SUB COMMITTEE REPORTS

Community Risk Reduction

- No report of substance. Most CRR activities are suspended at this time

COMMISSIONER REPORTS

COMMISSIONER NAPOLI

Equipment/Apparatus

- No Report

COMMISSIONER LIPARI

Personnel/ Misc.

- No Report

COMMISSIONER WOLTZ

Building & Grounds

- Commissioner Woltz acknowledges (Thank-you) Treasurer Marini's ongoing diligence in correcting any and all ongoing issues with the business side of the district.
- Captain Quinlan spoke with Alliance Door Service in regards with the 2 bills associated with the Overhead Door #2. An Alliance supervisor visited the firehouse to review this with Captain Quinlan and realized that the technician missed diagnosed the actual problem. Captain Quinlan has spoken to that supervisor with setting up some type of maintenance program for all the overhead garage doors.
- EMCOR repaired an Air Damper on the air handling unit above the MTO's (Lieutenant's) office.
- The Ice Machine needed repair. The unit hasn't been serviced for quite some time.

COMMISSIONER ZAMPATORI

- Commissioner Zampatori asked the board if they would draft a letter to Irondequoit Town Supervisor Seeley, a recommendation for Acting Police Chief A. Laird for the position of Irondequoit Police Chief.
- Commissioner Zampatori asked Chief Sessler about the use of the gym. Chief Sessler informed the Board that he would have a better idea for the gym use after the mandated quarantine of May 15th. The Chief also stated that the present situation is constantly changing every day.

COMMISSIONER WARTH

- Commissioner Warth formally acknowledgment of receipt of the Financial Statements ending December 31, 2020 from Sean Hucko, CPA, LLC.
- Commissioner Warth & the Board resolved the HRA request from an employee dating back a few years.

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 04/20/20 meeting					X				X		Y	
Approval to properly audit and pay the bills as submitted on 05/04/2020					X				X		Y	

Motion for Adjournment: Made by Commissioner Zampatori

Second: Made by Commissioner Woltz

Time: 6:48pm

Respectfully Submitted,

Commissioner M. Napoli

Interim Secretary

NEXT MEETING: Monday May 18th, 2020 at 6pm