

May 18, 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 18, 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 15, 2020

- Checks have been prepared for all invoices I have received to date for approval at your May 18th meeting. I will leave the folder in the Board's meeting room for review prior to the meeting.
- The Title for the 2015 F350 Pick-up truck has been retrieved from the KeyBank Safe Deposit Box. I worked with Ford Motor Credit Corp to get the Lien release document for both the 2015 F350 Pick-up truck and the 2015 F250 Pick-up truck. The documents will be on Commissioner Napoli's desk for signature upon approval of the bid for sale. The Lien Release for the 2015 F250 Pick-up truck will be placed in the safe deposit box at CNB on 5/20/2020.
- Appointments have been scheduled for 5/20/2020 Commissioner Napoli and me at KeyBank to close the safe deposit box and Canandaigua National Bank to place the documents in the safe deposit box.
- Working with Paychex to move the final ACH from KeyBank to CNB. The Section 125, benefit section with Paychex was not updated to include me as an administrator. Captain Thomas is the only current employee listed. The forms have been completed and signed by Captain Thomas to add Commissioner Warth and me as administrators and remove those former employees.
- Reconciliation of the banking accounts at KeyBank and CNB have been completed for April 2020.
- The NYSLRS – Gold Certification Survey for the retirement reporting has completed and I will be notified when the next stage of training will be available.
- Invoices for materials and supplies for the COVID-19 state of emergency are being tracked and the invoices have been provided to Chief Sessler and Captain Thomas.
- The payroll account balance has been verified for the 5/21/2020 payroll. No transfer will be needed until June.
- I have participated in the AFDSNY Treasurer and Secretary Series webinars, along with several NYS Comptroller webinars.
- I have updated the information for the May 21st payroll submission and will provide Mark Thomas with a copy of the documents in the event that he needs to submit payroll next Monday.
- Employees have been provided with renewal enrollment forms for VSP – Vision Care for 8/1/2020 due back by the end of June to verify their dependents.

- Additionally, I have received notification (attached) that the planned rate increases for 8/1/2020 will not occur for the next 24 months. Employees' vision deductions will remain the same, except where there is a change in their dependents. Notifications were sent to the three employees whose vision deduction has been incorrect dating back to 8/1/2019 should be adjusted for the 5/21/2020 payroll.
- I am waiting for final notification related to the HRA account for one employee which is being coordinated with Rick at Bene-care. I will update the Commission when the final dollar figure is calculated.

PUBLIC INPUT SESSION

- None

SCHEDULED APPOINTMENTS

- NO REPORT

CAREER STAFF REPORTS

- NO REPORT

ASSOCIATION REPORT

- NO REPORT

OPERATIONS REPORTS

CHIEF SESSLER

- Starting 5/21/20 Small group training will begin as part of our Phase 1 re-opening plan. This will continue but be re-evaluated regularly. Medical screening will continue for attendees.
- I've been in contact with NYS OFPC Fire Academy concerning a partial refund for RFF Nicosia's RFFT program. They have agreed to a refund of \$1,130 which will take 8 weeks to process as a check to the District.
- Our Phase 1 re-opening plan is in place is being monitored.
- West Webster has formally requested a M/A agreement wherein we send an Engine to the scene upon declaration of a working fire. The change is not yet in place, waiting on 911. We currently provide a fill-in on WF which will be replaced with the scene response.
- Training on the new "Check and Inject" program for Epinephrine delivery has begun. FF Caracci is delivering the training and will instruct all 4 groups. We're hoping timing aligns for a volunteer drill (in person) to train the volunteer staff. This will be as soon as we're able based on phasing.
- Questions for Commissioner Warth on radios:
 - We're having the new Engine wired for the repeater. Should we send it to them? If not, who should install it here? Should we book it now?
 - Portable chargers: Should we remove the chargers from E183 and send them to Pierce? Or have them wired for post-arrival instillation? Or buy new ones?
- We need to begin ordering supplies for the new Engine. Attached is the list of items which are desired, we need to know what items the board wishes to fund as some of them have several months lead time to get.
- Seeking approval for 5 GOs:
 - 032 PPE (some wording was changed to include DOT vests and some other minor wording changes)
 - 051 Recruit Training
 - 064 Requests for Training
 - 431 Base Radio Operations
 - 432 Mobile and Portable Radio Operations (updated for storm protocol based on TW response)
- FYI that GO 397 Civil Unrest is not ready. It was sent to IPD for collaboration and to ensure the concept is viable based on their plan

Staff

- Volunteer FF Jason Cernis who has completed initial (re)training for exterior status. Interior status to follow soon.
- Interviewing 1 potential member for a June vote, assuming the Association is able to host their meeting.

ASSISTANT CHIEF MARINI

- Not in Attendance

SUB COMMITTEE REPORTS

Community Risk Reduction

- No changes at this point. Car seats will resume in Phase 2.

COMMISSIONER REPORTS

COMMISSIONER NAPOLI

Equipment/Apparatus

- The 2015 Ford F350 is sold. We accepted the bid of \$30,000.00 from the Hartland Volunteer Fire Company in Gasport, NY. Treasurer Marini has received the Lien release from Ford Motor Credit Corp. The truck is to be picked up on Tues., May 19th, 2020.

COMMISSIONER WOLTZ

Building & Grounds

- The Ice Machine was repaired and in full service. The machine hasn't been serviced since the purchase date.
- The Roof drain over the Gym/Training room was plugged and had to be serviced.
- Commissioner Woltz will check with Captain Quinlan in regards to any credit from Alliance Door for the multiple repairs on Overhead door #2.
- Alliance Door serviced Overhead door #4 due to the malfunction.
- Commissioner Woltz thanked Captain Thomas for the maintaining of the sign out front of the firehouse.

COMMISSIONER ZAMPATORI

- No Report

COMMISSIONER WARTH

- No Report

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 05/04/20 meeting					X				X		Y	
Approval to properly audit and pay the bills as submitted on 05/18/2020			X							X	Y	
Approval of GO's 32, 51, 64, 431, & 432			X						X		Y	
Approve acceptance for the bid of \$30k and the sale of the 2015 Ford F350 to Hartland Volunteer Fire Co.			X							X	Y	

Motion for Adjournment: Made by Commissioner Zampatori
Second: Made by Commissioner Woltz
Time: 6:40pm

Respectfully Submitted,
Commissioner M. Napoli
Interim Secretary

NEXT MEETING: Monday June 01st, 2020 at 6pm