

November 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 November 16, 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	X
Napoli	X	
Lipari	X	
Woltz	Not in Attendance	
Zampatori	X	
Others	Present	
Chief Sessler	X	
Assistant Chief Marini	Not in Attendance	
Captain Thomas	X	

Refer to ***New Business*** section for:

- Previous meeting minutes approval
- Audit and pay present bills

CORRESPONDENCE REPORT

- BPD Municipal Finance – “Important Financial Monitoring Information”
- M&T Bank – “Month-End Collateral Statement”
- Letter from the Ladies Auxiliary to use the building for their annual Christmas Dinner.

TREASURER REPORT

TREASURER MARINI

Information below received on Monday, Nov 16, 2020

Treasurer Marini was present at the BOC meeting

Action items:

- The invoices from New York State retirement have been received and action by the Board of Commissioners needed to authorize pre-payment by December 15th is needed.
- The census for the NYS Volunteer Firefighter Cancer Benefit Program was submitted by October 30th. The New York State documents have been prepared for Commissioner Lipari's signature for submission by the 12/1 deadline.
- Request approval to meet with Bene-Care for additional services they provided.

Informational items:

1. Received notification from KPMG that we have been chosen to have our NYS Retirement information audited and the information needed must be submitted by 11/20/2020.

2. Received a notice from NYS DOL for an unemployment claim. Treasurer Marini will review the payroll records to see if this is a valid claim.
3. The November 1st payroll will be processed. There are no payments associated with anniversary dates for this payroll, but the 1 Holiday payout correction is included in this payroll. Payroll forms have been updated for the District Secretary position. Copies will be provided to Captain Thomas if he needs to submit the payroll.
4. Transfers from the General Fund Savings will be completed to the General Fund Checking upcoming expenditures.
5. Checks have been prepared for all invoices received to date for your November 19th meeting.
6. Working with District Secretary Riesenberger to transition duties and coordinating the Oath of Office with the Town Clerk.
7. Submitted to Civil Service the 222 form and it will be reviewed at the next Civil Service Board meeting in December and we will be notified of their action.
8. Received notification today that we have a new account rep at Paychex for our payroll submissions.
9. Submission of the requested Interim Testing documents to Accountant Sean Hucko for review prior to coming out to begin our annual audit in the next few weeks. A list of the items requested is attached.

Discussion about an audit on the retirement. Treasurer Marini and Chief Sessler will meet this week to start the process.

PUBLIC INPUT SESSION

- None

SCHEDULED APPOINTMENTS

- No Report

CAREER STAFF REPORTS

- No Report

ASSOCIATION REPORT

- No Report

OPERATIONS REPORTS

CHIEF SESSLER

- The current COVID update (yellow) has been established and discussion regarding going back to into lockdown similar to what was done earlier this year. Chief Sessler and Captain Thomas (HSO) will be working a plan for appropriate potential exposure reductions and new memo to follow. There are currently two RCFD members who are out on quarantine and two more from Laurelton FD. Unknown on St Paul FD. There was some discussion about opening the firehouse to potential COVID-19 exposure for the Commissioner Elections next month and a plan will be in place to reduce the spread.
- St. Paul FD completed their bailout training on our system, and all went well.
- There is a new Rescue 188 committee that has been assembled with Captain Thomas as the chairperson with the rest of the committee to be established later this week.

- From Captain Quinlan, the vehicle airline is not operating. We have received a quote from RW Lindsey for a new refrigerated truck air dryer in the upstairs of the truck room. Cost is \$932 in parts and \$200-\$300 in labor for installation. Request for approval not to exceed \$1,500 for entire project.
- Special thanks to FF Sabin and all the staff working with Secretary Riesenberger to get him up to speed with equipment, logins, etc.
- Chief Sessler, Captain Thomas and Lieutenant Metcalfe will be attending "technology day" for MDT hardware on 11/17.
- Inter-Municipal Agreement (IMA) for Monroe County CARES act funding to replenish supplies. – Needs signature.
- The Chief's Tahoe is at Gerber Collision getting repaired this week. The Chief will be utilizing squad 1817 in the meantime.
- General Order (GO) #443 Trunked Radio Operation – Revision 1
- General Order (GO) #165 Volunteer Staffing Program/Service Credit – Revision 1
- General Order (GO) #009 LOSAP
 - Per Treasurer Marini, there are eleven active members who may be entitled to LOSAP retroactive benefits. Further action and discussion is needed at the next meeting.
- Thanks to Assistant Chief Marini for going through all the LOSAP info, updating records, drafting the General Orders and fixing all of our systems.
- There is a request from the Fitness Committee to fund \$50 in workout clothes to all members (career & volunteer) who successfully pass the fitness assessment. Also, a requests to investigate enlarging the workout facility.

SUB COMMITTEE REPORTS

Community Risk Reduction/Explorers

- Request for a District credit card to be used for Fire Explorer business, rechartering, etc. – Approved.
- Annual BSA Rechartering has been completed by FF Caracci for this year.
- Fire Explorer recruitment has been postponed due to increased covid threat level.
- Captain Thomas reported that usual community events have been suspended due to increased covid threat level.

Staff

- A new Civil Service list has been pulled and canvas letters have been mailed last week.
- New volunteer recruit, FF Sladden has finished the required internal training.

ASSISTANT CHIEF MARINI

- Via email, Assistant Chief Marini updated the Length of Service Awards Program (LOSAP) RCFD General Order (#009) in accordance with NYS General Municipal Law, Article 11a, Section 217.

COMMISSIONER REPORTS

COMMISSIONER LIPARI

Personnel/ Misc.

- No Report

COMMISSIONER NAPOLI

Equipment/Apparatus

- The Rosenbauer engine has been into Hawk Frame & Axle for repairs for a couple more weeks.
- The November Monroe County Fire District Officers meeting will be virtual via Zoom. All are encouraged to attend.
- Discussion on the 2021 RCFD District Commission Meeting schedule. To be reviewed and voted on in December.

COMMISSIONER WOLTZ

Building & Grounds

Via email, Commissioner Woltz discussed the immediate need to replace the air line in the truck room.

COMMISSIONER ZAMPATORI

- Commissioner Zampatori acknowledged and thanked FF Palmer and Captain Thomas for putting together a modified Veteran's Day ceremony last week.

COMMISSIONER WARTH

Budget/ Long Range Planning

- Chief Sessler discussed adding staff to Truck 180 and potentially increasing minimum staffing towards the recommendations of NFPA 1720. Further discussion is needed and tabled for future meeting.

Town/County Meeting Updates

- Commissioner Warth discussed the Irondequoit Fire Districts Shared Services Study and that no action will be made at time.

OLD BUSINESS

- N/A

NEW BUSINESS

- Special thanks to Treasurer Patti Marini for assisting new Secretary Rodd Riesenberger getting acclimated to his new position. She is an asset to this organization.

X	Motioned					Second					CARRIED	NOTES
	Warth	Napoli	Lipari	Woltz	Zampatori	Warth	Napoli	Lipari	Woltz	Zampatori		
Approve the minutes of the 11/2/20 meeting					X		X				Y	
Approval to properly audit and pay the bills as submitted on 11/16/2020			X					X			Y	
Approval to the RCFD Ladies Auxiliary for building use on 12/15/20 for their Annual Christmas Dinner					X			X			Y	
Authorize pre-payment to NYS Retirement by December 15 th .			X				X				Y	
Request approval to meet with Bene-Care for additional services they provided.			X				X				Y	
Motion from Chief Sessler to pay RW Lindsey for a new truck air dryer in the upstairs of the truck room. Cost is not to exceed \$1,500 for entire project.			X				X				Y	
Approval to adopt General Order (GO) #443 Trunked Radio Operation – Revision 1			X							X	Y	
Approval to adopt General Order (GO) #165 Volunteer Staffing Program/Service Credit – Revision 1			X							X	Y	
Approval to adopt General Order (GO) #009 LOSAP			X							X	Y	
Request to fund \$50 in workout clothes to all members (career & volunteer) who successfully pass the fitness assessment.			X				X				Y	

Motion for Adjournment: Made by Commissioner Napoli
Second: Made by Commissioner Lipari
Time: 6:38pm

Respectfully Submitted,
Rodd Riesenberger
District Secretary

NEXT MEETING: Monday December 7th, 2020 at 6pm