

December 7, 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 December 7, 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	X	
Zampatori	X	
Others	Present	
Chief Sessler	X	
Assistant Chief Marini	X	
Captain Quinlan	X	

*The Ridge-Culver Fire District Board of Fire Commissioners would like to express our sincere condolences to the family of **Past Commissioner Michael J. Brockmann**. Mr. Brockmann served several years as a Fire Explorer, Firefighter and Commissioner between September 2003 to 2014. Throughout his years of service, he diligently served the citizens of the Ridge-Culver Fire District with loyalty and distinction. His death is a great loss to his family, friends, and community.*

This page is intentionally left blank in the memory of Past Commissioner/Firefighter Michael J. Brockmann.

Refer to **New Business** section for:

- Previous meeting minutes approval
- Audit and pay present bills

CORRESPONDENCE REPORT

- M&T Bank – “Month-End Collateral Statement” (12/1/20)
- NYS Department of Labor (12/4/20)

TREASURER REPORT

TREASURER MARINI

Information below received before December 7, 2020

Treasurer Marini was present at the BOC meeting.

Action items:

1. Engagement Letter from Sean Hucko, CPA for the preparation of the 2020 AUD submission to NYS.
2. A cost analysis of Bene-care’s additional service will be provided at the meeting on Monday night for review.
3. We have received notice from Excellus that they have changed the billing structure of the dental coverage to include more tiers – single, subscriber and spouse and family which will change several employees’ deductions beginning 1/1/2021.

Informational items:

1. Working with District Secretary Riesenberger to transition duties.
2. Submitted all requested documents, including additional employee information to KPMG for the NYS Retirement information audit.
3. Requested a hearing on the NYS DOL for an unemployment claim for the individual not employed at the District.
4. Received our invoice from Bene-care for next quarter’s health insurance coverage which is due on 12/27/2020 for the period of 1/1/2021 – 3/31/2021. We are receiving a credit for dental insurance due to COVID, which is a lump sum credit.
5. The December 3rd payroll has been processed with a transfer from the EE Reserve fund. I am preparing the forms for the December 17th payroll and there will be upcoming anniversary date payments for the next 3 payrolls. Copies will be provided to Captain Thomas in the event that he needs to submit the payroll.
6. Transfer from the General Fund Savings has been completed to cover the NYS Retirement System invoice and regular invoices. The debt & interest payment due 12/15/2020 has been coordinated and will be processed on 12/14/2020.
7. Checks have been prepared for all invoices received to date for your December 7th meeting.
8. Civil Service has returned the part-time District Secretary job description. The District Secretary will submit his qualifications for approval by the Civil Service office.
9. Will update the Board on LOSAP corrections with estimates of costs at Monday’s meeting.

PUBLIC INPUT SESSION

- None

SCHEDULED APPOINTMENTS

- No Report

CAREER STAFF REPORTS

- No Report

ASSOCIATION REPORT

- No Report

OPERATIONS REPORTS

CHIEF SESSLER

- Operations
 - The compressor air dryer that was approved at the last meeting has been installed along with a minor repair to some plumbing.
 - COVID update: We are still listed as “yellow” according to NYS. There are currently no reported members who are COVID positive. Use of facial masks in the firehouse and daily disinfecting of surfaces as resumed. No meetings larger than 25 people (maybe 10 soon) may be conducted. The Association has cancelled the December monthly meeting. Most outside events have been cancelled or closed. All Community Risk Reduction (CRR) programs have been suspended (car seats, CPR classes, station visits, etc).
 - There will be weekly quick COVID testing located at Saint Paul FD in cooperation with Irondequoit Ambulance. On-Duty staff will be tested Mondays and Fridays. Volunteers are encouraged to get tested at least once per month on those same days.
 - John Caufield started a grant consulting business and has made us aware of pending AFG application period coming soon. Some discussion was had regarding SCBA grants as well.
 - We have been working with various online scheduling software companies for an alternative to Red Alert for scheduling and time tracking.
 - “Bryx911” will be shooting the last phase of their television commercial tomorrow morning in Gates.
 - There have been several fires in the last few weeks with an excellent turnout from both the career staff as well as the volunteers. Great work to everyone!
 - Nice job to the crews who responded to the fire on Spruce Lane with a quick knockdown then covered a second structure job at the same time. Again, nice work.
 - There have been some Wi-Fi issues throughout the building. FF Sabin has been working with Brite Computers to determine the issue.
 - New E182 update: We are just waiting a couple of items and it should be done.
 - The old Crimson is still for sale with little interest on social media or the website. Considering going to a fire apparatus broker as we are needing to get rid of it soon.
 - Purchase Requests
 - The Training Office has requested approval for funds for the CPSE Advanced Technical Writing Program for Chief Sessler and Lt. Metcalfe to attend. Cost not to exceed \$5,250. There was some discussion about the course. – PASSED.
 - The Training Office has requested approval for funds for a new VES training window prop. Cost not to exceed \$3,200 – PASSED.
 - The Fitness Committee has requested funds for a “Fitness Sled” to be used for firefighter physical fitness in the gym. Cost not to exceed \$1,500 – PASSED.
- Community Risk Reduction (Fire Prevention) & Fire Explorers
 - The fire hydrant stakes have arrived. FF Palmer & FF Nicosia will be installing them in upcoming weeks.
 - Lt. Muster, FF Beyea, FF Palmer and FF Nicosia have completed CPR Instructor class.
 - Members on SQ1817 attended “Good Night Lights” at the Golisano Children’s Hospital on 12/2. There will be three more Wednesday nights planned. 12/9, 12/16, 12/23. This is a great publicity event, and we are planning on attending all of them.
 - There is a “Meet and Greet” Fire Explorer recruitment night on Monday 12/14 at 7pm. This will now be a zoom meeting to adhere to the current COVID-19 regulations.
- Staff
 - New firefighter canvas letters have been returned and we will be scheduling interviews in the upcoming weeks.
 - Physicals were scheduled last week and most have been completed.

ASSISTANT CHIEF MARINI

AC Marini has been working on LOSAP totals for current and past volunteer members.

COMMISSIONER REPORTS

COMMISSIONER LIPARI

- **Personnel/ Misc.**
 - We are working on scheduling new career firefighter candidate interviews. Discussion on the process of hiring new members.
 - Meeting with Bene-Care for alternative HR services.

COMMISSIONER NAPOLI

- **Equipment/Apparatus**
 - No new updates from Hawk Frame & Axle on the engine.
 - 180 was out of service for aerial ladder repairs.
 - Captain Quinlan is working on an alternative fueling station, as the gasoline pumps are being repaired at the bus garage for about a week.

COMMISSIONER WOLTZ

- **Building & Grounds**
 - There have some issues with the boiler for the fire station and being looked at.
 - There was a plugged sewer line which has been fixed.
 - The compressor air dryer has been repaired.

COMMISSIONER ZAMPATORI

- There will be a "Meet & Greet" with the Laurelton FD Commissioners on 12/9, unless otherwise cancelled by COVID-19 restrictions.

COMMISSIONER WARTH

- **Town/County Meeting Updates**
 - The town wide study is still in progress
 - There will be no dinner meeting this year due to COVID-19 protocols.
 - The end of year RCFD Commission meeting will be 12/30 @ 6pm.
- **Budget/ Long Range Planning**
 - No Report

OLD BUSINESS

- No Report

NEW BUSINESS

- Motions made on the following table

X	Motioned					Second						
MOTION	Warth	Napoli	Lipari	Woltz	Zampatori	Warth	Napoli	Lipari	Woltz	Zampatori	CARRIED	NOTES
Approval to properly audit and pay the bills as submitted on 12/7/2020					X			X			X	
Approve the minutes of the 11/16/20 meeting		X								X	X	
Writing Class for Chief Sessler & Lt. Metcalfe		X								X	X	Commissioner Woltz opposed.
VES Training Window Prop			X				X				X	
"Fitness Sled" purchase			X							X	X	
Authorization to sign a contract with Bene-Care HR Services			X							X	X	

Executive Session @ 7:25pm – 7:55pm

- Motioned by Commissioner Warth to discuss personnel matters.

Motion for Adjournment: Made by Commissioner Woltz

Second: Made by Commissioner Warth

Time: 7:55pm

Respectfully Submitted,

Rodd Riesenberger

District Secretary

NEXT MEETING: Monday December 21st, 2020 at 6pm