

**May 16<sup>th</sup>, 2022**

The First Organizational Meeting of the Board of Fire Commissioners of the Irondequoit Fire District was held at the Culver Station firehouse, 2960 Culver Road, in the Town of Irondequoit on May 16<sup>th</sup>, 2022.

Treasurer Sulyma opened the meeting at 12:00 p.m. and then led the Pledge of Allegiance.

**ATTENDANCE:**

<b>Commissioner</b>	<b>Present</b>	<b>Chairman</b>
Ingersoll	X	
Lipari	X	
Turner	X	
Warth	X	
Zampatori	X (via zoom)	
<b>Others</b>	<b>Present</b>	
Chief Sessler	X	
Treasurer Sulyma	X	
Deputy Treasurer Marini	X	
Secretary Riesenberger	X	
Administrator Mastin	X	
	X	

- Motion was made by Commissioner Ingersoll, seconded by Commissioner Turner that Commissioner Warth be designated by the Board to act as Temporary Chairman until such time as a Chairman of Board of Fire Commissioners is chosen. "Motion Carried".
- The seat of Chairman of the Board for the Year 2022 was now open. Motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll that Commissioner Warth be appointed Chairman of the Board for the Year 2022. "Motion Carried".
  - First - A moment of silence for the fallen members of both the Laurelton and Ridge Culver Fire Districts. May their sacrifices never be forgotten.
  - The Board of Fire Commissioners of the Irondequoit Fire District would like to thank the members of both the Laurelton Fire District and Ridge Culver Fire District, both past and present, career and volunteer, for their dedication to the community for whom we serve. Without their continued commitment to our mission, we could not achieve what we have accomplished here today, the birth of a new fire district created from two great organizations with strong traditions.

In the future, let it not be forgotten that our purpose is to serve the public, providing the best fire and emergency services we can offer. Using the example of this district's creation, let the district move forward with strong leadership, dedication, compassion, and innovation. Our Board is confident that the future generations will carry this torch proudly.

- Motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll that Commissioner Turner be appointed Vice Chairman of the Board for the Year 2022. "Motion Carried".

- The Board greeted all new Commissioners and the Treasurer. All newly appointed Commissioners, Secretary, Treasurer, and Deputy Treasurers will be sworn into office by the Irondequoit Town Clerk and is asked to turn in the receipt of his Oath of Office Certificate to the District Secretary.
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner that Patricia Marini be appointed Deputy Treasurer of the Irondequoit Fire District for the Year 2022. "Motion Carried".
- Motion was made by Commissioner Ingersoll, seconded by Commissioner Turner that Rodd Riesenberger be appointed District Secretary / Deputy Treasurer / Records Access Officer of the Irondequoit Fire District for the Year 2022. "Motion Carried".
- Motion was made by Commissioner Turner, seconded by Commissioner Lipari that James Mastin be appointed Administrator of the Irondequoit Fire District for the Year 2022. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll that Steve Sessler be appointed Fire Chief of the Irondequoit Fire District for the Year 2022. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner to compensate the Deputy Treasurer of the District \$29.40 per hour, received in bi-weekly payments for the Year 2022. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner to compensate the Secretary/Deputy Treasurer of the District \$28.00 per hour, received in bi-weekly payments for the Year 2022. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner to compensate the Administrator of the District \$38.00 per hour, received in bi-weekly payments for the Year 2022. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll, that the Board of Fire Commissioners hold their regular monthly meetings on the first and third Mondays of each month with some exceptions based on holidays and with the exception of July and August when there will only be one meeting on the second Monday of July and first Monday of August. In addition, a Public Budget hearing will be held on Tuesday October 18, 2022. The annual District Election will take place on Tuesday December 13, 2022. All meetings will be held at 6:30 pm at the Empire Station, located at 405 Empire Boulevard, in the Town of Irondequoit, Rochester, NY 14609 for the Year 2022. "Motion Carried". Media has been notified.
- Motion was made by Commissioner Ingersoll, seconded by Commissioner Turner, to designate the Daily Record and Gannett Rochester Newspapers as the official newspapers of the district with the ability to use either of these papers for official publications. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll, to use Canandaigua National Bank, Chase Bank and M&T Bank where the Treasurer shall deposit funds for the Year 2022 except C.D.'s, which will be deposited in the highest interest-bearing Federal Bank or Canandaigua National Bank and Trust. "Motion Carried".
- Motion was made by Commissioner Turner, seconded by Commissioner Ingersoll, that the Treasurer of the Irondequoit Fire District be able to pay recurring claims for services such as electric, gas, water, sewer, and telephone as long as such claims are presented for audit at the next regular board meeting after they have been paid. "Motion Carried".

- Motion was made by Commissioner Lipari, seconded by Commissioner Turner, that Peter Weishaar, 300 Meridian Centre Blvd., Suite 110, Rochester, NY 14618, be hired as the Irondequoit Fire District's lead attorney for the Year 2022, and Coughlin Gerhart, LLP, Attorneys at Law, 99 Corporate Drive Binghamton, NY 13904 to be hired as the district's secondary attorney for the Year 2022. "Motion Carried".
- Motion was made by Commissioner Ingersoll, seconded by Commissioner Lipari, that the Fire District Officers of the Irondequoit Fire District attend any New York State Conference and a maximum of 1 out of state conference. District is to pay necessary dues and expenses for those attending. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner, that dues for different firematic organizations for district officers and chiefs be paid by the district. "Motion Carried".
- Motion was made by Commissioner Turner, seconded by Commissioner Lipari, that all commissioners, the secretary, the treasurer, and deputy treasurer be covered by fire district insurance while on any business or work covered by his or her title. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll, to adopt the Resolution for Defense and Indemnification [Attached]. "Motion Carried".
- Motion was made by Commissioner Ingersoll, seconded by Commissioner Turner, that all fire district officers are allowed the Federal allotted mileage allowance, travel expense, and be allowed the Federal GSA per diem rate for meals while out on district business for the Year 2022. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner, to use the Trust & Agency Fund for the account to be used as a transfer agent for the 2% foreign fire insurance. The account is to be held at the Canandaigua National Bank & Trust, Irondequoit Office. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll, that the District adopt and sign the Union Collective Bargaining Agreement with IAFF Local 4176. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner, to adopt the Resolution providing Sections 75-c and 75-e Retirement Plans [Attached]. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner, to adopt the Resolution providing Sections 375-c, 375-e, 375-g and 375i Retirement Plans [Attached]. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner, to adopt the Resolution providing Sections 75-c and 75-e Retirement Plans [Attached]. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner, to adopt the Resolution providing Section 384-d Retirement Plan [Attached]. "Motion Carried".

- Motion was made by Commissioner Lipari, seconded by Commissioner Zampatori, that the Irondequoit Fire District adopt the New York State Deferred Compensation Plan Resolution [Attached]. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner, to adopt the Employer Participation Resolution – Employees' Retirement System (ERS) [Attached]. "Motion Carried".
- Motion was made by Commissioner Lipari, seconded by Commissioner Turner, to adopt the Employer Participation Resolution – Police and Fire Retirement System (PFRS) [Attached]. "Motion Carried".

The following list of committees for the Year 2022 was appointed by new Board Chairman Warth:

Chairman of the Board of Fire Commissioners	Warth
Equipment/Apparatus	Zampatori
Safety Committee	Capt. Metcalfe
Budget & Accounting	Warth
Insurance	Lipari
SOG's	Chief Sessler
Town Meetings	Warth
County Chiefs	Chief Sessler
Personnel / Review	Lipari & Turner
Firehouse Maintenance	Ingersoll
Fill-in requests, Equipment Qualification, Safety, and Accountability	Chief Sessler
Public Relations	Turner
Long Range Planning	Turner
Line Office / Association Liaison	Zampatori & Ingersoll

If a committee chairperson cannot be contacted, the **Chairman** of the Board of Fire Commissioners should be contacted.

- Motion was made by Commissioner Turner, seconded by Commissioner Lipari, to keep some unexpended monies at year end in the general fund to be used to pay bills during the month of January. "Motion Carried."
- Board members have reviewed and approved the following policies:
  - Investment Policy
  - "Best Value" Contracting Policy
  - Procurement Policy
  - Sexual Harassment Policy
  - Travel Policy
  - Code of Ethics
  - General Orders
    - RCFD GO 001 Organizational Statement
    - RCFD GO 002 Mission Statement
    - RCFD GO 003 General Order SOG Policy
    - RCFD GO 004 Chain of Command
    - RCFD GO 005 Code of Ethics
    - RCFD GO 006 Drug Alcohol Policy R12
    - RCFD GO 008 Sexual Harassment Policy

- RCFD GO 024 Workplace Violence

- Motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll, to approve the above policies.
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Refer to **New Business** section for:

- Audit and pay present bills approval
- New business motions
- Procurement policy

### **CORRESPONDENCE REPORT**

- None

### **TREASURER'S REPORT**

#### **DEPUTY TREASURER MARINI**

Action items:

- Requested approval for Bene-Care to remain our Human Resources / Benefits and payroll company - **APPROVED.**
- Requested approval for the following people to be authorized signers on the bank accounts at CNB: Commissioners Turner and Zampatori, Treasurer Sulyma, Deputy Treasurers Marini and Riesenberger and Administrator Mastin - **APPROVED.**

Informational items:

- The final Ridge Culver payroll is being prepared by DS Riesenberger on May 16<sup>th</sup> and I will review. Fund transfers was completed 4/25/22 for processing it.
- The overtime budgets of IFD have been expended prior to the first pay period for IFD.
- Temporary insurance cards for the vehicles have been received and permanent ones expected soon.

### **PUBLIC INPUT SESSION**

- None

### **SCHEDULED APPOINTMENTS**

- None

### **CAREER STAFF REPORTS**

- None

### **ASSOCIATION REPORT**

- None

### **OPERATIONS REPORTS**

#### **CHIEF SESSLER**

- Chief asked for approval of General Order #883 Continuing Medical Education (CME) Recertification Program - **APPROVED.**
- Chief asked that the Board realizes that while the old Rescue 168 is being finalized to sell, 178 may need some repairs to keep it running properly for several more years.
- Captain Thomas is working with the new boat purchase and there are currently some difficulties in obtaining the engines were in the specifications. More to come on that.

- Our SCBAs will be in need of replacement in the near future. Our members are familiar with both current SCBA systems from the previous departments.
- Discussion regarding hiring four more firefighter for 2022. The Monroe County Fire Academy class starts on August 22<sup>nd</sup>, and we like to get our people started several weeks prior in order to get them used to our equipment, start date should be July 18<sup>th</sup>.
- Chief asked that Dr. Cushman be appointed as Medical Director for IFD - **APPROVED**.
- Discussion regarding residency boundaries for new volunteer firefighters. The Board agreed that for new members to apply, he/she must reside within one mile of the IFD district line.
- Discussion on the Fire Station modification plans. The changes have already been started at the Empire Station and looking for conceptual approval to begin phase 1 for the Culver Station starting with some minimal construction and moving desks and office space. The basement area will be transformed into a meeting place for the Explorers as well as a small conference room.
- Commission meetings will be regularly scheduled at the Empire Station, starting at the June 6<sup>th</sup> BOFC meeting.

## **SUB COMMITTEE REPORTS**

### **Community Risk Reduction**

- The new utility/transport van contract has been awarded and hopefully will be here in late fall.

## **COMMISSIONER REPORTS**

### **COMMISSIONER INGERSOLL**

#### **Buildings & Grounds / LVFA Association Liaison**

- We're looking into purchasing new matching front yard electronic signs for both fire stations. It was in the works prior to consolidation and new bids will be needed when the budget allows for this purchase.

### **COMMISSIONER LIPARI**

#### **Personnel / Insurance**

- No Report

### **COMMISSIONER TURNER**

#### **Personnel / Public Relations / Long Range Planning**

- No Report

### **COMMISSIONER WARTH**

#### **Budget / Town & County Meetings**

- No report.

### **COMMISSIONER ZAMPATORI**

#### **Equipment/Apparatus/RCVFA Association Liaison**

- The Cub Scouts will have their last meeting of the season tonight and done until September.

## **Executive Session @ 1:22pm - 2:05pm**

- Motioned by Commissioner Warth, seconded by Commissioner Turner to discuss personnel matters.

## **OLD BUSINESS**

- N/A

## **NEW BUSINESS**

- Noted on table below.

MOTION	Moted					Second					CARRIED	NOTES
	Ingersoll	Lipari	Turner	Warth	Zampatori	Ingersoll	Lipari	Turner	Warth	Zampatori		
Approval to properly audit and pay the bills as submitted on or before 5/16/2022	X							X			X	
Approval of General Order #883 Continuing Medical Education (CME) Recertification Program	X							X			X	
Approval to appoint Dr. Jeremy Cushman be the Medical Director for the IFD.	X						X				X	
Approval for Bene-Care to remain our Human Resources /Benefits and payroll company.			X				X				X	
Approval to add Commissioner Turner to be a signer on the bank accounts at CNB.	X						X				X	
Approval for the following people to be authorized signers on the bank accounts at CNB: Commissioners Turner and Zampatori, Treasurer Sulyma, Deputy Treasurers Marini and Riesenberger and Administrator Mastin												

Motion for Adjournment: Made by Commissioner Lipari  
Second: Made by Commissioner Turner  
Time: 2:05pm

Respectfully Submitted,  
**Rodd Riesenberger**  
District Secretary

**NEXT MEETING: Monday, June 6<sup>th</sup>, 2022 at 6:30pm**