

January 3, 2022

The Annual Organizational Meeting for the Year 2022 of the Board of Fire Commissioners of the Ridge-Culver Fire District was held at the firehouse, 2960 Culver Road, in the Town of Irondequoit on January 3, 2022.

District Secretary Riesenberger opened the meeting at 6:00pm and then led the Pledge of Allegiance.

ATTENDANCE:

Commissioner	Present	Chairman
Warth	X	X
Napoli	X	
Lipari	NOT PRESENT	
Woltz	NOT PRESENT	
Zampatori	X	
Others	Present	
Chief Sessler	X	
Treasurer Marini	Not Present	
Secretary Riesenberger	X	

- Motion was made by Commissioner Warth, seconded by Commissioner Zampatori that Secretary Riesenberger be designated by the Board to act as Temporary Chairman until such time as a Chairman of Board of Fire Commissioners is chosen - **APPROVED**.
- The seat of Chairman of the Board for the Year 2022 was now open. Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori that Commissioner Warth be appointed Chairman of the Board for the Year 2022 - **APPROVED**.
- Motion was made by Commissioner Warth, seconded by Commissioner Zampatori that Commissioner Napoli be appointed Vice Chairman of the Board for the Year 2022 - **APPROVED**.
- The Board re-elected (or appointed) Board Member Mark Lipari for a five-year term. Commissioner Lipari 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 Napoli, seconded by Commissioner Zampatori that Chief Sessler be appointed Fire Chief of the Ridge-Culver Fire District for the Year 2022 - **APPROVED**.
- Motion was made by Commissioner Zampatori, seconded by Commissioner Napoli that Patricia Marini be appointed Treasurer of the Ridge-Culver Fire District for the Year 2022 - **APPROVED**.
- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori that Rodd Riesenberger be appointed District Secretary / Deputy Treasurer of the Ridge-Culver Fire District for the Year 2022 - **APPROVED**.
- Motion was made by Commissioner Zampatori, seconded by Commissioner Napoli to compensate the Treasurer of the District \$29.40 per hour, received in bi-weekly payments for the Year 2022 - **APPROVED**.

- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori to compensate the Secretary/Deputy Treasurer of the District \$28.00 per hour, received in bi-weekly payments for the Year 2022 - **APPROVED**.
- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori 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 except for July and August when there will only be one meeting on the second Monday of July and first Monday of August.

There will be an additional meeting for the Budget Hearing on the following date:

- October 18th (3rd Tuesday of the month)

The end of year closeout meeting will be December 29th. All meetings will start at 6:00 p.m. for the Year 2022 - **APPROVED**. Media has been notified.

- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori, 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 - **APPROVED**.
- Motion was made by Commissioner Zampatori, seconded by Commissioner Napoli, to use Canandaigua National Bank and Trust where the Treasurer shall deposit funds for the Year 2021 except C.D.'s, which will be deposited in the highest interest-bearing Federal Bank - **APPROVED**.
- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori, that the Treasurer of the Ridge-Culver Fire District be able to pay recurring claims for services such as electric, gas, water, sewer, and telephone if such claims are presented for audit at the next regular board meeting after they have been paid - **APPROVED**.
- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori, that Peter Weishaar, 25 East Main Street, Rochester, New York 14614, be hired as the Ridge-Culver 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 - **APPROVED**.
- Motion was made by Commissioner Zampatori, seconded by Commissioner Napoli, that the Fire District Officers of the Ridge-Culver 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 - **APPROVED**.
- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori, that dues for different firematic organizations for district officers and chiefs be paid by the district - **APPROVED**.
- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori, that all commissioners, the secretary, and treasurer be covered by fire district insurance while on any business or work covered by his or her title - **APPROVED**.
- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori, that all fire district officers are allowed the Federal allotted mileage allowance, travel expense, and be allowed \$75.00 per day for meals while out on district business for the Year 2022 - **APPROVED**.

- Motion was made by Commissioner Zampatori, seconded by Commissioner Napoli, 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 - **APPROVED**.
- Motion was made by Commissioner Napoli, seconded by Commissioner Zampatori, that the District Treasurer is allowed 60 days to prepare and present to the Board the Annual Treasurer's Report and that the Board will review vouchers, checkbook, cash book, and expenditures for the Year 2022 - **APPROVED**.
- Motion was made by Commissioner Zampatori, seconded by Commissioner Napoli, that the District adopt the 2022 Spending Limits Resolution as outlined the attached document - **APPROVED**.

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	Napoli
Safety Committee	Sessler, Zampatori
Budget & Accounting	Marini, Warth
Insurance	Lipari, Marini
SOG's	Sessler, Zampatori
Town Meetings / County Chiefs	Sessler, Warth
Personnel / Review	Lipari, Warth
Firehouse Maintenance	Woltz
Irondequoit Fire Council	Warth, Sessler, Zampatori
Monroe County Executive Officers	Warth
Fill-in requests, Equipment Qualification, Safety, and Accountability	Sessler
Public Relations	Sessler, Metcalfe
Long Range Planning	Warth, Lipari, Sessler
Line Office / Association Liaison	Zampatori, Warth

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

- Board members have reviewed and **APPROVED** the following policies:
 - **Investment Policy**
 - **Procurement Policy**
 - **Travel Policy**
 - **Code of Ethics**

Refer to **New Business** section for:

- Previous meeting minutes approval
- Audit and pay present bills approval
- New business motions

CORRESPONDENCE REPORT

- Received a conditional Renewal Notice from Utica National Insurance Group.
- RCFD P&L Statement through 2021

- RCFD Deposit Detail through 2021

TREASURER'S REPORT

TREASURER MARINI

Action items:

- No Report

Informational items:

- No Report

PUBLIC INPUT SESSION

- None

SCHEDULED APPOINTMENTS

- No Report

CAREER STAFF REPORTS

- No Report

ASSOCIATION REPORT

- No Report

OPERATIONS REPORTS

CHIEF SESSLER

Operations

- Working on adding the LFD people to our Target Solutions account for the purposes of tracking EMT CME credits and other various training hours. There will be about a \$3,200 difference per year by adding the extra staff to the software.
- Working on a MOU with Henrietta for the RFFT program to occasionally loan them an instructor for their next class.
- The 2013 Tahoe needs some PM as well as repair of various minor mechanical issues and make mechanically sound. This vehicle will be assigned to the Health & Safety Officer/MTO.
- There will be a Career Fire Chief's meeting on January 18 & 19 in Niagara Falls. Chief Sessler will be attending.
- There will be a National Fire Service Staff and Command Course sponsored by the IAFC in Annapolis, MD on March 6-11. We would like to send Captains Metcalfe and Muster for a cost not to exceed \$5,500 - **APPROVED**.

Community Risk Reduction/Explorers

- Continuing to install residential smoke alarms and child passenger safety seats on a regular basis.
- The Red Cross conducted a successful blood drive at the firehouse, and it was greatly appreciated that they properly cleaned up after the event.
- We will be switching from Cardiac Life to MCC for a CPR host.

Staff

- We currently have two firefighters out on covid quarantine restrictions and one Captain out with a medical issue. All members should be cleared back to work soon.
- We received a new volunteer membership application today and will begin to process that.

COMMISSIONER REPORTS

COMMISSIONER NAPOLI

- **Equipment/Apparatus**
 - No Report

COMMISSIONER LIPARI

- **Personnel/ Misc.**
 - No Report

COMMISSIONER WOLTZ

- **Building & Grounds**
 - No Report

COMMISSIONER ZAMPATORI

- **Association Liaison**
 - Cub Scout Pack 233 would like to use the meeting room on the evening of February 4th and all day on February 5th for their annual Pinewood Derby – **APPROVED**.

COMMISSIONER WARTH

- **Budget/ Long Range Planning**
 - No Report
- **Town/County Meeting Updates**
 - Discussion of the new IMA with LFD to provide senior leadership to their organization (attached).
 - Discussion about Chief Sessler and Commissioner Warth attending the past LFD membership meeting. It went very well and promising for the upcoming consolidation.
 - The next Joint Consolidation Commission meeting will be on January 5, 2022 at LFD at 6:30pm
 - Working with the union on reviewing the two CBAs for consolidation.

OLD BUSINESS

- N/A

NEW BUSINESS

- All motions noted on the following table.

MOTION	Motioned					Second					CARRIED	NOTES
	Warth	Napoli	Lipari	Woltz	Zampatori	Warth	Napoli	Lipari	Woltz	Zampatori		
Approval of the minutes of the 12/30/21 meeting.					X	X					X	Approved with changes
Approval to properly audit and pay the bills as submitted on 01/3/2022		X								X	X	
Approval for Secretary Riesenberger be designated to act as Temporary Chairman until the Chairman of Board of Fire Commissioners is chosen.	X									X	X	
Approval for Commissioner Warth be appointed Chairman of the Board for the Year 2022.		X								X	X	
Approval for Commissioner Napoli be appointed Vice Chairman of the Board for the Year 2022.	X									X	X	
Approval for Chief Steven Sessler be appointed Fire Chief of the Ridge-Culver Fire District for the Year 2022.		X								X	X	
Approval for Patricia Marini be appointed Treasurer of the Ridge-Culver Fire District for the Year 2022.					X		X				X	
Approval for Rodd Riesenberger be appointed District Secretary / Deputy Treasurer of the Ridge-Culver Fire District for the Year 2022.											X	
Approval to compensate the Treasurer of the District \$29.40 per hour, received in bi-weekly payments for the Year 2022.											X	
Approval to compensate the Secretary/Deputy Treasurer of the District \$28.00 per hour, received in bi-weekly payments for the Year 2022.											X	
Approval of the 2022 Meeting Schedule as outlined in the attached document.											X	
Approval 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.											X	
Approval to use Canandaigua National Bank and Trust 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.											X	
Approval that the Treasurer of the Ridge-Culver Fire District be able to pay recurring claims for services such as electric, gas, water, sewer, and telephone if such claims are presented for audit at the next regular board meeting after they have been paid.											X	
Approval that Peter Weishaar be hired as the Ridge-Culver Fire District's lead attorney for the Year 2021, and Coughlin Gerhart, LLP, Attorneys at Law be hired as the district's secondary attorney for the Year 2022.		X								X	X	
Approval for the Fire District Officers of the Ridge-Culver Fire District be able to 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.		X								X	X	

Approval that dues for different firematic organizations for district officers and chiefs be paid by the district.		X								X	X	
Approval for all commissioners, the secretary, and treasurer be covered by fire district insurance while on any business or work covered by his or her title.		X								X	X	
Approval that all fire district officers are allowed the Federal allotted mileage allowance, travel expense, and be allowed <u>\$75.00</u> per day for meals while out on district business for the Year 2022.		X								X	X	
Approval 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.		X								X	X	
Approval that the District Treasurer is allowed 60 days to prepare and present to the Board the Annual Treasurer's Report and that the Board will review vouchers, checkbook, cash book, and expenditures for the Year 2022.		X								X	X	
Approval to adopt the 2022 Spending Limits Resolution as outlined the attached document.		X								X	X	
Approval of the following policies: Investment Policy, Procurement Policy, Travel Policy & Code of Ethics		X								X	X	
Approved Captains Metcalfe and Muster to attend the National Fire Service Staff and Command Course sponsored by the IAFC in Annapolis, MD on March 6-11. Cost not to exceed \$5,500					X		X				X	
Approval of the final draft of the new IMA between LFD and RCFD to provide senior leadership to LFD.		X								X	X	
Cub Scout Pack 233 would like to use the meeting room on the evening of February 4 th and all day on February 5 th for their annual Pinewood Derby.					X		X				X	

Motion for Adjournment: Made by Commissioner Napoli

Second: Made by Commissioner Zampatori

Time: 6:32pm

Respectfully Submitted,

Rodd Riesenberger

District Secretary

NEXT MEETING: Monday, January 17, 2022 at 6pm