

June 20, 2022

The regularly scheduled meeting of the Board of Fire Commissioners of the Irondequoit Fire District was held at the Empire Boulevard Firehouse, 405 Empire Boulevard, in the Town of Irondequoit on June 20, 2022. The meeting was called to order at 6:30pm by the Chairman (noted below) who then led the pledge.

Attendance:

Commissioner	Present	Chairman
Ingersoll	X	
Lipari	X	
Turner	NOT PRESENT	
Warth	X	X
Zampatori	X	
Others	Present	
Chief Sessler	X	
Deputy Treasurer Marini	NOT PRESENT	
Administrator Mastin	X	

Refer to **New Business** section for:

1. Previous meeting minutes approval.
2. Audit and pay present bills.

Correspondence Report

1. Received Board of Elections room request for both Fire Stations meeting rooms on June 28th for the Primary Election - **APPROVED**.
2. Received M&T Bank Month-End Collateral Statement for Ridge Culver and Irondequoit Fire District.
3. Received "Certificate of Special Congressional Recognition" from the office of US House of Representatives.
4. Received Subpoena from the Monroe County District Attorney's office for a copy of a fire report.

Treasurer Report

Treasurer Marini

Action items:

1. Establishment of a Petty Cash Fund for the IFD. It is requested that the amount to be authorized be \$200.00 - **APPROVED**.
2. Engagement Letters to be signed for the audits of the Laurelton and Ridge Culver Fire Districts for 2022.

Informational items:

1. Checks have been prepared for all invoices received as of June 15, 2022.
2. Payroll was prepared by DS Riesenberger on June 13th and was reviewed by DT Marini. Fund transfer was completed 6/13/22 for processing it.

3. A new earnings code was created for payment of OT exceeding 212 hours in 28 time period.
4. The bank reconciliations have been completed for all of the RCFD, LFD and IFD for the period ending May 31, 2022.
5. Certificates of Deposit were set up for the following accounts:
 - a. Equipment Reserve Account (RCFD fund) \$490,626.35 for 90 days
 - b. General Fund Savings \$3,000,000.00 for 90 days
 - c. General Fund Savings \$1,000,000.00 for 61 days
 - d. General Funds Savings \$250,000.00 for 30 days
6. A Budget vs. Actual report for the IFD is attached with the update beginning balances for the accounts as of 6/15/22.
7. The RCFD LOSAP payments should be sent to those individuals who submitted their forms by June 13th by the end of this week by FedEx.
8. DS Riesenberger has contacted those individuals who have not submitted their forms for the LOSAP distribution and we are down to a handful of individuals.

Public Input Session

- None

Scheduled Appointment

- Ambulance Chief, Tom Kirchoff and Jim Cassin from Irondequoit Ambulance gave a presentation on the current event of the Ambulance Service and asked for a support letter establishing a new tax district for IA. Commissioner Warth will further investigate their situation and meet with the Town Supervisor.

Career Staff/Union Report

- No Report

Associations report

Laurelton Volunteer Fire Association

- No Report

Ridge-Culver Volunteer Fire Association

- The RCVFA has invited the Fire Commissioners to be Honorary Members of the Assn.

Operations report

Chief Sessler

Operations:

1. Chief and DS Riesenberger met with American Custom Exteriors about necessary office upgrades to the Culver Road Station. They recommend contacting an engineering firm build a scope of work for the project. We also met with FF Rob Roth and his wife Amanda, who works for an engineering firm.

2. All of the MDTs are in and are generally working. May need a Verizon network extender in the truck room as the vehicles are not able to connect until they are pulled out of the building.
3. We met with management from 100 Hulda Pk, and Chief Kirchoff to discuss false "nurse alarms" at location. This is a growing problem with this location as well as 200 Skyview. The Irondequoit Fire Marshal is involved as well.
4. We've been purchasing vehicle fuel at the IRO Highway garage due to a broken pump situation at EIHS garage. It is now repaired, and we'll be going there again. Capt. Quinlan is working on getting fuel fobs for the Empire apparatus.
5. The recruit committee met with and began the new process on Monday last week. There are five recruits from both LVFA and RCVFA. We reviewed the following with them:
 - PPT overview of the organization and how intake works
 - Review of training required to get up and running
 - Review of next steps
 - Backgrounds done
 - Physicals in process
 - Association votes on 6/29
 - Commission meeting attendance 7/11
 - Then recruit training will start
6. Had a meeting with the Town about 4th of July. We'll be supplying an engine for the fireworks, as usual.
7. Rodd and I met with the Risk Management Representative from Utica National Insurance for a site-visit of both fire stations. It went well with just some housekeeping issues. They also recommend emptying and removing the diesel tank at Empire.
8. The computer server is having some issues with two of the five drives failing. Our IT people are recommending either a second server at Empire or to go cloud based - waiting on a quote. There are several contributing factors; Added network traffic, It's old 5 years (1 year out of warranty), VPN tunnel is not helping. We are starting to see sporadic problems (lag, unable access, locking out users).
9. The Strong Hospital ED nurses have requested to participate in vehicle extrication. We will work on a hold harmless agreement. This will happen at the Empire Station at a date to be determined - **APPROVED.**
10. The outdoor electronic sign for the Culver Road Station is once again being repaired. New parts are being shipped and some of it may still be under warranty. Thanks to Capt. Thomas for checking on it again.
11. We have been looking into purchasing new duty polo and job shirts. After a significant process, we have decided to go with "Code-2, LLC" for this next purchase. The cost of the order is estimated to be \$10,324, seeking for approval CNTE \$11,000 - **APPROVED.**
12. The Chief will be out of town from June 30th to July 10th. Back in the office Monday the 11th.
13. We would like to surplus some equipment from back garage. Lieutenant/Administrator Mastin has assembled a list of items that belong to the District and can be surplussed or repurposed.

Office & Home Use Items

- 1 Cardboard Type Barrel w/lid
- 1 Office Workstation w/hutch
- 2 Small Personal Type Desks
- 1 Stand Up Safe
- 1 Typewriter
- 1 HP Scanner
- 1 Upright 2 Door Metal Cabinet
- 3 Twin XL Wooden Bed Frames With 4 Drawer Bases
- 1 Side By Side Refrigerator w/Ice Maker

Fitness Equipment

- 1 Bench Press Bar
- 1 Set of Dumbbells & Holding Rack
- 1 Elliptical

14. There will be hose testing tomorrow at the Empire Station.

CRR/FP

- 1. Smoke Detector Installations and the car seat program continues to be busy and very successful.
- 2. IPD Officer Lawton would like to talk about a possible town wide car seat installation event, possibly to be held at the DPW. Once a date is set (looking at possibly Sept or Oct) we will be canvassing our Car seat Techs on their availability. More to follow.
- 3. FF Palmer attended the Irondequoit Community Center June 5th for a quick review with their staff. The purpose of this was to educate them on a few things they should know regarding fire safety. They were very impressed with him.
- 4. We're going to start sending crews down to the Irondequoit Farmers Market when available.
- 5. The National Night Out will be August 3rd.
- 6. We would like to start putting together a plan for this year's Open House.
- 7. Requests continue to come in weekly for our services in some capacity or another. We have a few things in the "que", just waiting for responses from a few correspondences.
- 8. FF Koenig completed his Car Seat Tech in May. We have some interest from a couple others on getting this class. We're going to waiting for a response on when there may be future classes in the area.

Staff

- 1. The Chief proposed hiring four new career firefighters to begin in August prior to the start of the next Monroe County Recruit Firefighter Academy. There was some discussion and a quick timeline proposal. The new firefighter list has not been posted yet, so we will need to pull from the current

list. A list will be requested, and canvass letters will be sent as soon as possible - **UNANIMOUSLY APPROVED.**

2. We currently have three lieutenants at FLSTP in NYC this week. They should be back home next week.

COMMISSIONER REPORTS

COMMISSIONER INGERSOLL (Capt. Boehl)

Buildings & Grounds / LVFA Association Liaison

1. The Kitchen hood at Culver will be getting cleaned as part of an agreement we entered with Davis-Ulmer. This should be happening in the next couple weeks.
2. We received a couple quotes from Emcor and Postler and Jeckle concerning a contract for servicing our building systems. The Emcor quote appears to have considered both buildings but the P&J one only has a price for the Culver Station. Administrator Mastin was going to look up what they are charging the Empire station.
3. The groups continue to get things back in order at both stations after some things were moved around during the merger. An insurance representative walked through both stations and came back with a couple areas that need attention.
4. The groups continue to get the stations "Back to Normal". The Boiler Room at Culver was given a much-needed overhaul and looks great! Also, the Day Room Kitchen at Empire was cleaned up, consolidated and re-labeled.... The extra fridge also found its way to the back garage. All in all, a job well done by that group also. A deep clean of the kitchen @ Empire is in the works for one of the groups as well in the coming weeks.

COMMISSIONER LIPARI

Personnel / Insurance

- Discussion regarding the hiring of four firefighters as noted in the Chief's report.

COMMISSIONER TURNER

Personnel / Public Relations / Long Range Planning

- Administrator/Lieutenant Mastin is working on recognition plaques for our outgoing Fire Commissioners.

COMMISSIONER WARTH

Budget / Town & County Meetings

- Commissioner Warth reviewed the remaining 2022 IFD budget and approved the hiring of the new firefighter - **APPROVED.**

COMMISSIONER ZAMPATORI

Equipment/Apparatus/RCVFA Association Liaison

- 172 needs new tires.
- 171 had an oil leak and was quickly repaired.

Old Business

- o No Report

Executive Session @ 7:49pm - 8:22pm

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

New Business

- All motions noted on the following table.

X	Motioned					Second						
MOTION	Ingersoll	Lipari	Turner	Warth	Zampatori	Ingersoll	Lipari	Turner	Warth	Zampatori	CARRIED	NOTES
Approval of the minutes of the 6/6/22 meeting					X		X				X	
Approval to properly audit and pay the bills as submitted on or before 6/15/2022		X								X	X	
Approval to establishment of a Petty Cash Fund for the IFD. It is requested that the amount to be authorized be \$200.00	X									X	X	
Approval for the Strong Hospital ED nurses request to participate in vehicle extrication.					X	X					X	
Approval for purchasing new duty polo and job shirts from "Code-2, LLC". CNTE \$11,000					X	X					X	
											X	
											X	
											X	
											X	

Motion for Adjournment: Made by Commissioner Ingersoll

Second: Made by Commissioner Zampatori

Time: 8:25pm

Respectfully Submitted,

Rodd Riesenberger

District Secretary

NEXT MEETING: Monday, July 11, 2022 at 6:30pm