

September 12, 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 September 12, 2022. The meeting was called to order at 6:30pm by the Chairperson (noted below) who then led the pledge.

Attendance:

Commissioner	Present	Chairperson
Ingersoll	X	
Lipari	X	
Turner	X	
Warth	X	X
Zampatori	X	
Others	Present	
Chief Sessler	X	
Captain Metcalfe	X	
Deputy Treasurer Marini	X	
Administrator Mastin	X	
District Secretary Riesenberger	X	

Correspondence Report

1. Letter from Dr. Vella requesting the continued use of the meeting room for office meetings, occasional community events and sponsor a blood drive as has been done in the past - Rodd will follow-up with Dr. Vella for clarification.
2. Anonymous letter of IFD policy concern. The IFD encourages members of the community to attend our posted meetings and share their concerns.
3. Letter from both Associations requesting use of bar and meeting room at the Empire Station on 12/10/22 for the annual holiday party with alcohol use. - **APPROVED**.

Treasurer Report

Treasurer Marini

Discussion/Action items:

1. A meeting was held with Gary Wilkins and Pat Quinn to go over all our insurance coverages and they have prepared a summary of the coverages which I will have at the meeting.

To reduce the claims rating for Workers Comp, they have a handout (attached) which discusses a "First-Aid Option" which allows us to self-pay up to 2 medical treatments and if it goes beyond the 2 medical treatments, then we would have to file a claim. Laurelton has utilized this process and Ridge Culver has not. This allowed Laurelton to have a significant decrease in their premium and Ridge

Culver to have an increase in their premium of approximately \$30,000.00 last year. The merger has blended the rating to lessen the full impact for this year.

If the First Aid Option is followed, who will determine that at the time of the injury? Some discussion was had, and Patti will follow-up with Gary on the proper procedure.

2. Uniform Allowances for Career and Volunteers have been updated. We will be following the procedure set up by the Chief and me to have a form to request authorization/approval of a purchase prior to it being ordered.

A determination on the continuation of the Volunteer program (\$100.00 annually if meets the "LOSAP" credit criteria and if the LFD Volunteers should be added for the 2022 funds? Some discussion was had, and Patti will follow-up with the Chief on the proper procedure and add the legacy LFD members - **APPROVED**.

Spreadsheets of the current fund totals is attached.

3. A Duplicate Certificate of Origin for the 2015 Rosenbauer has been received and will require Chairman Warth's signature transferring it to the IFD. Upon completion, I will work with Chief Sessler on getting PSD license plates for the vehicles.
4. Signature Card for CNB account to hold the LOSAP funds from First Security needs to be signed.

Informational items:

1. I will have an estimated projection of funds for the remainder of 2022 at the meeting.
2. Checks have been prepared for invoices received as of September 9, 2022 and any additional invoices will have checks processed prior to the September 12th meeting.
3. The IFD credit card has been linked to the master billing account. The late fees and finance charges have been refunded to our account after they were transferred over to the master billing account.
4. Payroll submission for August 25th and September 8th were prepared by DS Riesenberger and were reviewed by DT Marini. Fund transfers were completed for both transactions.
5. The AUD for Ridge Culver has been completed.
6. I have been contacting RG&E regarding not receiving bills since 12/2021. The meter readings were done, but due to a glitch in their billing system, no bills were generated. They tell me it is on their open action list, but apparently many accounts have not been being billed. I will continue to contact them but based on past usage, I am anticipating being billed \$27,000.00 for the January-September time period.

7. A donation in the amount of \$150.00 for the nurses' smash therapy event has been received. A check has been written out to the RCVFA for distribution to the two associations. An additional check was received from participation in the Farmington Parade in August and written to the Irondequoit Fire District. It has been deposited and a check written out to the LVFA for distribution.
8. Status of Certificates of Deposit for the following accounts:
 - a. Equipment Reserve Account (RCFD fund) matured on 9/6/22
 - i. \$491,300.96 has been reinvested until 12/30/22.
 - b. General Fund Savings matured on 9/6/2022– (\$3,000,000.00):
 - i. \$2,004,125.00 has been reinvested until 12/5/2022
 - ii. \$500,000.00 has been reinvested until 11/4/2022
 - iii. \$500,000.00 has been reinvested until 10/6/2022
 - c. General Fund Savings matured on 9/7/22 and was deposited in the General Fund Savings Account for upcoming payroll and invoices.
9. A Budget vs. Actual report for the IFD will be available at the meeting.
10. An account has been set up at CNB for the remaining RCFD LOSAP funds that participants did not submit the distribution forms. The deadline was 8/31/22 and the remaining funds will be turned over by First Security in the next few weeks. I will be working with the comptroller's office to determine the process for distribution of the funds.
11. The Abstract updates to Irondequoit Fire District have been completed and I will be picking them up on 9/13/22.

Public Input Session

- None

Scheduled Appointment

- None

Career Staff/Union Report

- No Report

Associations report

[Laurelton Volunteer Fire Association](#)

- No Report

[Ridge-Culver Volunteer Fire Association](#)

- No Report

Operations Report

Chief Sessler

Operations:

1. Discussion regarding the new volunteer line officer selection process. The district encourages both Associations to amend their current bylaws to reflect the new process. Chief Sessler reviewed the process, and it was **APPROVED**.
2. The following General Orders were presented and **APPROVED**:
 - a. GO 202 Social Media Policy
 - b. GO 354 Health and Safety Policy
 - c. GO 380 Exposure Control Plan
 - d. GO 421 Firefighter Thermal Injuries
 - e. GO 301 Vehicle Seatbelt Usage
 - f. GO 306 Vehicle Parking Surfaces
3. Discussion regarding volunteer intake residency rules. It was decided that the rules will be amended to include new members may reside up to three (3) miles within the fire district boundaries.
4. The "extrication drill" done with the SMH ED nurses was a great success and they made a \$150 donation to be split between the associations.
5. There was discussion that personal vehicles are not allowed to be parked on the property for an extended period. There is currently a car that has been parked in the Empire Station parking lot for months and it needs to be removed.
6. We are working on an agreement with Irondequoit Ambulance to fill oxygen cylinders at no cost to the district. McCarthy no longer fills oxygen.
7. Saint Paul FD and West Webster FD have both asked to use our air cylinder filling system for their cylinders. Additional maintenance expenses should be split between organizations - **APPROVED**.
8. We purchased eight (8) new oxygen cylinders and need to surplus fourteen (14) old steel cylinders that are no longer being used. Should be offered to less fortunate FDs before scrapping - **APPROVED**.
9. We purchased new batteries for the RAM ventilation fans. Some were covered under warrantee.
10. We purchased lumber to be utilized for upcoming live fire drills. This cost will be shared with St. Paul FD as well.
11. We will be starting a BEFO class for exterior firefighters and established as a minimum training standard for 1/1/24.
12. The Chief is working on a succession plan, hopefully to be completed by the end of the year.

13. Captain Boehl is working a snowplow contract for this winter as well as the possibility of adding a plow to one of our existing pickup trucks. Commissioner Zampatori will work with him to come up with a solution.
14. Chief Sessler would like permission to take the Tahoe to NYC for a conference next week - **APPROVED.**
15. We are working on our ISO rating as IFD.
16. Discussion regarding the Culver Road station office painting and carpet replacement. We have been approached by Pete Ruddy from "Priced Rite Painting" to paint the office at no cost to the district. He would like to do it as a favor to the community, otherwise the estimates are in the same price range, not to exceed \$2,500 - **APPROVED.** Requesting approval to spend up to \$10,000 to replace carpet as proposed by Bayside Flooring - **APPROVED.**
17. Requesting approval to spend \$3,475 for a new desk for the Chief in his new office - **APPROVED.**
18. Looking into replacing the fluorescent lighting with more energy efficient LED lighting. Jim is working on a grant for the project, and we have an initial estimate for the north offices from Joe Mastin Electrical. More to come on this as we further investigate the grant possibilities.

CRR/Explorers

1. The new part-time CRR position has been posed internally for several weeks and closes this Thursday.
2. We have been soliciting Home Depot for smoke alarms in the shadow of the double fatal fire last month.
3. Due to a few scheduling conflicts and a limited pool of helpers, the Open House scheduled for October 2nd has been postponed. With the rest of October filled with multiple other events and unfortunately winter right around the corner, we now are looking into scheduling one in the spring. Thank you to those who offered to assist.
4. The Irondequoit Home Depot is putting on a Fire Safety event October 1st from 9am-1pm. We would like to send a couple trucks to this event (one from each house). This depends on the amount of interested people to help.

Staff

1. Volunteer Firefighter Johnathan Heier has moved out of state and needs to be removed - **APPROVED.**
2. FFs Pacheco & Cullen have been subpoenaed as witnesses for the incident at the NYS Fire Academy last year.
3. The Monroe County Recruit Training Program is going well, and our people are all successfully passing the program.

4. Our two new transfer firefighters are acclimating well to IFD.
5. Group changes will be taking place next week.
6. New intake of volunteer members will take place next week with interviews on 9/19.

Commissioners Report

Commissioner Ingersoll

Buildings & Grounds / LVFA Association Liaison

- Discussion regarding the lack of air flow in the bunkroom at the Empire Station. We are looking at having Joe Mastin Electrical install the two new ceiling fans that have already been purchased for a cost of \$1,050 - **APPROVED**.
- We have purchased a new vacuum for the Empire Station.

Commissioner Lipari

Personnel / Insurance

- No Report

Commissioner Turner

Personnel / Public Relations / Long Range Planning

- No Report

Commissioner Warth

Budget / Town & County Meetings

- Discussion regarding the current proposed 2023 proposed budget.

Commissioner Zampatori

Equipment/Apparatus/RCVFA Association Liaison

- 174 is at Churchville for preventive maintenance.
- Reminder to please start the old 168 on a weekly basis to keep it running well. Also, we may need to reduce the sale price as it hasn't had much interest.
- Cub Scout Pack 233 is interested in continuing their weekly Monday evening meetings at the Culver Station - **APPROVED**.

Old Business

- No Report

Executive Session @ 8:12pm - 8:33pm

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

New Business

- All motions noted on the following table.

MOTION	Motioned					Second					CARRIED	NOTES
	Ingersoll	Lipari	Turner	Warth	Zampatori	Ingersoll	Lipari	Turner	Warth	Zampatori		
Approval of the minutes of the 8/15/22 meeting after amendments.	X							X			X	
Approval to properly audit and pay the bills as submitted on or before 9/12/2022	X							X			X	
Approval for building request for the annual Christmas Party, held on 12/10/22.			X			X					X	
Approval of the following General Orders as presented: GO 202 Social Media Policy, GO 354 Health and Safety Policy, GO 380 Exposure Control Plan, GO 421 Firefighter Thermal Injuries, GO 301 Vehicle Seatbelt Usage, GO 306 Vehicle Parking Surfaces.		X								X	X	
Approval of the new volunteer officer qualifications and selection process as presented and attached.	X						X				X	
Approval to amend the residency rules for new members to include up to three (3) miles within the fire district boundaries.					X			X			X	
Approved the need to surplus fourteen (14) old steel oxygen cylinders that are no longer being used. Should be offered to less fortunate FDs before scrapping.					X	X					X	
Approval to surplus PPE equipment listed.					X	X					X	
Approval for Chief Sessler to take the Tahoe to NYC for a conference next week.			X							X	X	
Volunteer Firefighter Johnathan Heier has moved out of state and needs to be removed from service.	X									X	X	
Approval to spend up to \$2,500 to have the offices painted on the north side of the Culver Road Station.												
Approval to spend up to \$10,000 to replace carpet as proposed by Bayside Flooring in the offices on the north side of the Culver Road Station.		X								X	X	

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	Motioned					Seconded						
MOTION	Ingersoll	Lipari	Turner	Warth	Zampatori	Ingersoll	Lipari	Turner	Warth	Zampatori	CARRIED	NOTES
Approval to spend \$3,475 for a new desk in the Chief's new office.		X						X			X	
Approval to have Joe Mastin Electrical install two new ceiling fans for a cost of \$1,050.	X						X				X	
Approval for Cub Scout Pack 233 to continue their weekly Monday evening meetings at the Culver Station.					X			X			X	

Motion for Adjournment: Made by Commissioner Zampatori
 Second: Made by Commissioner Ingersoll
 Time: 8:35pm

Respectfully Submitted,

Rodd Riesenberger
 District Secretary

NEXT MEETING: Monday, September 26, 2022 at 6:30pm