

**BOARD OF FIRE COMMISSIONERS  
NORTH GREECE FIRE DISTRICT  
ORGANIZATIONAL MEETING  
JANUARY 3, 2012**

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**PRESENT:** Commissioners S. Manchester, K. Preston, F. Lombardo, A. DeCarlo W. Bedford  
Secretary K. Dutton, Treasurer Wm. Sommers, Chief P. Meyers, Deputy Chief P. McManus,  
Assistant Chief J. France, Attorney R. DiRaddo

**ABSENT:**

**PUBLIC:** Dispatch Coordinator H. Boehl, Norm Gerhard II, Jackie Gerhard, Derek Gerhard, John Driscoll,  
Danielle Driscoll, Don Wood, Justin DeWaal, Tammy DeCarlo, Stacy Simpson, Joe Meath,  
Sean McKenna, Steve Dorgan, Scott Johnson

Treasurer Sommers called the meeting to order at 7:00 p.m. and identified the fire exits.

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*New Commissioner Oath of office for A. DeCarlo performed by Atty. Ray DiRaddo.*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner W. Bedford, To nominate Commissioner S. Manchester to serve as Chairman for the year 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner S. Manchester, 2nd by Commissioner F. Lombardo, To nominate Commissioner K. Preston as Vice-Chairman for the year 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, by Commissioner W. Bedford, To resolve to approve Patrick Meyers as the Department Chief.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner K. Preston, by Commissioner S. Manchester, To resolve to approve Paul McManus as the Department Deputy Chief.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, by Commissioner S. Manchester, To resolve to approve Jason France as the Department Assistant Chief.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner S. Manchester, 2nd by Commissioner F. Lombardo, To use the services of Kari Dutton as Secretary in 2012 at the rate of pay of \$22.27 per hour.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner A. DeCarlo, 2nd by commissioner F. Lombardo, To use the services of Kari Dutton as Assistant Treasurer in 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner S. Manchester, by Commissioner F. Lombardo, To allow the District Secretary to coordinate all aspects of district elections.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

*Secretary Oath of Office performed by Attorney Ray DiRaddo.*

**MOTION BY** Commissioner S. Manchester, 2nd by Commissioner W. Bedford, To use the services of Wm. Sommers as Treasurer in 2012 at the rate of pay of \$26.71 per hour.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner W. Bedford, 2nd by Commissioner K. Preston, To use the services of Wm. Sommers as Assistant Secretary in 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

*Treasurer Oath of Office performed by Attorney Ray DiRaddo.*

**MOTION BY** Commissioner F. Lombardo, by Commissioner W. Bedford, To use the services of William Miller as Deputy Treasurer in 2012, to serve at the discretion of the Board.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

*Deputy Treasurer Oath of Office performed by Attorney Ray DiRaddo.*

**MOTION BY** Commissioner K. Preston, 2nd by Commissioner S. Manchester, To use the services of Raymond DiRaddo as the District's Attorney in 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, by Commissioner A. DeCarlo, To use the services of Dr. Jeremy Cushman as the NGFD Medical Director for the year 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner K. Preston, 2nd by Commissioner F. Lombardo, To use *First Niagara Bank* and *Bank of America* as the banks for the District's financial accounts in 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner W. Bedford, 2nd by Commissioner F. Lombardo, To resolve to afford the District the ability to enter into agreements with financial institutions for investment purposes that are advantageous to the District in accordance with our financial policy.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner W. Bedford, To utilize the same vouchers in 2012 as recommended by Treasurer Wm. Sommers.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo by Commissioner A. DeCarlo, To review the current investment policy.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner K. Preston, 2nd by Commissioner F. Lombardo, To authorize the Board to obtain an independent audit of the District's financial, payroll, LOSAP records and any other audits covered by state law for the fiscal year beginning January 01, 2012 through December 31, 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

*The surety bond for the treasurer, assistant treasurer and deputy treasurer was reviewed and the board feels that it is adequate coverage and that our current financial SOP's are appropriate safeguards. The surety bond was accepted as is.*

**MOTION BY** Commissioner S. Manchester, by Commissioner F. Lombardo, To authorize the district treasurer to request the annual financial report from the department treasurer.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner K. Preston, To resolve to continue use of District credit cards for the following personnel according to SOP # Admin 1109:

Commissioners	Credit Limit \$4,000
Secretary K. Dutton	Credit Limit \$2,500
Treasurer Wm. Sommers	Credit Limit \$2,500
Assistant Chief	Credit Limit \$2,500
Captain G. Knapp	Credit Limit \$2,500
Captain W. Lawrence	Credit Limit \$2,500
Captain M. MacKenzie	Credit Limit \$2,500
Chief P. Meyers	Credit Limit \$2,500

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner S. Manchester, To approve the addendum to the travel policy entitled "Current District Rates" consistent with current federal mileage rates and District Travel and Expense Policy #Admin 1108.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, by Commissioner W. Bedford, To approve keeping the district food allotment for travel at \$70 per day.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner S. Manchester, 2nd by Commissioner F. Lombardo, To approve and continue the current procurement policy #Admin 1106 for 2012 based on the Treasurer's recommendation. No changes will be made to the current purchase requisition format.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

A copy of this policy will be provided to all Commissioners and Chiefs upon request.

**MOTION BY** Commissioner F. Lombardo, by Commissioner K. Preston, To approve reimbursement to Fire Commissioners, Fire District Officers, and employees for actual and necessary travel expenses incurred in executing official duties of their office or position. Current federal mileage allowance shall be used when personal automobile is utilized. Requests for reimbursement shall be submitted utilizing the proper form and include event location, purpose, Board resolution authorizing attendance, and proof of actual mileage per North Greece SOP Admin 1108.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner A. DeCarlo, To utilize *Gannett Newspapers, Messenger-Wolfe Publications, and/or WGMC* as legal news sources for the District in 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner S. Manchester, To instruct the Chief to have at least one pump test for each fire rated pump and perform hose testing during the year 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner K. Preston, 2nd by Commissioner F. Lombardo, To approve and continue all existing North Greece Fire District Standard Operating Procedures and Policies for the year 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner A. DeCarlo, To defend and indemnify any North Greece Fire District Commissioner or Chief Officer, elected or appointed, personally named in any lawsuit by reason of duties performed, and actions taken, as a duly elected Commissioner of the District.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner S. Manchester, To approve the use of Strong Occupational and Environmental Medicine as the District's medical provider and Strong Employee Assistance Program as the District's EAP provider.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

*The Board reviewed the current Board of Fire Commissioners' Rules and Regulations.*

**MOTION BY** Commissioner F. Lombardo, by Commissioner W. Bedford, To approve the year 2012 Board of Fire Commissioners' Rules and Regulations. It is the Chief's responsibility that the Commissioners' Rules and Regulations are known by every member. District financial support of the Department will be suspended if the Commissioners' Rules and Regulations are not included in the Department Bylaw book.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, by Commissioner S. Manchester, To resolve to instruct the Chief to provide the Board of Fire Commissioners with parade and drill schedules and their respective practice dates by March or as soon as dates are known.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner S. Manchester, To resolve to instruct the Chief to review current mutual service plans by February followed by a report to the District with recommendation(s) at the first District meeting in February.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, 2nd by Commissioner A. DeCarlo, To resolve to instruct the Chief to conduct an annual equipment inspection per the inspection schedule on all personal protective equipment and associated equipment by year's end.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner W. Bedford, 2nd by Commissioner F. Lombardo, To resolve to authorize the Chief to secure the use of any necessary heavy equipment to perform the functions required during emergency situations.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, by Commissioner S. Manchester, To resolve to permit the Chief to authorize personnel to attend training that is of no cost to the district.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner K. Preston, by Commissioner A. DeCarlo, To instruct the Explorer Advisor to have the update of the Explorer handbook and submit to the Board of Fire Commissioners for approval of the formation of a youth group by April

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner S. Manchester, by Commissioner K. Preston, To approve the North Greece Fire District's membership for 2012 in the Association of Fire District's State of New York, the Monroe County Fire District's Officers Association, the Western New York Fire District Legal Association, the Monroe County Fire Department Officers Association, and the Greece Fire Council. Acknowledgement that the service performed by any commissioner, officer or employee shall be deemed service performed in accordance with their official duties of their offices or position.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

*Commissioner Walt Bedford was named MCFDOA primary delegate with Commissioner Frank Lombardo as alternate delegate.*

**MOTION BY** Commissioner F. Lombardo, by Commissioner A. DeCarlo, To allow the district to enter into inter-municipal agreements with other governments.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner F. Lombardo, by Commissioner A. DeCarlo, To authorize the Fire Chief to perform an annual district facilities and motorized apparatus inspection by June 1, 2012. The Fire Chief will report all findings to the Board of Fire Commissioners at the first meeting in July 2012.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

*Review of the revised 2012 Commissioner Assignments was conducted and is appended to these minutes. All assignments shall remain the same as 2011 with the exception of Commissioner DeCarlo's responsibilities. He will assume the responsibilities that Commissioner Camp held in 2011. Secretary K. Dutton shall post at each station.*

- Treasurer Sommers expressed his gratitude to the Board of Fire Commissioners for appointing him to his year as Treasurer and informed the board that he would be retiring from service as of February 28, 2012.
- The treasurer was thanked by the board for his service.

*Chief, Deputy and Assistant Chief oath of office was performed by Attorney Ray DiRaddo.*

**MOTION BY** Commissioner S. Manchester, by Commissioner W. Bedford, To move to executive session per article (f) of the open meetings law at 7:26 p.m.

*F. Lombardo-yes, A. DeCarlo-yes, K. Preston-yes, W. Bedford-yes S. Manchester-yes Carried*

**MOTION BY** Commissioner A. DeCarlo, 2nd by Commissioner F. Lombardo, To adjourn the 01/03/12 organizational meeting at 9:32 p.m.

Respectfully submitted,

Kari Dutton, Secretary  
Board of Fire Commissioners  
North Greece Fire District