

**BOARD OF FIRE COMMISSIONERS
NORTH GREECE FIRE DISTRICT
ORGANIZATIONAL MEETING
JANUARY 5, 2016**

PRESENT: Commissioners A. DeCarlo, J. Camiolo, L. Andreano, M. Dallessandro, Secretary K. Dutton, Treasurer W. Bedford, District Assistant Chief S. Dorgan, Chief P. Meyers, Deputy Chief P. McManus, Attorney R. DiRaddo
ABSENT: Comm. J. Meath absent due to a family commitment
PUBLIC: Dispatch Coordinator Heidi Boehl, FF Craig Grierson, Karen and Madelyn Dallessandro
Treasurer Bedford called the meeting to order at 7:03 p.m. and identified the fire exits and led in the Pledge of Allegiance.

New Commissioner Oath of office for Mike Dallessandro was performed by Atty. R. DiRaddo.

2016.7000.01.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To resolve to nominate Commissioner L. Andreano to serve as Chairman for the year 2016.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.02.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, To resolve to nominate Commissioner M. Dallessandro to serve as Vice-Chairman for the year 2016.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

Notification of this meeting has been sent to the media and return receipts are appended to these minutes.

2016.7000.03.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To resolve to approve Patrick Meyers as the District Chief.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.04.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To resolve to approve Paul McManus as the District Deputy Chief.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.05.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To use the services of Kari Dutton as Secretary in 2016 with an hourly rate of \$24.34.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.06.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To use the services of Kari Dutton as Deputy Treasurer in 2016.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.07.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To allow the District Secretary to coordinate all aspects of district elections.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

Secretary Oath of Office performed by Attorney Ray DiRaddo.

2016.7000.08.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. Dallessandro, To use the services of Walt Bedford as Treasurer in 2016 with an hourly rate of \$29.20.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

Treasurer Oath of Office performed by Attorney Ray DiRaddo.

2016.7000.09.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner J. Camiolo, To use the services of Ken Preston as the district Assistant Treasurer in 2016. *(This position was changed and he was sworn in as a deputy treasurer on January 12, 2016.)*

Assistant Treasurer Oath of Office performed by Attorney Ray DiRaddo.

Employee wages were presented as appended to these minutes.

2016.7000.10.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To use the services of Raymond DiRaddo as the District's Attorney in 2016. The amount of his retainer will be the same rate as last year.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.11.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To use the services of Dr. Jeremy Cushman as the NGFD Medical Director for the year 2016.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.12.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To utilize the firm of Harris Beach Wilcox as our firm to assist us in negotiating labor related issues.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.13.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. Dallessandro, To conduct all district meetings in accordance with the current Robert Rules of order book on file with the district secretary.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.8000.01.01.05

MOTION BY Commissioner L. Andreano, 2nd by Commissioner A. DeCarlo,

- 1) Designating M&T Bank as the official depository of monies of the district, and
- 2) Approving the Business Online Banking Service Agreement and fax wire agreement with M&T Bank and
- 3) Authorizing the Treasurer to sign any documents required by M&T Bank for such online banking, ACH transfers or wire transfers, and a further motion, and
- 4) Requiring that Treasurer is to comply with the IT password policy of the fire district as it relates to frequency of changing of passwords for such banking relationship and the sharing of the password with key district personnel.
- 5) The following personnel are authorized to sign checks for the district: Walt Bedford, Kari Dutton, or Ken Preston.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.8000.02.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, 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.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.8000.03.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To Authorize the Fire District Treasurer to pay, without audit, fixed salaries and compensation of officers and employees regularly engaged

by the Fire District at agreed wages, such compensation to include all expenses for employee related benefits including but not limited to medical, dental, vision, HRA, FSA, retirement contributions, life insurance, and other employer funded compensation benefits as provided in the Collective Bargaining Agreement and/or the Employee Manual applicable to that employee.

And, Authorize the Fire District Treasurer to pay, in advance of audit, all gas & electric, and other utility payments, telephone charges (tele-communications, digital paging, internet phone, cell phones and landlines), postage, freight and express charges.

And, Authorize the Fire District Treasurer to deduct from the employee's compensation, such items as the employee and employer may have agreed upon, or as required by law, such as AFLAC, IAFF life insurance, deferred compensation, garnishments, and other deductions required by Court Order, or by law.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.8000.04.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To review the current investment policy.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.8000.05.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, 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, 2016 through December 31, 2016.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-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. This documentation is to be filed with the towns.

2016.8000.06.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. Dallessandro, To authorize the district treasurer to request the annual financial report from the department treasurer.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.8000.07.01.05

MOTION BY Commissioner L. Andreano, 2nd by Commissioner J. Camiolo, To resolve to continue use of District credit cards for the following personnel according to SOP # Admin 1105:

Treasurer Walt Bedford	Credit Limit \$10,000
Assistant Chief	Credit Limit \$5,000
Department Chiefs	Credit Limit \$2,500 each
Tom Grenga	Credit Limit \$1,000

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.14.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner J. Camiolo, To resolve to approve SOP 1102 (Procurement) to amend the District officials responsible for purchasing decisions, as follows:

Commissioner Linda Andreano
Commissioner Alan DeCarlo
Commissioner Joseph Meath
Commissioner Joe Camiolo
Commissioner Mike Dallessandro
District Treasurer Walter Bedford
District Secretary Kari Dutton
Chief Patrick Meyers
Deputy Chief Paul McManus
Asst. Chief George Dorgan

Capt. Gregg Knapp
Capt. William Lawrence
Capt. Kevin Battaglia
Capt. Kris Helfer

The names will be removed from SOP 1102 if allowed by law and replaced with position titles.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.15.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To use the services of Tom Grenga as the district purchasing agent for 2016.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.16.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. Dallessandro, 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 1104.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner J. Camiolo, To approve keeping the district food allotment for travel and tips at \$90 per day. (Breakfast \$20, Lunch \$25, Supper \$45). Maximum room tip is \$10 per day above the food allotment.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.17.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To approve and continue the current procurement policy #Admin 1102 for 2016 based on the Treasurer's recommendation. Per board motion 2 signatures will be required on purchase requisitions over \$2500.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

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

2016.4000.01.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. Dallessandro, 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 1104.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.18.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To utilize *Gannett Newspapers, Messenger-Wolfe Publications, and the Rochester Business Journal* as legal news sources for the District in 2016.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.19.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To instruct the Chief to have at least one pump test for each fire rated pump and perform hose testing during the year 2016.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.20.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To approve and continue all existing North Greece Fire District Standard Operating Policies and Best Practices for the year 2016. Our attorney recommends review of all policies or to set up committees to review all and recommend changes to the board.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.21.01.05

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

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.22.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To approve the use of Pulse Occupational Medicine as the District's medical provider, Strong Employee Assistance Program as the District's EAP provider, and Safe Driver Solutions as the District's on-site random drug testing provider.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.23.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To approve the use of Metrodata Services as the District's method for obtaining background checks before approving volunteer staff or hiring staff.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

The Board reviewed the current Board of Fire Commissioners' Rules and Regulations. Copies will be sent to the chiefs, Chairman of the Board of Directors, and everyone at the meeting table.

2016.7000.24.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To approve the year 2016 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.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.25.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner J. Camiolo, 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 1st or as soon as dates are known.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.26.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. Dallessandro, To resolve to instruct the Chief to review current mutual service plans by February 1st followed by a report to the District with recommendation(s) at the first District meeting in February.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.27.01.05

MOTION BY Commissioner J. Camiolo, 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.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.28.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner J. Camiolo, To resolve to authorize the Chief to secure the use of any necessary heavy equipment to perform the functions required during emergency situations.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.4000.02.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To resolve to permit the Chief to authorize personnel to attend training that is of no cost to the district.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.29.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. Dallessandro, 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 1st.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.30.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. Dallessandro, To approve the North Greece Fire District's membership for 2016 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, Monroe County Fire Department Safety Officers Association, the Greece Fire Council, and the Greece Chamber of Commerce International Association of Fire Chiefs, International code council, Monroe county Fire Marshals and Inspectors, National Fire Protection codes, Monroe county Fire Chiefs Association, NY State Association of Fire Chiefs. 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.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

Commissioner Joe Camiolo was named MCFDOA primary delegate with Commissioner M. Dallessandro as alternate delegate.

2016.7000.31.01.05

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To allow the district to enter into inter-municipal agreements with other governments.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.32.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To authorize the Fire Chief to perform an annual district facilities and motorized apparatus inspection by June 1, 2016. The Fire Chief will report all findings to the Board of Fire Commissioners at the first meeting in July 2016.

Review of 2016 Commissioner Assignments was conducted. Secretary K. Dutton shall post a copy at each station and send a copy to the Fire Department and our attorney.

There was a discussion on whether there was the need to change the station 2 code for door entry.

It is recommended by our attorney that we establish working committees for 2016:

- *Apparatus committee*
- *Alarm Committee*
- *Liaison Committee – to work with town officials*
- *Budget Committee*
- *Building Committee*
- *Capital Improvement Committee*

2016.4000.03.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To send 7 officers to FLIPS training in NYC beginning 1/4/16. They are to travel in a district vehicle to be left at NYC until the class is over. FLIPS will reimburse for 2 flights at \$378 per flight. The district will reimburse up to \$425 per person for reimbursable expenses.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.4000.04.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To amend training request **2015.4000.80.12.28** to include the HR Essentials Book required at an additional cost of \$120 through Amazon (used).

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.7000.33.01.05

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner J. Camiolo, To adopt the updates to the employee handbook (removal of paragraph regarding not having to substantiate claims to Benecare).

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

Have department chiefs sign SOP Admin 1007 if they are new to the office.

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To move to executive session at 8:39 per article f of the open meetings law to discuss a matter of discipline.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner J. Camiolo, To return to the regular session at 8:50 p.m.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

2016.8000.08.01.05

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To *RESCIND* motion 2015.8000.25.12.28 which stated that no District Employee shall contact any attorney or outside government entity regarding District business without the approval of a commissioner made at the December 28, 2015 meeting.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-absent, J. Camiolo-yes Carried

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner J. Camiolo, To adjourn the 1/5/16 organizational meeting at 8:52 p.m.

Respectfully submitted,

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