

**NORTH GREECE FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING  
1766 Latta Road Station #2  
5/10/16**

**PRESENT:** Chairman L. Andreano, Commissioners M. Dallessandro, J. Camiolo, Alan DeCarlo, J. Meath; Chief Patrick Meyers, Deputy Chief P. McManus, Dist. Assistant Chief G. Dorgan, Treasurer W. Bedford, Secretary Kari Dutton, HR T. Gretzinger

**ABSENT:**

**PUBLIC:** FF J. Williams, Dept. Board of Director Rick Delvecchio, Capt. W. Lawrence  
Chair L. Andreano called the regular meeting to order at 7:05 p.m. and noted the fire exits. The opening of the meeting was followed by the Pledge of Allegiance and a moment of silence for our departed members.

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**MOTION BY** Commissioner L. Andreano, 2<sup>nd</sup> by Commissioner A. DeCarlo, To approve the regular 4/12/16 meeting minutes.

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

**MOTION BY** Commissioner J. Camiolo, 2<sup>nd</sup> by Commissioner A. DeCarlo, To approve the regular 4/26/16 meeting minutes.

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

- Treasurer Bedford read the monthly financial report, detailing receipts, disbursements, exception report, budget summary, grants, and status of permissive referendums. Financial report appended to minutes.
- AC Dorgan will follow up with GVA on the lack of payment for the cost of dispatching this quarter.
- There was a discussion on using the I Am Responding program. It now has mapping. It was the most dependable system we had. We have begun a 60 day free trial. Capt. Kris Helfer is familiar with Active 911 and Bryx and will compare all 3 systems. Downtown dispatchers are familiar with I Am Responding which would make our transition smoother. Fire Police can alert that they are responding. This would also be a viable way to recall paid members. ECD can page through the system. They will be able to access our servers and do what our dispatchers were able to do. We just need to set up the email groups. The Chiefs office researched the updates and what was missing when we last used the app has been added in. There are many more modules. The chief's office is in favor of the use of this app. However, there was some concern voiced over past problems with it. DC McManus is only in favor of a trial period. AC Dorgan will update the board regarding the test including who is participating, what are the test criteria, parameters, and whether the problems from our prior use have been resolved. The chief's office will send their concerns to Capt. K. Helfer. If we do decide to use this application please ask for a year subscription to save money. An update will be given at the June 14<sup>th</sup> meeting.

**MOTION BY** Commissioner M. Dallessandro, 2<sup>nd</sup> by Commissioner J. Camiolo, To approve the monthly financial report as submitted by Treasurer Bedford.

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

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. Dallessandro, To resolve to approve payment of voucher nos. 2228-2265 totaling \$79,545.98 as submitted by Treasurer Bedford and audited by the Board of Fire Commissioners on 5/16/16.

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

<b>Date</b>	<b>Sent</b>
4/15/16	Congratulations card to Melissa Jordan, M&T Bank for winning the Greece Chamber of Commerce Business Person of the Year
4/19/16	Sympathy card to Sam DeRosa on the passing of his mother

4/19/16	Get Well card to Sam DeRosa's fiancée Sandy.
4/25/16	Congratulations letter to Chief James Harrington (Gates) for receiving the Gates Chili Outstanding Citizen Award.
4/27/16	Thank you note to Ricci's Restaurant
5/2/16	FOIL receipt sent to backup verbal for chimney fire at 59 Ballad Ave. on 4/23/16 Inc. #2016-001111

Date	Received
4/15/16	Thank you letter from the Scottsville Fire Department for the donated Laptop.
4/26/16	FOIL chimney fire at 59 Ballad Ave. on 4/23/16 Inc. #2016-001111
5/09/16	Email from Paul Hare regarding the use of pesticides/herbicides and all forms of pest control adjacent to his property at 637 N. Greece Rd.

**Secretary K. Dutton**

- The above mentioned email from Paul Hare was read to the board and will be discussed in executive session. The letter is appended to these minutes.
- There was a discussion regarding SOP 1111 (cell phones). There was a suggestion to explore a flat cell phone stipend for commissioners. Concern was voiced over Foiling of emails and texts on personal phones. We are not really incurring any extra cost at this time on our plan. This topic has been a hot button with OSC audits. Atty. DiRaddo gave two possible options: a district can have a policy with paid cell phones and tolerate personal use of a district cell phone. This would hopefully be monitored to some extent and hope that users are using it sparingly for personal use. Some districts use a stipend, but this would need a 3 month log to have proof of district use. This log would need to be kept by the user. There is nothing wrong with setting out which individuals would have a district phone and those who would not. There is no privacy of a personal phone when used for the district. It is subject to FOIL and subpoena. Overall information is only subject to subpoena. In the stipend scenario, if there was a FOIL since the phone use is used for district it falls under FOIL. There would also be the need to look into the plans with some specificity. For those who are issued a district phone and do not use it due to the bulk of carrying 2 phones, having a secondary procedure rather than the district paying for the phone which doesn't get used may be a good use for a stipend. There must be proof of district use. Comm. Meath agrees that there is a middle ground. More discussion is needed. It was suggested that DC McManus keep a 3 month log to determine district use of his personal cell phone to assist with a stipend amount. Keeping a stipend under \$600 per year would alleviate the need to give out 1099's. This will be discussed at the next meeting. We don't want to overpay or underpay. Ray will get information to the board. ISO information will be sent by AC Dorgan.
- There was an ISO rating discussion regarding pagers. The board's understands that there needs to be 2 forms of notification and we don't want to hurt our ISO rating.

**2016.7000.43.05.10**

**MOTION BY** Commissioner J. Camiolo, 2<sup>nd</sup> by Commissioner L. Andreano, To approve the change of our bank institution on SOP 1105A (Credit card transaction form) as submitted by the secretary. *L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-yes, J. Meath-yes, J. Camiolo-yes* Carried

- A great resource from Fire Districts of NY State was distributed at the spring conference. The secretary will distribute to: chiefs, commissioners, Board of Directors and others.

**Treasurer W. Bedford-no further report**

**HR T. Gretzinger-no report**

### **Chief P. Meyers**

- The 2016 Parade schedule and apparatus requests were presented and approved by the board:
  - Memorial Day 5/30 12:00: Q-270 out of service and qualify a driver concern over safety issue if it is left in service, R-278, E-277, GF-2717 and PU-2706.
  - Spencerport 6/9 19:00: R-278 and E-277.
  - Barnard 6/15 19:00: R-278, E-277 and GF-2717.
  - Hilton 7/14 19:00: R-278, E-277, PU-2706 and GF-2717.
  - Hamlin 8/12 19:00: Available Engine
- It was suggested that to avoid firefighter overtime for a driver for the Quint at the 2 parades, we could just drop a FF during that 2 hours. It will only be put it in the Memorial Day parade since that is in our district.
- We have approximately 7 people in the current new recruit class.
- Walt has 8 keys for the volunteer officers in stock.
- An update was given on the new volunteer officer's office. Rather than purchase new furniture, we have pieces here we can furnish it with. There are 2 units in the IT office that are available. The lateral file in the hallway at headquarter will be available next month. Group 4 offered to move the furniture. IT A. Hinds will work on a computer and phone. We have spare chairs. This will meet the needs of the volunteer officers. In setting up this office we are hoping to avoid files being maintained at home. The chief's will let Comm. Andreano know if they are happy with the result.
- Bar coding update: Chris Dewey has voiced concern about working with the company in another component.
- Update about call signing in with key fobs: We received a quote for all 3 stations including all hardware and training for \$11,000. This item is not currently in the budget. It would need to be budgeted for in the future. If we did this, it would coincide with the fire report and no one would have to manually enter the information. There is labor saving potential and fraud prevention. Further research is to be done after the Chief sends out information.
- There was a discussion regarding current call and data entry for calls and drills. The dispatchers currently enter this information, but, with the closing of that office we are in need of someone to take on this task. The board feels that the department should be responsible for this entry. The department secretary cannot add this to her duty which was noted in a letter sent to Comm. Andreano from the Department Board of Directors. The BOD's felt that it was a district related task. They offered an idea of using a Part Time person. There was further discussion regarding whether it was the responsibility of the department or district. In many districts there is a line secretary that is a volunteer who does the input. An explanation of the current workflow for this entry was presented. It is on paper and needs to be entered into Red Alert. The unpaid firefighters are the beneficiaries. It is the Fire Chief and Department President's responsibility to maintain the LOSAP program. The board agrees that it is a department responsibility. Our attorney will look at the statute and get back to the board. There was a suggestion of a flow chart. There was a suggestion of the Chief tasking someone on a weekly basis to pick up the sheets and have them entered. The Chief will talk with the officers and update the board at the next meeting.
- The chief asked to be excused to deal with an injury that he was receiving calls about.

### **Deputy Chief P. McManus –no report**

### **Assistant Chief G. Dorgan**

- Dispatch update: the current document was reviewed and is appended to these minutes.
  - Regarding item #29: It was asked who does the lineup every day? At this time the dispatch office and the on duty captain do. Our idea was that ECD would only have one number to call. It was suggested that we could have the Duty Officer put the daily phone number in the lineup. Brighton is using the system of one number and suggested it to us.

- AC Dorgan was asked if he needs any assistance to be ready for the June 1<sup>st</sup> changeover. He feels that we are on track and once all incoming alarms (schools, our own and 433 Wilder Rd.) are transferred, everything else we can deal with. AC Dorgan feels comfortable with where we are for the changeover. There will be tone testing between now and then for Knox Boxes, fire police, groups, and stations. Past Commissioner Ken Preston agreed with AC Dorgan that the alarms are the most important and other items can wait. It appears that Lake Shore and GVA are working on the same project.
- AC Dorgan was tasked to see if we have any equipment at GVA for our old backup. He will add that as item 76.
- It was asked if there would be a problem with continuing to allow Meals on Wheels access to the building since there will be not dispatchers here around the clock. The Administrative staff would always be here while they are in house so there should be no problem.
- Lake Shore and GVA are aware of the changeover date.
- Several years ago a pole for the Opti-Com system was knocked down at N. Greece and Bramhall. There needs to be a pole before the light. We received a quote for \$4,043.50 to replace it and make it fully functional. We can use the Opti-com off the signal in front of Wegmans on Latta due to it not working. The conduit under the road is bad in that location and although it would be extremely valuable to have working it is too costly. There is a similar problem with the sensor on the bridge at 390.

#### **2016.6000.2.05.10**

**MOTION BY** Commissioner J. Meath, 2<sup>nd</sup> by Commissioner M. Dallessandro, To approve the quote for \$4,023.50 for replacing the Opti-com system and pole near N. Greece and Bramhall.

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

- A letter from Arcadia High School was read by AC Dorgan regarding a new program for High School Juniors and Seniors called "Responding to Emergencies." Support for this new program was requested.

#### **2016.9000.5.05.10**

**MOTION BY** Commissioner J. Meath, 2<sup>nd</sup> by Commissioner M. Dallessandro, To allow the chiefs office to support the "Responding to Emergencies" program being started by Arcadia High School as they see fit.

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

- Since we have been assured that our outstanding issues with Red Alert have been resolved, we can move forward with the document management module to put pictures and attachments on the fire report. This would include attaching the fire investigators report. There was a discussion regarding whether we would be required to release reports that we did not originate such as the county fire investigators report. The district is not to release the county report if it is attached. We use their report to finalize our own report. It was decided to handle such a request as in the past and direct any requestor to the county for their report. The district plans to pursue this module.

#### **Commissioner J. Camiolo**

- Comm. Camiolo attended the National Day of Prayer event at the town hall.
- Comm. Camiolo attended the Emily Jerzak award with the boy scouts but she was unable to attend.
- Bank Reconciliations for the month are complete.
- Comm. Camiolo attendee conferences in Batavia, FDIC (this is a phenomenal conference and the volunteers should make themselves available to attend in the future), and the AFDSNY Annual Spring Conference (the in-depth mock disciplinary hearing and lawyers review were excellent!)

**Commissioner A. DeCarlo**

- Congratulations to Commissioner M. Dallessandro for getting a grant to attend the chief's summit in Chicago, IL. The summit is a new concept. It is fully funded by a grant and done in a track system with a series of 15 talks. You spend the entire time with others representing agencies similar in size.

**2016.4000.39.05.10**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner J. Camiolo, To send Comm. M. Dallessandro to the Fire Chief Summit held in Chicago, IL July 13-15, 2016, with a cost not to exceed \$400 which will be reimbursed by the grant.

*L. Andreano-yes, M. Dallessandro-abstains, A. DeCarlo-yes, J. Meath-absent at time of vote, J. Camiolo-yes Carried*

- The Firehouse Expo has been moved from Baltimore to Nashville. It will be held October 17-23<sup>rd</sup>. Anyone interested in attending needs to contact Comm. DeCarlo.

**2016.4000.40.05.10**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner J. Camiolo, To amend motion 2016.4000.22.02.09 to send Comm. M. Dallessandro to the NYAFC Conference June 17-18, 2016, to state that the cost is not to exceed \$600.

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

**Commissioner M. Dallessandro-No Report**

**Commissioner J. Meath**

- The PIO release on the closing of the dispatch office will be done this week and sent to the board for comment. AC S. Dorgan will use the information for an internal communication first. Comm. Meath suggests that we have a single voice. The members would preview what is going to the media.

**2016.500.3.05.10**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner L. Andreano, To resolve to close the \$282,000 Communications Permissive Referendum.

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

**Chair L. Andreano**

- County Coordinator Sam DeRosa addressed the Greece Fire Council regarding the entire work flow process of his office. Minutes including that presentation will be emailed. The Greece Fire Marshal had a huge report. Dan Dickerson was told that there are 214 commercial projects in the Ridge Road and N. Greece Fire Districts. Code migration to 2015 codes is expected to be in place for October 2016.
- Strategic planning: The BOFC's should encourage scheduling the next planning meeting so we can do budget forecasting. This will be decided at the next workshop.
- Contracts are coming up in June for our 3<sup>rd</sup> party energy company. Research is being done.
- There are many property maintenance projects underway.

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. Dallessandro, To move to executive session per Subparagraph (f) subparagraph one of Section 105 of the Public Officer's Law to discuss matters relating to discipline and the specific medical information of a particular person and subparagraph (d) to discuss matters relating to possible future litigation at 9:35 p.m.

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

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. Dallessandro, To resolve to adjourn the regular meeting at 11:46 p.m.

Respectfully submitted,

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