

**NORTH GREECE FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
1766 Latta Road Station #2
3/8/16**

PRESENT: Chairman L. Andreano, Commissioners M. Dallessandro, J. Camiolo, Alan DeCarlo,; Chief Patrick Meyers, Treasurer W. Bedford, Secretary Kari Dutton, HR T. Gretzinger

ABSENT: Deputy Chief P. McManus, Dist. Assistant Chief G. Dorgan, J. Meath (all necessarily absent due to work duties)

PUBLIC: Dir. R. Wegner, Dispatch Coordinator H. Boehl

Chair L. Andreano called the regular meeting to order at 7:00 p.m. and noted the fire exits. The opening of the meeting was followed by the Pledge of Allegiance and a short prayer.

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To approve the regular 2/9/16 meeting minutes.

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

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. Dallessandro, To approve the regular 2/23/16 meeting minutes.

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

- Lt. T. Smith presented a Centrelearn proposal. He feels that we should upgrade to a paid subscription for online training. The presentation is appended to these minutes. This would allow us to produce our own programs to use. Questions were asked about whether all training money in the budget was already earmarked. This could cut down on classroom time.
- Treasurer Bedford read the monthly financial report, detailing receipts, disbursements, exception report, budget summary, grants, and status of permissive referendums. The financial report is appended to these minutes. Points of interest are included in the appended.
- There was a discussion regarding a new Fund Balance Policy. This is needed due to surplus of funds from 2015. We had budgeted for retirement purposes and we weren't hit as hard as the previous year. We also saved money on insurance and there were building projects that didn't get done.

2016.7000.36.03.08

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, TO Accept SOP 1116 (North Greece Fire District Budget and Fund Balance policy) as presented by Treasurer Bedford.

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

- All commissioners weighed in with their opinions regarding what to do with the 2015 fund balance. Treasurer Bedford recommends placing it in the reserve for capital equipment. The Chiefs would also like it placed in that account. Comm. DeCarlo was thinking to put part of it in capital improvements.

2016.8000.10.03.08

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner J. Camiolo, To resolve to transfer \$450,000 to the equipment reserve account as per the NGFD Budget and Fund balance policy.

L. Andreano-yes, M. Dallessandro-yes, A. DeCarlo-no, J. Meath-absent, J. Camiolo-yes Carried

- The treasurer presented a draft RFP for professional auditing services for 2016-2018. It is written as a 3 year proposal with an optional 1 or 2 year extension. The board would like the date extended to give time for proposals due to the fact that it is during tax season.

2016.8000.11.03.08

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To approve the proposed draft RFP for auditing services for release pending necessary date changes. A legal notice will be placed in the Messenger Post and will include the right to reject any and all proposals and direct proposers where to send the sealed envelope.

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 the monthly financial report as submitted by Treasurer Bedford.

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

MOTION BY Commissioner AD, JC, 2nd by Commissioner, To resolve to approve payment of voucher nos. 20147-2080 totaling \$90,809.72 as submitted by Treasurer Bedford and audited by the Board of Fire Commissioners on 3/8/16.

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

Date	Sent
2/10/16	Response to Eileen Wood sent for the Chiefs
2/18/16	Card to S. McCafferty due to surgery

Date	Received
2/12/16	Thank you card from Walt Bedford for remembering him during his recent illness.
2/22/16	2 nd letter from resident Eileen Wood requesting information
2/23/16	Homeland Security and Emergency Services: In service fire training program meets requirements in Title 19 minimum standards for administrative procedures. For 2016
2/23/16	NYS AFC thanks for hosting training January 29-31

Secretary K. Dutton

- Our attorney recommended that we release the volunteer information to the Local 3827 as requested. Comm. Dallessandro feels that FOIL requests from the Local 3827 are high. Maybe there is something we can be doing to break down the barriers. Our attorney feels it is important to maintain a process for information. The secretary will send the requested information per advice of our attorney.

Treasurer W. Bedford-report included in the abstract

HR T. Gretzinger

2016.7000.37.03.08

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To resolve to approve the 2015 Final Service Awards Report It has met the requirement of posting for 30 days.

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

- There was one appeal with no resolution due to lack of information brought forth. The Chair will need to sign the paperwork.

Chief P. Meyers

2016.7000.38.03.08

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To approve the Explorer Post #702 as a youth group.

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

- A request was made to update photos for career staff, administration, part time staff, and the remainder of the volunteer staff. It has also been many years since a large group picture was

taken. The board of director's would like to pursue this venture and pay for department members. The district would need to cover the cost of its members. The Chief will get quotes.

- IT A. Hinds is researching using key fobs instead of sign in sheets. Alpine software has a component.
- Bar code inventory system update: There is a simple program needing a tablet and blue tooth scanner. It is a component of the program we already have. It would cost us \$3940 to get it up and running which includes hardware, training, software, and annual maintenance calculated \$195. The chief recommends starting with a motion for \$5,000. There was some discussion as to which budget category it would come out of. A more detailed proposal with categories and materials needed was requested. It should be reviewed by Comm. Meath since most will fall under his categories. This will be placed on the April 12th agenda.

Deputy Chief P. McManus-necessarily absent

Assistant Chief G. Dorgan-necessarily absent (training)

2016.7000.39.03.08

MOTION BY Commissioner M. Dallessandro, 2nd by Commissioner A. DeCarlo, To approve new SOP's 2150 Duties of Volunteers Riding Career Staffed apparatus, 2151 PT EMT Pump Operator Duties pending a minor adjustment to 2151 per Commissioner Camiolo's email response, and approving the revision of 2124 Response to fill ins.

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

Commissioner J. Camiolo

- Comm. M. Dallessandro was thanked for hosting the workshop meeting on February 23rd. It was an excellent exercise and he has heard good reports.
- MCFDOA report: There has been no movement on the trunked radio system. We are trying to speak with the new county manager.
- Bank reconciliations are done.
- Concern was voiced with the accidents reports. There were no suggestions on prevention. Commissioner Andreano stated that the Safety committee felt that all accidents that occurred were addressed and there was no need to address further with policy or procedure.
- Commissioner Andreano stated that there have been questions raised about next steps coming from the last workshop meeting.
- Comm. Camiolo was asked to please share the alarm article before submitting to the editor.

Commissioner A. DeCarlo

2016.4000.27.03.08

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To send J. Camiolo, L. Andreano, and K. Preston to the AFDSNY Regional Training in Batavia on April 16th, cost not to exceed \$150.

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

2016.4000.28.03.08

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To send Commissioner J. Camiolo and Deputy Treasurer K. Preston to the AFDSNY Spring workshop April 28-29 in Albany, NY with a cost not to exceed \$3000.

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

2016.4000.29.03.08

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To send AC Skip Dorgan to the NYAFC conference June 15-18 in Verona, NY with no registration cost.

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

2016.4000.30.03.08

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Dallessandro, To send Captain Battaglia (April 8th), Lt. Coppeta, FF J. Brown, FF J. Cates and FF P. Smith (April 8-9) to the Step Conference here in Rochester April 8th - 9th at a cost not to exceed \$690.

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

Commissioner J. Meath-necessarily absent

Chair L. Andreano

- Property updates: this week we are having a property inspector inspecting all of our buildings. At the Training facility it will only be the Morton building. He is giving fantastic information with detailed pictures. Reports will be shared.
- Quickbooks project manager Kathy Z. sent out project plan to be forwarded to commissioners. Part of that plan is integrating Method. We can put 5 signatures on a voucher at any time. A decision needs to be made going back to a PR and how to tighten up the process. For bill payment she would like to see a cutoff date and the abstract sent out on Friday before the meeting.

MOTION BY Commissioner L. Andreano, 2nd by Commissioner A. DeCarlo, To accept the bid & buy list and vendors (lowest responsible bidders) subject to NGFD established policy for proper procurement practices. *This motion was never called and will be placed on the March 22, 2016 agenda.*

Commissioner M. Dallessandro

- Lt. D. Bartell and Capt. D. Dugan were thanked for going through our uniform stock at station 1 and organizing them.
- There is a goal to take a portion of the March 22nd workshop data and devote time every month to evaluate the feedback.
 - All groups brought up hiring a career chief as a leader of the organization. It is recommended that Comm. Andreano begin to discuss with the department regarding impact on bylaws and hierarchy. Comm. Dallessandro and HR T. Gretzinger will start looking at options for fill the position. Needs to gel with department, show great respect for current chiefs, and that we are on board with the process. Research will be done to see whether we need to go off the list or can we take transfers, we need to know our options. Others ever certified in that title would be eligible. Looking at the 222 would be good workshop item. The department BOD's will put it on the agenda for their next meeting. The April workshop should begin the process.
- Treasurer Bedford made notification that there would be an annual meeting to discuss facility/vehicle insurance Thursday at 10 a.m. Any commissioners are welcome to attend.

2016.4000.31.03.08

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, To approve 120 people for \$35 each for the Centrelearn upgrade, with a cost not to exceed \$4200.

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

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To resolve to move to executive session at 9:28 p.m. per article f of the open meetings law to discuss matters relating to the financial history of a particular person which may spill over into a contractual conversation.

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

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, To resolve to adjourn the regular meeting at 10:14 p.m.

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

Respectfully submitted,

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