

**NORTH GREECE FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
1766 Latta Road Station #2
2/14/17**

PRESENT: Chairman Alan DeCarlo, Commissioners J. Camiolo, L. Andreano, J. Meath, M. MacKenzie; Treasurer W. Bedford, Secretary Kari Dutton, HR T. Gretzinger, Fire Chief S. DeRosa, Deputy Treasurer K. Preston, Atty. R. DiRaddo

ABSENT: Deputy Chief P. McManus

PUBLIC: Union President J. Wiesner, Capt. K. Battaglia, FF D. Falkner

Chair A. DeCarlo 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 L. Andreano, To approve the regular 1/3/17 organizational meeting minutes.

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

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner L. Andreano, To approve the regular 1/10/17 meeting minutes.

L. Andreano-yes, A. DeCarlo-yes, J. Meath-yes, J. Camiolo-yes M. MacKenzie - 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.
- If the treasurer finds himself in the position of incurring late fees he should let the commissioners know so that we can get approvals should the meetings prevent payment on time. The Treasurer did notify Commissioner Andreano in January.

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. MacKenzie, To approve the monthly financial report as submitted by Treasurer Bedford.

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

MOTION BY Commissioner J. Meath, 2nd by Commissioner J. Camiolo, To resolve to approve payment of voucher nos. 2895 through 2901 totaling \$11,039.58 as submitted on 2/14/17 by Treasurer Bedford for post audit.

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

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner M. MacKenzie, To resolve to approve payment of voucher nos. 2902-3027 totaling \$125,822.99 as submitted by Treasurer Bedford and audited by the Board of Fire Commissioners on 2/14/17.

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

Date	Sent
1/13/17	Sent update info to MCFDOA for County Directory by email
1//17	Letters to support Ken Preston for AFDSNY 2 nd Vice President to: Kit Thompson, Anthony Gallino, Joseph DeStefano, Robert Kuhls

1/25/17	FOIL requests other than Auditors report sent via email to VP Marc Baxter
2/1/17	Sympathy Card to the family of past Barnard Commissioner Gene Bour
2/6/17	Sympathy Card to the Marc Baxter family on the loss of his mother in law

Date	Received
1/17/17	Notice of a neighborhood meeting regarding development of the DeMay Hotel into a Crosby's convenience store with fuel and a Dunkin Donuts. 1/26/17 at 7 pm at the pavilion.
1/17/17	FOIL request for 12/15/16 fire at 45 Cedarfield Commons Apt FA. No such record. Company asked me to destroy it and they will send a corrected version.
1/18/17	FOIL from Local 3827 VP Marc Baxter for yearly requests. 1. Journal – chronological entries of all fiscal transactions for 2016 2. Subsidiary ledger – general ledger 2016 3. General Ledger – summary of receipts and disbursements from all funds for 2016 4. Credit card records including payments including receipts and statements for 2016 5. 2016 Independent Auditor's Report 6. Adopted budget for 2017
1/19/17	Signed Shelter Rents agreements by email for Affinity Orchard Place. Hard copy to follow.
1/23/17	Municipal Cooperation Agreement from Atty. Ray Di Raddo with all signatures from all other entities.
2/13/17	Town of Greece public hearing for property at 1161 N. Greece Road – Bill Gray's

Secretary K. Dutton

- There was a discussion regarding sponsoring the Fallen Firefighter's Golf Tournament. Comm. Meath feels that this is not something the district monies should be spent on. The Department usually sponsors a team to play. The district will not be sponsoring this event this year. Comm. Meath will notify the coordinator.
- Local 3827 FOIL requests were filled due to the legal deadline and the fact that we did not have a 1/24/17 meeting:
 - Journal – chronological entries of all fiscal transactions for 2016
 - Subsidiary ledger – general ledger 2016
 - General Ledger – summary of receipts and disbursements from all funds for 2016
 - Credit card records including payments including receipts and statements for 2016
 - 2016 Independent Auditor's Report (this report is not available yet and will be sent once it is.)
 - Adopted budget for 2017

Treasurer W. Bedford

- A document showing employee wages in 2017 rates was distributed. This was recommended as part of an annual audit. The report is appended to these minutes.

HR T. Gretzinger -necessarily absent

Fire Chief S. DeRosa

- For HR T. Gretzinger: The LOSAP program report was distributed to the board.

2017.8000.13.02.14

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Meath, To resolve to approve the 2016 service award report for posting as of February 15, 2017. This information will be posted for 30 days allowing time for necessary changes to be made before its due date.

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

- A letter was received today from the Firefighters Local 3827 requesting the use of district sites for their monthly meeting. All members are not present at the same location from an operational standpoint. The Chiefs office and the Board have no concerns with this request. The only time they may all be affected would be if they have a vote in a contract year. The request is appended to these minutes.

2017.1000.2.02.14

MOTION BY Commissioner J. Meath, 2nd by Commissioner A. DeCarlo, To approve the use of district buildings for Local 3827 Firefighter meetings.

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

- Chief DeRosa met with the Greece Police relative to Fire Police operations and keeping within legal limits. There should be no more extended incidents where the fire police stay hours beyond the emergency responders.
- Our recruit training program has been successful. The new recruits will be finishing the program the end of next week.
- Chief DeRosa met with GVA's Chief Comer to discuss operational issues. Both entities feel that our working relationship is going well.
- There was also a meeting with our medical director Dr. Cushman.
- We need a resolution to fall in line with department bylaws changes to approve line officers beginning 1/1/18 and Qualifications for officers, the process, and training. There will be Fire Department representation on the committee: Current Dept. Chief, highest ranking line officer and representative from the Department BOD's, a Commissioner, and the Fire Chief. There will be no more voting for line officers.

2017.7000.20.02.14

MOTION BY Commissioner L. Andreano, 2nd by Commissioner M. MacKenzie, To give the BOD's the go ahead to proceed with their bylaw changes stating that the Board of Fire Commissioners, based on the Chief's recommendations, will establish criteria and qualifications for line officers and approve all line officers beginning 1/1/18.

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

- We will no longer be training with the Blue Card program. ICS training will get us on the same page as the other entities we respond with. This change will take place within the next 60 dys.

- GVA will stay on channel 295 but are programmed to channels 4, 5 should they need to use them. They are still going to Ling Rd. There is a hold up due to detail that still needs to be talked about in space sharing.
- Our new helmet placarding program has been completed.
- Thanks for the January 24th “Swearing-In” ceremony.
- Social media for next agenda
- The Fire Department has request permission to participate in the St. Patrick’s Day parade on March 11th, they will need to use a spare engine and van if needed for a 12 p.m. parade.

2017.9000.3.02.14

MOTION BY Commissioner J. Meath, 2nd by Commissioner A. DeCarlo, To approve The Fire Department participation in the St. Patrick’s Day parade on March 11th, they will need to use a spare engine and van for a 12 p.m. parade.

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

Chairman A. DeCarlo

2017.4000.10.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send Deputy Treasurer Ken Preston and Commissioner J. Camiolo to the AFDSNY Spring conference, with a cost not to exceed \$1200.

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

2017.4000.11.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send FSE K. O’Gara and FF M. Park to EMT Original Training 1/17-5-17/17, with a cost of \$350 each.

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

2017.4000.12.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send Lt. D. Meyers to the Instructor Conference at Montour Falls February 4-September, 2017 with a cost of \$450.

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

2017.4000.13.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send Lt. B. Adams and AC S. Dorgan, FF M. Dorgan, FF T. Sullivan, Lt. J. Klein, FF M. Brown, Lt. J. Lissow to First Due Tactics and Leadership in Henrietta 3/4/17, with no cost to the district. There will be no overtime available for this training.

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

2017.4000.14.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send AC S. Dorgan to Assisting Individuals in Crisis in Brighton 3/24-25/17, cost \$100.

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

2017.4000.15.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send HR T. Gretzinger to the Pinsky Law Group Conference at Turning Stone 3/30-4/2/17, with a cost not to exceed \$825.

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

2017.4000.16.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send Capt. K. Helfer and Lt. J. Short to the Tech Rescue Conference in Montour Falls 4/1-2/17 at a cost of \$80 each.

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

2017.4000.17.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send Capt. K. Battaglia to HazMat Modules II at PSTF 4/5,6,12/17 at no cost to the district.

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

2017.4000.18.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send Lt. J. Klein, Lt. J. Lissow, FF J. Brown, Lt. S. Carter, Lt. T. Smith and 1 TBD (6 total) to FDIC 4/23-29/17 in Indianapolis, IN at a cost not to exceed \$2700 each.

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

2017.4000.19.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send Lt. T. Smith to Fire Instructor II at Montour Falls 5/21-26/17 with a cost not to exceed \$225.

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

2017.4000.20.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send FSE P. Sidari and Comm. J. Camiolo to the Public Education Conference in Montour Falls 5/5-7/17 at a cost of \$240.

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

2017.4000.21.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath, To send FF D. Falkner & FF G. DiMora to attend Vehicle Extrication at PSTF 3/28-4/5/17 at no cost to the district.

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

- A draft of a new organizational Chart was presented.

2017.3000.6.02.14

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Meath to amend motion 2014.3000.5.02.11 as follows;

- 1) District Chief DeRosa, or his designee will provide general oversight of, the IT Director, Fire Safety employees and part-time courier/laborer position, and
 - 2) Chief DeRosa or his designee will be a point of contact for the District Treasurer, Human Resources and District Secretary to report absence or daily change in their schedules, the above notwithstanding, the District Secretary, District Treasurer and the Human Resources shall answer to and are reportable to, the Board of Fire Commissioners, and
 - 3) The office of District Assistant Chief shall report directly to the District Fire Chief Sam DeRosa.
- 3) HR T. Gretzinger will change the organizational chart to reflect this above changes.
L. Andreano-yes, A. DeCarlo-yes, J. Meath-yes, J. Camiolo-yes M. MacKenzie - yes Carried

Commissioner J. Meath

- The cell phone policy review will be placed on the agenda for the first meeting in March.

Deputy Chief P. McManus-necessarily absent

Commissioner J. Camiolo

- The monthly bank reconciliation is done.
- A suggestion was made to consider changing the department liaison responsibility to J. Camiolo. He was encouraged to start an email thread for discussion. Comm. Andreano asked that he still continue to attend the Town of Greece and Parma monthly meeting which is not currently on the responsibility list.

Commissioner M. MacKenzie

- There was a discussion regarding the potential ordering of 2 new engines and a duty officer vehicle. The committee would like to plan to order one now and one at the end of the year. Specification have been already been drafted. Our attorney stated that if you read the state comptroller's directive, in order to utilize the piggy backing system, you have to justify why you are getting around the bidding process. The Texas Consortium is not meant to get around the bidding process. You would need to determine that they are what they are. Recommendation from Treas. W. Bedford was made that since we have the specs, we should use the point system and go out to bid. The board has to assure itself that in deciding to buy off of the consortium, they would need a resolution that says there has been investigation done by the chief's office and there is conclusion that going through consortium will save money, especially in man hours saved which is not that easy. We need to understand that it can only be done if we determine that this process is our best option. It also must be done according to the comptroller's steps. The best thing would be to put it out to bid. The past board did not approve the formation of the committee.

Commissioner L. Andreano

- Greece Fire Council meeting update: each district provides an officer for the council. Comm. L. Andreano is now the president. The Council would like to try to breathe

some life into the council. Fire Marshal Rob Drexler invited us to contact the town and hold one of the meetings there.

- Digital signs update: there will be a committee formed to help in the implementation of this project.
- The strategic planning team and property committee will be organized with the Fire Chief.

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner J. Meath, To move to executive session at 7:17 PM to discuss matters relating to the discipline of personnel.

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

- Discussion regarding spending via various personnel resulted in a proposal to provide additional purchasing guidelines

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner J. Meath, To return to the regular meeting at 8:20 p.m.

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

- Discussion regarding personnel who are able to spend money, it is requested for the Board to make a motion:
 - Update a spending policy
 - review the procurement policy and identify any needed changes
 - Goal is to get the spending funneled into a different process

2017.8000.14.02.14

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner J. Meath, To state that any District employee currently permitted to make purchases,

1. That they not exceed \$500.00 per purchase.
2. Purchases between \$501.00 and \$2500.00 must be made with the authorization of the Fire Chief prior to purchase.
3. Purchases exceeding \$2501.00 shall be approved by the BOFC.
4. The procurement policy is hereby amended accordingly.
5. The Fire Chief is directed to make further recommendations for amending the procurement policy.

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

- The Board requested the Fire Chief to send a registered communication through EPro regarding the above motion.

MOTION BY Commissioner J. Meath, 2nd by Commissioner M. MacKenzie, To resolve to adjourn the regular meeting at 8:35 p.m.

Respectfully submitted,

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