

**NORTH GREECE FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
1766 Latta Road Station #2
5/9/17**

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

ABSENT:

PUBLIC: Directors D. Bartell, M. Neusatz, R. Delvecchio, R. Douglas, Pres. A. Camp, FF J. Wiesner

Chairman A. DeCarlo called the regular meeting to order at 5:58 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.

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, To move to executive session per article f of the open meeting law to discuss matters relating to the discipline of employee(s) at 5:59 p.m.

Return at 7:20 PM

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

SCHEDULED TOPICS

- Kathy Zaroczynski gave an overview on a software tool called Concur that could greatly benefit our accounts payable process. In looking for a workflow for payroll and purchasing, we identified resource waste and inefficiencies and found solutions. Now we are at step 3 which is to implement workflow software. Concur is the recommendation for a purchasing module. They do have a few fire districts as customers.

MOTION BY Commissioner L. Andreano, 2nd by Commissioner J. Camiolo, To approve the regular 4/11/17 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 M. MacKenzie, To approve the regular 4/25/17 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.

MOTION BY Commissioner J. Meath, 2nd by Commissioner J. Camiolo, 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 no. 3227 totaling \$150.00 as submitted on 5/9/17 by Treasurer Bedford for post audit.

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

- A demo of the Concur software was given over the phone and a link by Sam Michael. It was a bird's eye view and questions were answered. A security policy was requested and a referral from another municipality or fire district in our area. This item will be further discussed at the next meeting.

MOTION BY Commissioner L. Andreano, 2nd by Commissioner M. MacKenzie, To resolve to approve payment of voucher nos. 3228-3255 totaling \$105,316.13 as submitted by Treasurer Bedford and audited by the Board of Fire Commissioners on 5/9/17.

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

Date	Sent
4/26/17	Letter to Board of Directors via and Email to Rick Douglas, Chairman requesting attendance at the May 9 th BOFC's meeting to discuss correspondence sent out for recruitment and the spaghetti dinner.
4/28/17	Best Wishes to the Bardeen Family (Airport Chief) on his wife Patty's surgery
5/1/17	Incident report sent to Lexis Nexis for report regarding shed fire at 218 Peck Rd. 2017-001239 4/10/17
5/3/17	Sympathy card to Bryan Adams family upon the death of his grandmother
5/8/17	Sympathy cards to the family and to the RRFD on the passing of Commissioner Richardson

Date	Received
4/25/17	Email from Deputy Treasurer Ken Preston thanking for the support to run for AFDSNY 2 nd VP which he was elected to.
4/26/17	Response from Rick Douglas regarding request to attend the May 9 th BOFC's meeting. There will be representation from the Directors in attendance.
4/28/17	FOIL from Lexis Nexis for report regarding shed fire at 218 Peck Rd. 2017-001239 4/10/17
5/1/17	Local 3827 notification request to begin negotiations pertaining to current agreement expiring 12/31/17.

Secretary K. Dutton-No Report

Treasurer W. Bedford

- A discussion ensued regarding the 2017 Unassigned Fund Balance. Based on the district's SOP on Unassigned Fund Balance, and discussions with both our auditing and legal professionals familiar with the district's budget and its process, it appears there is a need to address the amount in excess of the amount estimated while assembling the 2017 budget. The treasurer will be reporting back at an upcoming meeting with recommendations as agreed upon between the treasurer, auditor, and attorney.

HR T. Gretzinger-No Report

Fire Chief S. DeRosa

- YTD calls total 1,432 with 50.1% of these calls for EMS services.
- Revised fire and EMS responses have been submitted to 9-1-1 and will go into effect at 8 AM On May 24, 2017.
- The Swearing in ceremony will be held May 18, 2017, at 7 PM at Station 1. Class A Uniforms are the order of the day. In all, 10 persons are being sworn into firefighter and volunteer lieutenant positions.
- The Memorial Day Parade is all set, Q-270 & R-278 are participating in the procession. Class A Uniforms will be worn by marchers. Lineup is 11:15 in the area of Long Pond & Janes Rds.
- In the coming week, E-276 will be relocated to Station 3 and E-277 will be relocated to Station 1. This is the remainder of the changeover to apparatus and volunteer responses to Station 1.

- The department will attend the calling hours for Commissioner Charles Richardson this Friday, 6 PM, at Bartolomeo & Perotto Funeral Home, 1411 Vintage Lane. Class A Uniforms will be worn. Chaplain Preston will deliver a short prayer.
- The town wide follow-up for the March Wind Storm is tomorrow morning and Chief DeRosa will be participating.
- Flooding plans are completed for assistance to our neighboring departments. The Explorer Post was thanked for assisting the Town DPW with sand bag operations this past weekend.
- Recruit FF Graduation is this Friday morning in Montour Falls, NY. Both A/C Dorgan & Chief DeRosa will be attending and will be out of the district for approximately 5-hours this day.
- Cell phones are being removed from E-273 & E-274 as both trucks now have line officers assigned to them. One of the phones will be turned off and the other re-assigned to R-278.
- We are still waiting for paperwork from Frontier to move the T1 lines to the 9-1-1 Call Center.

Deputy Chief P. McManus

- Thanks to HR T. Gretzinger and Chief DeRosa for participating in the New membership process.
- The board approves of the department participating in the Greece Gauntlet, June 10, 2017 at Arcadia High School.

2017.9000.6.05.09

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To approve the Explorer car wash at station 2 on May 20, 2017.

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

The board approves of sending a detail to the car show on June 11th at Badgerow Park.

- The recruit training should be completed by May 30th.

Commissioner J. Camiolo

- Commissioner Camiolo requested the following pages be set aside in the minutes.

*This page is dedicated
in memory of
Commissioner Charles
Richardson
Ridge Road Fire District*

*This page is dedicated
in memory of
Brighton Fire District
Past Commissioner
Tom Siebert*

Commissioner M. MacKenzie-No Report

Commissioner J. Meath-No Report

Commissioner L. Andreano

- Wind damaged trees at Station 1 have been removed. There are still others to be addressed.
- The furniture for the Lt. office at station 1 is to be delivered soon.
- Firefighters C. Pignato, M. Hare, and C. Grierson were recognized for the contribution painting the new emergency backup radio room.
- The stumps at station 2 will be removed by the landscaper. Comm. Camiolo suggested a stakeout of utility lines.
- We have received two generator maintenance proposals so far.

Chairman A. DeCarlo

2017.3000.9.05.09

MOTION BY Commissioner J. Meath, 2nd by Commissioner M. MacKenzie, To approve Frank Lombardo, Sr. for reinstatement to the Fire Police.

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

2017.4000.27.05.09

MOTION BY Commissioner J. Meath, 2nd by Commissioner L. Andreano, To send FF J. Wiesner to the Monroe County Fire Marshals & Inspectors Association 2017 Educational Seminar May 16-18, 2017, with a registration cost of \$150. This registration and payment has already been sent due to a deadline to register. The motion should have been made at the April 11th meeting and was missed.

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 move to executive session to discuss matter related to the hiring of personnel at 8:47 P.M.

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

- The position of part-time facility laborer has been offered to Tom Chugg effective 5/15/17. This position will be approximately 24 hours per week at his current laborer rate of pay. This position will report directly to the Fire Chief and work with the Commissioner in charge of facilities for larger projects.

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, To resolve to adjourn the regular meeting at 9:47 p.m.

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

Respectfully submitted,

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