

**BOARD OF FIRE COMMISSIONERS
NORTH GREECE FIRE DISTRICT
ORGANIZATIONAL MEETING
JANUARY 2, 2018**

PRESENT: Commissioners Linda Andreano, Joe Camiolo, Tom Coyle, Alan DeCarlo, Mike MacKenzie
Secretary K. Dutton, Treasurer W. Bedford, Chief S. DeRosa, Deputy Chief P. McManus,
Attorney R. DiRaddo, HR T. Gretzinger, Deputy Treasurer Ken Preston

ABSENT:

PUBLIC: FF Craig Grierson, Union President FF Justin Wiesner, FF Marc Baxter
Treasurer Bedford called the meeting to order at 6:00 p.m., identified the fire exits and led in the Pledge of Allegiance.

New Commissioner Oath of office for Tom Coyle performed by Atty. Ray DiRaddo

2018.3000.1.01.02

MOTION BY Commissioner L. Andreano, 2nd by Commissioner M. MacKenzie, To resolve to nominate Commissioner Alan DeCarlo to serve as Chairman for the year 2018.

L. Andreano-yes, A. DeCarlo-yes, J. Camiolo-no, T. Coyle-yes, M. MacKenzie – yes Carried

2018.3000.2.01.02

MOTION BY Commissioner L. Andreano, 2nd by Commissioner M. MacKenzie, To resolve to nominate Commissioner Linda Andreano to serve as Vice-Chairman for the year 2018.

L. Andreano-yes, A. DeCarlo-yes, J. Camiolo-no, T. Coyle-yes, M. MacKenzie – yes Carried

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

2018.3000.3.01.02

MOTION BY Commissioner L. Andreano 2nd by Commissioner J. Camiolo, To resolve to use the services of Kari Dutton as Secretary/Deputy Treasurer in 2018.

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

Secretary Oath of Office/Deputy Treasurer performed by Attorney Ray DiRaddo.

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner L. Andreano, To move to executive session to discuss matters relating to the hiring/firing of personnel at 6:05 p.m.

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

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner L. Andreano, To return to regular session at 6:12 p.m.

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

2018.3000.4.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by commissioner M. MacKenzie, To use the services of Ken Preston as Deputy Treasurer in 2018 to serve at the discretion of the Board and assume the duties that the board may direct him to do from time to time.

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

Deputy Treasurer Oath of Office performed by Attorney Ray DiRaddo.

2018.7000.1.01.02

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

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

2018.3000.5.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, To use the services of

Walt Bedford as Treasurer in 2018.

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

Treasurer Oath of Office performed by Attorney Ray DiRaddo.

2018.8000.1.01.02

MOTION BY Commissioner A. DeCarlo 2nd by Commissioner L. Andreano, To use the services of Raymond DiRaddo as the District's Attorney in 2018. The amount of his retainer will be the same rate as last year.

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

2018.7000.2.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. MacKenzie, To use the services of Dr. Jeremy Cushman as the NGFD Medical Director for the year 2018.

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

2018.8000.2.01.02

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

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

2018.7000.3.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, To conduct all district meetings in accordance with the current Robert Rules of order book on file with the district secretary.

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

2018.8000.3.01.02

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

- 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 positions are authorized to sign checks for the district: the Treasurer or Deputy Treasurer are to be the primary signature; either of the Deputy Treasurers are authorized as a second signature. Checks over \$10,000 must have a 2nd signature on them.

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

2018.8000.4.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. MacKenzie, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

2018.8000.5.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To utilize the same vouchers in 2018 as recommended by Treasurer Walt Bedford.

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

2018.8000.6.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

2018.8000.7.01.02

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

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

The Treasurer presented last year's gross and this year's current wage rates. This document is appended to these minutes.

2018.8000.8.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. MacKenzie, 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, 2018 through December 31, 2018.

L. Andreano-yes, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – 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.

2018.7000.4.1.02

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

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

2018.8000.9.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, 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
Chief Sam DeRosa	Credit Limit \$5,000
Deputy Chief Paul McManus	Credit Limit \$2,500
Tom Chugg	Credit Limit \$1,000

The change to SOP 1105 was approved to replace the title District Purchasing Agent to Facilities Manager to reflect the existing position.

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

2018.7000.5.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, To resolve to approve SOP 1102 (Procurements) to amend the District officials responsible for purchasing decisions, as follows (by law names and not titles must be listed in the SOP):

Commissioner Linda Andreano
Commissioner Alan DeCarlo
Commissioner Tom Coyle
Commissioner Joe Camiolo
Commissioner Mike MacKenzie
District Treasurer Walter Bedford
District Secretary/Deputy Treasurer Kari Dutton
Chief Sam DeRosa
Deputy Chief Paul McManus
Capt. Gregg Knapp
Capt. William Lawrence
Capt. Kevin Battaglia
Capt. Kris Helfer
Facilities Manager Tom Chugg

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

2018.4000.1.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. MacKenzie, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

2018.8000.10.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To approve and continue the current procurement policy #Admin 1102 for 2018 based on the Treasurer's recommendation. Per board motion 2 signatures will be required on purchase requisitions over \$2,500.

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

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

2018.4000.2.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

2018.7000.6.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, To utilize *Gannett Newspapers, Messenger-Wolfe Publications, and the Rochester Business Journal* as legal news sources for the District in 2018.

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

2018.7000.7.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. MacKenzie, To instruct the Chief to have at least one pump test for each fire rated pump and perform hose testing during the year 2018.

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

2018.7000.8.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To approve and continue all existing North Greece Fire District Standard Operating Policies and Best Practices for the year 2018. Our attorney recommends review of all policies or to set up committees to review all and recommend changes to the board.

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

2018.7000.9.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

2018.7000.10.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

2018.7000.11.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. MacKenzie, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

The Board will be reviewing the current Board of Fire Commissioners' Rules and Regulations.

MOTION To approve the year 2018 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. *This motion was tabled until first meeting in February.*

2018.7000.12.01.02

MOTION BY Commissioner A. DeCarlo, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

2018.7000.13.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

2018.7000.14.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner L. Andreano, 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

2018.7000.15.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. MacKenzie, To resolve to authorize the Chief to secure the use of any necessary heavy equipment to perform the functions required during emergency situations. It is further resolved that the district chief is authorized to loan on a temporary basis district equipment and apparatus to a neighboring agency with notification to the board, length of loan not to exceed 30 days.

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

2018.7000.16.01.02

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

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

2018.7000.17.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, To approve the North Greece Fire District's membership for 2018 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, A. DeCarlo-yes, J. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried

Commissioner L. Andreano was named MCFDOA primary delegate with Commissioner J. Camiolo as alternate delegate.

2018.7000.18.01.02

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

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

2018.7000.19.01.02

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. MacKenzie, To authorize the Fire Chief to perform an annual district facilities and motorized apparatus inspection by June 1, 2018. The Fire Chief will report all findings to the Board of Fire Commissioners at the first meeting in July 2018.

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

Review of 2018 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.

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To move to executive session at 6:42 p.m. to discuss matters relating to the hiring/firing of personnel.

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

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To adjourn the January 2, 2018 organizational meeting at 8:12 p.m.

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

It is recommended by our attorney that we establish working committees for 2018:

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

The board feels that these committees already exist.

Respectfully submitted,

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