

**NORTH GREECE FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
REGULAR MEETING  
1766 Latta Road Station #2  
2/13/2018**

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

**ABSENT:** Deputy Chief P. McManus

**PUBLIC:** Dir. D. Bartell, FF T. Cottorone, Capt. W. Lawrence

Chairman A. DeCarlo called the regular meeting to order at 6:00 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.

---

- There was a discussion regarding SOP 1005 (Commissioners Rules) and whether it is still necessary. Many years ago, the district did not have good policies and practices. Much of it is no longer necessary but it will be reviewed to see if there is any pertinent information that should be retained.

**MOTION BY** Commissioner J. Camiolo, 2<sup>nd</sup> by Commissioner L. Andreano, To approve the 1/2/18 organizational meeting minutes.

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

**MOTION BY** Commissioner M. MacKenzie, 2<sup>nd</sup> by Commissioner J. Camiolo, To approve the regular 1/9/18 meeting minutes.

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

**MOTION BY** Commissioner L. Andreano, 2<sup>nd</sup> by Commissioner J. Camiolo, To approve the regular 1/23/18 meeting minutes.

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

**MOTION BY** Commissioner J. Camiolo, 2<sup>nd</sup> by Commissioner L. Andreano, To move to executive session to discuss the finances of personnel at 6:10 PM.

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

**MOTION BY** Commissioner J. Camiolo, 2<sup>nd</sup> by Commissioner L. Andreano, To return to the regular session at 6:34 PM.

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

- The board would like the report to be viewed on the smart board instead of printing them off beginning next meeting.
- 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.
- Comm. Coyle had questions regarding the Child Seat Safety Program Grant. Questions should be directed to FSE Pete Sidari. The chief will the requested information.

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

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

**MOTION BY** Commissioner M. MacKenzie, 2<sup>nd</sup> by Commissioner L. Andreano, To resolve to approve payment of voucher no. 3903 totaling \$1,572.08 as submitted on 2/13/18 by Treasurer Bedford for post audit.

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

**MOTION BY** Commissioner T. Coyle, 2nd by Commissioner L. Andreano, To resolve to approve payment of voucher nos. 3904-3949 totaling \$103,678.84 as submitted by Treasurer Bedford and audited by the Board of Fire Commissioners on 2/13/18.

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

Date	Sent
1/24/17	FOIL request of 2018 approved budget sent to Charles Johnson
1/24/17	Ken Preston AFDSNY 2 <sup>nd</sup> VP nomination sent to Catherine Thompson with copies to Tom Rinaldi and Joe DeStefano
1/25/18	Letter to Concur cancelling the check paying portion of the contract.
2/1//18	Subpoenaed information for John Dupra MVA
2/6/18	Sympathy card to Pattie Morris BFD on the passing of her mother Leona G. Nettnin, 96
Date	Received
1/24/18	Subpoena for information for John Dupra MVA

**Secretary K. Dutton**

**2018.8000.12.02.13**

**MOTION BY** Commissioner M. MacKenzie, 2<sup>nd</sup> by Commissioner L. Andreano, To amend motion 2018.8000.9.01.02 to reflect motion 2017.8000.21.07.11 Thomas Chugg credit card limitation in the amount of \$2,500.00.

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

- A recommendation of changing our shredding services provider to Shred-Text from Iron Mountain after sending our requests for Proposals to several vendors. This will save us \$24 per month and \$2.50 per banker's box for large purge jobs.

**2018.9000.1.02.13**

**MOTION BY** Commissioner L. Andreano, 2<sup>nd</sup> by Commissioner A. DeCarlo, To switch service providers for shredding to Shred-Text, Inc.

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

**Treasurer W. Bedford**

- The annual AUD has been sent out. Our other two audits are in progress.

**HR T. Gretzinger**

- The 2017 year-end LOSAP report has been compiled and is ready to be posted for the 30-day period.

**2018.8000.13.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner T. Coyle, To resolve to approve the 2017 service award report for posting as of February 14, 2018. 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. Camiolo-yes, T. Coyle-yes, M. MacKenzie – yes Carried*

- Administrative job descriptions have been updated and sent to the board for review.
- Standards of conduct for the employee handbook have been sent to the board.

**2018.3000.8.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. MacKenzie, To amend the 2018 employee handbook to include the updated standards of conduct.

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

- Performance evaluation and employee discipline memo drafts have been sent to the board for review. We did have a former counselling memo as SOP 1205A which should be amended.

**2018.7000.20.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner T. Coyle, To amend and approve the updated form to SOP 1205A.

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

**Fire Chief S. DeRosa**

- We have had 479 responses year to date, 59% are EMS related.
- Deputy Chief McManus is working out of town this week.
- There are numerous training requests for Commission approval.

**2018.4000.9.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner T. Coyle, To send 8 people to the STEP Conference April 13-15, with a cost not to exceed \$1200. Lt. T. Smith is instructing this year.

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

**2018.4000.10.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner J. Camiolo, To send Captain Don Dugan, Lt. Matt Brown, Lt. Joe Lissow, Lt. Steve Carter & Lt. Jason Klein to Company Officer Leadership Training (COLT) at the Hilton Fire Department on March 2nd & 3rd at a cost not to exceed \$875.

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

**2018.4000.11.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner L. Andreano, To send Lt. F. Lombardo to Company Officer Leadership Training (COLT) at the Hilton Fire Department on March 2nd & 3rd at a cost not to exceed \$175. The payment for this will be added to tonight's approved bills to pay for this training.

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

**2018.4000.12.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. MacKenzie, To send FF Adam Ball and FF Mike Castronovo to Rope Rescue Technician I at the NYS Fire Academy August 6-9 at a cost not to exceed \$400.

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

**2018.4000.13.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. MacKenzie, To send Captain Kris Helfer, Lt. Todd Smith & Lt. Jeff Kridel to FDIC 2018 in Indianapolis, IN the week of April 22nd at a cost not to exceed \$7,500.

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

**2018.4000.14.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. MacKenzie, To send FF T. Sullivan to Medium Structural Operations at PSTF May 22-23, 2018 at no cost to the district.

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

**2018.4000.15.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner J. Camiolo, To send Lt. J. Klein to Rescue Heavy Rigging training May 10-11, 2018 at PSTF.

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

**2018.4000.16.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner T. Coyle, To send FF M. Dorgan to the NY State Fire Academy to attend Fire Instructor 2 May 21 - 25 at a cost of \$216 for registration (plus the cost to cover the shift.

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

**2018.4000.17.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. MacKenzie, To send FF's J. Weisner and M. Baxter to Man in Machine heavy rescue training at the Fairport FD February 17-18, 2018, with a cost not to exceed \$470. The payment for this will be added to tonight's approved bills to pay for this training.

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

**MOTION BY** Commissioner M. MacKenzie, 2<sup>nd</sup> by Commissioner L. Andreano, To amend the payment of tonight's bills to include two additional training motions as notated above.

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

**2018.4000.18.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. MacKenzie, To send Comm. L. Andreano, Comm. J. Camiolo to the regional AFDSNY training Preventing Five Alarm Conflict hosted by the Elba Fire Department on May 5, 2018 at a cost not to exceed \$160.

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

**2018.4000.19.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. MacKenzie, To send Deputy Treasurer K. Preston, Comm. L. Andreano, and Comm. J. Camiolo to the AFDSNY spring conference in Albany NY April 18-21, 2018, with a cost not to exceed \$3600.

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

- The revised run cards for North Greece went into effect on Monday, February 6, 2018 at 8 AM. Things are working well.
- The BOFC's was thanked for attending the January 31st Organization Drill for the Fire Department, the support by this Board is greatly appreciated.
- FF Shane Bagley did start work effective February 6, Shane is assigned to Group 4, Engine 273.
- There will be an informational meeting on the new Cancer Bill for firefighters, sponsored by the Churchville Agency, on March 7th at Gates FD Station 1. The Chief will RSVP for those interested.
- The North Greece Recruit Class has started with 4 new members participating. A graduation announcement was sent out earlier today by Captain Dugan. 3 of the 4 new members are now enrolled in the Firefighter I Program at the PSTF. In addition, an EVOC and R-278 training program has been developed by Lt. Lissow and will start on March 22, lasting for 8 weeks. All Group 5 personnel were encouraged to attend.
- In accordance with the LOSAP Program, 8 letters have been sent to those members who did not make their LOSAP required drills, training and/or response minimums. The majority will meet with DC McManus and Chief DeRosa on February 28th.
- Fire Police Captain Keith Meyer is the 2018 recipient of the Gordon Mosher Award, which equates to Fire Police Person of the Year. There is a banquet in Keith's honor on April 7 at the Burgundy Basin Inn. The secretary will write an article for our website recognizing this award.

**2018.4000.20.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner M. MacKenzie, To purchase one table of tickets for the event at the Burgundy Basin Inn honoring our Fire Police Captain Keith Meyer on April 7, 2018, at a cost not to exceed \$320.

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

- First Due Services will conduct hose testing for North Greece in late June of 2018. Their pricing remains the same as last year at \$ 0.22/ft.
- Annual banquet report/update: Tom Piazza is stuffing invites this week. We are actively working on the program for that night.
- The Chief brought purchase requests for the new engines being built.

**2018.2000.1.02.13**

**MOTION BY** Commissioner M. MacKenzie, 2<sup>nd</sup> by Commissioner A. DeCarlo, To approve the additional purchases for the 2 engines currently being built by Sutphen: \$6,860 for 4 intake valves and \$22,868 for power units for rescue compliment on each and hose lengths for those power units. This has been budgeted.

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

**Deputy Chief P. McManus-necessarily absent**

**Commissioner M. MacKenzie**

- Vehicle 4067 has been sold. We are just waiting for a check from AMR.
- Both engines are in the process of being built and are moving along. They should be delivered in May or June.
- There was a concern brought up at the department meeting regarding members in good standing who have not made their LOSAP point and consequences of not being able to be on the drill team or baseball team. It was decided that the Chief has the authority to say who can and who can't participate in this area.

**Commissioner J. Camiolo**

- The bank reconciliation is almost finished.
- Anyone wishing to carpool to the Thursday MCFDOA should be at station 2 by 6:15.

**Commissioner T. Coyle**

- The new commissioner training was a very good class.

**Commissioner L. Andreano**

- AFDSNY report by Ken Preston: There will be a panel discussion this spring at the annual meeting regarding the FF cancer bill. The most affordable quotes for this insurance are \$200-\$300 per FF, the most outrageous are \$2,000-\$3,000 per FF. The swift water rescue training facility will be finished in May of this year and will start scheduling classes.
- The MCFDOA agenda this week will be a strategic plan for this year at the county level covering radios, the cancer bill, and the WNY law and legislative committee.
- The Greece Fire Council meeting was attended by our town supervisor Bill Reillich. The event was well attended and went well.
- We need to have a meeting regarding top goals for this year especially regarding buildings.

**Chairman A. DeCarlo**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner L. Andreano, To move to executive session at 7:22 PM to discuss matters relating to employee discipline.

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

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner L. Andreano, To return to the regular session at 9:45 PM.

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

**2018.3000.9.02.13**

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner L. Andreano, To approve the updated Administrative job descriptions.

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

**MOTION BY** Commissioner A. DeCarlo, 2<sup>nd</sup> by Commissioner J. Camiolo, To resolve to adjourn the regular meeting at 9:46 p.m.

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

Respectfully submitted,

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