

**BOARD OF FIRE COMMISSIONERS
NORTH GREECE FIRE DISTRICT
ORGANIZATIONAL MEETING
JANUARY 3, 2019**

PRESENT: Commissioners M. MacKenzie, A. DeCarlo, T. Coyle, J. Camiolo, T. Emerson
Secretary K. Dutton, Treasurer W. Bedford, Chief S. DeRosa, Deputy Chief P. McManus,
Attorney R. DiRaddo, Tina Gretzinger

ABSENT:

PUBLIC: Nancy Adams, Ken Preston

Treasurer Bedford called the meeting to order at 6:00 p.m., identified the fire exits and led in the Pledge of Allegiance.

2019.7000.1.01.03

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, To resolve to nominate Commissioner M. MacKenzie to serve as Chairman for the year 2019.

J. Camiolo-no, T. Coyle-yes, A. DeCarlo-yes, T. Emerson -absent, M. MacKenzie – yes Carried

2019.7000.2.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner A. DeCarlo, To resolve to nominate Commissioner T. Coyle to serve as Vice-Chairman for the year 2019.

J. Camiolo-no, T. Coyle-yes, A. DeCarlo-yes, T. Emerson -absent, M. MacKenzie – yes Carried

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

- Nancy Adams spoke to the board to make them aware of the following which Nancy describes as an incident of bullying.
After Nancy congratulated the winner of the Commissioner election on Facebook, then Commissioner Andreano sent an email to the Treasurer, Walt Bedford that she was disappointed with Nancy and considered her support of Tom Emerson as low class. She further stated that Nancy was a “troll just like the rest of the Department trolls” because she did not support Commissioner Andreano’s re-election. Nancy requested that the email reference and remarks are to be noted in the minutes to express her opinion that past Commissioner Andreano does not have the district in her best interest.

2019.3000.1.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, To resolve to use the services of Kari Dutton as Secretary/Deputy Treasurer in 2019 with a salary as appended to these minutes.

J. Camiolo-yes, T. Coyle-yes, A. DeCarlo-yes, T. Emerson -absent, M. MacKenzie – yes Carried

Secretary Oath of Office performed by Attorney Ray DiRaddo.

2019.7000.3.1.03

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

J. Camiolo-yes, T. Coyle-yes, A. DeCarlo-yes, T. Emerson -absent, M. MacKenzie – yes Carried

2019.3000.2.01.03

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, To use the services of Walt Bedford as temporary Treasurer in 2019 with a salary as appended to these minutes.

J. Camiolo-yes, T. Coyle-yes, A. DeCarlo-yes, T. Emerson -absent, M. MacKenzie – yes Carried

Temporary Treasurer Oath of Office performed by Attorney Ray DiRaddo

New Commissioner Oath of office for Thomas Emerson performed by Ray DiRaddo. Oaths are to be filed with the towns. It is recommended that a copy of oaths is stamped by the Town Clerk and filed by the Fire District as proof of filing.

2019.6000.1.01.03

MOTION BY Commissioner T. Coyle, 2nd by Commissioner M. MacKenzie, To use the services of

Raymond DiRaddo as the District's Attorney in 2019. The amount of his retainer will be the same rate as last year.

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

2019.7000.4.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, To use the services of Dr. Jeremy Cushman as the NGFD Medical Director for the year 2019.

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

2019.7000.5.01.03

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

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

2019.7000.6.01.03

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, should a dispute arise regarding the conduct of district meetings.

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

2019.8000.1.01.03

MOTION BY Commissioner T. Coyle, 2nd by Commissioner M. MacKenzie,

- 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; Tina Gretzinger (Human Resource Officer) is an optional 2nd signature. Checks over \$10,000 must have a 2nd signature on them.

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

2019.8000.2.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, 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.

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

2019.8000.3.01.03

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To utilize the same vouchers in 2019 as recommended by Treasurer Walt Bedford.

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

2019.8000.4.01.03

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, NY State Retirement and other deductions required by Court Order, or by law.

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

2019.7000.7.01.03

MOTION BY Commissioner T. Coyle, 2nd by Commissioner M. MacKenzie, To review the current investment policy.

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

2019.8000.5.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, 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, 2019 through December 31, 2019.

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

The surety bond for the treasurer, assistant treasurer and deputy treasurer, and the Human resources position 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.

2019.8000.6.01.03

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

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

Current pay rates for employees are appended to these minutes.

2019.8000.7.01.03

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 \$2,500

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

2019.7000.8.01.03

MOTION BY Commissioner T. Coyle, 2nd by Commissioner M. MacKenzie, 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 Tom Emerson
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
Battalion Chief Gregg Knapp
Battalion Chief Joe Lissow
Battalion Chief Kevin Battaglia
Battalion Chief Kris Helfer
Facilities Manager Tom Chugg

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

The board was asked if Andy Hinds should be on this list as he orders computer supplies as needed up to \$500 without prior approval. Commissioner Coyle will tell the Chief to have Andy run purchases of any amount through the chief first.

2019.7000.9.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo To approve the addendum to the travel policy entitled “Current District Rates” consistent with current federal mileage rates and District Travel and Expense Policy #Admin 1104.

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

2019.4000.1.01.03

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To approve keeping the district food allotment for travel and tips at \$90 per day. (Breakfast \$20, Lunch \$25, Supper \$45). Maximum room tip of \$10 per day above the food allotment.

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

2019.7000.10.01.03

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, To approve and continue the current procurement policy #Admin 1102 for 2019 based on the Treasurer’s recommendation. Per board motion 2 signatures will be required on purchase requisitions over \$2500.

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

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

2019.4000.2.01.03

MOTION BY Commissioner T. Coyle, 2nd by Commissioner M. MacKenzie, 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.

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

2019.7000.11.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, To utilize *Gannett Newspapers, Messenger-Wolfe Publications, and the Rochester Business Journal* as legal news sources for the District in 2019.

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

2019.7000.12.01.03

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To instruct the Chief to have at least one pump test for each fire rated pump and perform hose testing during the year 2019.

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

2019.7000.13.01.03

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner T. Coyle, To approve and continue all existing North Greece Fire District Standard Operating Policies and Best Practices for the year 2019.

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

Our attorney recommends review of all policies or to set up committees to review all and recommend changes to the board.

2019.8000.8.01.03

MOTION BY Commissioner T. Coyle, 2nd by Commissioner M. MacKenzie, 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.

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

2019.7000.14.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, 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.

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

2019.7000.15.01.03

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To approve the use of Metrodata Services as the District's method for obtaining background checks before approving volunteer staff or hiring staff.

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

The Board will review the current Board of Fire Commissioners' Rules and Regulations and will be making changes in the near future.

2019.7000.16.01.03

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, 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.

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

2019.7000.17.01.03

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.

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

2019.7000.18.01.03

MOTION BY Commissioner T. Coyle, 2nd by Commissioner M. MacKenzie, 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.

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

2019.7000.19.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, 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.

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

2019.4000.3.01.03

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

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

2019.7000.20.01.03

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To approve the North Greece Fire District's membership for 2019 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.

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

Commissioner Tom Coyle was named MCFDOA primary delegate with Commissioner Mike MacKenzie as alternate delegate.

2019.7000.21.01.03

MOTION BY Commissioner T. Coyle, 2nd by Commissioner M. MacKenzie, To allow the district to enter into inter-municipal agreements with other governments.

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

2019.7000.22.01.03

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, To authorize the Fire Chief to perform an annual district facilities and motorized apparatus inspection by June 1, 2019. The Fire Chief will report all findings to the Board of Fire Commissioners at the first meeting in July 2019.

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

Review of 2019 Commissioner Assignments will be conducted. Secretary K. Dutton shall post a copy at each station and send a copy to the Fire Department and our attorney once it is finalized.

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, To amend the 11/13/18 meeting minutes to clarify who was speaking in Ken Preston's notes.

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

2019.4000.4.01.03

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To send Chief S. DeRosa to the NYS AFC Career Chiefs Meeting on January 15-16 at the Batavia Fire Department in Batavia, NY, at a cost not to exceed \$100.

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

- The Chief will be asked if there is a need to change the station 2 code for door entry.
- The Town of Greece will either do a press release or a FB post to notify residents that the amounts on the fire district tax document they released was wrong for North Greece and Lake Shore. It was immediately corrected once the error was discovered.
- The board was notified of a mold problem from a leak in a water line leading to the coffee pot in the kitchen at station 2. There is mold and damage. A claim has been started with our insurance company.

MOTION BY Commissioner T. Coyle, 2nd by Commissioner A. DeCarlo, To move to Executive session to discuss matters relating to hiring/firing of personnel at 6:46 PM.

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

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner A. DeCarlo, To adjourn the 1/03/2019 organizational meeting at 7:22 p.m.

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

Respectfully submitted,

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