

**NORTH GREECE FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
REGULAR MEETING
1766 Latta Road Station #2
3/12/2019**

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

ABSENT:

PUBLIC: Director R. Delvecchio, BC J. Lissow, FF M. Baxter, Sean Hucko, Lawrence Johnston, IT A. Hinds

Chairman M. MacKenzie 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.

- Our independent auditors Sean Hucko and Lawrence Johnston presented the 2018 audit including a quick review of the 2018 AUD (state required report) which was sent in the middle of February. They also addressed the Unassigned Fund Balance.

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner A. DeCarlo, To approve the regular 2/12/19 meeting minutes.

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

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To approve the regular 2/26/19 meeting minutes.

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

Treasurer W. Bedford

- 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.
- The treasurer presented a solution to our 2018 Unassigned Fund Balance which is appended to these minutes.

2019.8000.12.03.12

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To modify the 2019 budget by adding the following amounts to it:

- \$50,000 in the 2010 Capital Assets line
- \$125,000 into 2000.75 New Radios
- \$25,000 to 2000.80 New Tele-Communications
- \$10,000 to 2020.165 Equipment Misc.
- \$10,000 to 4040 Contingencies
- \$10,000, 210.276 Misc. Equipment Maintenance
- \$10,000 to 4210.278 SCBA Repair
- \$10,000 to the 4215.300 Station 1 Maintenance
- \$10,000 to 4215.305 Station 2 maintenance
- \$7,000 to 4215.310 Station 3 Maintenance
- \$7,000 to 4220.355 Utility Vehicles Maintenance
- Total of \$274,000 modifications to the 2019 Budget.

The following total monies will be placed in reserve accounts:

- Construction - \$750,000
- Equipment - \$500,000
- Repairs - \$50,000

- Total of \$1,300,000. Which will bring our unassigned fund balance under 20% of our total budget per our policy.

The Treasurer will submit a letter in response to the auditor stating the corrective action plan.

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

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

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

MOTION BY Commissioner T. Emerson, 2nd by Commissioner T. Coyle, To resolve to approve payment of voucher nos. 4831-4833 totaling \$1,114.65 as submitted on 3/12/19 by Treasurer Bedford for post audit.

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

MOTION BY Commissioner T. Coyle, 2nd by Commissioner A. DeCarlo, To resolve to approve payment of voucher nos. 4834-4891 totaling \$153,557.23 as submitted by Treasurer Bedford and audited by the Board of Fire Commissioners on 3/12/19. An additional 2 invoices were included and approved that came in today: WB Mason for \$26.54, and Coppeta Heating for \$620.

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

- There was discussion regarding the bills from Zaroczynski and Associates and the yearly invoice. The treasurer recommended that we pay for one year at her yearly rate.

2019.7000.24.03.12

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To approve the 2018 Final year end LOSAP report. It was posted for 30 days. Paperwork is complete and ready to be sent to Penflex.

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

Date	Sent
2/13/19	Deputy Treasure II Oath of office to towns of Greece, Parma by mail
2/13/19	Ken Preston 2 nd VP AFDSNY nomination letters sent to Catherine Thompson, Joyce Petkus, Thomas Rinaldi
2/14/19	Incident report to Richard Jones for Incident Report 2019-000363, 62 Black Duck Trail on 2/3/19.
Date	Received
2/13/19	FOIL request from Richard Jones for Incident Report 2019-000363, 62 Black Duck Trail on 2/3/19.

Secretary K. Dutton

- A reminder was given to make sure that everyone uses their N. Greece email account when conducting district business.

HR T. Gretzinger-No Report

Fire Chief S. DeRosa

- We have responded to 771 calls year to date, 53% of those were EMS.
- Effective April 1st, St Paul Blvd is on the automatic fill-in assignment for North Greece Headquarters and Gates FD will be the 2nd alarm fill-in ladder for Station 3.
- DiVal Safety will be coming to North Greece on March 20th to train 4 of our career staff on minor maintenance and repairs to our SCBA's. The premise behind this is to save down time for minor issues with our SCBA's.

- Work on the tower for the County's new Communications System will begin this Monday. The new project timeline is end of April for completion of all work.
- Radio equipment update: We are expecting to have a large multi-town order including the rest of the mobiles for apparatus and utility apparatus, accountability system, and wi-fi capabilities for N. Greece. When a firmware update comes out, the tech will be able to remote in and take care of it. This capability has been mandated by the county unless we want to have radio center do it manually. It should take 90-100 days to receive equipment and 1 month to program piece by piece to install the Wi-Fi capability. The County will purchase and install repeaters. Each agency will have 2 frontline pieces of apparatus with a repeater (we will have ours in the DO vehicle) and there will be a town wide mobile repeater. This program should go live January 30, 2020. Training will be done using our MTO's. We will be able to modify our existing radios using our technician at Skywave. The whole town is working together on this.
- The Chief was selected to participate in a 2-day training program on Critical Decision Making for Complex Coordinated Attacks, sponsored by FEMA and taught by staff from Louisiana State University. The program is 2 full days in April at the PSTF. Monroe County is paying for this training.

Deputy Chief P. McManus

- The Mary Cariola dinner was a success. Thanks to Dir. DeVecchio for cooking.
- The suggested bylaw change was defeated at last night's department meeting.
- Two new members were voted in.
- There was discussion regarding giving key fobs to participating social members. Training for workplace violence and sexual harassment is a concern. The board of Fire Commissioners will discuss this and get back to the board of directors. It was asked if we could make the leadership of those groups responsible for the training instead of the district.

Commissioner J. Camiolo-No Report

Commissioner T. Coyle-No Report

Deputy Treasurer II Ken Preston

- Chairman M. MacKenzie was congratulated on his appointment to the 2nd VP of the Monroe County Fire District Officers Association.
- Government day in Albany is May 20th.
- The FASNY/state chiefs are continuing to hold summit meetings to look at the future of the fire service. They are striving to have 3 models to hand out across the state addressing: volunteer, combination, and career departments.
- The AFDSNY continues working on getting sponsors for the list of bills related to the fire service.

Commissioner A. DeCarlo

2019.4000.15.03.12

MOTION BY Commissioner J. Camiolo, 2nd by Commissioner T. Emerson, To send Commissioners J. Camiolo and T. Emerson along with Deputy Treasurer II K. Preston to the AFDSNY Spring Conference at the Marriott Albany, on Wolf Road, for the Annual meeting, May 2-4, with a cost not to exceed \$3500.

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

- Lt. B. Adams and FF M. Dorgan will be attending Confined Space Tech at Ridge Road Fire District March 11-14 at no cost to the district.
- FF's M. Woledge, S. Ancker, M. Baxter, J. Wiesner, Capt. J. Klein, Lt. B. Adams, and BC K. Helfer will be participating in the Monroe County Weekend Water Rescue Simulator Training at

the state Training Grounds in Oriskany, NY in the month of June. All expenses are to be paid by Monroe County Special Operations Group.

2019.4000.16.03.12

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner J. Camiolo, To send Chief S. DeRosa to the March Career Chiefs Meeting in Oswego, NY, March 19-20 at a cost not to exceed \$200.

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

Commissioner T. Emerson

- The monthly bank reconciliation has been done.

Chairman M. MacKenzie

2019.7000.25.03.12

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner T. Emerson, To approve the revisions to the following SOP's:

1. 1400 Uniform & Appearance. This replaces 1400 A, B, C, D also
2. 2201 – EMT Clearance
3. 2203 – Defibrillation Units Training
4. 2205 – Rehab Medical Team Responsibilities
5. 2206 – Emergency Medical Care QA
6. 2304 – Mass Casualty Incident Plan

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

2019.7000.26.03.12

MOTION BY Commissioner T. Emerson, 2nd by Commissioner T. Coyle, To approve the following new SOP's:

1. 2153 – Elevator Emergencies
2. 2207 – CME using LMS
3. 2208 – EMS QA Program
4. 2209 – Providing ALS Care
5. 2210 – PHI & Medical Release
6. 2211 – Medical Incident Reporting
7. 2212 – PCR Requirements
8. 2213 – CME Recertification

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

2019.3000.9.03.12

MOTION BY Commissioner T. Coyle, 2nd by Commissioner T. Emerson, To approve Justin Christensen as a class 2 firefighter, all background checks and physical have been successfully completed.

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

2019.3000.10.03.12

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner J. Camiolo, To approve Josh Mess as a class 2 firefighter, all background checks and physical have been successfully completed.

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

MOTION BY Commissioner T. Emerson, 2nd by Commissioner T. Coyle, To move to executive session to discuss matters relating to employee discipline and sale or lease of real property at 7:36 PM.

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

MOTION BY Commissioner, 2nd by Commissioner, To resolve to adjourn the regular meeting at 9:00 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