

**BOARD OF FIRE COMMISSIONERS
NORTH GREECE FIRE DISTRICT
ORGANIZATIONAL MEETING
JANUARY 7, 2020**

PRESENT: Commissioners Mike MacKenzie, Mike Beaty, Alan DeCarlo, Tom Emerson
Secretary K. Dutton, Treasurer W. Bedford, Chief S. DeRosa, Attorney R. DiRaddo, A. Hinds, K.
Preston

ABSENT:

PUBLIC: Union Pres. Marc Baxter, Joe Camiolo, Lt. J. Short, FF D. Gebo, Tom Coyle, FF J. Nelson, FF
S. Ancker

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 Mike Beaty performed by Atty. Ray DiRaddo.

*Mike MacKenzie was nominated as Chairman by Alan DeCarlo, there was no 2nd.
Mike Beaty was nominated by Tom Emerson for Vice -Chairman, there was no 2nd and he respectfully declined
the nomination*

2020.3000.1.01.07

MOTION BY Commissioner M. Beaty, 2nd by Commissioner M. MacKenzie, To resolve to nominate
Commissioner T. Emerson to serve as Chairman for the year 2020.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

2020.3000.2.01.07

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner M. Beaty, To resolve to nominate
Commissioner A. DeCarlo to serve as Vice-Chairman for the year 2020.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

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

2020.3000.3.01.07

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Beaty, To use the services of
Walt Bedford as Treasurer in 2020. Salary pay scales appended to the minutes.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

Treasurer Oath of Office performed by Attorney Ray DiRaddo

2020.3000.4.01.07

MOTION BY Commissioner T. Emerson, 2nd by Commissioner M. MacKenzie, To resolve to use the services
of Kari Dutton as Secretary in 2020. The District Secretary will assist the District Treasurer or Deputy
Treasurer in routine matters as needed. Salary pay scales appended to the minutes.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

Secretary Oath of Office performed by Attorney Ray DiRaddo.

2020.3000.5.01.07

MOTION BY Commissioner T. Emerson, 2nd by Commissioner M. MacKenzie, To use the services of Andy
Hinds as Deputy Treasurer in 2020 to serve at the discretion of the Board.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

Deputy Treasurer Oath of Office performed by Attorney Ray DiRaddo.

2020.3000.6.01.07

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner M. Beaty, To use the services of Ken Preston as Deputy Treasurer 2 in 2020 to serve at the discretion of the Board.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

The surety bond for the treasurer, assistant treasurer and deputy treasurer and check signers was reviewed and the board feels that it is adequate coverage once the district secretary is added to it to replace the IT Coordinator and that our current financial SOP's are appropriate safeguards. The surety bond was accepted with the change. This documentation is to be filed with the towns.

2020.7000.1.01.07

MOTION BY Commissioner M. Beaty, 2nd by Commissioner A. DeCarlo, To utilize *Gannett Newspapers, Messenger-Wolfe Publications, and the Rochester Business Journal* as legal news sources for the District in 2020.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

2020.8000.1.01.07

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner M. Beaty, To set the maximum amount that may be kept on deposit with M&T Bank at \$20,000,000.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

Deputy Treasurer Oath of Office performed by Attorney Ray DiRaddo. (He arrived late due to a fire police call.)

2020.8000.2.01.07

MOTION BY Commissioner M. Beaty, 2nd by Commissioner A. DeCarlo,

- 1) Designating M&T Bank as the official depository of monies of the district, maximum amount that may be kept on deposit \$20,000,000 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. Backups to these positions include District Administrator, District Secretary. Checks over \$10,000 must have a 2nd signature on them.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

2020.7000.2.01.07

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Beaty, To set the 2nd and 4th Tuesday of every month as the regular meetings of this Board of Fire Commissioners. Meetings will be held at 6:00 PM at the station located at 1766 Latta Road.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

2020.7000.3.01.07

MOTION BY Commissioner M. MacKenzie, 2nd by Commissioner T. Emerson, To approve the North Greece Fire District's membership for 2020 in the Association of Fire District's State of New York, the Monroe County Fire District's Officers 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.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

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

2020.8000.3.01.07

MOTION BY Commissioner T. Emerson, 2nd by Commissioner A. DeCarlo, 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.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

- The current contracts were reviewed.
- Review of all policies or establish committees to review policies was recommended. The board will discuss at the meeting on January 14, 2020.
- A review of the revisions to the current investment policy was postponed until the next meeting.
- There is no need to change the station 2 code for door entry currently.

Current pay rates for employees are appended to these minutes.

2020.7000.4.01.07

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Beaty, To approve the following list of items:

1. The District Secretary is to coordinate all aspects of district elections.
2. To use any combination of the following people up to 4 people to constitute the chairman, election inspectors and ballot clerks for any district election in 2020: Stefanie Yaekel-Miller, Barbara Shoniker, Sue VanPutte, Patricia Feeney, and Jane Morgan.
3. To use the services of Raymond DiRaddo as the District's Attorney in 2020. The amount of his retainer will be the same rate as last year.
4. To use the services of Dr. Jeremy Cushman as the NGFD Medical Director for the year 2020.
5. To utilize the firm of Harris Beach Wilcox as our firm to assist us in negotiating labor related issues.
6. To use the firm of Mark Butler as special counsel to the North Greece Fire District as needed.
7. 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.
8. 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.
9. To utilize the same vouchers in 2020 as recommended by Treasurer Walt Bedford.
10. 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, NY State Retirement, garnishments, and other deductions required by Court Order, or by law.
11. 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, 2020 through December 31, 2020.
12. To authorize the Chairman to request the annual financial report from the department treasurer.

13. To continue use of District credit cards for the following personnel according to SOP # Admin 1105:

Treasurer Walt Bedford	Credit Limit \$10,000
Secretary Kari Dutton	Credit Limit \$5,000
Chief Sam DeRosa	Credit Limit \$5,000
Tom Chugg	Credit Limit \$2,500

And to make the maximum to \$22,500

14. 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 Alan DeCarlo
Commissioner Tom Emerson
Commissioner Mike Beaty
Commissioner Mike MacKenzie
District Treasurer Walter Bedford
District Secretary Kari Dutton
Deputy Treasurer Andy Hinds
Chief Sam DeRosa
Battalion Chief. Gregg Knapp
Battalion Chief Joe Lissow
Battalion Chief Kevin Battaglia
Battalion Chief Kris Helfer
Facilities Manager Tom Chugg

15. The Chief will provide the Board of Fire Commissioners with parade schedules by March 1st or as soon as dates are known.

16. The Chief will 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.

17. The Chief will conduct an annual equipment inspection per the inspection schedule on all personal protective equipment and associated equipment by year's end.

18. The Chief is authorized 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.

19. The Chief is permitted to authorize personnel to attend training that is of no cost to the district.

20. The district can enter into inter-municipal agreements with other governments.

21. The Fire Chief is authorized to perform an annual district facilities and motorized apparatus inspection by June 1, 2020. The Fire Chief will report all findings to the Board of Fire Commissioners at the first meeting in July 2020.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

- The Board reviewed the updates to the current Board of Fire Commissioners' Rules and Regulations. Put on next meeting.
- A review of 2020 Commissioner Assignments was postponed until the next meeting
- Our auditor's come on Thursday to begin the 2019 audit. Board members were encouraged to come and meet our auditors.
- Our town snowplow contract will be discussed at the next meeting.

MOTION BY Commissioner A. DeCarlo, 2nd by Commissioner M. Beaty, To adjourn the 1/7/2020 organizational meeting at 6:42 p.m.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, M. MacKenzie – yes Carried

Respectfully submitted,

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