

**BOARD OF FIRE COMMISSIONERS
NORTH GREECE FIRE DISTRICT
ORGANIZATIONAL MEETING
JANUARY 5, 2021**

PRESENT: Commissioners Mike Beaty, Alan DeCarlo, Tom Emerson, William Rickman, Mark Stolte
Secretary K. Dutton, Treasurer W. Bedford, Chief S. DeRosa, Administrator T. Gretzinger,

ABSENT: Deputy Treasurer A. Hinds, Deputy Treasurer 2 K. Preston

PUBLIC: The public were able to view virtually through a link on our website.

Treasurer Bedford called the meeting to order at 6:00 p.m. This meeting was held virtually in accordance with Executive Order 202.1 of 2020 issued by Governor Andrew Cuomo in response the Coronavirus COVID 19 crises. The opening of the meeting was followed by the Pledge of Allegiance and a moment of silence for our departed members.

New Commissioner Oath of office for William Rickman performed by Kari Dutton.

New Commissioner Oath of office for Mark Stolte performed by Kari Dutton.

2021.7000.1.01.05

MOTION BY Commissioner M. Beaty, 2nd by Commissioner M. Stole, To resolve to nominate Commissioner T. Emerson to serve as Chairman for the year 2021.

M. Beaty-yes, A. DeCarlo-no, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried

2021.7000.2.01.05

MOTION BY Commissioner M. Stolte, 2nd by Commissioner T. Emerson, To resolve to nominate Commissioner M. Beaty to serve as Vice-Chairman for the year 2021.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried

- Notification of this meeting was sent to the media and is appended to these minutes.

2021.7000.3.01.05

MOTION BY Commissioner M. Beaty, 2nd by Commissioner W. Rickman, To use the services of Walt Bedford as Treasurer in 2021 salary presented and appended to the minutes.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried

Treasurer Oath of Office performed by Secretary K. Dutton

2021.7000.4.01.05

MOTION BY Commissioner M. Stolte 2nd by Commissioner W. Rickman, To resolve to use the services of Kari Dutton as Secretary in 2021. 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, W. Rickman, M. Stolte - yes Carried

Secretary will Oath of Office will be performed by a notary public at a later date.

2021.7000.5.01.05

MOTION BY Commissioner W. Rickman, 2nd by Commissioner T. Emerson, To resolve to appoint Secretary Kari Dutton as the Records Management Officer of the District.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried

2021.7000.6.01.05

MOTION BY Commissioner M. Stolte, 2nd by Commissioner T. Emerson, To use the services of Andy Hinds as Deputy Treasurer in 2021 to serve at the discretion of the Board.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried

Deputy Treasurer Oath of Office to be performed at a later date as he is not in attendance.

2021.7000.7.01.05

MOTION BY Commissioner T. Emerson, 2nd by commissioner M. Stolte, To use the services of Ken Preston as Deputy Treasurer 2 in 2021 to serve at the discretion of the Board.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried

Deputy Treasurer Oath of Office performed by Secretary Kari Dutton at a later date as he is not present. 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.

2021.7000.8.01.05

MOTION BY Commissioner W. Rickman, 2nd by Commissioner M. Stolte, To utilize *Gannett Newspapers, Messenger-Wolfe Publications, and the Rochester Business Journal* as legal news sources for the District in 2021.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried

2021.8000.1.01.05

MOTION BY Commissioner M. Beaty, 2nd by Commissioner M. Stolte,

- 1) Designating M&T Bank as the official depositories 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.

(later in the meeting this motion was amended to remove NY Class as an official depository as it is really an investment which is covered later in the meeting.)

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried

2021.7000.9.01.05

MOTION BY Commissioner M. Stolte, 2nd by Commissioner T. Emerson, To approve the North Greece Fire District's membership for 2021 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, and 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, W. Rickman, M. Stolte - yes Carried

Commissioner Stolte was named MCFDOA primary delegate with Commissioner Beaty as alternate delegate.

2021.8000.2.01.05

MOTION BY Commissioner T. Emerson, 2nd by Commissioner M. Beaty, 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, W. Rickman, M. Stolte - yes Carried

- Current contracts were reviewed. Sec. Dutton presented the contracts she is aware of that need to be renewed according to our tracking document. RFP's that should be done this year were brought up.
- Review of all policies or establish committees to review policies was placed on the next meeting agenda.
- Review of current investment policy was placed on the next meeting agenda.
- There was no need to discuss the need to change the station 2 code for door entry. It is now on the schedule to be changed every 6 months, so the district Secretary will remove it from this template.

Current pay rates for employees are appended to these minutes.

2021.7000.10.01.05

MOTION BY Commissioner M. Stolte, 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 2021: Stefanie Yaekel-Miller, Barbara Shoniker, Marcia Laskowski, Sue VanPutte, Patricia Feeney, Sharon Hunt, Donna Preston, and Jane Morgan.
3. To use the services of Raymond DiRaddo as the District's Attorney in 2021. The amount of his retainer will be the same rate as last year.
4. To use the firm of Mark C. Butler as special legal counsel in 2021 as needed. The amount of his retainer will be the same rate as last year.
5. To use the services of Dr. Jeremy Cushman as the NGFD Medical Director for the year 2021.
6. To utilize the firm of Harris Beach Wilcox as our firm to assist us in negotiating labor related issues.
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 2021 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, 2021 through December 31, 2021.
12. To continue use of District credit cards for the following personnel according to SOP # Admin 1105:

- a. Treasurer Walt Bedford Credit Limit \$20,000. The following have credit limits included in the Walter Parent Account
 - Secretary Kari Dutton Credit Limit \$5,000
 - Chief Sam DeRosa Credit Limit \$5,000
 - Tom Chugg Credit Limit \$5,000
 13. 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 Mike Beaty
 - Commissioner Alan DeCarlo
 - Commissioner Tom Emerson
 - Commissioner William Rickman
 - Commissioner Mark Stolte
 - District Treasurer Walter Bedford
 - District Secretary Kari Dutton
 - Deputy Treasurer/IT 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
 14. The Chief will provide the Board of Fire Commissioners with parade and drill schedules by March 1st or as soon as dates are known.
 15. 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.
 16. The Chief will conduct an annual equipment inspection per the inspection schedule on all personal protective equipment and associated equipment by year's end.
 17. 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.
 18. The Chief is permitted to authorize personnel to attend training that is of no cost to the district.
 19. The district can enter into inter-municipal agreements with other governments.
 20. The Fire Chief is authorized to perform an annual district facilities and motorized apparatus inspection by June 1, 2021. The Fire Chief will report all findings to the Board of Fire Commissioners at the first meeting in July 2021.
 21. The fire district Chair is to request from the fire department chair the statement of cash position for the previous year. This document will be kept by the Fire District Secretary.
- M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried*
- The Board will review the current Board of Fire Commissioners' Rules and Regulations at the next board meeting.
 - The board discussed 2021 Commissioner Assignments this discussion was tabled due to more time needed for consideration of duties.
 - The treasurer presented 2021 Assessments and Tax Rates (Difference between Parma and Greece.) to give the commissioners an understanding that Parma is taxed at a 97% rate. When the tax levy for Parma and Greece are added we are short \$940 from what we requested. The checks may still come in correct.
 - Our annual audit for 2020 will start this week.
 - Due to the fact that no commissioner responsibilities were agreed upon, the Chairman is to be contacted if there is a personnel issue.

MOTION BY Commissioner T. Emerson, 2nd by Commissioner M. Beaty, To adjourn the January 5, 2021 organizational meeting at 7:26 p.m.

M. Beaty-yes, A. DeCarlo-yes, T. Emerson -yes, W. Rickman, M. Stolte - yes Carried

Respectfully submitted,

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