

**BOARD OF FIRE COMMISSIONERS
NORTH GREECE FIRE DISTRICT
ORGANIZATIONAL MEETING
JANUARY 4, 2022**

PRESENT: Commissioners M. Stolte, W. Rickman, M. Beaty, T. Emerson, W. Bedford
Secretary K. Dutton, Treasurer A. Hinds, Chief S. DeRosa, Attorney R. DiRaddo, Deputy
Treasurer 2 K. Preston, Administrator T. Gretzinger

ABSENT:

PUBLIC: Scott Louth, Nancy Adams, Joe Camiolo, Lt. J. Williams, FF T. Sullivan, FF B. Goodness
Commissioner M. Beaty called the meeting to order at 6:00 p.m., identified the fire exits and led in the Pledge
of Allegiance and a moment of silence.

New Commissioner Oath of office for Walt Bedford performed by Atty. R. DiRaddo.

2022.3000.1.01.04

MOTION BY Commissioner W. Rickman, 2nd by Commissioner W. Bedford, To resolve to nominate
Commissioner Mike Beaty to serve as Chairman for the year 2022.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

2022.3000.2.01.04

MOTION BY Commissioner M. Beaty, 2nd by Commissioner M. Stolte, To resolve to nominate Commissioner
W. Rickman to serve as Vice-Chairman for the year 2022.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

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

2022.3000.3.01.04

MOTION BY Commissioner W. Rickman 2nd by Commissioner M. Stolte, To use the services of
Andy Hinds as Treasurer in 2022 with a salary of \$79,217.06.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

Treasurer Oath of Office performed by Attorney Ray DiRaddo

2022.3000.4.01.04

MOTION BY Commissioner M. Stolte 2nd by Commissioner W. Rickman, To resolve to use the services of
Kari Dutton as Secretary in 2022 with a salary of \$44,468.06. The District Secretary will assist the District
Treasurer or Deputy Treasurer in routine matters as needed.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

Secretary Oath of Office performed by Attorney Ray DiRaddo.

2022.3000.5.01.04

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

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

202.3000.6.01.04

MOTION BY Commissioner W. Rickman, 2nd by Commissioner M. Beaty, To use the services of Kari Dutton
as Deputy Treasurer in 2022 to serve at the discretion of the Board.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

Deputy Treasurer Oath of Office performed by Attorney Ray DiRaddo.

2022.3000.7.01.04

MOTION BY Commissioner T. Emerson, 2nd by Commissioner M. Stolte, To use the services of Ken Preston as Deputy Treasurer 2 in 2022 to serve at the discretion of the Board.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

Deputy Treasurer 2 Oath of Office performed by Attorney Ray DiRaddo.

2022.3000.8.01.04

MOTION BY Commissioner W. Rickman, 2nd by Commissioner M. Stolte, To use the services of Walt Bedford as temporary Clerk for the district in 2022.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

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.

2022.7000.1.01.04

MOTION BY Commissioner W. Rickman, 2nd by Commissioner W. Bedford, To utilize *the Rochester Business Journal* and NY Daily Record as legal news sources for the District in 2022.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

2022.8000.1.01.04

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

- 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
- 4) Requiring that the 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 and Secretary. Checks over \$10,000 must have a 2nd signature on them.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes Carried

2022.7000.2.01.04

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

2022.7000.3.01.04

MOTION BY Commissioner W. Rickman, 2nd by Commissioner M. Beaty, To approve the North Greece Fire District's membership for 2022 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 in these organizations shall be deemed service performed in accordance with their official duties of their offices or position.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes *Carried*

Commissioner M. Stolte was named MCFDOA primary delegate with Commissioner T. Emerson as alternate delegate.

2022.7000.4.01.04

MOTION BY Commissioner W. Bedford, 2nd by Commissioner T. Emerson, 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, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes *Carried*

- A review of Contracts was recommended and will be placed on the next agenda for discussion of what RFP's should be done this year.
- A review of all policies or establishing committees to review policies was recommended.
- Review of current investment policy was not necessary as it was updated in 2021.

2022.7000.5.01.04

MOTION BY Commissioner M. Beaty, 2nd by Commissioner T. Emerson, 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 2022: Stefanie Yaekel-Miller, Sue VanPutte, Patricia Feeney, Donna Preston, Marcia Laskowski, Debbie Grace, Sharon Hunt and Jane Morgan.
3. To use the services of Raymond DiRaddo as the District's Attorney in 2022.
4. To use the firm of Mark Butler as special counsel to the North Greece Fire District as needed.
5. To use the services of Dr. Jeremy Cushman as the NGFD Medical Director for the year 2022.
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 2022 as recommended by the Treasurer.
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, 2022 through December 31, 2022.
12. To continue use of District credit cards for the following personnel according to SOP # Admin 1105:
 - a. Treasurer Andy Hinds Credit Limit \$20,000. The following have credit limits included in the 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 Walt Bedford
Commissioner Tom Emerson
Commissioner William Rickman
Commissioner Mark Stolte
District Treasurer Andy Hinds
District Secretary Kari Dutton
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 Board reviewed the current Board of Fire Commissioners' Rules and Regulations. And approves the year 2022 Board of Fire Commissioners' Rules and Regulations. It is the Chief's responsibility that the Commissioners' Rules and Regulations are known by every member. District financial support of the Department will be suspended if the Commissioners' Rules and Regulations are not included in the Department Bylaw book.*
15. The Chief will provide the Board of Fire Commissioners with parade 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, 2022. The Fire Chief will report all findings to the Board of Fire Commissioners at the first meeting in July 2022.
22. 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.
23. The annual cell phone stipend for the year will be \$599. It will be paid by check to those not receiving a paycheck.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes *Carried*

2022.7000.6.01.04

MOTION BY Commissioner M. Beaty, 2nd by Commissioner W. Bedford, To continue to review the current SOP's throughout the year.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes *Carried*

A draft of 2022 Commissioner Assignments was presented and will be reviewed at the next meeting. Secretary K. Dutton shall post a copy at each station and send a copy to the Fire Department and our attorney after a final version is approved.

Walt Bedford presented the 2021 final financials as appended to these minutes.

2022.7000.7.01.04

MOTION BY Commissioner M. Beaty, 2nd by Commissioner T. Emerson, To approve the department fund drive mailer including changes suggested by the chief.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes *Carried*

MOTION BY Commissioner M. Beaty, 2nd by Commissioner T. Emerson, To adjourn the 1/4/2022 organizational meeting at 6:39 p.m.

M. Beaty – yes, W. Bedford – yes, T. Emerson – yes, W. Rickman – yes, M. Stolte – yes *Carried*

Respectfully submitted,

A handwritten signature in red ink that reads "Kari Dutton". The signature is written in a cursive style with a long horizontal flourish extending to the right.

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