

**BOARD OF FIRE COMMISSIONERS
NORTH GREECE FIRE DISTRICT
ORGANIZATIONAL MEETING
JANUARY 3, 2023**

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

ABSENT:

PUBLIC: Joe Camiolo

Treasurer Hinds 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 Jim Maxwell performed by Attorney Ray DiRaddo.

New Commissioner Oath of office for William Rickman performed by Attorney Ray DiRaddo.

2023.3000.1.01.03

MOTION BY Commissioner M. Stolte, 2nd by Commissioner W. Bedford, To resolve to nominate Commissioner Rickman to serve as Chairman for the year 2023.

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

2023.3000.2.01.03

MOTION BY Commissioner W. Bedford, 2nd by Commissioner J. Maxwell, To resolve to nominate Commissioner Mark Stolte to serve as Vice-Chairman for the year 2023.

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

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

2023.3000.3.01.03

MOTION BY Commissioner W. Rickman, 2nd by Commissioner M. Stolte, To use the services of Andy Hinds as Treasurer in 2023 with a salary of \$86,282.04.

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

Treasurer Oath of Office performed by Attorney Ray DiRaddo

2023.3000.4.01.03

MOTION BY Commissioner W. Rickman, 2nd by Commissioner W. Bedford, To resolve to use the services of Kari Dutton as Secretary in 2023 with a salary of \$47,135.92. The District Secretary will assist the District Treasurer in routine matters as needed.

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

Secretary Oath of Office performed by Attorney Ray DiRaddo.

2023.3000.5.01.03

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

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

2023.3000.6.01.03

MOTION BY Commissioner W. Rickman, 2nd by Commissioner J. Maxwell, To use the services of Kari Dutton as Deputy Treasurer in 2023 to serve at the discretion of the Board.

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

Deputy Treasurer Oath of Office performed by Attorney Ray DiRaddo.

The insurance for the specified positions was reviewed and the board feels that it is adequate coverage and that our current financial SOP's are appropriate safeguards. Insurance was accepted as is. This documentation is to be filed with the towns.

2023.5000.1.01.03

MOTION BY Commissioner W. Rickman, 2nd by Commissioner W. Bedford, To utilize *Gannett Newspapers, NY Daily Record, and the Rochester Business Journal* as legal news sources for the District in 2023.

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

2023.8000.1.01.03

MOTION BY Commissioner W. Rickman, 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 \$15,000,000 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; Backups to these positions include District Administrator, District Secretary. Checks over \$10,000 must have a 2nd signature on them.

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

2023.7000.1.01.03

MOTION BY Commissioner W. Rickman, 2nd by Commissioner M. Stolte, 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, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

2023.7000.2.01.03

MOTION BY Commissioner W. Rickman, 2nd by Commissioner J. Maxwell, To approve the North Greece Fire District's membership for 2023 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, and the International Association of Fire Chiefs, 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, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

Commissioner W. Bedford was named MCFDOA primary delegate with Commissioner M. Beaty as alternate delegate.

2023.8000.2.01.03

MOTION BY Commissioner W. Rickman, 2nd by Commissioner J. Maxwell. 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, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

- Review of Contracts recommended. The secretary was asked to put any expiring contracts on the agenda to discuss 2 months prior to expiration. Commissioner Beaty mentioned that there will be some RFP's done this year.
- Deputy Chief K. Battaglia and BC J. Short are reviewing all operational policies and engaging other officers as needed to review.
- The board feels that our current investment policy is adequate.

2023.7000.3.01.03

MOTION BY Commissioner W. Rickman, 2nd by Commissioner M. Stolte, To approve the revision to SOP Admin 1111 Telecommunication and personal cell use.

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

2023.7000.4.01.03

MOTION BY Commissioner W. Rickman, 2nd by Commissioner M. Stolte, 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 2023: Stefanie Yaekel-Miller, Sue VanPutte, Patricia Feeney, Donna Preston, Marcia Laskowski, Debbie Grace, Johni Wegner, Sharon Hunt and Jane Morgan.
3. To use the services of Raymond DiRaddo as the District's Attorney in 2023. The amount of his retainer will be the same rate as last year.
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 2023.
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, specifically NY Class.
9. To utilize the same vouchers in 2023 as recommended by Treasurer Andy Hinds.
10. To Authorize the Fire District Treasurer to pay, in advance of 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. And authorize the fire district treasurer to pay monthly bank fees associated with fraud protection on our accounts.
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, 2023 through December 31, 2023.
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
 - Deputy Chief Kevin Battaglia Credit Limit \$5,000
 - Gary Farmer 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 Jim Maxwell
 - Commissioner William Rickman
 - Commissioner Mark Stolte

District Treasurer/IT Andy Hinds
District Secretary Kari Dutton
Administrator Tina Gretzinger
Chief Sam DeRosa
Deputy Chief Kevin Battaglia
Battalion Chief. Gregg Knapp
Battalion Chief Joe Lissow
Battalion Chief John Short
Battalion Chief Kris Helfer
Facilities Manager Gary Farmer

14. The Board reviewed the current Board of Fire Commissioners' Rules and Regulations. And approves the year 2023 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 and drill 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 is able to 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 September 1, 2023. The Fire Chief will report all findings to the Board of Fire Commissioners at the first meeting in September 2023.
22. The annual cell phone stipend for the year will be \$72 per month. It will be paid by check to those not receiving a paycheck.
23. The district daily food allotment for travel is \$90 per day which includes tips.
24. The district allows a maximum of \$10 per day for room tip during hotel stays.

M. Beaty – yes, W. Bedford – yes, J. Maxwell – yes, W. Rickman – yes, M. Stolte – yes *Carried*

Review of 2023 Commissioner Assignments will be conducted 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.

- 2023 Tax Rates for Surrounding Towns were passed out by Commissioner W. Bedford.
- A legislative group is being formed amongst Fire District attorneys to meet regularly to consider some real legislative changes. We have antiquated fire laws that need to be updated.
- Ken Preston has been with this organization over 60 years and spent over 50 years with the board. It would be nice to get something and present it in appreciation of his years. Invite and award him to the 24th meeting.
- There was a discussion regarding allowing the chief to approve training/travel in alignment with our procurement policy. This will be discussed at the next meeting.

MOTION BY Commissioner W. Rickman, 2nd by Commissioner M. Stolte, To adjourn the 1/3/2023 organizational meeting at 6:54 p.m.

Respectfully submitted,

Kari Dutton, Secretary

Board of Fire Commissioners
North Greece Fire District