

**BOARD OF FIRE COMMISSIONERS  
NORTH GREECE FIRE DISTRICT  
ORGANIZATIONAL MEETING  
JANUARY 2, 2024**

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

**ABSENT:**

**PUBLIC:** Joe Camiolo

Andrew Hinds called the meeting to order at 6:00 p.m., identified the fire exits and led in the Pledge of Allegiance.

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*New Commissioner Oath of office for Jim Maxwell performed by Ray DiRaddo.*

**MOTION BY** Commissioner W. Rickman, 2nd by Commissioner J. Maxwell, To resolve to nominate Commissioner Mark Stolte to serve as Chairman for the year 2024.

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

**MOTION BY** Commissioner J. Maxwell, 2nd by Commissioner M. Beaty To resolve to nominate Commissioner Walt Bedford to serve as Vice-Chairman for the year 2024.

*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.

**MOTION BY** Commissioner J. Maxwell, 2nd by Commissioner W. Bedford, To use the services of Andy Hinds as Treasurer in 2024.

*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*

**MOTION BY** Commissioner W. Bedford, 2nd by Commissioner W. Rickman, To resolve to use the services of Kari Dutton as Secretary in 2024. The District Secretary will assist the District Treasurer in routine matters as needed. The district secretary will be paid \$31.79/hour.

*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.*

**MOTION BY** Commissioner J. Maxwell, 2nd by Commissioner M. Beaty, 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*

**MOTION BY** Commissioner M. Beaty, 2nd by Commissioner J. Maxwell, To use the services of Kari Dutton as Deputy Treasurer in 2024 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.*

**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 2024.

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

**MOTION BY** Commissioner J. Maxwell, 2nd by Commissioner W. Bedford,

- 1) Designating M&T Bank, Canandaigua National Bank, NY Munitrust & NYClass as the official depositories of monies of the district, maximum amount that may be kept on deposit \$23,000,000 and
- 2) Authorizing the Treasurer to sign any documents required by those institutions designated as depositories for such online banking, ACH transfers or wire transfers, and a further motion, and
- 3) 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.
- 4) The following personnel positions are authorized to sign checks for the district: the Treasurer or Deputy Treasurer are to be the primary signature; the Deputy Treasurer is authorized as a second signature. Backups to these positions include District Administrator. Checks over \$10,000 must have a 2<sup>nd</sup> signature on them.

**MOTION BY** Commissioner M. Stolte, 2<sup>nd</sup> by Commissioner J. Maxwell, to set the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month as the regular meetings of this Board of Fire Commissioners. With the exception of the 2<sup>nd</sup> meeting in December which will be held December 30<sup>th</sup>. Meetings will be held at 6:00 PM at the station located at 1766 Latta Road.

**MOTION BY** Commissioner W. Bedford, 2nd by Commissioner W. Rickman, To approve the North Greece Fire District's membership for 2024 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.

*Commissioner Walt Bedford was named MCFDOA primary delegate with Commissioner Mike Beaty as alternate delegate.*

**MOTION BY** Commissioner M. Stolte, 2nd by Commissioner W. Rickman, 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.

- Review of Contracts recommended. Discuss what RFP's should be done this year.
- Review of all policies or establish committees to review policies recommended.
- Review current investment policy.

**MOTION BY** Commissioner M. Stolte, 2<sup>nd</sup> by Commissioner J. Maxwell, 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 2024: 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 2024. 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 Jeremy Cushman as the NGFD Medical Director for the year 2024.
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 2024 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.

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

**MOTION BY** Commissioner W. Bedford, 2<sup>nd</sup> by Commissioner M. Stolte, To approve the following list of items:

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, 2024 through December 31, 2024.
12. To continue use of District credit cards for the following personnel according to SOP # Admin 1103:
  - a. Treasurer Andy Hinds Credit Limit \$20,000. The following have credit limits included in the Parent Account:
    - Secretary Kari Dutton Credit Limit \$10,000
    - Chief Kevin Battaglia Credit Limit \$5,000
    - Deputy Chief Joe Lissow Credit Limit \$5,000
    - Gary Farmer Credit Limit \$5,000
    - Bob Floyd Credit Limit \$5,000
13. To resolve to approve SOP 1101 (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 Bill Rickman
  - Commissioner Mark Stolte
  - District Treasurer/IT Andy Hinds
  - District Secretary Kari Dutton
  - Administrator Tina Gretzinger
  - Chief Kevin Battaglia
  - Deputy Chief Joe Lissow
  - Battalion Chief Jason Klein
  - Battalion Chief Gregg Knapp
  - Battalion Chief John Short
  - Battalion Chief Todd Smith
  - Facilities Manager Gary Farmer
  - Mechanic Bob Floyd

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

**Carried**

**MOTION BY** Commissioner M. Stolte, 2<sup>nd</sup> by Commissioner J. Maxwell, To approve the following list of items:

14. The Board reviewed the current Board of Fire Commissioners' Rules and Regulations. And approves the year 2024 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 1<sup>st</sup> or as soon as dates are known.
16. The Chief will review current mutual service plans by February 1<sup>st</sup> 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 and to authorize training up to \$3,000 to be post-audited by the board per our procurement policy SOP 1101.
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, 2024. The Fire Chief will report all findings to the Board of Fire Commissioners at the first meeting in July 2024.

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

**MOTION BY** Commissioner J. Maxwell, 2<sup>nd</sup> by Commissioner W. Bedford, To approve the following list of items:

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 \$120 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*

- SOP's are currently under review on an ongoing basis.

*Review of 2024 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.*

**MOTION BY** Commissioner J. Maxwell, 2<sup>nd</sup> by Commissioner W. Bedford, To adjourn the 1/02/2024 organizational meeting at 6:18 p.m.

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

Respectfully submitted,

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