



RIDGE ROAD FIRE DISTRICT Commission's Monthly Board Minutes 7/18/2019

Present: Eric Stoerger, Commissioner / Chairman
Kenneth D. Bowers, Commissioner / Secretary
Tom Richardson, Commissioner
Mike Williams, Commissioner
Dave Messbauer, Commissioner

Steve Mills, Chief
Cheryl Garofalo, District Administrator / Deputy Treasurer
Richard Friscano, District Treasurer

Absent: Jamie Cary, Deputy Chief

CALL TO ORDER

The meeting was called to order at 7:01 PM by Chairman Stoerger

PUBLIC FORUM

There were no representatives of the public in attendance.

PREVIOUS BOARD MINUTES

The Board Minutes from the June 18th, 2019 Board meeting were sent, and any updates have been incorporated. Any further discussion was entertained.

Commissioners Williams and Richardson moved that the minutes be approved. Motion unanimously carried.

GUEST REPORTS

None

ADMINISTRATOR'S REPORT

Administrator Garofalo presented the General Abstract of audited claims for the period up to July 18th, 2019 for review and approval for payment. The total claims were \$755,935.16, Commissioner Bowers represented the Board at the bill review. Significant payments included (\$39,379.69) to Churchville Fire Equipment Annual Air pack Inspection & equipment for the new 254, (\$498,265.00) to Churchville Fire Equipment for the delivery of our new Pierce Saber Engine, (\$5,554.09) to Dival Safety & Supplies for life for Quarterly air testing, (\$33,885.31) to Municipal Emergency Services for Turnout gear for new hires, and (\$120,276.23) for Life Insurance and our Health Plans.

After some discussion, around the delivery of the engine, the Board moved as follows.

Commissioners Bowers and Messbauer moved to approve the abstract for payment. Motion unanimously carried. {See Attachment A}

TREASURER'S REPORT

Treasurer Friscano presented the Financial Report for the month which included the Account balances report as of June 30th, 2019, total \$11,162,327.03. The CD Summary as of 7/15/2019. Rick recommends that we only roll over \$1.5m that is associated with the General Fund CD that is coming due, \$800k that is associated with the Unreserved Fund CD which is the same value as what is coming due this month, and reinvest \$100k in a new CD with a bond which would mature next March 17th 2020. After some discussion, the Board moved as follows.

Commissioners Richardson and Stoerger moved that we follow the Treasurer's recommendation as to the reinvesting of the 3 CD's this month. Motion unanimously carried.

Cash Receipts report as of 6/30/2019, total \$12,372,950.04. Profit and Loss Actual vs. Budget – as of June 30th, 2019.

After some discussion, the Board moved as follows.

Commissioners Messbauer and Bowers moved that the Treasurer's report be approved. Motion unanimously carried. {See Attachment B}

The Treasurer explained to the board that we are finished paying off the CIP contractors their held retainage fees and can close out that account.

Commissioners Bowers and Messbauer moved to give the Treasurer permission to close out the CIP account. Motion unanimously carried.

The Treasurer asked to be given permission to close the Petty Cash account. We no longer have a use for it.

Commissioners Stoerger and Richardson moved to have the Treasurer close out the Petty Cash account. Motion unanimously carried.

SECRETARY'S REPORT & CORRESPONDENCE

We received the District Travel report {See Attachment C}

We received the District Incident Summary Report {See Attachment D}

The following updates went to all Commissioners:

Update on 2 fires Vineyard Drive where the crews quickly extinguished a pool heater fire that was quickly turning into a structure fire involving the house and a 2nd fire in a remote area off Eden Lane. Outstanding work by both crews

Update on 2 fires on Sat 7/13 where we assisted Barnard at a commercial structure fire and another crew assisted North Greece with a basement fire at the same time. Both crews did an outstanding job. Also noted was Acting BC Mazzaferro who assumed command did a nice job of managing that incident

A Thank you written by residents of Atlee Dr whose house backed up to the fire on Eden lane a couple of fleet updates

Lieut Schwan's completion of his AAS Degree in Fire Protection Technology. Secretary sent a congratulations note from the board.

We received the letters of intent to retire from both BC Patchett and FF Harnischfeger. They will be filed with the notes

We received the promotional announcements from our June Promotions of FF Jake Lissow and Lieut. Dan Brozak. {See Attachment E}

Received brochure and letter from APD engineering & Architecture on what services they offer.

CHIEF'S REPORT

One individual on light duty with a work related injury, one individual on light duty with a non-work related issue. Two individuals out with a non-work related sickness/injuries and two that are presently deployed to the Middle East.

The Chief updated the board on a new recruit training book. It has been expanded to include the expectations and follow the recruit from start until they come off of probation as they progress.

The Chief updated the board on the fleet. Chief's new vehicle is in service, he is pleased and finds it great to work out of. The Duty Officers vehicle had a minor electrical issue that Stonewell was very prompt and here on Monday morning to get it fixed. Will check on the new squad. Hopefully within the next week.

The board discussed the Deputy's new vehicle. The board was not in favor of purchasing a 5th vehicle this year. We need to do a deep dive into the use of each vehicle and figure out what is really needed. One suggestion was to modify the old duty officer's vehicle to make it suitable for the Deputy. Ultimately at some point we would like both the Chief and Deputy to have vehicles that are good command center vehicles. We just don't have the luxury of making it happened overnight. It may take a couple years. This will also stagger the purchasing of Chief's Vehicles

The Chief and Treasurer have been looking at repair costs as we look at surplus an engine as we bring on the new 254. Rick brought up another look at it by looking at how long the engines are out of service. There is not any one way to look at it. More information to come that may help us with the decision.

The Chief updated the board on the AFG grant for Extrication equipment. 258 has been sent out for up fitting to hold our new extrication equipment. We have received all of the equipment that was part of the scope of the grant. The Radio grants have not even started to be passed out.

Josh is looking at our EEOC policy update next month.

The board was polled in the past month to give the Chief permission to extend a conditional offer of employment to Nicholas Chiapperini and Daniel Tucker. Their start date would be July 15th with schooling starting July 21st. Conditions being, passing physical, drug and psychological testing as well as graduating FF1 Class

OLD BUSINESS

Commissioner Stoerger updated the board on where we stand with the new kitchen. Commissioner Stoerger will sit down next week with Capt. Mullen and get this on track and moving forward properly.

The board is waiting for Bergman's proposal of what needs to be done to correct the door including specifications for the work.

Commissioner Stoerger updated the board on where we stand with the shared services work. Next meeting August 1st.

NEW BUSINESS

After some discussion around the Sean Hucko engagement letter who is our Auditors. Cheryl will look up what our present RFP is with them. This engagement letter has a 9.4 increase. Commissioner Bowers after hearing from Cheryl will contact Sean on their proposing as an increase.

The Budget committee will consist of Chief, Deputy Chief, Administrator, Treasurer, Commissioners Stoerger and Richardson.

The Chief shared with the board the bids that were collected to do our sealing of our asphalt. BLP was the lowest bidder.

**Commissioners Stoerger and Messbauer moved to accept BLP's bid to do the sealing.
Motion unanimously carried.**

UPCOMING EVENTS

- Chief's equipment show at Bushnell's Basin August 14th.
- Next Board Meeting August 15th @ 19:00 hrs. Swearing in ceremony @ 18:00 hrs

MOTION TO ADJOURN

Commissioners Bowers and Richardson moved to adjourn 9:16 pm. Motion carried.

Respectfully,

Kenneth D Bowers, Secretary

Addenda:

- A. July 18th Abstract of claims
- B. Financial Report incl CIP P&L
- C. RRFD Travel Plans
- D. RRFD Incident Summary
- E. Promotional Announcements
- F.

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