



RIDGE ROAD FIRE DISTRICT

Commissioner's Annual Organizational Board

Meeting Minutes

... 1/4/2021 ...

Present: Eric P. Stoerger, Commissioner / Chairman
Kenneth Bowers, Commissioner / Secretary
Thomas Richardson, Commissioner
Dave Messbauer, Commissioner

Steve Johnson, Battalion Chief
Richard Frisicano, District Treasurer

Absent: Cheryl Garofalo, District Administrator

Public Forum

No members of the public were present.

Call To Order

The meeting was called to order at 4:00 PM by Commissioner Bowers.

Oath Administration:

Newly Re-elected Commissioner Eric Stoerger was sworn in by Commissioner Bowers.
{See Attachment - A}

Chairperson Nomination

Commissioner Bowers asked for nominations for the position of Chairman of the Board for 2021. Commissioner Messbauer nominated Commissioner Stoerger with a second to the nomination was offered by Commissioner Bowers. The Board voted unanimously to re-elect Commissioner Stoerger as Chairman.

Vice Chairperson Nomination:

Chairman Stoerger asked for nominations for the position of Vice Chairman of the Board for 2021. Commissioner Messbauer nominated Commissioner Bowers with a second to the nomination was offered by Commissioner Stoerger. The Board voted unanimously to elect Commissioner Bowers as Vice Chairman.

Proof Of Media Notification

The Secretary provided proof that the notice of the Organizational Meeting was sent to the Greece Post on the 18th of December 2020 which contained where and when it would be held. It was published in the Greece Post on December 31st. 2020. {See attachment B }

Board Administrative Appointments

Commissioner Bowers was nominated for the position of Secretary for 2021 by Commissioner Richardson, 2nd Commissioner Messbauer. Unanimously approved.

Richard Frisicano was nominated for the position of Treasurer for 2020 by Commissioner Stoerger, 2nd Commissioner Richardson. Unanimously approved.

District Administrator Cheryl Garofalo was nominated for the position of Deputy Treasurer for 2021 by Commissioner Stoerger, 2nd Commissioner Bowers. Unanimously approved.

Chairman Stoerger administered the “Oaths of Office” to the Re-Appointed Secretary, and Re-Appointed Treasurer. Once these are notarized the Secretary will submit a copy to the Town Clerk and file a copy with the District Administrator. Commissioner Bowers will administer the oath of office to the Deputy Treasurer when she is back in the office.
{See Attachment – A, C, D, E}

Counsel Appointments:

General Counsels:

Raymond DiRaddo with rates consistent with letter of engagement (No Retainer)
Motion to approve Commissioner Bowers, 2nd. Commissioner Richardson. Unanimously approved.

McConville Considine Cooman & Moran, PC with rates consistent with letter of engagement forthcoming. (No Retainer)
Motion to approve Commissioner Stoerger, 2nd Commissioner Messbauer. Unanimously approved.

Coughlin & Gerhart, L.L.P. with rates consistent with letter of engagement forthcoming (No Retainer) (employee 207-a issues)
Motion to approve, Commissioner Bowers, 2nd Commissioner Messbauer Unanimously approved.

Harris Beach, L.L.P. with rates consistent with letter of engagement forthcoming (No Retainer) (Labor & Bond Counsel)
Motion to approve, Commissioner Stoerger, 2nd Commissioner Richardson. Unanimously approved.

Submission of the Annual Report:

District Treasurer Friscano submitted the Annual Financial Report for 2020. A copy is attached with the minutes. {See Attachment - F}

Reaffirmation of the Surety Bond

A motion to Reaffirm the Surety Bond of \$1,000,000.00 for the Treasurer, Administrator/ Deputy Treasurer, and Chief due for renewal, March 1, 2021 (Copy to be sent to the Town Clerk) (District Administrator will get it to the Clerk) (The Chairman will ensure that it has not expired) by Commissioner Bowers, 2nd. Commissioner Stoerger. Unanimously approved.

Adopt the 2021 Organizational Chart for the District

Commissioner Bowers moved that we approve the Org chart that the Chief provided, 2nd Commissioner Stoerger, unanimously carried {Attachment-G}

Designate Official News Media of the District:

Designate the Official Newspapers in the following order:

- 1) Messenger Post Media (Greece Post)
- 2) Democrat & Chronicle

The District reserves the right to publish in any or all of these papers.

Motion to approve Commissioner Bowers, 2nd. Commissioner Richardson, unanimously approved

Designate the Official District Bank:

Motion to designate all commercial banks that meet the requirements of municipal collateral, with branch offices located within our district as the official depositories for the district. Canandaigua National Bank presently meets these requirements and is our Official Bank. Commissioner Richardson, 2nd. Commissioner Messbauer. Unanimously approved.

Review of our District Policies:

The updated Investment, Procurement and Check Writing policies were provided to the board for approval.

Motion to approve the Investment Policy. Commissioner Bowers, 2nd. Commissioner Stoerger. Unanimously approved.

Motion to approve the Procurement Policy. Commissioner Richardson, 2nd. Commissioner Bowers. Unanimously approved.

Motion to approve the Check Writing Policy. Commissioner Messbauer, 2nd. Commissioner Bowers. Unanimously approved.

Board Motion: To empower the Chairman or Vice Chairman, in his absence, to sign any contracts on behalf of the District whenever such contracts are approved by at least three members of the Board at a meeting of the Board during the year by Commissioner Bowers, 2nd. Commissioner Messbauer. Unanimously approved.

Board Motion: A motion by Commissioner Messbauer, 2nd. Commissioner Bowers, unanimously approved to set the 2021 Monthly Meeting Schedule as follows:

The Commission will meet on the Third Monday of the month at 18:30 hrs at Ridge Road District Headquarters 1299 Long Pond Road except on the following dates: Monday February 8th, 18:30 hrs., Tuesday October 19th 18:30 hrs. reserved for the public budget hearing, and Tuesday December 14th at 18:30 hrs. reserved for the commission election. To be held at 1299 Long Pond Road. {See Attachment - H}

Board Motion: To approve Commissioner’s memberships in the Association of Fire Districts of the State New York, Monroe County Fire District Officers Association, and personal memberships in the International Association of Fire Chief’s by Commissioner Stoerger, 2nd. Commissioner Bowers. Unanimously approved.

Board Motion: To approve Commissioner’s attending if so desired following conferences: IAFC Fire Rescue Conference in August, 2021, AFDSNY Conference in May, 2021, and NYSFC Conference in June, 2021 by Commissioner Stoerger, 2nd. Commissioner Messbauer. Unanimously approved.

All travel by Board members will be consistent with the District’s Travel Policy

Commissioner Bowers proposes the following resolution:

Ridge Road Fire District

Resolution # 2021-1-1
January 4, 2021

**RESOLUTION
APPOINTMENT OF BOARD OF ELECTIONS**

WHEREAS, pursuant to Town Law Section 175, the Board of Fire Commissioners shall designate a resident fire district elector, who shall be a registered voter of the town, to act as Chairman of any election of said district and shall designate not less than two nor more than four resident fire district electors, who shall be registered voters of the town to act as election inspectors and ballot clerks at such elections.

NOW, THEREFORE, BE IT RESOLVED that the following resident voters of the RIDGE ROAD FIRE DISTRICT are hereby appointed to constitute the RIDGE ROAD FIRE DISTRICT BOARD OF ELECTIONS for year 2021:

- Edward Sharpe - Election Chairman
- Jackie Sharpe – Ballet Clerk
- John Hayes - Election Inspector
- Kathryn Bowers - Alternate

RESOLVED that the Chairman, Election Inspectors and Ballot Clerk be compensated in the amount of \$ 35.00 for their services in preparing the registration records and \$35.00

for their attendance at each public vote needed in 2021 as well as the annual election; and be it further.

RESOLVED that in case any of the members appointed herein are unable or refuse to assume or perform the duties required of them, this Board of Fire Commissioners will use the alternate who is a resident elector; and be it further.

RESOLVED that, if clerical help is deemed necessary, upon request of the Chairman of the Fire District Board of Elections, the Board of Fire Commissioners will consider the appointment of such clerical persons.

Adopted: January 4, 2021

**Kenneth D. Bowers, Secretary
BOARD OF FIRE COMMISSIONERS
RIDGE ROAD FIRE DISTRICT
1299 Long Pond Road
Rochester, New York 14626**

Board Motion: to accept Resolution to appoint the 2021 Board of Elections by Commissioner Bowers, 2nd Commissioner Richardson Unanimously approved. {See Attachment - I}

Board Appointments

Appoint Auditing Firm: Sean Hucko CPA, LLC) Fourth year of five year RFP award. Motion to approve Commissioner Bowers, 2nd. Commissioner Messbauer. Unanimously approved.

Appoint Insurance Agency: Churchville Agency, representing Utica National. Renews in March. RFP sent out in the fall 2018. Motion to approve Commissioner Stoerger, 2nd. Commissioner Richardson. Unanimously approved.

Chairman Stoerger will contact Churchville to come out and investigate our policies and make sure they are up to date.

Chief Johnson will investigate what is provided by Red Alerts Asset management tool. Does it have cost/value associated with each asset, and what reports can we get etc.

Designate BAN and BOND Firm: Municipal Solutions, Inc. Motion to approve Commissioner Bowers, 2nd. Commissioner Messbauer. Unanimously approved.

Designate Health Care Broker: Jeffrey Nagel.... Nagel Consulting, LLC, 2680 West Ridge Road. Motion to approve Commissioner Stoerger, 2nd. Commissioner Messbauer. Unanimously approved.

General Operating Practices: (Each Needing a Motion)

Healthcare supplement for 2021 to pay Medicare part B payment for retirees age 65 and older up to \$599.00 depending on whether the person is collecting Social Security and only with proper receipts presented to the District Administrator was dealt with during the August 2020 meeting.

A motion to set the Personal Automobile Travel Allowance at the IRS rate of 56 cents per mile, effective 1/1/2021 by Commissioner Stoerger, 2nd. Commissioner Messbauer. Unanimously approved.

A motion to reaffirm Rochester Immediate Care for the administering of physicals and random Drug testing. Rates consistent with the contract, by Commissioner Bowers, 2nd. Commissioner Richardson. Unanimously approved.

A motion to affirm UR Medicine as the EAP administrator for 2021 was taken care of during our December 2020 meeting.

A motion to approve the Secretary to review the Administrative Policies of the District and to reaffirm them if they have not changed since 2020. The Secretary may send policies to Board members in electronic or digital format to save the cost of providing paper copies by Commissioner Messbauer, 2nd. Commissioner Richardson. Unanimously approved.

A motion to Designate Commissioner Bowers as our County Representative and Commissioner Richardson as the alternate by Commissioner Bowers, 2nd. Commissioner Stoerger unanimously approved.

A motion to Designate Commissioner Richardson as our GFC Representative and Commissioner Messbauer as the alternate by Commissioner Stoerger, 2nd. Commissioner Messbauer, unanimously approved.

Non-Union District Salaries for 2021

A motion to give the District Administrator & Treasurer a 3K addition to their base by Commissioner Stoerger and a 2nd Messbauer, unanimously approved.

A Motion to increase the District Secretary base by 1.5K by Commissioner Stoerger, 2nd Commissioner Richardson, unanimously approved.

A motion to increase the Chief by the 2% to his base by Commissioner Stoerger, 2nd Commissioner Bowers, unanimously approved.

A motion to increase our Fire Education Officer by the 2% raise which is consistent with the FF and Officers increase by Commissioner Stoerger, 2nd Commissioner Richardson, unanimously approved.

We will address the IT support at the 18th Board Meeting.

Commissioner Stoerger updated the board on the upgrading of the kitchen. We have a final quote from Premier and has been sent out to the board.

Motion to move forward with a contract once it is passed over by our lawyer by Commissioner Stoerger, 2nd Commissioner Bowers, unanimously approved.

Commissioner Stoerger updated the board on the bathroom upgrades at Stoneridge. After a very lengthy discussion it was decided to meet at Stoneridge before our meeting on the 18th at 5:30pm.

Motion to go into Executive Session at 4:52 pm to discuss pending litigation with the FF Union by Commission Bowers, 2nd Commissioner Richardson, carried.

Motion to come out of Executive Session at 5:00pm by Commissioner Bowers, 2nd Commissioner Stoerger, Carried.

No decisions were made during the executive session.

FUTURE MEETINGS AND EVENTS

- Next Board Meeting January 18thth 6:30 PM
- Martin Luther King's Day January 18th

MOTION TO ADJOURN

Motion to Adjourn at 5:18 pm Commissioner Messbauer, 2nd Commissioner Richardson, Unanimously Approved

Respectfully,

Kenneth D Bowers
Commissioner/Secretary

Addenda:

- A. Oath of office for Commissioner Stoerger
- B. Proof of Media Notification
- C. Oath of office for Commissioner Bowers as Secretary of the District
- D. Oath of office for Rick Friscano as Treasurer of the District
- E. Oath of office for Cheryl Garofalo as Deputy Treasurer
- F. Annual Financial Report
- G. Organizational Chart for the District
- H. Legal Notice of the 2021 Commission Meetings
- I. Board of Elections appointment resolution 2021-1-1