



RIDGE ROAD FIRE DISTRICT Commission's Monthly Board Minutes 1/18/2021

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

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

CALL TO ORDER

The meeting was called to order at 6:30 PM by Chairman Stoerger

PUBLIC FORUM

No one from the public was in attendance. Fire fighters Charles Beck & Brett Malafeew from the RRFD were in attendance.

UNION PRESENTATION OF THEIR GRIEVANCE

Motion by Commissioners Stoerger and Bowers to go into Executive Session for a discussion regarding possible pending litigation @ 18:32 hrs. Motion unanimously carried.

Motion made by Commissioners Stoerger and Bowers to come out of Executive Session @ 18:46 hrs. Motion unanimously carried.

No decisions were made during the Executive Session.

FF Brett Malafeew turned in a letter to the board rescinding his grievance dated 11/24/2020. Chairman Stoerger will follow up with a response from the district. {See Attachment A}

PREVIOUS BOARD MINUTES

The Board Minutes from December 8th, 2020 were sent, and all updates have been incorporated. **Commissioners Messbauer and Richardson moved that the minutes be approved. Motion unanimously carried.**

The Board Minutes from January 4th Organizational meeting were sent, and all updates have been incorporated.

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

ADMINISTRATOR'S REPORT

Administrator Garofalo presented the General Abstract of audited claims for the period up to January 18th, 2021 for review and approval for payment. The total claims were \$86,724.86 Commissioner Bowers represented the Board at the bill review. Significant payments included (\$6,692.38) to American Express for Computer Hardware, clothing restocking, fire prevention literature etc., (\$2,503.07) to Andrew Conlon for Property taxes on all 3 of our properties, (\$7,617.86) & (\$6,529.73) to Andrew Conlon for property taxes on the Cell Towers. These will be reimbursed to us, (\$30,619.07) to NYS Insurance Fund for Insurance Premium, and (\$8,161.16) for our Health Insurance Plans.

After a short discussion the Board moved as follows.

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

TREASURER'S REPORT

Treasurer Friscano presented the Financial Report for the month which included the Account balances report as of December 31st, 2020 for a total \$3,351,991.12 and CD Summary as of 1/13/2021.

Cash Receipts report as of 12/31/2020, total \$30,403.53. Profit and Loss Actual vs. Budget – as of December 31st, 2020.

Donations made for the month totaled \$175.00.

Rick recommends that we reinvest URUA 9655 for \$1,100,000.00 for 20 days @ an interest rates of 0.20%.

Rick also needs permission to move \$900K from our Unreserved / Unassigned account to the General account to cover the district's expenses until our next meeting.

Commissioners Bowers and Richardson moved to give permission for the Treasurer to move the required 900k from our Unreserved / Unassigned account into the general account. Motion unanimously carried.

Commissioners Stoerger and Messbauer moved to accept the donations that totaled \$175.00. Motion unanimously carried. {See Attachment C}

Commissioners Richardson and Messbauer moved to allow the Treasurer to follow his plan for reinvestment of our CD's. Motion unanimously carried. {See Attachment C}

After some discussion, the Board moved as follows:

Commissioners Bowers and Stoerger moved to accept the Treasurer's report for the month. Motion unanimously carried. {See Attachment C}

Treasurer Frisicano brought up a couple of observations from our recent site visit by Sean and Lawrence from Hucko Associates who are our financial auditors.

- 1) All contracts approved by the board need to be signed by the Chairman or Vice Chairman and then forwarded to the Secretary who will file the original and send a copy to the Treasurer who will file it at HQ and make sure it is also put up on the server.
- 2) All procedures are to be approved by the board then signed by the Secretary, who will file the original and give a copy to the Chief. The Chief will make sure it is put up on the server.

A lengthy conversation around how some of the December bills where checks were sent but the vendor had not received the payment. The result of the discussion was in emergency situations with utilities, the Administrator can pay the bill using our credit card.

SECRETARY'S REPORT & CORRESPONDENCE

- We received the District Incident Summary for the month and year end {See Attachment D}
- Notice from Lieutenant Becker's of his intent to retire. {See Attachment E}
- Letter from Gates Fire Dist. thanking Capt. Gebo for his PIO role at their recent incident. {See Attachment F}
- Notice of Bert Ottman's passing {See Attachment G}
- Notice from FF Anthony Bianchi of his intent to retire. {See Attachment H}
- Letter from Chief on our recent re-accreditation video site evaluation. {See Attachment I}
- Receipt for legal posting in the Greece Post of our 2021 Meeting Schedule {See Attachment J}
- Vehicle Status report {See Attachment K}
- Affidavit of Posting from Town of Greece for Elections {See Attachment L}

Motion made: Commissioner Bowers, 2nd Commissioner Stoerger to set aside a page in the minutes in honor of the recent passing of Bert Ottman, RRFD's Badge #1. Motion unanimously carried.

This page is set aside
in memory of Badge #1
Bert Ottman

CHIEF'S REPORT

- Chief Johnson thanked the board for putting on the swearing in ceremony, it was well received by his family.
- New Paid Interim Chief in the Lakeshore Fire District is Shaun Freeman.
- 2 Firefighters are out on work related injuries.
- The following individuals were hired per our last commission meeting: Joshua Hueber of 52 Stoneridge Dr., Broghan Enright of 124-B Kingsberry Dr., Chris Lester of 92 Virginia Manor, and Cameron Welling of 131 Sherri Ann Lane. All are EMT's and will start on the 21st of January and go to the academy in February.
- Deputy Chief Cary is officially retired on January 21st.
- Lieut Becker's last day is January 16th.
- FF Bianchi, and FF Tyler announced their retirement.
- New FF list coming out in February, he will put a plan together to fill our 3 to 4 empty FF positions.
- Captain Brozak conducted an audit of the Verizon equipment and FF Ekstrom is completing the portable radio equipment list.
- The Chief thanked Past Chief Mills, BC McGarry, Captain Brozak and the rest of their committee for all the work that was put in on the re-accreditation. Captain Gebo for setting up the IT equipment for the virtual meetings, as well.
- January 28th the district personnel will start getting their 2nd Covid shot.

The Chief passed out a report from BC Streb with a recommendation that we surplus 3 vehicles and a couple of cabinets. The 2011 Chevy Tahoe which has 70,381 miles on it. The 2014 Chevy Impala with 60,050 miles on it. The 2012 American Hauler Trailer (we used as the Confined Space Trailer). The 2 file cabinets are also no longer needed.

After much discussion, the secretary will put together resolutions for the February meeting and then put together a process to sell them.

OLD BUSINESS

Due to the lack of direction going forward it was recommended that we table the meeting room IT at this time and re-evaluate monthly.

Commissioner Stoerger updated the board on the kitchen update. We have a revised final bid. We settled on 50% initial payment which amounts to \$6,805.00, 25% when the materials are delivered and the last 25% when the job is complete. We checked with our lawyer and it was ok to make the initial payment before the work is started. The board approved the signing of this contract at our January 4th meeting contingent on the lawyer's approval. The initial check for the contract will show up on our February abstract.

Commissioner Stoerger updated the board on the bathroom facilities at Stoneridge. Several met before our meeting. Chairman will follow through on the suggestions and acquire a quote after everyone gets to him with their suggestions. The Chief to get a couple individuals together to come up with options.

The Chief updated the board on Red Alerts capabilities as it relates to assets. Much is already loaded. Costs can be added as well.

Cheryl updated the board on the IT support pay. He has gotten the 2% pay increase in the past.

NEW BUSINESS

Commissioner Bowers received the Training for travel in January. **Motion to approve the training Commissioner Bowers 2nd Commissioner Messbauer, unanimously carried.**
{See Attachment M}

Administrator Garofalo updated the board that Toshiba is offering to extend our contract for the copier for 1 year. **Motion to approve Commissioner Bowers, 2nd Commissioner Richardson, carried.**

UPCOMING EVENTS

- **Next Board Meeting February 8th, 2021 18:30 hrs**

MOTION TO ADJOURN

Commissioners Bowers and Richardson moved to adjourn at 19:58. Motion carried.

Respectfully,

Kenneth D Bowers, Secretary

Addenda:

- A. Letter on grievance dated 11/24/2020.
- B. January 18th Abstract of claims
- C. Financial Report incl CIP P&L
- D. District Incident Summary for the month and year end
- E. Notice from Lieutenant Becker's of his intent to retire.
- F. Letter from Gates Fire Dist.
- G. Notice of Bert Ottman's passing
- H. Notice from FF Anthony Bianchi of his intent to retire.
- I. Letter from Chief on our recent re-accreditation video site evaluation.
- J. Receipt for legal posting in the Greece Post of our 2021 Meeting Schedule
- K. Vehicle Status report
- L. Affidavit of Posting from Town of Greece for Elections
- M. Letter from Lieut. Williams on Travel for Training