



RIDGE ROAD FIRE DISTRICT

Commissioner's Annual Organizational Board

Meeting Minutes

... 1/5/2022 ...

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

Steve Johnson, Battalion Chief
Sean McGarry, Deputy Chief
Richard Friscano, District Treasurer
Cheryl Garofalo, District Administrator

Absent:

Public Forum

No members of the public were present

Call To Order

The meeting was called to order at 5:30 PM by Commissioner Bowers.

Oath Administration:

Newly Re-elected Commissioners Tom Richardson and John Hayes was sworn in by Commissioner Bowers {See Attachment - A + B}

Chairperson Nomination

Commissioner Bowers asked for nominations for the position of Chairman of the Board for 2022. Commissioner Messbauer nominated Commissioner Stoerger with a second to the nomination being offered by Commissioner Hayes. 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 2022. Commissioner Stoerger nominated Commissioner Bowers with a second to the nomination offered by Commissioner Messbauer. 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 added to our sign board out front of HQ and also published on our website on the 28th of December 2021 which contained where and when it would be held. {See attachment C}

Board Administrative Appointments

Commissioner Bowers was nominated for the position of Secretary for 2022 by Commissioner Stoerger, 2nd Commissioner Richardson. Unanimously approved

Richard Frisicano was nominated for the position of Treasurer for 2022 by Commissioner Bowers, 2nd Commissioner Messbauer. Unanimously approved.

District Administrator Cheryl Garofalo was nominated for the position of Deputy Treasurer for 2022 by Commissioner Richardson, 2nd Commissioner Messbauer. Unanimously approved

Chairman Stoerger administered the “Oaths of Office” to the Re-Appointed Secretary, Re-Appointed Treasurer, and Re-Appointed Deputy Treasurer. Once these are notarized the Secretary will submit a copy to the Town Clerk and file a copy with the District Administrator.
{See Attachment - D,E,F}

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 Bowers, 2nd Commissioner Richardson. 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 Stoerger, 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 Bowers. Unanimously approved.

Submission of the Annual Report:

District Treasurer Friscano submitted the Annual Financial Report for 2021. A copy is attached with the minutes. {See Attachment - G}

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, 2022 (Copy to be sent to the Town Clerk) (District Administrator will get it to the Clerk) by Commissioner Bowers, 2nd. Commissioner Stoerger. Unanimously approved.

Adopt the 2022 Organizational Chart for the District

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

Designate Official News Media of the District:

Designate the Official Newspapers in the following order:

- 1) Rochester Business Journal
- 2) Democrat & Chronicle

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

Motion to approve Commissioner Stoerger, 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 Bowers, 2nd. Commissioner Messbauer. Unanimously approved

Review of our District Policies:

The updated Investment, Procurement and Check Writing policies are presently being updated and will be provided to the board for approval when completed.

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 Richardson, 2nd. Commissioner Stoerger, unanimously approved to set the 2022 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: Tuesday October 18th 18:30 hrs. reserved for the public budget hearing, and Tuesday December 13th at 18:30 hrs. reserved for the commission election. To be held at 1299 Long Pond Road. {See Attachment - I}

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 Bowers, 2nd. Commissioner Messbauer. Unanimously approved.

Board Motion: To approve Commissioner's attending if so desired following conferences: IAFC Fire Rescue Conference in August 2022, AFDSNY Conference in May, 2022, and NYSFC Conference in June, 2022 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 # 2022-1-1
January 5, 2022

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 2022:

Edward Sharpe - Election Chairman
Jackie Sharpe – Ballet Clerk
Kathryn Bowers - Election Inspector
Kathy Danno - Alternate

RESOLVED that the Chairman, Election Inspectors and Ballot Clerk be compensated in the amount of \$ 50.00 for their services in preparing the registration records and \$50.00 for their attendance at each public vote needed in 2022 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 5, 2022

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 2022 Board of Elections;
Commissioners: Stoerger Yes, Bowers Yes, Richardson Yes, Messbauer Yes, Hayes Yes.
Unanimously approved. {See Attachment - J}

Board Appointments

Appoint Auditing Firm: Stokes, Visca, Hucko & Barnes, LLC, *Fourth* year of five year RFP award.
Motion to approve Commissioner Stoerger, 2nd. Commissioner Richardson. Unanimously approved.

Appoint Insurance Agency: Churchville Agency, representing Utica National. Renews in March.
RFP sent out in the fall 2017. Motion to approve Commissioner Stoerger, 2nd. Commissioner
Bowers. Unanimously approved

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

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

General Operating Practices: (Each Needing a Motion)

Healthcare supplement for 2022 to pay Medicare part B payment for retirees age 65 and older up to
\$300.00 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 58.5 cents per mile,
effective 1/1/2022 by Commissioner Bowers, 2nd. Commissioner Stoerger. 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 Stoerger, 2nd. Commissioner
Messbauer. Unanimously approved

A motion to approve the Secretary to review the Administrative Policies of the District and to
reaffirm them if they have not changed since 2021. The Secretary may send policies to Board
members in electronic or digital format in order to save the cost of providing paper copies by
Commissioner Bowers, 2nd. Commissioner Stoerger. Unanimously approved

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

A motion to Designate Commissioner Messbauer as our GFC Representative. by Commissioner Stoerger, 2nd. Commissioner Bowers, unanimously approved

Non-Union District Salaries for 2022

Motion made by Commissioners Bowers and Stoerger to go into Executive Session to discuss matters compensation and benefits of certain personnel @ 17:55 hrs. Motion unanimously carried.

Motion made by Commissioners Bowers and Stoerger to come out of Executive Session @ 18:22 hrs. Motion unanimously carried.

No decisions were made during the Executive Session.

A motion made by Commissioners Stoerger, 2nd by Commissioner Bowers to give the base increases that have been discussed to the Chief, Deputy and Administrator, unanimously approved.

A Motion made by Commissioners Stoerger 2nd by Commissioner Richardson to give the base increase that has been discussed to the District Treasurer and Secretary, unanimously approved.

The Board was thanked for all of the Non-Union Employees' raises and the Chief had some additional comments following.

OLD BUSINESS

Secretary Bowers will handle signing up the two re-elected commissioners for training in Feb.

FUTURE MEETINGS AND EVENTS

- Next Board Meeting January 17th 6:30 PM
- Martin Luther King's Day January 17th

MOTION TO ADJOURN

Motion to Adjourn at 18:26 pm Commissioner Stoerger, 2nd Commissioner Messbauer, Unanimously Approved

Respectfully,



Kenneth D Bowers
Commissioner/Secretary

Addenda:

- A. Oath of office for Commissioner Richardson
- B. Oath of office for Commissioner Hayes
- C. Proof of Media Notification
- D. Oath of office for Commissioner Bowers as Secretary of the District
- E. Oath of office for Rick Friscano as Treasurer of the District
- F. Oath of office for Cheryl Garofalo as Deputy Treasurer
- G. Annual Financial Report
- H. Organizational Chart for the District
- I. Legal Notice of the 2022 Commission Meetings
- J. Board of Elections appointment resolution 2022-1-1