RIDGE ROAD FIRE DISTRICT
Commission's Monthly Board Minutes
1/17/2023

Present: **Eric Stoerger, Commissioner / Chairman**
Kenneth D. Bowers, Commissioner / Secretary
John Hayes, Commissioner
Tom Richardson, Commissioner

Steve Johnson, Chief
Sean McGarry, Deputy Chief
Richard Frisicano, District Treasurer
Cheryl Garofalo, District Administrator / Deputy District Treasurer

Absent: **Dave Messbauer, Commissioner**

CALL TO ORDER
The meeting was called to order at 6:28 PM by Chairman Stoerger

PUBLIC FORUM
No members of the public were present.

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PREVIOUS BOARD MINUTES

The Board Minutes from December 13th 2022 were sent, and all updates have been incorporated.
Commissioners Richardson and Hayes moved that the minutes be approved. Motion unanimously carried.

The Board Minutes from January 3rd 2023 Organizational meeting were sent, and all updates have been incorporated.
Commissioners Stoerger and Richardson moved that the minutes be approved. Motion unanimously carried.

ADMINISTRATOR'S REPORT

Administrator Garafalo presented the General Abstract of audited claims for the period up to January 17th, 2023 for review and approval for payment. The total claims were $78,230.95 Commissioner Bowers represented the Board at the bill review. Significant payments included

($8,843.25) taxes on Crown Cell Tower & ($7,646.56) taxes on SBA Cell Tower both will be reimbursed to us from the companies, ($26,755.26) for our Health and Life Insurance Plans

After a short discussion the Board moved as follows.
Commissioners Bowers and Richardson moved to approve the abstract for payment. Motion unanimously carried. {See Attachment A}

TREASURER'S REPORT

Treasurer Frisicano presented the Financial Report for the month which included the Account balances report as of December 31st, 2022 for a total $5,115,756.67, CD Summary as of 1/17/2023, and the Year End 2022 Account Reconciliation report. Cash Receipts report as of 12/31/2022, total $49,019.87. Profit and Loss Actual vs. Budget – as of December 31st, 2022. $425.00 Donations for the month
Rick recommends that we reinvest:

$1,700,000 URUA #1108 for a 30 day term @ rate on January 20th
$363,340.89 + Interest Bond Reserve #6074 for a 30 day term @ rate on January 20th.

Commissioners Stoerger and Richardson to allow the Treasurer to move up to 1.3 mil from the URUA to the general fund to cover expenses until our Tax check is received. Motion unanimously carried.

Commissioners Hayes and Stoerger moved to accept the donations that totaled $425. Motion unanimously carried. {See Attachment B}

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

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 B}

SECRETARY'S REPORT & CORRESPONDENCE

To be included as attachments:

- RRFD Vehicle status report {See Attachment C}
- District Summary Report for January {See Attachment D}
- 2022 Year End Incident Summary {See Attachment E}
- Travel for training report {See Attachment F}
- Note from Treasurer on Emma Filing {See Attachment G}
- Proof of publication of Legal notice on meeting dates{See Attachment H}
- Note from Municipal Solutions on MSRB rules {See Attachment I}
- Year End Financial Report update{See Attachment J}
- Year End Account Reconciliation {See Attachment K}
- Final closure letter from Unclaimed funds unit of NYS{See Attachment L}
- District Newsletter for January {See Attachment M}
- Invitation to the AFDSNY Annual Meeting in May {See Attachment N}
- Letter from Chief on a good job by FF Ekstrom {See Attachment O}
- BC Rogers intent to retire letter{See Attachment P}

To be included in folder with minutes:

- Email from Chairman on Stoneridge Layout
- Note from Treasurer on Tax Rate History
- Note from Chairman of Consolidation study grant
- Letter from Chief on the passing of Past BC Roets' wife.

CHIEF'S REPORT

One BC out for surgery (Non work related) expected to be back March 1st. He is progressing better than expected.

Gates Fire District will be hosting their recruit training in the spring. Much discussion proceeded around future retirements. After a lengthy discussion on how to take advantage of the spring recruit training, taking into consideration what the Chief has discussed. The board has moved as follows:
Commissioners Bowers and Richardson moved to give the Chief permission to interview 4 with the expectation that next month he would come to the board with up to 3 names for hiring consideration. Motion unanimously carried.

E255 suffered some minor damage to a driver's side mirror while traveling to and from the event at URMC.

E254 will be going out to Churchville when the parts come in to fix the body work which is needed from the incident at Unity.

Capt Howcraft and the Deputy are working on some grants.

The Contract for Turnout Express has been signed by the Chairman.

Vector Solutions contract comes up for review in March.

Workfit's contract has been signed by the Chairman

During the Christmas storm between the 23 - 27th we had over 160 incidents. On the 24th, we sent E254 to Orleans county to assist with storm cleanup. On Dec 26 - 29th we sent a pickup 3 FFs, equipment and an officer to Buffalo to assist with storm cleanup. The County Executive presented a plaque to the district for our efforts.

The Chief updated the board on the district sponsoring a FF#1 class in-house. This normally is taught at the County Facility. This will be taught by BC Quill.

DEPUTY CHIEF'S REPORT

The Deputy reported the Annual OSHA on duty injury report has been submitted. The Safety Committee has investigated each of the reported cases and made recommendations to prevent them from recurring.

The turnout gear contract this past year has paid for itself by the vendor giving us recommendations on changes that will prevent many of the repairs we have encountered during the past year.

We just received a request for proposal from the county, to submit for grant monies under the American Rescue Plan. He has been combing through all the paperwork. More to come in the near future.

Lieut. Howcraft is working on the AFG grant paperwork.

OLD BUSINESS

Commissioner Stoerger updated the board on the Stoneridge project. He will email the estimated cost paperwork from Bergmann. The Chief is looking at pluses and minuses of another proposal. The Chairman has asked the Treasurer to put together a ballpark figure on the impacts to the future budgets. The Chief will check with West Webster and Spencerport to gain knowledge on the next steps.

The secretary sent out the Procurement and Financial Management policies to everyone for review.

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Motion made by Commissioners Stoerger to adopt the revised procurement policy, 2nd by Commissioner Richardson, Motion unanimously carried.

Motion made by Commissioners Bowers to adopt the revised financial management policy, 2nd by Commissioner Stoerger, Motion unanimously carried.

The Chairman updated the board on what is happening with the grant on the consolidation study.

NEW BUSINESS

Commissioner Bowers received the Training for travel in January/February. **Motion to approve the training, Commissioner Stoerger, 2nd Commissioner Hayes, unanimously carried.** {See Attachment F}

Some discussion around Tom Kirchoff's salary took place, afterwards the board moved as follows,

Motion made by Commissioners Stoerger, 2nd by Commissioner Bowers to increase his pay to $38.15, Motion unanimously carried

The Secretary discussed the conflict with Commissioner Messbauer on future meeting dates for the board after having moved it to Tuesdays. It was felt that we could continue to use Mondays as we had last year with a few changes. Next month it will remain on Tuesday the 21st because moving it to Monday wouldn't change his ability to attend. Secretary Bowers to send out the new dates and redo the notice to the paper.

The dates will be March 13th, April 17th, May 15th, June 19th, July 17th, August 21st, Sept 18th, Budget Hearing and Meeting Oct 17th, November 20th, and Commission election and Meeting December 12th.

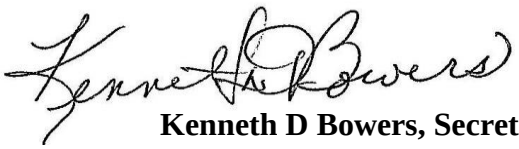
UPCOMING EVENTS

- **February 4th Cancer Event @ Lakeshore rinks, put on by FF Mike Stoerger starts @ 2pm.**
- **Valentines Day Feb 14th**
- **MCFDOA meeting February 17th 6pm @ Double Tree on Jefferson Rd**
- **Next Board Meeting February 21st @ 18:30 hrs.**

MOTION TO ADJOURN

Commissioners Stoerger and Bowers moved to adjourn at 19:53. Motion carried.

Respectfully,



Kenneth D Bowers, Secretary

Addenda:

A. January 17th Abstract of claims
B. Financial Report incl CIP P&L
C. RRFD Vehicle status report
D. District Summary Report for January
E. 2022 Year End Incident Summary
F. Travel for training report
G. Note from Treasurer on Emma Filing
H. Proof of publication of Legal notice on meeting dates
I. Note from Municipal Solutions on MSRB rules
J. Year End Financial Report update
K. Year End Account Reconciliation
L. Final closure letter from Unclaimed funds unit of NYS
M. District Newsletter for January
N. Invitation to the AFDSNY Annual Meeting in May
O. Letter from Chief on a good job by FF Ekstrom
P. BC Rogers intent to retire letter