RIDGE ROAD FIRE DISTRICT
Commission's Monthly Board Minutes
4/17/2023

Present: **Eric Stoerger, Commissioner / Chairman**
Kenneth D. Bowers, Commissioner / Secretary
John Hayes, Commissioner
Tom Richardson, Commissioner
Dave Messbauer, Commissioner
Steve Johnson, Chief
Sean McGarry, Deputy Chief
Richard Frisicano, District Treasurer
Cheryl Garofalo, District Administrator / Deputy District Treasurer

Absent:

CALL TO ORDER
The meeting was called to order at 6:30 PM by Chairman Stoerger.

PUBLIC FORUM

The only members of the public in attendance were our Financial Auditors Sean Hucko and Lawrence Johnston from Stokes, Visca, Hucko & Barone, LLC, and FF's Sean Wilder and Sam Dupra from our District.

PRESENTATION OF THE 2022 YE FINANCIAL REPORT

Mssrs. Sean Hucko and Lawrence Johnston, our Accountants from Stokes, Visca, Hucko & Barone, LLC., presented their report on our 2022 YE Financials and Audit to the District Board of Fire Commissioners and District Senior Staff. After some discussion the District Board accepted the report. {A Copy will be filed with meeting notes}

PREVIOUS BOARD MINUTES
The Board Minutes from March 13th, 2023, were sent, and all updates have been incorporated. **Commissioners Messbauer and Hayes moved that the minutes be approved. Motion unanimously carried.**

ADMINISTRATOR'S REPORT

District Administrator Garofalo presented the General Abstract of audited claims for the period up to April 17th, 2023 for review and approval for payment. The total claims were $230,634.48, Commissioner Bowers represented the Board at the bill review. Significant payments included ($5,705.88) to Churchville Fire Equipment for Hotel & Air Fare for 4 Individuals to attend Drawing Approval in Florida, ($5,762.02) to NYSIF Workers Compensation for Premium payment on our policy, ($3,458.50) to Municipal Emergency Solutions for Turnout Gear, ($7,147.00) to Utica National Insurance for Commercial and Auto premium ($164,123.74) for our Health and Life Insurance Plans
After a short discussion the Board moved as follows.
Commissioners Messbauer and Stoerger 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 April 17th, 2023 for a total of $16,622,684.43, CD Summary as of 4/18/2023, Account Reconciliation report. Cash Receipts report as of 4/18/2023, total $14,598,930.23. Profit and Loss Actual vs. Budget – as of April 18th, 2023.
$250.00 Donations for the month
Rick recommends that we reinvest:

$10,800,000.00 General Account #1890 for a 28 day term @ rate on Friday the 21st
$368,709.37 + Interest - Bond Reserve #6074 for a 28 day term @ rate on 4/21
$1,711,010.60 + Interest - URUA #1108 for a 28 day term @ rate on 4/21

Commissioners Stoerger and Messbauer moved to accept the donations that totaled $250. Motion unanimously carried. {See Attachment B}

Commissioners Richardson and Bowers 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:

- Note from Harris Beach PLLC per Audit letter sent to them. {See Attachment C}
- Note from Coughlin & Gerhart on fee increases {See Attachment D}
- Note from Chairman/Chief about making Temporary Lt position. {See Attachment E}
- Chief posting of LT temporary position to Mike Stoerger {See Attachment F}
- Note from Chief on 253 and 255 being out of service. {See Attachment G}
- Note from Chief, moving the swearing in ceremony until June 19th {See Attachment H}
- Note from Treasurer on RFP for Auditing Services {See Attachment I}
- Note from Treasurer on RFP for Bond Counsel {See Attachment J}
- District Newsletter for April {See Attachment K}
- District summary Report for April {See Attachment L}
- RRFD Vehicle status report {See Attachment M}

- Travel for training report {See Attachment N}
- Copy of 2nd ad on Monthly meetings of the BOFC from RBJ {See Attachment O}

To be included in folder with the minutes:
- Completed Non-Union Employee Handbook
- Chief's agenda
- Ridge Road Fire District 2022 Financial Audit

CHIEF'S REPORT

One **FF** out (Non work related) expected to be back by April 20th.
BC Mazzaferro is back from his surgery.
Our recruits are in week 4 of the recruit academy and doing well. DC and Chief has been out to see them a couple of times.
LT Borelli has left for NYC to attend his first line Supervisor class; Mike Stoerger is filling in his spot while he is gone.
DC & the Chief has met with the ISO Auditors, we were close, we met all the requirements, but it wasn't obvious to the auditors. The ISO sets fire department standards that provide benchmarks for operational effectiveness and provides a Public Protection Classification rating for more than 45,000 fire districts nationwide. Less than 1% of the fire departments nationwide are rated as Class 1.
Capt. Dupra has ordered 4 SCBA cylinders @ $6200
Lt Howcraft has been working with NYS Fence to replace the fence at Ridgeway.
The Generator is still out of service at Stoneridge, awaiting parts that need replacing.
Swearing in Ceremony on the 19th of June before Commission meeting

Deputy Chief's Report

FF Cotterone has requested to come back to the line. A request for someone to fill the Community Risk Reduction position went out and no one from the district showed any interest. We have canvassed outside for this position. BC Gebo and the DC met with 3 candidates for the position and one stood out among the rest. The Deputy is asking the board's permission to reach out and offer the part-time position to Ashley Chapman. Start date would be April 27th.
Commissioners Stoerger and Messbauer moved to give the Deputy permission to offer the part-time job to Ashley Chapman. Motion unanimously carried.

Four of the New truck committee members traveled to Pierce in Bradington FL. The deputy thought it was very beneficial to have all 4 attend and it saved us money in the long run.
BC Gebo has offered CPR training to anyone wishing to get the training.

The Deputy explained to the board about the idea of moving up the E253 replacement because of the changing emission regulations. It would save us buying a Quint and Engine in the same year. It will also save us $110,000, which is the estimated increase if we wait until later to purchase this engine. Not to mention we don't have to respec another engine, saving committee manpower time as well.
Commissioners Stoerger and Richardson moved to give the Deputy permission to sign a contract with Pierce to purchase the 2nd Engine as E253 replacement. Motion unanimously carried.

Lt Sam Dupra spoke on how beneficial it was for the 4 of them to travel to Florida to look over the specs on the New Engine and was very appreciative of the board's support in this activity.

The Deputy spoke of the plans for the new E253 when it arrives, there is some retrofit of a cabinet that Churchville will be doing.

OLD BUSINESS

Chairman Stoerger updated the board on our meeting with John Radesi and Ray Diraddo. John is Vice President of Christa Construction and has worked with Ray on many projects as CM. He explained what the role of CM is and what he brings to the CM job. Christa has a working relationship with Bergmann on Firehouse construction. Ray and John have a good working relationship, which really helps. After much conversation the board moves as follows. **Commissioners Bowers and Stoerger moved to move forward with having John Radesi as our CM for the Stoneridge Project. Motion unanimously carried.**

Chairman Stoerger and Bowers updated the board on some leaking issues with the Storefront. Chairman Stoerger is going to talk to Captain Williams before moving forward. Bergmann is coming back to look at it with Captain Williams.

NEW BUSINESS

Commissioner Bowers received the Training for travel in April/May. **Motion to approve the training, Commissioner Messbauer, 2nd Commissioner Stoerger, unanimously carried.** {See Attachment N}

The Chief has asked that we surplus a couple of pieces of equipment that we no-longer need. Resolution 2023-04-1
Motion to approve the Resolution, Commissioner Stoerger, 2nd Commissioner Messbauer, unanimously carried. {See Attachment P}

Treasurer Frisicano explained his work with the Bond Counsel RFP, He is recommending that we go ahead with Robert Smith @ Hawkins, Delfield & Wood LLP. Rick will contact Hawkins, Delfield & Wood LLP and let them know we would prefer them as our Bond Counsel.

Treasurer Frisicano updated the board on the RFP for our Auditor firm for the district. We will hold this until October.

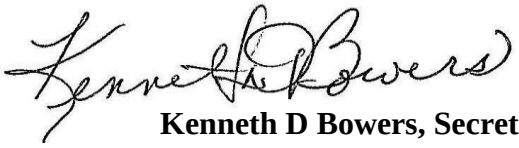
UPCOMING EVENTS

- **Next MCFDOA Meeting April 19th 6pm @ Red Fedele's Brooke house**
- **Mothers Day May 14th**
- **Next Board meeting May 15th 6:30pm**
- **Memorial Day May 29th**

MOTION TO ADJOURN

Commissioners Messbauer and Stoerger moved to adjourn at 20:00. Motion carried.

Respectfully,



Kenneth D Bowers, Secretary

Addenda:

A. April 17th Abstract of claims {See Attachment A}
B. Financial Report incl CIP P&L {See Attachment B}
C. Note from Harris Beach PLLC per Audit letter sent to them. {See Attachment C}
D. Note from Coughlin & Gerhart on fee increases {See Attachment D}
E. Note from Chairman/Chief about making Temporary Lt position. {See Attachment E}
F. Chief posting of LT temporary position to Mike Stoerger {See Attachment F}
G. Note from Chief on 253 and 255 being out of service. {See Attachment G}
H. Note from Chief, moving the swearing in ceremony until June 19th {See Attachment H}
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K. District Newsletter for April {See Attachment K}
L. District summary Report for April {See Attachment L}
M. RRFD Vehicle status report {See Attachment M}
N. Travel for training report {See Attachment N}
O. Copy of 2nd ad on Monthly meetings of the BOFC from RBJ {See Attachment O}
P. Resolution 2023-04-1 {See Attachment P}

To be included in folder with minutes

1. 2022 YE Financials Report
2. Completed Non-Union Employee Handbook
3. Chief's Agenda