RIDGE ROAD FIRE DISTRICT
Commissioner's Annual Organizational Board Meeting Minutes
1/2/2024

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 Frisicano, 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 4:02 PM by Commissioner Bowers.

Oath Administration:

Newly Re-elected Commissioner John Hayes 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 2024.
Commissioner Messbauer nominated Commissioner Bowers with a second to the nomination being offered by Commissioner Stoerger.
Commissioner Bowers nominated Commissioner Stoerger with a second to the nomination being offered by Commissioner Messbauer. The Board voted unanimously to re-elect Commissioner Stoerger as Chairman.

Vice Chairperson Nomination:

Commissioner Stoerger asked for nominations for the position of Vice Chairman of the Board for 2024. 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 published on 12/22/2023 in the Rochester Business Journal. Added to our sign board out front of HQ and also published on our website on the 29th of December 2023 which contained where and when it would be held. {See attachment B}

Board Administrative Appointments

Commissioner Bowers was nominated for the position of Secretary for 2024 by Commissioner Stoerger, 2nd Commissioner Messbauer. Unanimously approved

Richard Frisicano was nominated for the position of Treasurer for 2024 by Commissioner Bowers, 2nd Commissioner Stoerger. Unanimously approved.

District Administrator Cheryl Garofalo was nominated for the position of Deputy Treasurer for 2024 by Commissioner Bowers, 2nd Commissioner Richardson. 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 - C,D,E}

Counsel Appointments:

General Counsels:
Raymond DiRaddo with rates consistent with letter of engagement (No Retainer)

McConville Considine Cooman & Moran, PC with rates consistent with letter of engagement forthcoming. (No Retainer)

Coughlin & Gerhart, L.L.P. with rates consistent with letter of engagement forthcoming (No Retainer) (employee 207-a issues)

Harris Beach, L.L.P. with rates consistent with letter of engagement forthcoming (No Retainer) (Labor Counsel

Robert P. Smith, Esq. of Hawkins, Delafield & Wood LLP as Bond Counsel (No Retainer)

Motion to approve the Counsel Appointments Commissioner Bowers, 2nd. Commissioner Stoerger. Unanimously approved.

Submission of the Annual Report:

District Treasurer Frisicano submitted the Annual Financial Report for 2023. A copy is attached with the minutes. Also his plan to get our Unreserved / Unappropriated fund back to less than 24% is to use the overage to lower the 2024 tax assessment. {See Attachment - F}

Motion by Commissioner Bowers, 2nd. Commissioner Stoerger to accept the treasurer's plan to get our Unreserved/Unappropriated fund back to 24%. Unanimously approved.

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, 2024 (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 2024 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) Rochester Business Journal
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 Bowers, 2nd. Commissioner Stoerger. Unanimously approved

Review of our District Policies:

Both the Financial Management and Procurement policies are being revised and will be presented 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 Bowers, 2nd. Commissioner Richardson, Unanimously approved to set the 2024 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 15th after Public Budget Meeting, Tuesday December 10th at 18:30 hrs. reserved for the commission election. Both 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 Messbauer, 2nd. Commissioner Bowers. Unanimously approved.

Board Motion: To approve Member Commissioner's attending if so desired following conferences: IAFC Fire Rescue Conference in August, 2024, AFDSNY Conference in May, 2024, and NYSFC Conference in June, 2024 by Commissioner Messbauer, 2nd. Commissioner Stoerger. 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 # 2024-1-1
January 2, 2024

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 2024:

Bill Danno - Election Chairman
Kathleen Danno – Ballet Clerk
Kathryn Bowers - Election Inspector
Jackie Sharpe - Alternate
Edward Sharpe - 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 2024 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 2, 2024

Kenneth D. Bowers, Secretary
BOARD OF FIRE COMMISSIONERS
RIDGE ROAD FIRE DISTRICT
1299 Long Pond Road
Rochester, New York l4626

Board Motion: to accept Resolution to appoint the 2024 Board of Elections; Commissioners: Stoerger Yes, Bowers Yes, Richardson Yes, Messbauer Yes, Hayes Yes. Unanimously approved. {See Attachment - I}

****

Board Appointments

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

Appoint Insurance Agency: Churchville Agency, representing Utica National.
Motion to approve Commissioner Bowers, 2nd. Commissioner Messbauer. Unanimously approved

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

Designate Health Care Broker: Jeffrey Nagel….RDG Partners+Employee Retention Solutions.
10 Winthrop Street Rochester, New York 14607
Motion to approve Commissioner Bowers, 2nd. Commissioner Stoerger. Unanimously approved

General Operating Practices: (Each Needing a Motion)

A motion to set the Personal Automobile Travel Allowance at the IRS rate effective 1/1/2024 by Commissioner Stoerger, 2nd. Commissioner Richardson. 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 2023. 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 Stoerger, 2nd. Commissioner Hayes. Unanimously approved

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

Non-Union District Salaries for 2024

The Chairman asked that the Chief and Deputy along with Administrator and Treasurer leave the room while the Board discusses the Chief's proposal.
After a lengthy discussion
A motion made by Commissioners Stoerger, 2nd by Commissioner Bowers to give a 5% raise to the Chief, Deputy, Administrator, and all the district staff, unanimously approved.

The Board was thanked for all of the Non-Union Employees' raises.

OLD BUSINESS

The Treasurer asked for Board permission to reopen the Bond Reserve CD. Motion by Commissioner Stoerger and seconded by Commissioner Bowers, unanimously approved.

He also pointed out that his plan to bring our unreserved fund in line with our policy is to use the excess to lower the 2025 tax levy.

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

The Chief asked the board to consider increasing the Administrator's base by 6%. The Chairman proposed that we increase the Administrators pay by 6%, 2nd Commissioner Hayes, unanimously carried.

FUTURE MEETINGS AND EVENTS

- Next Board Meeting January 15th 6:30 PM
- Martin Luther King's Day January 15th

The Chairman thanked all of the Ridge Road Staff and Commissioners for their outstanding work over the past year.

The Chief thanked the Board for their continued support.

MOTION TO ADJOURN

Motion to Adjourn at 16:45 pm Commissioner Messbauer, 2nd Commissioner Bowers, Unanimously Approved

Respectfully,

Commissioner/Secretary

Addenda:

A. Oath of office for Commissioner Hayes
B. Proof of Media Notification
C. Oath of office for Commissioner Bowers as Secretary of the District
D. Oath of office for Rick Frisicano 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 2024 Commission Meetings
I. Board of Elections appointment resolution 2024-1-1