# RIDGE ROAD FIRE DISTRICT
# Commission's Monthly Board Minutes
# 4/15/2024

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

**Sean McGarry, District Chief**
**Joe Muniz, Deputy District Chief**
**Cheryl Garofalo, District Administrator / Deputy District Treasurer**
**Richard Frisicano, District Treasurer**

**Absent:**

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

**PUBLIC FORUM**
No members of the public were in attendance, we did have in attendance our District Auditors from Stokes, Visca, Hucko, & Barone, LLC.

**PREVIOUS BOARD MINUTES**
The Board Minutes from March 18th 2024 Board Meeting Minutes were sent, and all updates have been incorporated.
**Commissioners Messbauer and Hayes moved that the minutes be approved. Motion unanimously carried.**

**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 2023 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}**

**ADMINISTRATOR'S REPORT**

District Administrator Garofalo presented the Abstract of audited claims for the period up to April 15th, 2024 for review and approval for payment. The total claims were $919,905.11 Commissioner Bowers represented the Board at the bill review. Significant payments included ($4,517.27) to American Express for misc expenses with travel for training etc. ($19,978.50) to EV Warning Systems, LLC for Outfitting the new Chief's vehicle, ($4,284.00) to Finger Lakes Enviro-Tech, LLC for Containerization & Disposal of 55 Gal drums & Pails of 3%-6% AFFF. ($630,068.90) to Firematic Supply Company Inc. for our new 2023 Pierce Pumper, ($6,171.84) to Firematic Supply Company Inc. for Final Inspection trip for 4 individuals, ($12,545.33) to Firematic Supply Company Inc. for New Equipment to outfit the new Engine, ($24,221.25) to Passero Associates for Professional Services for the Stoneridge Project, ($6,177.00) to Municipal Emergency Services for Rescue Equipment, Polo's, Job Shirts, Pants ($15,324.00) to North Greece Fire District for Mechanic Services, ($5,837.00) to Utica National Insurance for Commercial & Auto Insurance premium installment ($154,461.29) for our Health, Retirement and Life 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 A}

**TREASURER'S REPORT**

Treasurer Frisicano presented the Financial Report for the month which included the Account balances report as of April 15th 2024 for a total $17,772,823.20, CD Summary as of 4/15/2024, Account Reconciliation rpt. Profit and Loss Actual vs. Budget – as of April 15th, 2024. Response Donation for $100.00 for the month
Rick asked permission to invest $500,000.00 In the General CD 0757 for 63 days matures 6/19/24

After some discussion, the Board moved as follows:
**Commissioners Bowers and Richardson moved to accept the Donation of $100.00 Motion unanimously carried.** {See Attachment B}

**Commissioners Richardson and Hayes moved to accept the Treasurer's investment Strategy for the month. Motion unanimously carried.** {See Attachment B}

**Commissioners Richardson and Messbauer 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:**

- General Abstract for February {See Attachment A}
- Monthly Financial Report {See Attachment B}
- District summary Report for March {See Attachment C}
- District Newsletter for March {See Attachment D}
- RRFD Vehicle status report{See Attachment E}
- Travel for training report {See Attachment F}
- Updates from the Deputy on the progress with the New 252 {See Attachment G}
- 2 Quotes for fixing the heat in the Annex {See Attachment H}
- Note from Chief on proposed changes to the Non-Union employees handbook {See Attachment I}
- Note from BC Gebo on Swearing in ceremony {See Attachment J}

- Note from District Administrator on correction to abstract in Dec 2023 {See Attachment K}
- Update from Chief on Annex Heat {See Attachment L}
- Note from Chairman on request from Past Chief Johnson's father. {See Attachment M}
- Note from Deputy with updated Seniority and Assignments {See Attachment N}

**To be included in folder with minutes:**

- Copy of District Audit Report for 2023

## CHIEF'S REPORT

- We have 1 Firefighter out with a work-related shoulder injury
- He and the Deputy have been working through their transition plan, and they have met with each of the crews. They are putting together an officers meeting.
- All 3 of our recruits are doing well at the academy.
- FF O'Connel was nominated for EMS provider of the year. Kudos to Lt O'Kelly for taking the time to submit the nomination form.
- It's been 1 year since hiring our part time fire safety person, the Chief has reviewed her performance which has been great. He would like permission to give her a $1.00 per hour raise. She is presently at $23.00 and she would go to $24.00 per hr.
- We have some surplus gear that is at the end of their life. North Greece is working with an organization from Guatemala. He would like to piggyback on this effort with our surplus gear.
- Kudos to BC Gebo on Saturday's event, it was well attended and received.
- Kudos to the personnel that worked the NG fatal fire, they performed well.

**Commissioners Stoerger and Hayes moved to give permission for Chief McGarry to increase the Safety Person's hourly wage from $23 to $24. Motion unanimously carried.**

## DEPUTY CHIEF'S REPORT

- The Deputy Chief updated the board on the update on our Stoneridge Ridge process, he said they are meeting on room to room plans plus door excess. The bell tower has been removed from the project to save cost. Also met with ECD on response changes during the project.
- The Deputy also updated the board on E252 it has gone out to Firematic to get it's final items cleaned up. Looks like about 16K for the work they are doing. Probably will be there for about 4 weeks.
- It's hose testing time and we have received bids for the work from a couple of different organizations. Both were the same per foot, First Due Services is who we have used in the past, they came in at $.30 per foot. The suggestion is to use them again this year.

**Commissioners Stoerger and Messbauer moved to give permission for DC Muniz to sign a contract with First Due Services for the hose testing.**

- During the last week of the month the town will be doing live fire events.
- To replace the foam we disposed of last month will cost around 3K, the deputy did look into working with our neighboring districts on the replacement but they use a different foam than we do.
- The Deputy is asking for the District to purchase 2 extra cable boxes at roughly $30.00 per month.

**Commissioners Bowers and Messbauer moved to give permission for DC Muniz to purchase 2 extra cable boxes.**

- Things are working well with Passero on the Stoneridge project. DC Muniz is the point person between them and the district.

## OLD BUSINESS

The Chief updated the board on the issue with heat in the Treasurer's office. Work is still going on. We have two proposals on what is needed. Much discussion took place and at this point we will meet with Crosby-Brownlie to discuss the path forward. We will meet with them on the 30th after we meet on the handbook.

Chief McGarry updated the board on the HCWB present process. Ray DiRaddo and the Chief put together a response back to the state.

## NEW BUSINESS

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

Commissioners Bowers and Stoerger will meet with the Chief and Deputy to go through the proposed changes to the Non-Union Employee handbook

The Chief updated the Board on their meeting with Churchville on our annual policy review. They suggested we upgrade our umbrella policy from 5 million to 10 million.

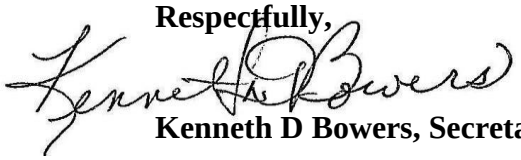
## UPCOMING EVENTS

- Next County Meeting April 18th @ St. Paul Exempts 6:00pm
- Administrative Professional's day April 24th
- Armed Forces Day May 18th
- Next Monthly Board Meeting May 20th @ 6:30pm

## MOTION TO ADJOURN

**Commissioners Messbauer and Stoerger moved to adjourn at 7:59. Motion carried.**

**Respectfully,**



**Kenneth D Bowers, Secretary**

**Addenda:**
**To be included as attachments:**

A. General Abstract for February {See Attachment A}
B. Monthly Financial Report {See Attachment B}
C. District summary Report for April {See Attachment C}
D. District Newsletter for April {See Attachment D}
E. RRFD Vehicle status report {See Attachment E}
F. Travel for training report {See Attachment F}
G. Updates from the Deputy on the delivery of the New 252 {See Attachment G}
H. Two Quotes for fixing Annex Heat {See Attachment H}
I. Note from Chief on proposed changes to the Non-Union employees handbook {See Attachment I}
J. Note from BC Gebo on Swearing In Ceremony {See Attachment J}

K. Note from District Administrator on correction to abstract in Dec. {See Attachment K}
L. Update from Chief on Annex heat. {See Attachment L}
M. Note from Chairman on request for Chief Johnson's father {See Attachment M}
N. Note from Deputy with Updated Seniority and Assignments {See Attachment N}

**To be included in folder with minutes:**
Audit Report for 2023
Note from Chief on updates to Non-Union Employee Benefits book.