RIDGE ROAD FIRE DISTRICT
Commissioner's Annual Organizational Board Meeting Minutes
1/2/2025

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

Sean McGarry, Chief
Joe Muniz, 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 11:05 AM by Commissioner Bowers.

Oath Administration:

Newly Re-elected Commissioner Dave Messbauer 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 2025.
Commissioner Messbauer nominated Commissioner Stoerger with a second to the nomination being offered by Commissioner Bowers. Commissioner Stoerger respectfully declined.
Commissioner Stoerger nominated Commissioner Bowers, with a second to the nomination by Commissioner Hayes. Commissioner Bowers respectfully declined.

Commissioner Bowers nominated Commissioner Messbauer, he respectfully declined Commissioner Stoerger nominated Commissioner Richardson with a second to the nomination being offered by Commissioner Hayes. The Board voted unanimously to elect Commissioner Richardson as Chairman.

Vice Chairperson Nomination:

Commissioner Richardson asked for nominations for the position of Vice Chairman of the Board for 2025. 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 sent in for publishing on 12/30/2024 in the Rochester Business Journal. Added to our sign board out front of HQ and also published on our website on the 30th of December 2024 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 2025 by Chairman Richardson, 2nd Commissioner Stoerger. Unanimously approved

Richard Frisicano was nominated for the position of Treasurer for 2025 by Chairman Richardson, 2nd Commissioner Stoerger. Unanimously approved

District Administrator Cheryl Garofalo was nominated for the position of Deputy Treasurer for 2025 by Chairman Richardson, 2nd Commissioner Bowers. Unanimously approved

Chairman Richardson 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 Hayes. Unanimously approved.

Submission of the Annual Report:

District Treasurer Frisicano submitted the Annual Financial Report for 2024. A copy is attached with the minutes. He says that over the next couple of weeks it will be updated to reflect the most recent numbers. {See Attachment - F}

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, 2025 (Copy to be sent to the Town Clerk) (District Administrator will get it to the Clerk) by Commissioner Bowers, 2nd. Commissioner Richardson. Unanimously approved.

Adopt the 2025 Organizational Chart for the District

Commissioner Bowers moved that we approve the Org chart that the Chief provided, 2nd Chairman Richardson, 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 Messbauer, 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. Chairman Richardson. 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 Messbauer, 2nd. Commissioner Stoerger. Unanimously approved.

Board Motion: A motion by Commissioner Bowers, 2nd. Commissioner Messbauer, unanimously approved to set the 2025 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 21st after Public Budget Meeting, Tuesday December 9th 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 Bowers, 2nd. Commissioner Stoerger. Unanimously approved.

Board Motion: To approve Member Commissioner's attending if so desired following conferences: IAFC Fire Rescue Conference in August, 2025, AFDSNY Conference in August, 2025, and NYSFC Conference in June, 2025 by Commissioner Messbauer, 2nd. Commissioner Bowers. Unanimously approved.

All travel by Board members will be consistent with the District's Travel Policy

Commissioner Bowers proposes the following resolution:

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Ridge Road Fire District

Resolution # 2025-1-1
January 2, 2025

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 2025:

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 2025 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.

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 2025 Board of Elections; Commissioners: Stoerger Yes, Bowers Yes, Richardson Yes, Messbauer Yes, Hayes Yes. Unanimously approved. {See Attachment - I}

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Board Appointments

Appoint Auditing Firm: Stokes, Visca, Hucko & Barnes, LLC, ***First*** year of five year RFP award.
Motion to approve Chairman Richardson, 2nd. Commissioner Bowers. 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 Chairman Richardson, 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 Messbauer, 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 $.70 effective 1/1/2025 by Commissioner Bowers, 2nd. Commissioner Stoerger. 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 2024. The Secretary may send policies to Board members in electronic or digital format in order to save the cost of providing paper copies by Chairman Richardson, 2nd. Commissioner Bowers. 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 2025

The Salaries for everyone but Secretary and Treasurer are designated in the handbooks. After a short discussion
A motion made by Chairman Richardson, 2nd by Commissioner Stoerger to give a 4.5% raise to the Treasurer and Secretary, unanimously approved.

OLD BUSINESS

None

FUTURE MEETINGS AND EVENTS

- Next Board Meeting January 20th 6:30 PM
- Martin Luther King's Day January 20th

MOTION TO ADJOURN

Motion to Adjourn at 11:35 pm Chairman Richardson, 2nd Commissioner Stoerger, 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 2025-1-1