RIDGE ROAD FIRE DISTRICT
Commission's Monthly Board Minutes
6/15/2026

Present: **Dave Messbauer, Commissioner / Chairman**
Kenneth D. Bowers, Commissioner / Secretary
John Hayes, Commissioner
James Cary, Commissioner / Vice Chairman
Ken Long, Commissioner

District: **Sean McGarry, District Chief**
Joe Muniz, Deputy District 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 Messbauer

PUBLIC FORUM

PLEDGE OF ALLEGIANCE
Deputy Chief Muniz led the Pledge

PREVIOUS BOARD MINUTES
The Board Minutes from the May 18th, 2026 Board Meeting Minutes were sent, and all updates have been incorporated.
Commissioners Hayes and Long moved that the minutes be approved. Motion unanimously carried.

ADMINISTRATOR'S REPORT
District Administrator Garofalo presented the abstract of audited claims for the period up to June 15th, 2026 for review and approval for payment. The total claims were $360,913.22 for the District. Commissioner Bowers represented the Board at the bill review. Significant payments included ($14,352.00) to BLP Sealcoat for Sealing and crack filling at HQ and Ridgeway ($23,611.08) to Firematic Supply Company for Annual ASir Pack Insp Advanced cleaning of Gear and Repairs to E252, ($6,100.00) to Kaplin-Schmidt Electric, Inc for Repairs to light Pole at Ridgeway this was covered by Insurance, ($10,343.18) to NYSIF Workers Comp for Premium

Payment for Policy, ($8,284.00) to Utica National Insurance Group for Commercial & Auto Package ($235,728.75) for our Health, Retirement and Life Insurance Plans.

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

TREASURER'S REPORT
Budget Committee will include Commissioner Long and Commissioner Cary
The Treasurer presented the Financial Report for the month, which included the Account balances report as of June 15th, 2026 for a total of $19,245,043.96, CD Summary as of 6/15/2026

1) Reinvest $11.8M in General CD
2) Reinvest balance of URUA CD
3) Reinvest balance of Bond Reserve CD
4) Reinvest balance of StoneRidge CD
All maturing on 7/15/26

Commissioners Bowers and Messbauer moved to accept the Donations of $415 from Volkmar donations. Motion unanimously carried. {See Attachment C}

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

Commissioners Cary and Messbauer moved to approve the reconciliation of bank accounts. Motion unanimously carried. {See Attachment C}

Commissioners Hayes and Messbauer moved to accept the Treasurer's Report. Motion unanimously carried. {See Attachment C}

SECRETARY'S REPORT & CORRESPONDENCE
Correspondence:

- Note from Chief on formal response from the Ridge Road Fire District regarding your generous vehicle lease offer.
- Note from Capt. Williams on updated May/June training travel & attendance schedule.
- Note from the Administrator with the signed Natural Gas Agreement between the Ridge Road Fire District and Sprague Energy,
- Note from the Chief updating the board that Western NY Sealing has completed the work at Ridgeway
- Note from the Chief with an attached press release from Chief Andrews of the BFD regarding yesterday's fatal fire
- Note from the Chief with the updated BLP invoice for Ridgeway Sidewalk

- Note from Chairman Messbauer requesting to add Building Access to the Agenda
- Note from the Chief on recognition from the Greece Central School District for our Public Education and Fire Safety Team, especially BCs Howcraft and Gebo, Lt. Yale, and FPS Ashley Chapman, for their hard work and dedication in building and maintaining this partnership with GCSD.
- Note from the Chief with a draft of our first public-facing annual report
- Note from the Treasurer with the Financial Report for the Month
- Note from the Deputy with the signed copy of the allocation letter.

To be included as attachments:

- RRFD Vehicle Status Report {See Attachment E}
- District summary report for May {See Attachment F}
- May Financial Summary from Treasurer Frisicano {See Attachment G}
- District Newsletter for May {See Attachment H}
- Travel for Training Report {See Attachment I}

CHIEF'S REPORT

- 1 Lt out for a work related injury
- 1 FF long term ill not work related
- Canvas Letters went out and due back last Friday the committee (Chief, Deputy Capt Williams and BC Howcraft) is presently setting up interviews
- The Chief asked that he be able to move Ashley Chapman our Fire Safety Individual to the official Civil Service Fire Safety Educator position now that she has completed the required test and is now on the list.

Motion to approve moving Ashley to the Civil Service Fire Safety Educator position, Commissioner Cary, 2nd Commissioner Bowers, unanimously carried.

- The Chief asked that he have permission to move away from Red Alert to FirstDue at 36K, he is still working out the details of the contract with Firstdue and has sent it to our legal Counsel as well.

Motion to approve moving from Red Alert to Firstdue not to Exceed 36K, Commissioner Cary, 2nd Commissioner Messbauer, unanimously carried.

- The Chief received a very nice letter from the Volkmar family with a check
- The Chief also has a couple of cash donations as well in memory of Chief Volkmar, which will show up on the July report.
- The Chief will be sending a letter to the family
- BC Howcraft received a $650.00 gift card from Wegmans that will be on next month's report.
- The Chief had two very nice plaques for Past Commissioners Stoerger and Richardson
- The Board was OK with the Chief moving forward with publishing the public-facing annual report

DEPUTY CHIEF'S REPORT

- Our Stoneridge project punch list is still being worked on, UDN still has some work to be done. Still has work on the efis coating and epoxy floor. Much discussion took place around the path forward.
- E254 is out for getting the damage repaired from the accident.
- Process Safety review was completed
- A lot of discussion took place around the locking of the buildings. 30K for all of Ridgeway and HQ buildings. 20K for HQ and Ridgeway without bunkroom door replacement.

Motion to approve moving forward with ReKeying Doors at HQ and Ridgeway to match Stoneridge, not to Exceed $30,200, Commissioner Hayes, 2nd Commissioner Messbauer, unanimously carried.

OLD BUSINESS

Motion to approve the updated RRFD Procurement Policy, Commissioner Hayes, 2nd Commissioner Cary, unanimously carried.

Motion to approve the updated RRFD Financial Management Policy, Commissioner Messbauer, 2nd Commissioner Cary, unanimously carried.

NEW BUSINESS

- Commissioner Bowers received the Travel for Training in June-July

Motion to approve the training, Commissioner Bowers, 2nd Commissioner Cary, unanimously carried. {See Attachment G}

- The Board had an extensive discussion around a recent incident involving an individual who entered the building and proceeded to have a heated discussion with the Deputy. The discussion about insurance and individuals entering and using the building was also discussed.
- The Chief and Deputy will work on a Facility Use and Access Policy, which will include permitting people to enter without proper business and access codes for individuals. They will also address the use of the workout facilities.
- The Chairman will draft a letter to the Exempts addressing what took place and the insurance issues, and he will share with the board before sending.

UPCOMING EVENTS

- Next County Meeting June 18th @ St Paul's Exempt 6.00pm (Ken, Jamie, Ken, and John).
- Next Regular Board Meeting is July 13th, 2026

MOTION TO ADJOURN

Commissioners Hayes and Cary moved to adjourn at 7:57 Motion carried.

Respectfully,

Kenneth D Bowers, Secretary

Addenda:

To be included as attachments:

- General Abstracts for May {See Attachment A}
- May Financial Report {See Attachment B}
- RRFD Vehicle Status Report {See Attachment C}
- District Summary Report for May {See Attachment D}
- District Newsletter for May {See Attachment E}
- Travel for training report {See Attachment F}