



IRONDEQUOIT FIRE DISTRICT

2960 Culver Road, Rochester, NY 14622

Board of Fire Commissioners Meeting Minutes

November 3, 2025

The regularly scheduled meeting of the Board of Fire Commissioners of the Irondequoit Fire District was held at the Culver Fire Station, 2960 Culver Road, in the Town of Irondequoit on November 3, 2025. The meeting was called to order at 6:30 p.m. by the Chairperson, who then led all present in the Pledge of Allegiance. A special moment of silence was observed in remembrance of Joann Turner, mother of Commissioner Rich Turner, following her unexpected passing.

Attendance:

Commissioners		Other District Officers	
Commissioner Ange	PRESENT	Chief Metcalfe	PRESENT
Vice-Chairperson Ingersoll	PRESENT	Assistant Chief Boehl	NOT PRESENT
Commissioner Lipari	PRESENT	Captain Serenati (VSS)	NOT PRESENT
Chairperson Napoli	PRESENT	Purchasing Clerk Mastin	PRESENT
Commissioner Turner	PRESENT	Treasurer Brown	PRESENT
		Secretary Riesenberger	PRESENT

- Approval of the previous meeting minutes - **APPROVED**.
- Approval to properly audit and pay the bills as submitted on or before this meeting - **APPROVED**.
- Approval to properly audit and pay the credit card statement on or before this meeting - **APPROVED**.

Public Input Session - none.

Scheduled Appointments - none.

Introduction of New Members - none.

Correspondence Report - none.

Financial & Administration Report

Prepared by Purchasing Clerk/Deputy Treasurer James Mastin, Treasurer Andy Brown, Secretary Rodd Riesenberger

1. Bank Reconciliations

- Status: All district bank accounts are reconciled through September 30, 2025.
- October Statements: October bank statements have not yet arrived; October reconciliations will be presented at the next meeting.



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- Budget Updates & Proposed Adjustments

All budget lines have been updated with BOFC-approved shifts and appropriations. To bring all expense lines into compliance, the following are proposed:

- a. Transfers

- i. 34101.1 Overtime is overspent by \$17,835.86 – transfer \$30,000 from 34101.0 Career Wages to cover remaining payrolls - **APPROVED**.
 - ii. 341018.2 Fire Prevention Personnel is overspent by \$156.61 – transfer \$1,000 from 34101.0 Career Wages - **APPROVED**.
 - iii. 1506.1 Medical/Physical – transfer \$5,000 from 90608 Health Insurance – Career to cover the remainder of 2025 - **APPROVED**.

- b. Appropriations

- i. 1200.1 Building Maintenance Supplies – appropriate \$2,000 from Interest Earnings to cover the overage and the remainder of 2025.
 - ii. 1300.7 Tools – appropriate \$1,000 from Interest Earnings to cover the remainder of 2025.
 - iii. 1505.1 Goodwill – appropriate \$1,000 from Interest Earnings to cover the remainder of 2025.
 - iv. 1508.12 – appropriate \$3,000 from Interest Earnings to cover the remainder of 2025 - **ALL APPROVED**.

2. 2025 Audit

Sean Hucko and his team will be onsite November 4, 2025 to begin preliminary 2025 audit fieldwork. An update will be provided at the next Commission meeting.

3. Facilities – Fence Project

The fence project is expected to begin soon; permits are in process.

4. Insurance Dividend Receipts

Dividend checks received from Utica National: \$888.00 and \$3,859.39.

5. Meeting Attendance

Secretary Riesenberger will be unable to attend the next Board of Fire Commissioners meeting. Purchasing Clerk Mastin will record the minutes in his absence.

6. Fire Commissioner Candidacy Reminder

All District residents interested in running for Fire Commissioner must submit their intent to Secretary Riesenberger no later than November 19.



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Operations Report

Chief Metcalfe and Assistant Chief Boehl

1. FEMA AFG Grant – Turnout Gear

Due to the ongoing Federal Government shutdown, finalizing the FEMA AFG Grant process for Turnout Gear has been challenging. Despite this, we continue to move forward and expect to have bids ready for BOFC review at the November 17, 2025 meeting.

2. Front Sign – Culver Station

The existing front sign at the Culver station has been removed, and the area has been cleaned and prepped for paint. According to Captain Serenati, Skylight Signs does not anticipate requiring additional electrical infrastructure. Next steps are painting and sign installation within the next few weeks.

3. Crew Sense Scheduling Platform

Historically, Vector Solutions provided our scheduling (Crew Sense), LMS (TargetSolutions), and inventory control (Check-It). We have since transitioned the LMS to Fire Engineering and inventory control to First Due.

4. Currently, we are experiencing recurring system failures with Crew Sense regarding payroll calculations, specifically compensation bank accruals. Multiple attempts to resolve these issues through Vector's ticket system have been unsuccessful.

Rodd has scheduled a meeting/call with Vector to attempt to resolve the issues. Crew Sense's agreement sunsets in March 2026 and requires 60 days written notice to discontinue. We recommend transitioning away from Crew Sense. We are in the process of implementing First Due Scheduling, with the goal of running both systems in parallel during the transition period.

5. Injury Reporting Forms Update

We are updating our injury reporting forms (Non-Service Connected, Workers' Compensation, and 207-a). Our current forms are outdated and create confusion for both employees and administrative staff. We have requested sample forms from Monroe County Career Chiefs and will formalize updated district versions in the coming weeks.

6. General Orders / SOG Development

No new General Orders for this meeting. We are beginning the process of transitioning toward SOGs (Standard Operating Guidelines). Attached is a draft of "Strategies and Tactics for Structure Fires - Residential."

7. Laborer / Mechanic Assistant Recruitment

The new job posting has been drafted and is under review. Once approved, we will move forward with advertisement.

8. We would like to send six (6) members of the IFD for training at the FDIC in Indianapolis in April for an initial cost of \$6,150 – **APPROVED**.



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Commission Reports

- *Commissioner Ange (Long Range Planning / Vice-Personnel)*
 - There will be a MCFDOA meeting on 11/20. Commissioners Ange and Napoli will be attending to represent the IFD.
- *Commissioner Ingersoll (BOFC Vice-Chairperson / Buildings & Grounds / LVFA Association Liaison / AFDSNY Rep.)*
 - RCVFA Defensive Driving Class Request
The Ridge-Culver Volunteer Fire Association (RCVFA) has requested use of the Culver Station on February 21, 2026, to host the annual NYS Defensive Driving Class. The Irondequoit Fire District will cover 50% of the course cost for active members, and the RCVFA will cover the remaining 50%.
 - No Alcohol on IFD Property – Policy Clarification and Amendment
Further discussion was held regarding the district's policy prohibiting alcohol on Irondequoit Fire District property. Commissioner Ingersoll reported that the Laurelton Volunteer Fire Association is again requesting special permission to have alcohol in the fire station or picnic area during their monthly meetings and occasional events.
The Fire Chief reiterated that the fire station is a workplace and a public facility, and therefore alcohol is not appropriate or permitted. Although past exceptions may have been allowed, the Chief stated that this can no longer continue.
Commissioner Lipari made a motion to amend General Order #006 to explicitly state that no exceptions will be permitted and that the district's drug and alcohol policy will be rigorously enforced beginning January 1, 2026. The motion was seconded by Commissioner Napoli. Commissioner Ingersoll opposed the motion; the remaining four commissioners voted in favor. The motion passed.
- *Commissioner Lipari (Personnel)*
 - Security Fence Discussion
Discussion was held regarding the new security fence project. The Ridge-Culver Volunteer Fire Association (RCVFA) requested a detailed rendering that clearly shows the areas to be fenced. In addition, the RCVFA asked for written permission to continue using the Culver Station parking lot for events held on their property. They are requesting access through district property to allow full ingress and egress to the 36 Russell Avenue property.
 - Memorandum of Understanding (MOU) Requirement
It was noted that, should access or shared use of the Culver Station parking lot be granted, an appropriate Memorandum of Understanding (MOU) will need to be developed. The MOU must clearly define expectations, including that no alcohol is permitted on any Fire District property, whether inside the building or in outdoor areas such as the grilling space. The Irondequoit Fire District will work with legal counsel to draft the MOU.
 - Following discussion in Executive Session, Temporary Captain Ryan Kohlmeier was promoted to Permanent Captain.



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- *Commissioner Napoli (BOFC Chairperson / MCFDOA Representative / RCVFA Association Liaison)* - no report.
- *Commissioner Turner (Insurance / Intermunicipal Agreements)*
 - Commissioner Turner expressed his sincere appreciation for the attendance and support shown following the recent passing of his mother.

Old Business - none

New Business - All motions noted on the following table(s).

MOTION	Motioned					Second					NOTES
	Ange	Ingersoll	Lipari	Napoli	Turner	Ange	Ingersoll	Lipari	Napoli	Turner	
Approval of the previous meeting minutes.	X						X				X
Approval to properly audit and pay the bills as submitted on or before this meeting date.					X			X			X
Approval to properly audit and pay the credit card statement on or before this meeting.		X								X	X
Approval to transfer \$30,000 into 34101.1 Overtime from 34101.0 Career Wages to cover remaining payrolls.			X			X					X
Approval to transfer \$1,000 into 341018.2 Fire Prevention Personnel from 34101.0 Career Wages.					X		X				X
Approval to transfer \$5,000 into 1506.1 Medical/Physical from 90608 Health Insurance - Career to cover the remainder of 2025.	X						X				X
Approval <u>of the following appropriations from Interest Earnings:</u>											
• <u>1200.1 Building Maintenance Supplies – appropriate \$2,000</u>											
• <u>1300.7 Tools – appropriate \$1,000 to cover the remainder of 2025</u>			X				X				X
• <u>1505.1 Goodwill – appropriate \$1,000 to cover the remainder of 2025</u>											
• <u>1508.12 – appropriate \$3,000 to cover the remainder of 2025</u>											



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	Ange	Ingersoll	Lipari	Napoli	Turner	Ange	Ingersoll	Lipari	Napoli	Turner		
Approval to send six (6) members of the IFD for training at the FDIC in Indianapolis in April for an initial cost of \$6,150.					X			X			X	
Approval to amend General Order #006 to explicitly state that no exceptions will be permitted and that the district's drug and alcohol policy will be rigorously enforced beginning January 1, 2026.			X						X		X	*Commissioner Ingersoll opposed this motion and voted no.
Approval to permanently promote Ryan Kohlmeier to Fire Captain.	X							X			X	

***All votes and motions passed unanimously, unless otherwise noted.**

- Motion for Executive Session for "The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment" at 7:27pm by Commissioner Ingersoll, seconded by Commissioner Turner. Carried.
- Motion to exit Executive Session and re-open the Regular Meeting at 8:04pm by Commissioner Ange, seconded by Commissioner Turner. Carried.
- Motion for Adjournment at 8:07pm by Commissioner Ange, seconded by Commissioner Ingersoll. Carried.

Respectfully Submitted,
Rodd Riesenberger
Fire District Secretary

NEXT REGULAR MEETING: MONDAY, NOVEMBER 17, 2025, at 6:30pm, Culver Fire Station.