

January 6, 2025

In accordance with Town Law §174 (2), the Annual Organizational Meeting of the Board of Fire Commissioners of the Irondequoit Fire District was held at the Culver Station, 2960 Culver Road, in the Town of Irondequoit on January 6, 2025. Since the position of Chairperson of the Board of Fire Commissioners expires on December 31st, there is no one to act as chairperson to open the organizational meeting. The commissioners designate the District Secretary who shall preside over such meeting until a chairperson of the board is chosen. The meeting was called to order at 6:30pm by the District Secretary who then led the Pledge of Allegiance.

Attendance:

Commissioners		Other District Officers	
Ange	PRESENT	Chief Metcalfe	PRESENT
Ingersoll	PRESENT	Secretary Riesenberger	PRESENT
Lipari	PRESENT	Treasurer Brown	PRESENT
Napoli, Chairperson	PRESENT	Deputy Treasurer Mastin	PRESENT
Turner	PRESENT	Deputy Treasurer Warth	NOT PRESENT
		BC Boehl	PRESENT
		Captain Beyea	PRESENT

- A motion was made by Commissioner Ange, seconded by Commissioner Ingersoll that District Secretary Riesenberger be designated by the Board to act as Temporary Chairperson until such time as a Chairperson of Board of Fire Commissioners is chosen. "Motion Carried."
- The seat of Chairperson of the Board for the Year 2025 was now open. A motion was made by Commissioner Lipari, seconded by Commissioner Ange that Commissioner Napoli be appointed Chairperson of the Board for the Year 2025. "Motion Carried."
- A motion was made by Commissioner Turner, seconded by Commissioner Lipari that Commissioner Ingersoll be appointed Vice-Chairperson of the Board for the Year 2025. "Motion Carried."
- **Commissioner Oath Administration:** All newly elected and re-elected Commissioner(s) were sworn in by the Chairperson. Their respective Oaths of Office will be filed with the Town of Irondequoit Clerk and with the IFD District Secretary. The term limits are as follows:
 - Commissioner Mark Lipari, 1/1/25 through 12/31/29, 5-year term
 - Commissioner Ronald Ange, 1/1/25 through 12/31/27, 3-year term
- A motion was made by Commissioner Lipari, seconded by Commissioner Turner that Rodd Riesenberger be appointed District Secretary / Deputy Treasurer / Records Access Officer of the Irondequoit Fire District for the Year 2025. His compensation will remain at \$42.00 per hour, received in bi-weekly payments for this year. "Motion Carried".
- A motion was made by Commissioner Ange, seconded by Commissioner Lipari that Andrew Brown be appointed District Treasurer of the Irondequoit Fire District for the Year 2025. His compensation will remain at \$38.00 per hour, received in bi-weekly payments for this year. "Motion Carried".
- A motion was made by Commissioner Ingersoll, seconded by Commissioner Ange that James Mastin be appointed Deputy Treasurer of the Irondequoit Fire District for the Year 2025. His compensation will remain at \$42.00 per hour, received in bi-weekly payments for this year. "Motion Carried".
- A motion was made by Commissioner Lipari, seconded by Commissioner Turner that Timothy Warth be appointed Deputy Treasurer of the Irondequoit Fire District for the Year 2025. This is an unpaid position. "Motion Carried".

- A motion was made by Commissioner Lipari, seconded by Commissioner Ange that Shane Metcalfe be appointed Fire Chief of the Irondequoit Fire District for the Year 2025. "Motion Carried".
- **District Officer Oath Administration:** All newly appointed and reappointed District Officers for 2025, who were present at this meeting, were sworn in by the Chairperson of the Board. Their respective Oaths of Office will be filed with the Town of Irondequoit Clerk and with the IFD District Secretary.
- A motion was made by Commissioner Ingersoll, seconded by Commissioner Lipari that the career members who are actively participating on the Monroe County Special Operations Unit (MCSOU) be compensated twenty (20) hours of Compensatory Time, to cover their annual local training and responses. "Motion Carried".
- A motion was made by Commissioner Ingersoll, seconded by Commissioner Ange, to accept the proposed Board of Fire Commissioners regular monthly meetings schedule for 2025. The meeting schedule is attached and will be properly advertised as per policy. "Motion Carried".
- A motion was made by Commissioner Turner, seconded by Commissioner Ange, to designate the Daily Record and Gannett Rochester Newspapers as the official newspapers of the district with the ability to use either of these papers for official publications in 2025. "Motion Carried".
- A motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll, to use Canandaigua National Bank, where the Treasurer shall deposit funds for the Year 2025 except C.D.'s, which will be deposited in the highest interest-bearing Federal Bank or Canandaigua National Bank and Trust. "Motion Carried".
- A motion was made by Commissioner Ingersoll, seconded by Commissioner Turner that the Treasurer/Deputy Treasurers of the Irondequoit Fire District be able to pay any recurring claims for services such as electric, gas, water, sewer, telephone, etc., providing such claims are presented for audit at the next regular board meeting after they have been paid. "Motion Carried with further discussion at a later date".
- A motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll, that Attorney Peter Weishaar and the law office of McConville Considine Cooman & Morin, 300 Meridian Centre Blvd., Suite 110, Rochester, NY 14618, be hired as the Irondequoit Fire District's lead attorney for the Year 2025, and Coughlin Gerhart, LLP, Attorneys at Law, 99 Corporate Drive, Binghamton, NY 13904 to be hired as the district's Labor attorney for the Year 2025. "Motion Carried".
- A motion was made by Commissioner Lipari, seconded by Commissioner Ingersoll, that Stokes, Visca, Hucko & Barone, CPAs, LLC Accounting Firm, 29 Goodway Dr, Rochester, NY 14623, be hired as the Irondequoit Fire District's lead accounts for the Year 2025. "Motion Carried".
- A motion was made by Commissioner Lipari, seconded by Commissioner Ange, that the Walsh Duffield Companies, Inc., 155 Culver Rd, Suite 200, Rochester, NY 14620 Insurance Agency, be hired as the Irondequoit Fire District's lead insurance agency for the Year 2025. "Motion Carried".
- A motion was made by Commissioner Turner, seconded by Commissioner Lipari, that the Fire District Commissioners and Officers of the Irondequoit Fire District may attend any New York State Fire Training Conference and a maximum of 1 out of state conference this year. The district is to pay necessary dues and expenses for those attending. "Motion Carried".
- A motion was made by Commissioner Turner, seconded by Commissioner Lipari, that dues for different firematic organizations for District Commissioners and Officers be paid by the district. "Motion Carried".
- A motion was made by Commissioner Ingersoll, seconded by Commissioner Turner, that the district maintain a small amount of petty cash kept on hand, to pay for minor or incidental expenses, such as employee reimbursements. A petty cash fund will undergo periodic reconciliations, with transactions also recorded on a financial statement. The current amount is about \$200. "Motion Carried".

- A motion was made by Commissioner Ange, seconded by Commissioner Lipari, that all employees and volunteers be covered by fire district insurance while on any business or work covered by his or her title. "Motion Carried".
- A motion was made by Commissioner Lipari, seconded by Commissioner Ange that the Volunteer Staff Supervisor (VSS) duties will be completed by the current MTO, Captain Andrew Beyea. For managing as the VSS, Captain Beyea will receive an additional \$25,000 annual stipend divided into his regular bi-weekly paychecks. This position will also provide oversight of the IFD Fire Explorers program. "Motion Carried".
- A motion was made by Commissioner Ingersoll, seconded by Commissioner Turner, that all fire district Commissioners and Officers are allowed the Federal allotted mileage allowance (\$0.70/mile for 2025) for travel expenses, and be allowed the Federal GSA per diem rate for meals while out on district business for the Year 2025. The agreed upon rate for meals is \$75.00 per day. "Motion Carried".
- A motion was made by Commissioner Ange, seconded by Commissioner Lipari, to use the Trust & Agency Fund for the account to be used as a transfer agent for the 2% Foreign Fire Insurance Tax. The Treasurer of the fire district is then required to distribute the money respectively to the companies comprising the fire department as negotiated annually. The account is to be held at the Canandaigua National Bank & Trust, Irondequoit Office. "Motion Carried".
- A motion was made by Commissioner Ingersoll, seconded by Commissioner Turner, to keep some unexpended monies at year end in the general fund to be used to pay bills during the month of January. "Motion Carried".
- Board members have performed an annual review of the following Policies, Resolutions and General Orders:
 - The Retention and Disposition Schedule for New York Local Government (LGS-1)
 - Defense and Indemnification
 - Use of "Best Value" Contracting
 - Procurement Policy
 - Investment Policy
 - Travel Policy
 - General Orders
 - IFD GO 001 Organizational Statement
 - IFD GO 002 Mission Statement
 - IFD GO 003 General Order SOG Policy
 - IFD GO 004 Chain of Command
 - IFD GO 005 Code of Ethics
 - IFD GO 006 Drug Alcohol Policy
 - IFD GO 008 Sexual Harassment Policy
 - IFD GO 024 Workplace Violence

A motion was made by Commissioner Turner, seconded by Commissioner Ingersoll, to approve the above policies as written.

- A motion was made by Commissioner Turner, seconded by Commissioner Ingersoll that the board does not wish to make the audio recordings the official record of proceedings of the board, but merely use it to assist the secretary in recording the minutes and these recording will not be retained as a permanent record of the Irondequoit Fire District, after the written minutes have been approved by the Board of Fire Commissioners. "Motion Carried".
- The following list of committees for the Year 2025 was appointed by the Commission Chairperson:

Insurance	Turner
Personnel	Lipari and Ange
Buildings & Grounds Coordinator	Ingersoll
Long Range Planning	Ange

Association(s) Liaison	Ingersoll and Napoli
Intermunicipal Agreements	Turner
Representative to MCFDOA	Napoli
Representative to AFDSNY	Ingersoll

If a committee chairperson cannot be contacted, the Chairperson of the Board of Fire Commissioners should be contacted.

This concludes the IFD Organizational Meeting at 7:00pm.

Beginning of the Regular Meeting of the IFD at 7:01pm

Approval of the Previous Meeting Minutes - **APPROVED** (with corrections).

Approval to Properly Audit and Pay the Bills as Submitted on or Before This Meeting - **APPROVED**.

Public Input Session - none.

Scheduled Appointments - none.

Introduction of New Members - none.

Correspondence Report – none.

Administration Report

Treasurer Andy Brown, Secretary Rodd Riesenberger, Deputy Treasurers James Mastin & Tim Warth

Discussion/Action items:

1. None.

Informational items:

1. Treasurer Brown has a meeting scheduled next week with our representative at CNB to discuss various financial concerns in 2025.

Operations Report

Chief Metcalfe, Battalion Chief Boehl and Captain Beyea

1. Chief Metcalfe discussed both structure fire from this week and acknowledged what a great job everyone did at these stressful events.
2. Chief Metcalfe and Captain Beyea began discussion regarding the current learning management software and its limitations with our needs. Will begin to evaluate other software for future purchase.
3. Congratulations to both Battalion Chief Caracci and Lieutenant Kohlmeier who have been designated as "Fire Officers" through the Center for Public Safety Excellence. This designation exemplifies their commitment to training, education and experience and I am very proud of their achievement, great work!
4. BC Boehl reported that the fruit fly issue at the Empire Station has been remedied.

- Captain Beyea reported that the current volunteer firefighting force is doing very well with the new IFD model. Congratulations to Firefighters Yatarola and Price on their graduation from Firefighter 1. We also have five new volunteers who are currently enrolled in an EMT class.

Commissioners Reports

- Commissioner Ange (Long Range Planning / Vice-Personnel)* - Work on replacing the fire alarm systems in both stations will be starting soon.
- Commissioner Ingersoll (BOFC Vice-Chairperson / Buildings & Grounds / LVFA Association Liaison / AFDSNY Rep.)* - no report.
- Commissioner Lipari (Personnel)* - Discussion regarding various annual training programs offered to non-firematic personnel and employees.
- Commissioner Napoli (BOFC Chairperson / MCFDOA Representative / RCVFA Association Liaison)* - no report.
- Commissioner Turner (Insurance / Intermunicipal Agreements)* - no report.

Old Business

- Waiting for a complete detailed invoice to submit to Pat at Walsh Duffield for possible coverage for the water / mold repair and remediation issue at Empire.

New Business

- All motions noted on the following table.
- An additional workshop will be added to the BOFC calendar for January 27, 2025 to discuss personnel matters.

MOTION	Motioned					Second					CARRIED	NOTES
	Ange	Ingersoll	Lipari	Napoli	Turner	Ange	Ingersoll	Lipari	Napoli	Turner		
Approval of the previous two meeting minutes.		X						X			X	With corrections
Approval to properly audit and pay the bills as submitted on or before this meeting date.					X		X				X	

Motion for Executive Session to discuss personnel matters at 7:36pm by Commissioner Lipari, seconded by Commissioner Turner. Carried

Motion to exit Executive Session at 8:30pm by Commissioner Ange, seconded by Commissioner Ingersoll. Carried.

Motion for Adjournment at 8:32pm by Commissioner Lipari, seconded by Commissioner Ingersoll. Carried.

Respectfully Submitted,
Rodd Riesenberger
 District Secretary

NEXT MEETING: MONDAY, January 20, 2025, 6:30pm at the Culver Road Fire Station.