



IRONDEQUOIT FIRE DISTRICT

2960 Culver Road, Rochester, NY 14622

Board of Fire Commissioners Meeting Minutes

May 5, 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 May 5, 2025. The meeting was called to order at 6:30pm by the Chairperson, Commissioner Lipari then led the Pledge of Allegiance.

Attendance:

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

Approval of the Previous Meeting Minutes - **APPROVED.**

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

Public Input Session - none. Group 2's Truck Company along with BC Thomas attended the meeting as well.

Scheduled Appointments - none.

Introduction of New Members - none.

Correspondence Report

1. none

Administration Report

Secretary Riesenberger, Treasurer Andy Brown, Deputy Treasurer James Mastin

Discussion/Action items:

1. Treasurer Brown reviewed the P&L Statement & financials.
2. Deputy Treasurer Mastin reviewed the Credit Card Payment Packet and the updated process.
3. Deputy Treasurer Mastin informed the Commission of the Heat Exchanger at Empire that it needs to be replaced. The quote submitted was for \$4,882.00. It was discussed on timing replacement to be towards the end of the summer. **APPROVED.**
4. There was a lengthy discussion regarding the IAFF Brown & Brown Health Insurance Plan. Remainder of discussion to be held in Executive Session.



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Informational items:

1. We are still working on a new credit card purchasing General Order that will be ready for review soon.

Operations Report

Chief Metcalfe and Assistant Chief Boehl

1. We need to replace / update all the Knox Boxes on the front-line apparatus & command vehicles. Knox is switching from a manual key system to an electronic system. The plan is to move towards completing this project over a three-year period executing from quote #QT-KA63520. Starting with 170, 172 and 1C37 this year with a cost not to exceed \$7000.00 out the Fire Protection Equipment Budget Line. Completion of the fleet will take place over the next two years. **APPROVED**
2. Annual Hose Testing will be completed on Tuesday May 13th. The chief has requested that all of the testing be completed to meet the requirements of NFPA 1962.
3. The wire transfer for the Mechanics Vehicle was completed this week by the Administrative Staff. The vehicle should be delivered no later than by the end of next week. To maintain compliance with NYS General Municipal Law 103(16), the Chief created a piggybacking compliance memorandum. All aspects were met in the bid process. The Chief also created a file that will be maintained in the Administrative Office.
4. A letter of thanks was drafted and sent to Monroe County Sheriff Todd Baxter, thanking him and his team for their support of our RTF Training that was recently completed.
5. After ending our agreement with Target Solutions as our Learning management System, we encountered issues with "Check-It", the inventory and asset management program. We were already trending toward switching this program under the umbrella of "First Due". After a month of no resolution from their IT Department, the Chief has decided not to renew our contract with them, opting out of service with them from mid 2025-2026.
6. As previously mentioned, the Chief's recommendation, out of necessity, is to move forward with the First Due Contract which will cover both Fire & EMS Reporting and will replace Zoll. It will also cover Fire Prevention, Incident Command Module, Inventory Management and several others. The total year one price is \$14,000.00. The Fire Chief is asking for a cost not to exceed \$15,000.00.

APPROVED.

The Chief is also asking for \$5,000.00 from Interest Earnings be moved to that Budget Line. The Board agreed to appropriate an additional \$5000.00 in Interest to the Budget Line for First Due 1500.2 "Check-IT/Vector Annual. **APPROVED**

7. The incident Investigation of the backing of E172 at Empire has been completed by Chief Boehl. In tandem with the recommendation of all members to be outside of vehicles while backing, we are also implementing a 40-hour driver / operator course for all career members to be completed over the next two years. Additionally, we are investigating the efficacy of a similar version of training for our volunteers.
8. Pursuant to our new Travel / Expense General Order, Lt's Mastin & Kohlmeier are requesting to attend training at the North American Active Assailant Conference. This is being held in Detroit



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Michigan from June 4th to June 6th. Monroe County has received grant funds for this training. While the Fire District pays for the cost upfront, we will be reimbursed by Monroe County, minus the payroll. The initial up-front cost of the training is \$2,679.78 but will be reimbursed. **APPROVED**

9. Engine 172 has a cracked windshield that needs replacing. The cost of the windshield ranges from \$2,500 to \$3,500. Ken is investigating services for the windshield. More information to come.
10. Recently the Fire Chief came across a research article by Curt Varone, who is a well-known fire service attorney and retired Deputy Fire Chief. He highlights inconsistencies and legal challenges that arise from SOP/SOG/GO violations. In summation he recommends AHJ's issue resolutions on the Fire Chief's power and authority in creating SOP/SOG/GO's and having the ability to enforce them. Based on his recommendation and Town Law, the Fire Chief has drafted a resolution for the BOFC to review and approve providing the Fire Chief with the authority to develop, issue and enforce operational policies. BOFC suggests reviewing with the Fire Districts Attorney before approval.
11. The Fire Chief has tasked the training division with setting up live fire training with our mutual aid partners who normally operate at IFD/SPFD STRCTA and working fires. We are planning training at Pt Pleasant training grounds for the month of July. It will encompass training with all IFD/SPFD units and groups including Ridge Rd, Barnard and North Greece.
12. We have applied for and received notice that we will receive approximately \$9,000.00 from Wegmans Community Giving Foundation to support our RTF Teams. Lt's Mastin, Kohlmeier and FF Scanlon all worked on the grant. The funding will be used for RTF PPE Equipment.
13. Through the course of standardizing the fleet and making E174 more efficient for our operation, The Fire Chief has made the decision to remove the light tower from the top of the cab. The fire chief is asking the BOFC to deem the light tower surplus so that we may sell it. The Fire Chief has drafted a resolution for the BOFC to review and approve the surplus so that we may start accepting bids to sell the light tower. **APPROVED.**
14. Per Chief Boehl.
 - a. Looking at getting a dumpster to do some more clean-up.
 - b. The crews have been moving furniture and cabinets to make more room.
 - c. The crews have taken it upon themselves to clean and organize the hose room.
 - d. A/C in bunk room at Culver to be done this Thursday & Friday.
 - e. Both Volunteer Fire Associations had their fundraiser at both firehouses in the past 2 weekends. No issues at either and clean-ups were done well at both stations.

Commission Reports

- *Commissioner Ange (Long Range Planning / Vice-Personnel)* - Attended one of the Brown & Brown presentations. Good presentation with all good information.
- *Commissioner Ingersoll (BOFC Vice-Chairperson / Buildings & Grounds / LVFA Association Liaison / AFDSNY Rep.)* - no report.
- *Commissioner Lipari (Personnel)* - no report.
- *Commissioner Napoli (BOFC Chairperson / MCFDOA Representative / RCVFA Association Liaison)* - Due to being out of town, missed some meetings.
- *Commissioner Turner (Insurance / Intermunicipal Agreements)* - not in attendance.



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Old Business - none

New Business

1. All motions noted on the following table.

MOTION	Motioned					Second					CARRIED	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 repair the Heat Exchanger on the RTU at Empire.			X			X					X	
Approval to spend up to \$7000 for new Knox Boxes.			X			X					X	
Approval to spend up to \$15,000.00 for the additional First Due Modules		X						X			X	
Approve to appropriate an additional \$5000.00 in Interest to the Budget Line for First Due 1500.2 "Check-IT/Vector Annual.	X							X			X	
Approve Lt's Mastin & Kohlmeier to attend the North American Assailants Conference	X							X				
Approve to surplus for sale the light tower from E174			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 7:28 pm by Commissioner Ingersoll, seconded by Commissioner Ange. Carried.
- Motion to exit Executive Session at 8:28 pm by Commissioner Ingersoll, seconded by Commissioner Ange. Carried.
- Motion for Adjournment at 8:30 pm by Commissioner Lipari, seconded by Commissioner Ingersoll. Carried.

Respectfully Submitted,

[Jim Mastin](#)

Deputy Treasurer

NEXT REGULAR MEETING: MONDAY, May 19th, 2025, at 6:30pm, Culver Fire Station.

June 2, 2025

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