



# IRONDEQUOIT FIRE DISTRICT

2960 Culver Road, Rochester, NY 14622

## Board of Fire Commissioners Meeting Minutes

June 16, 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 June 16, 2025. The meeting was called to order at 6:30pm by the Chairperson who 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.

Scheduled Appointments - none.

Introduction of New Members - none.

Correspondence Report - none.

Administration Report

*Secretary Rodd Riesenberger, Treasurer Andy Brown, Deputy Treasurer James Mastin*

Discussion/Action items:

1. Administration Staff asked the Commission to consider having a discussion and give direction on the condition of the parking lots at both firehouses. It was suggested by Commissioner Lipari and agreed upon by the rest of the Commission to look into having an engineering firm spec the parking lots and look into all of the details of potential underground services that may be affected. After that is completed start the official bidding process. Due to the details and depth of the project, this would need to be included in a future budget.
2. We received quotes for the ADA Door Openers for each entrance for the Culver firehouse. Due to the cost, there was a discussion about which door or doors was best to accomplish. It was decided after recommendation from Asst Chief Boehl that the South Entrance was the best option due to its use by the public. The cost of the ADA Door Opener for the South entrance is \$8,129.06.  
**APPROVED**.
3. A new ID Printer was requested at a cost not to exceed \$2,300.00. The old one is very difficult to use due to its age and compatibility with computer programs. **APPROVED**.



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4. Motion needed to shift budget resources or appropriate additional income for the following lines:  
**APPROVED.**

- a. A34101.1 - "Overtime Wages" overspent by \$3,530.85**

Recommending we transfer \$20K out of Career Wages and into Overtime to cover Career Staff who choose to be compensated with straight time through the remainder of the year.

- b. A34101.5 "Explorer Program Wages" overspent by \$377.50**

Recommending we transfer \$10K out of Career wages to cover the remainder of the year.

- c. A34102.2000.1 "Jetdock Repairs" overspent by \$402.02**

Recommending we transfer \$402.02 from Boat Operations

- d. A1200.21 & A1200.23 "HVAC - Related Repairs" overspent by \$4,403.93**

Recommending we transfer \$4,403.93 from 1100.3 Facility updates. Should we need future HVAC-related repairs, use a different line

- e. A1400.4 "Travel - Training" - overspent by \$3,402.54**

Transfer \$3,402.54 from 1400.1 Training-Operations. All future Training costs should go to 1400.1

- f. A1504.1 "Insurances" - Overspent by \$1,336.98**

Underbudgeted? This needs further research - we have paid Utica nearly \$65K alone so far this year.

#### *Informational items:*

1. We are still working on a new credit card purchasing General Order.
2. We received the check for the Credit Card Points for \$1000.00.
3. The items for the emergency Phone have been ordered by Robert Murray from Custom-Tel.
4. The plates and title from the DMV for the mechanics vehicle was received and they were incorrect. They were returned and the correct ones should be received within a week.
5. All district bank accounts have been successfully reconciled through May 31, 2025. Commissioner signatures are required to complete the reconciliation process and maintain compliance with audit best practices.
6. Bank Balances and P&L Statements will be included with the minutes as attachments.

#### Operations Report

#### *Chief Metcalfe and Assistant Chief Boehl*

1. The Operations Group and Admin Staff met last Monday the 9<sup>th</sup> to discuss the 2026 budget and preparing the necessary information to deliver to the BOFC. Within the working group we have broken down assignments/research to work on and will start reporting back to the BOFC with updates and requests for guidance.
2. Haylee Pacheco, daughter of FF Victor Pacheco and members of both our explorer post and internship group is receiving a "Do the Right Thing Award" this Thursday June 19<sup>th</sup> at the Seabreeze Amusement Park. Truck 170 (with FF Pacheco on board) will be joining her for the award presentation. We are extremely proud of her efforts!
3. The Fire Chief and Captain Serenati will be attending the Pierce Fire Truck Road Rally at Henrietta on Thursday the 19<sup>th</sup> to view potential ladder truck options. The Chief has also scheduled a meeting for next Friday to talk with John Alfieri from Pierce/Firematic about our Engine Build and potential options with "Build my Pierce" for stock ladder trucks.



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4. The Union (Local 4176) voted positively for the switch to the Brown and Brown/IAFF Healthcare Trust, and a collaborative MOU has been signed by the Fire Chief and President Roth. Copies are included with the OPS report.
5. Volunteer Firefighter Alex Juergens has resigned from service as he has taken a Career Firefighter position with the Victor Fire Department. Best of luck to him in his endeavors.
6. The Fire Chief will be on vacation, but mostly home the week of Monday June 30<sup>th</sup>-Friday July 4<sup>th</sup>. Chief Boehl will be on duty that week and assisting with coverage in his absence.
7. Live Fire Evolutions were conducted last week with St. Paul, Ridge Road, Barnard and North Greece. Captain Serenati and Lieutenant Kohlmeier put together an excellent week of training, and the pride and commitment they share in training was highlighted through some great cooperation. Nice job to them!
8. The Fleet Mechanic Vehicle has been lettered/striped and is working out very well for Ken's operation. The fuel tank/hose has been ordered, and we are just awaiting delivery for him to install it and begin use for Marine 1776.
9. Firefighter Pacheco has been requested to give a deposition (as FF Cullen and FF Oliveri did) in the case of Morse v NYS. The Fire Chief is working with Pete Weishaar to provide assistance and training beforehand to FF Pacheco. The Fire Chief and Peter will be joining him for the deposition which is occurring on June 26<sup>th</sup> at 1300 hours.
10. We are hosting interns from the Monroe County Fire Bureau on July 29<sup>th</sup> and July 31<sup>st</sup>. They will likely ride with the companies and the BC for most of the day. Additionally, the Monroe County Public Safety Department is sending out their photographer to ride with the interns and capture photos for their social media.
11. The Fire Chief attended Fire District Training led by fire service attorneys Mark Butler and Terry Hannigan at NYSAFC on "Fire Commissioners and Fire Chiefs, Who is in Charge". While the title is misleading, the course was a good breakdown on town law, fire district law, powers of the BOFC and Fire Chief, but also strategies to work together to provide the most successful outcome for the taxpayers.

## Commission Reports

- *Commissioner Ange (Long Range Planning / Vice-Personnel)* - no report
- *Commissioner Ingersoll (BOFC Vice-Chairperson / Buildings & Grounds / LVFA Association Liaison / AFDSNY Rep.)* - no report.
- *Commissioner Lipari (Personnel)* - \*Asked how the new web-site was coming along. The Fire Chief said it is progressing. Commissioner Ange asked if it going to have the District Minutes and a calendar on it. The Fire Chief said it is customizable and we can have on it what we want.  
\*Commissioner Lipari asked if we received all of the enhanced retirement system information and the payment schedule. The Chief confirmed that we have received it and the first payment is due in December of 2025. \*Commissioner Lipari started a discussion about numbering all of the documents that are being submitted at the Commission Meetings. The Chief explained that all of the documents that are included at Meetings are done electronically and submitted to Secretary Riesenberger to be included in the minutes. \*Commissioner Lipari asked if we are currently doing Cancer Screenings for our Firefighters. The Fire Chief informed the Board that we currently are not and once we are with Brown & Brown and the IAFF Trust Healthcare plan we will be doing them after 1 year. The Fire Chief asked Assistant Chief Boehl to look into pricing with outside companies until we are covered with the IAFF Trust Plan. \*Commissioner Lipari wanted to just clarify what the district



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is doing with the interest earnings each month. Treasurer Brown confirmed that unless the interest is appropriated to a budget line, it is kept in the NYClass & CNB accounts to continue to earn more interest.

- *Commissioner Napoli (BOFC Chairperson / MCFDOA Representative / RCVFA Association Liaison)* - During his attendance at the RCVFA Board meeting, the dishwasher topic was discussed. Commissioner Napoli told them that if the RCVFA purchased the dishwasher that the Board of Fire Commissioners may appropriate funds to pay for the installation. Along with that Commissioner Napoli suggested the same topic be discussed with the LVFA.
- *Commissioner Turner (Insurance / Intermunicipal Agreements)* - no report.

## 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 have the South entrance at Culver Rd equipped with ADA Openers at a cost of \$8,129.06			X			X					X
Approval to purchase a new ID Printer at a cost not to exceed \$2,300.00.			X				X				X
Approval to shift budget resources or appropriate additional income for items A thru E from #4 of the Administration Report as recommended by Treasurer Brown .		X				X					X
Approval to appoint James Mastin as the District Purchasing Clerk as outlined in the Benefits Agreement included in the Fire Chief's Report.		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 6:33 pm by Commissioner Ingersoll, seconded by Commissioner Ange. Carried.
- Motion to exit Executive Session and re-open the Regular Meeting at 6:50 pm by Commissioner Ange, seconded by Commissioner Lipari. Carried.



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- Motion for Adjournment at 7:40 pm by Commissioner Lipari, seconded by Commissioner Ange. Carried.

Respectfully Submitted,

**Jim Mastin**

Fire District Purchasing Clerk

NEXT REGULAR MEETING: MONDAY, July 7, 2025, at 6:30pm, Culver Fire Station.