

## **January 5, 2026**

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, Town of Irondequoit, on January 5, 2026.

As the term of the Chairperson of the Board of Fire Commissioners expired on December 31, there was no Chairperson to preside at the Organizational Meeting. Pursuant to Town Law §174(2), the Commissioners designated the District Secretary to preside over the meeting until such time as a Chairperson of the Board was elected.

The meeting was called to order at 6:30 p.m. by the District Secretary, who then led the Pledge of Allegiance.

### **Proof of Notice**

The District Secretary certified that notice of all meetings has been properly posted and published in accordance with the New York State Open Meetings Law. Affidavits of publication are on file with the District Secretary as part of the District's official records.

### **Attendance:**

**Commissioners Present:** Ange, Ingersoll, Lipari, Nolan, and Turner

**Commissioners Absent:** None

*A quorum of the Board of Fire Commissioners was present.*

### **District Officers and Staff Present:**

Fire Chief Shane Metcalfe

Assistant Fire Chief Boehl

Captain Ryan Kohlmeier

Purchasing Clerk James Mastin

District Treasurer Andrew Brown

District Secretary Rodd Riesenberger

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1. The office of Chairperson of the Board of Fire Commissioners was declared open for election. A motion was made by Commissioner Lipari, seconded by Commissioner Turner, to elect Commissioner Ingersoll to be the Chairperson of the Board of Fire Commissioners for calendar year 2026. Motion Carried.
2. The office of Vice-Chairperson of the Board of Fire Commissioners was declared open for election. A motion was made by Commissioner Lipari, seconded by Commissioner Turner, to elect Commissioner Ange to be the Vice-Chairperson of the Board of Fire Commissioners for calendar year 2026. Motion Carried.
3. **Commissioner Oath Administration:** Newly elected and/or re-elected Fire Commissioner(s) were duly sworn and subscribed the Oath of Office at the Organizational Meeting before an authorized officer, as required by New York State law.  
The Oaths of Office have been filed or will be filed with the Town of Irondequoit Clerk and with the Irondequoit Fire District Secretary.  
The term limits are as follows:
  - a. Commissioner John Nolan – January 1, 2026 through December 31, 2030 (five-year term)

### **4. Civil Service Staffing Status and Fire Chief Authority**

The Board of Fire Commissioners noted that the Irondequoit Fire District is an all-Civil Service fire district, with the exception of the elected Fire Commissioners. All District firefighters, officers, and administrative staff, including the District Secretary, District Treasurer, and Purchasing Clerk / Records Access Officer, hold permanent Civil Service status pursuant to New York State Civil Service Law §§50 and 75 and are therefore not subject to annual appointment or annual oath of office.

The Board annually reviews and approves compensation, bonding, delegated authority, and organizational reporting structure for these positions.

The Board reaffirmed that operational responsibility for the Fire Department rests with the Fire Chief and command staff, subject to Board-adopted policy and fiscal oversight.

5. A motion was made by Commissioner Lipari, seconded by Commissioner Ange, to designate the full-time Purchasing Clerk as the Records Access Officer and to designate the District Secretary as Alternate Records Access Officer for the Irondequoit Fire District, pursuant to Article 6 of the New York State Public Officers Law (Freedom of Information Law). Motion Carried.

**6. Records Retention Responsibility**

The Board acknowledged that the full-time Purchasing Clerk is responsible for records retention and disposition in accordance with the New York State Records Retention Schedule and applicable law.

7. A motion was made by Commissioner Ange, seconded by Commissioner Turner, to authorize the compensation, duties, and delegated authority of Rodd Riesenberger, District Secretary / Deputy Treasurer, for the Year 2026. Compensation shall remain at \$42.00 per hour, or such adjusted rate as may be approved through Civil Service action during the year, in accordance with the Fire District's adopted budget and established pay practices. Motion Carried.

8. A motion was made by Commissioner Turner, seconded by Commissioner Lipari, to authorize the compensation, duties, bonding, and delegated financial authority of Andrew Brown, District Treasurer, for the Year 2026. Compensation shall remain at \$42.00 per hour, or such adjusted rate as may be approved through Civil Service action during the year, in accordance with the Fire District's adopted budget and established pay practices. Motion Carried.

**9. Surety Bonding of District Officers**

The Board of Fire Commissioners reviewed the statutory bonding requirements under New York State Town Law §176 and discussed the District's current Government Commercial Crime / Employee Theft insurance coverage, which provides position-based fidelity protection for officers and employees with fiduciary responsibility.

Upon motion duly made by Commissioner Ange seconded by Commissioner Nolan, the Board adopted a standing resolution entitled "Surety Bonding of District Officers," reaffirming that the District Treasurer shall be bonded in accordance with Town Law §176 and further providing that all officers or employees with fiduciary responsibility for, or access to, District funds, including the District Secretary / Deputy Treasurer and Purchasing Clerk, shall be bonded in amounts approved by the Board of Fire Commissioners. The resolution further authorizes the bonding requirement to be satisfied through a position-based fidelity or crime insurance policy approved by the Board. Motion Carried.

10. A motion was made by Commissioner Lipari, seconded by Commissioner Turner, to authorize compensation for part-time Civil Service Community Risk Reduction Specialist(s) for the Year 2026 at the established Civil Service rate of \$37.65 per hour, or such adjusted rate as may be approved through Civil Service action during the year, in accordance with the Fire District's adopted budget and established pay practices. Motion Carried.

11. A motion was made by Commissioner Nolan, seconded by Commissioner Lipari, to authorize compensation for part-time Civil Service Fire Prevention Instructor(s) for the Year 2026 at the established Civil Service rate of \$31.75 per hour, or such adjusted rate as may be approved through Civil Service action during the year, in accordance with the Fire District's adopted budget and established pay practices. Motion Carried.

12. A motion was made by Commissioner Turner, 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.

13. A motion was made by Commissioner Nolan, seconded by Commissioner Ange, to accept the proposed Board of Fire Commissioners regular monthly meetings schedule for 2026. The meeting schedule is attached and will be properly advertised as per policy. Motion Carried.

14. 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 2026. Motion Carried.

15. A motion was made by Commissioner Lipari, seconded by Commissioner Ange, to designate Canandaigua National Bank & Trust as the depository for Irondequoit Fire District funds for calendar year 2026, except for certificates of deposit, which shall be deposited in the highest interest-bearing federally insured financial institution, including Canandaigua National Bank & Trust, as determined by the Treasurer. Motion Carried.
16. A motion was made by Commissioner Ange, seconded by Commissioner Turner, to authorize the Treasurer of the Irondequoit Fire District to deposit and manage District funds in authorized investment vehicles, including participation in the New York Cooperative Liquid Assets Securities System (NYCLASS), in accordance with the district's adopted investment policy and applicable law. Motion Carried.
17. A motion was made by Commissioner Nolan, seconded by Commissioner Ange, to authorize the Treasurer and Deputy Treasurers of the Irondequoit Fire District to pay recurring claims for services such as electric, gas, water, sewer, and telephone, provided such claims are presented to the Board of Fire Commissioners for audit and approval at the next regular Board meeting following payment. Motion Carried.
18. A motion was made by Commissioner Lipari, seconded by Commissioner Ange, to authorize the retention of Attorney Peter Weishaar and the law firm of McConville Considine Cooman & Morin, 300 Meridian Centre Blvd., Suite 110, Rochester, New York 14618, to serve as General Counsel to the Irondequoit Fire District for calendar year 2026. Motion Carried.
19. A motion was made by Commissioner Turner, seconded by Commissioner Lipari, to authorize the retention of Attorney Angelo D. Catalano and the law firm of Bond, Schoeneck & King, Attorneys at Law, One Lincoln Center, Syracuse, New York 13202, to serve as Labor Counsel to the Irondequoit Fire District for calendar year 2026. Motion Carried.
20. A motion was made by Commissioner Ange, seconded by Commissioner Nolan, to authorize the retention of Stokes, Visca, Hucko & Barone, CPAs, LLC, 29 Goodway Drive, Rochester, New York 14623, to serve as the accounting firm for the Irondequoit Fire District for calendar year 2026. Motion Carried.
21. A motion was made by Commissioner Nolan, seconded by Commissioner Lipari, to authorize the retention of Walsh Duffield Companies, Inc., 155 Culver Road, Suite 200, Rochester, New York 14620, to serve as the Irondequoit Fire District's insurance broker for calendar year 2026. Motion Carried.
22. A motion was made by Commissioner Turner, seconded by Commissioner Ange, to approve the Fire Chief's attendance at the New York State Career Fire Chiefs Association meetings scheduled for January, March, May, July, September, and November 2026, with lodging and related expenses authorized in accordance with the Fire Chief's established spending authority. Motion Carried.
23. A motion was made by Commissioner Nolan, seconded by Commissioner Ange, 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.
24. A motion was made by Commissioner Lipari, seconded by Commissioner Turner, that dues for different firematic organizations for District Commissioners and Officers be paid by the district. Motion Carried.
25. A motion was made by Commissioner Lipari, 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 petty cash fund shall be maintained in an amount not to exceed \$200. Motion Carried.
26. A motion was made by Commissioner Nolan, seconded by Commissioner Ange, 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.
27. A motion was made by Commissioner Lipari, seconded by Commissioner Ange, to assign the Volunteer Staff Supervisor (VSS) duties to the current MTO, Captain Jeffrey Serenati. In consideration of the additional responsibilities associated with the VSS duties, Captain Serenati shall receive an annual stipend of \$25,000, paid in

equal installments through his regular bi-weekly payroll. The VSS duties shall include oversight of the Irondequoit Fire District Fire Explorers program. Motion Carried.

28. A motion was made by Commissioner Turner, seconded by Commissioner Nolan that all fire district Commissioners and Officers are allowed the Federal allotted mileage allowance (\$0.725/mile for 2026) for travel expenses, and be allowed the Federal GSA per diem rate for meals while out on district business for the Year 2026 with meal reimbursement capped at \$75.00 per day in accordance with district policy. Motion Carried.
29. A motion was made by Commissioner Nolan, seconded by Commissioner Ange, to utilize a Trust & Agency Fund account as the transfer agent for the two percent (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.
30. A motion was made by Commissioner Ange, 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.
31. The Board of Fire Commissioners conducted its annual review of district policies and General Orders and determined that all policies shall remain in effect, unless otherwise amended by the Board. A motion was made by Commissioner Turner, seconded by Commissioner Ange, to affirm that the above policies and General Orders remain in effect as written. Motion Carried.
32. A motion was made by Commissioner Lipari, seconded by Commissioner Turner, that audio recordings of Board meetings shall not constitute the official record of the proceedings, but may be used solely to assist the District Secretary in the preparation of the written minutes. Such recordings shall not be retained as a permanent record of the Irondequoit Fire District once the written minutes have been approved by the Board of Fire Commissioners. Motion Carried.

### **33. Committee Appointments**

The Chairperson of the Board of Fire Commissioners designated the following committee assignments for the calendar year 2026. Committee assignments may be modified by the Chairperson as operational needs require:

- **Insurance:** Commissioner Turner
- **Personnel:** Commissioners Lipari and Ange
- **Fire Equipment:** Commissioners Ingersoll
- **Buildings & Grounds Coordinator:** Commissioner Nolan
- **Long Range Planning:** Commissioner Ange
- **Association(s) Liaison:** Commissioners Ingersoll and Ange
- **Intermunicipal Agreements:** Commissioner Turner
- **Representative to MCFDOA:** Commissioner Ange
- **Representative to AFDSNY:** Commissioner Nolan
- If a committee chairperson cannot be contacted, the Chairperson of the Board of Fire Commissioners shall be contacted.

*This concludes the IFD Organizational Meeting at 6:56pm.*

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*The Regular Meeting of the Board of Fire Commissioners was called to order at 6:56 p.m. immediately following the conclusion of the Annual Organizational Meeting.*

*The following items were presented for Board consideration. Formal action, where required, is reflected in the Motions and Resolutions section.*

#### Business of the Board

- 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. All district bank accounts have been reconciled through November 30, 2025. Too early in the month for December reconciliations. Will be available at the next BOFC meeting
2. We recommend appropriating interest to cover all remaining overspent lines. Any underspent lines will roll into the unassigned fund balance at the end of the year and will offset interest appropriations. Overspent budget line totals: ~\$81,277, Underspent budget line totals: ~-\$747.576, Total Expenditures: \$666,299 under budget
3. Until the CPA firm completes their audit, we will not have an official "final" number for the Unassigned Fund Balance. It is currently an estimate of \$829,715 in surplus.
4. The cost to pay off the approved 375i(p) Retirement plan adoption costs: \$311,121.15. We recommend tabling this payment until audit results are complete.
5. The permit for the fence project at 36 Russel is complete. The Town Hall did not have property maps for 2960 Culver Rd or 405 Empire Blvd and we have requested them from the county.
6. We received several quotes back from American Custom Exteriors regarding the continued shower leaking issues at the Empire Station and will be presenting the options soon.

## Operations Report

*Chief Metcalfe and Assistant Chief Boehl*

1. **Board of Elections:** The Monroe County Board of Elections have supplied us with "Poll Site Agreements" for both the Empire and Culver Stations for the dates of 6/23/26 and 11/3/26.
2. **RTF OT Reimbursement:** The Monroe County Fire Bureau is processing the reimbursement costs for Lt. Mastin and Captain Kohlmeier's attendance at the Aggressive Deadly Behavior conference from fall of 2025. Reimbursement will be for their overtime hours, travel and lodging.
3. **Property Use Request:** Cub Scout Pack 233 would like the use of the Culver Station during their Pinewood Derby on 3/9, 3/13 and 3/14.
4. **General Orders:** The following General Orders have been prepared for approval:
  - a. **General Order #025 Community Service Announcements on District Digital Signs.** This was created to provide a fair and ethical response to civic organizations who request use of the digital signs.
  - b. **General Order #065 House Captain Responsibilities.** This General Order was created as a framework for the roles and responsibilities of the House Captains assigned as Company Commanders of both fire stations.
  - c. **General Order #307 Secure Vehicle Parking Areas.** This General Order outlines the framework and expectations of the on-duty crews and staffing crews as it relates to the secured parking area and vehicle gates.
5. **FEMA AFG Grants:** The FEMA AFG grant cycle is set to open soon for FY2025. After referring the notice of funding opportunities, we believe IFD would have the most success in applying for funds related to the replacement of our Thermal Imaging Cameras.
6. **Crew Sense:** Given our execution and switchover to First Due for scheduling, I have notified Crew Sense (Target Solutions) of our intent to not renew our contract for scheduling services.
7. **First Due:** Work is continuing to bring the staff on board to First Due for scheduling purposes.
8. **Resignation:** We have received a resignation from volunteer firefighter Gary Sanfilippo. FF Sanfilippo has committed over 40 years to the Laurelton and Irondequoit Fire Districts.
9. **Swearing In/Awards Ceremony:** Captain Serenati has been preparing a Swearing In and Awards Ceremony for our newest firefighters, officers and chiefs, along with recognition for meritorious service. The tentative plan is to host the ceremony at Bishop Kearney High School on January 29th, 2026, at 1800 hours.

10. **Volunteer Staffing Program:** We have reviewed the 2025 Volunteer Staffing Hours as it relates to General Order #165 Volunteer Staffing. Some are doing well with requirements, some are doing the minimum and some will be suspended and/or removal from active service for inactivity.
11. **Command/Company Officer Training:** We have two requests for members to attend The Command Officer Boot Camp in Pensacola, Florida. Cost not to exceed CNTE \$6,500.00.
12. **Irondequoit Town Supervisor Perticone:** Newly elected Town Supervisor John Perticone has requested for him and his staff to meet with the Irondequoit Fire Chiefs as he takes over his new role within the Town.
13. **Automatic Aid Agreements:** Work is nearing completion to bolster both our residential and commercial structure fire responses with both the Brighton and Barnard Fire Districts. Both departments have agreed to the additional responses and should be in effect within the next week.
14. **Year End/Year in Review Document:** We ended the year with 3,429 responses; this is an 11% increase and the highest number of responses recorded by the IFD since our inception in 2022. We will be producing a public document over the next few weeks highlighting our staff and services and the improvements we have made in the last calendar year.

#### Commissioner's Reports

- *Commissioner Ange* - no report.
- *Commissioner Ingersoll* - no report.
- *Commissioner Lipari* - Some discussion regarding the fence at Culver and how it has been working with the Volunteer Association members. We also might be interested in purchasing several small tablets for commissioners to use in order to reference various department forms, files and website. Discussion regarding the rates for service by the attorneys and accountants to be noted.
- *Commissioner Nolan* - no report.
- *Commissioner Turner* - no report.

#### ***No additional business was brought before the Board.***

#### Motions and Resolutions

1. A motion was made by Commissioner Ange, seconded by Commissioner Turner, to approve the minutes of the previous meeting. Motion Carried.
2. A motion was made by Commissioner Lipari, seconded by Commissioner Turner, to audit and pay all claims, including accounts payable and District credit card statements, as submitted on or before this meeting. Motion Carried.
3. A motion was made by Commissioner Turner, seconded by Commissioner Lipari, to approve The Monroe County Board of Elections to use the fire stations on 6/23/26 and 11/3/26 for voting. Motion Carried.
4. A motion was made by Commissioner Ange, seconded by Commissioner Nolan, to approve Cub Scout Pack 233 the use of the Culver Station during their Pinewood Derby. Motion Carried.
5. A motion was made by Commissioner Lipari, seconded by Commissioner Ange, to approve the General Order as presented by the Fire Chief. Motion Carried.
6. A motion was made by Commissioner Turner, seconded by Commissioner Ange, to approve two requests for members to attend The Command Officer Boot Camp in Pensacola, Florida at a cost not to exceed (CNTE) \$6,500.00. Motion Carried.
7. A motion was made by Commissioner Lipari, seconded by Commissioner Nolan, to table the already approved 375i(p) Retirement plan costs of \$311,121.15 until audit results are complete. Motion Carried.

#### **Executive Session**

A motion was made at 7:36pm by Commissioner Turner, seconded by Commissioner Ange, to enter into Executive Session pursuant to Public Officers Law §105(1)(f) for the purpose of discussing matters relating to the medical, financial, credit, or employment history of a particular person, and matters leading to the appointment or employment of a particular person. Motion Carried.

A motion was made by Commissioner Ange, seconded by Commissioner Nolan, to exit Executive Session and return to Open Session. Motion Carried.

The Board returned to Open Session at 8:03pm No action was taken during Executive Session.

Motion for Adjournment at 8:03pm by Commissioner Turner, seconded by Commissioner Lipari. Motion Carried.

Supporting documentation referenced herein is incorporated by reference and maintained with the official record.

### **Addenda**

The following documents are maintained on file with the District Secretary and are incorporated by reference into the Organizational Meeting record:

- A. Oaths of Office for elected Fire Commissioner(s).
- B. Proof of posting and publication of meeting notices and legal notices
- C. Annual Legal Notice of Regular Board of Fire Commissioners Meetings
- D. Any additional documents presented to or acknowledged by the Board at the Organizational Meeting

All addenda are maintained as part of the district's official records in accordance with the New York State Records Retention Schedule.

Respectfully Submitted,

[Rodd Riesenberger](#)

District Secretary

NEXT MEETING: MONDAY, January 19, 2026, 6:30pm at the Culver Road Fire Station.