



# IRONDEQUOIT FIRE DISTRICT

2960 Culver Road, Rochester, NY 14622

## Board of Fire Commissioners Meeting Minutes

March 16, 2026

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 March 16, 2026. The meeting was called to order at 6:30pm by the Chairperson, who then led all present in the Pledge of Allegiance.

### 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 Jayson Boehl

Captain Ryan Kohlmeier

District Treasurer Andrew Brown

Purchasing Clerk James Mastin

District Secretary Rodd Riesenberger

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### Business of the Board

- Public Input Session: None
- Scheduled Appointments: IFD Mechanic Ken Bell
- 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 expenses and pre-paid payments have been processed and are current as of the meeting date.
2. Four price quotes were received from contractors to correct work previously performed by American Custom Interiors. Following discussion, the Board agreed to proceed with C.P. Kelly as the lowest responsible bidder in the amount of \$12,914.85.
3. The Board discussed driveway maintenance at the Culver Station and agreed to proceed with crack filling only for this year, to be performed by Manel Sealers.
4. The District received notification from the Ridge Culver Volunteer Fire Association that their building, house, and property are now insured under their own policy and will be removed from the District's insurance coverage. The District will be named as an additional insured on the policy.

### Operations Report

*Chief Metcalfe and Assistant Chief Boehl*

1. BOFC Computers - Captain Kohlmeier has the new computers for the Fire Commissioners and they are set up. We will be mapping the shared OneDrive folder that we can utilize for meetings to provide electronic documentation of reports and quotes from the Operations and Administration staff.



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2. Fleet Maintenance - IFD Mechanic Ken Bell presented a request to purchase a computer and diagnostic software to support fleet maintenance operations. It was noted that he is currently utilizing his personal computer for this purpose. Quotes were provided for Board review.
3. IT Governance General Orders: Pursuant to the requirements of the NYS OSC's Information Technology Governance Assessment, we are required to institute several policies (or general orders) to protect the Fire District's IT systems. Chief Metcalfe has drafted seven (7) of these General Orders to start, which include:
  - a. IFD GO-IT 01 - Breach Notification Policy
  - b. IFD GO-IT 02 - Information Security Program
  - c. IFD GO-IT 03 - Acceptable Use of Technology
  - d. IFD GO-IT 04 - Password and Access Control Policy
  - e. IFD GO-IT 05 - Mobile Device Security Policy
  - f. IFD GO-IT 06 - Data Backup and Recovery Policy
  - g. IFD GO-IT 07 - Cybersecurity Training and Awareness

Additionally, we have developed Cybersecurity Training, based on guidance from the IAFC to deliver to the staff. The Career and Volunteer Staff training will be delivered across all 4 shifts in April, including Volunteer Staffing shifts in the evening. The BOFC will also need to attend the training, which I can deliver before or during a BOFC meeting.

We will also need to institute a Banking Policy General Order which we have already started working on with Treasurer Brown.

4. IT Status/Empire Station - Through work with our IT Provider Brite, Captain Kohlmeier has diagnosed a number of hardware/software issues at the Empire Station. Essentially the Wi-Fi network at Empire was built upon a number of access points. Unlike Culver, where each access point was designed for the current operating administrative load, the access points at Empire are too few and the system has been split and then split again across the access points. The overload and challenges we are currently facing are due to the lack of access points, that can only be addressed by adding additional access points. No action is needed tonight, but we will need to plan to upgrade and add those access points in the near future.
5. Apparatus Operator Course - In 2025 we had 8 of our newest Career Firefighters attend training through Vigilant Fire Training. We would like to move forward and train 8 more of our firefighters (including our 4 new hires) with this training. This training quote includes instruction from the Vigilant Fire Service. Training 40-hour Apparatus Operator Class delivered by two (2) instructors Nationally Certified to Fire Service Instructors. Training to be conducted on-site at either Irondequoit Fire Station or designated local training locations.
6. General Counsel - We have run into some struggles with legal counsel (Angelo - Labor / Peter - GC). We have inquired amongst my peers in the Career Chief group about alternative counsel to whom may be beneficial to the fire district. Chief Andrews from Barnard utilizes Angelo and Peter as well and has run into some of the same challenges. He offered up Mr. Steven Shanan Esq. as a contact who performs both General Counsel and Labor services who Barnard has begun to utilize as a 3rd option. We would like to request a quote or scope of work for the BOFC to potentially adopt (**APPROVED**).
7. Barnard Fire IMA - For review, we have an IMA with the Barnard Fire District (mirroring the Brighton Fire agreement) for the Culver Zone and Commercial responses.



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8. PPF/IFD 2nd Meeting - AC Boehl and Chief Metcalfe met with the leadership of the Point Pleasant Fire District and had a very productive meeting, which does not modify their response to the IFD, but did involve some changes that we requested, to which they agreed to.
  - a. OEC Meeting - Chief Boehl and I will be meeting next Monday the 23rd with Mr. Deisenroth from OFPC to enact the changes we are proposing with Barnard, Brighton and PPF. These changes will ensure that for every Irondequoit STRCTA incident, 6 companies will be responding, mirroring the RFD's running response and the Countywide Career Standard that Greece, Gates and Henrietta are employing.
9. Board of Elections - We have approved the meeting room use request for the Board of Elections for 2026 and they have provided insurance proof and liability coverage for their requests.
10. Knox Boxes - Last year we updated several of the Knox Boxes in apparatus to upgrade the system, with the intent to continue swapping out the Knox Boxes year to year. We would like to move forward with 3 more Knox Boxes as proposed by BC Finewood.
11. SOU Squad - The committee, including Commissioner Ingersoll, Captain Kohlmeier and BC Thomas have completed a lot of work on the proposed project, and Captain Kohlmeier/Commissioner Ingersoll will be providing further insight on the project. Additionally, we have discussed with Treasurer Brown about the potential funding source if the BOFC moves forward. This has been tabled for now until proper review of the IFD Capital Plan for vehicle replacement is performed. Several meetings to review the Capital Plan are scheduled before the next BOFC meeting when this will come back for a vote.
12. Jet Dock/1776 - Over the last several years we have run into a number of issues with the Jet Dock for 1776 and its performance with the usage of the dock. Based on the last two years of experience, it is our recommendation that the IFD move away from the Jet Dock and consider surplussing the dock equipment for potential sale. Captain Kohlmeier will elaborate further on the issues we are having and the damage the Jet Dock has caused to 1776 and to the docks at Bay Village Marina. If nothing else, we should move operationally away from its use and consider alternatives for the future with the use of 1776.
13. Congressman Morelle Funds - Just an FYI that we were unable to file for the funds for a CRR Trailer through Congressman Morelle's office. The quick turnaround (12 days) before the application was due and the lack of quotes from the businesses, we inquired about made the application non-feasible. We have communicated with Congressman Morelle's office as such and will hopefully pursue the project next year with the appropriate documentation in advance of the process.
14. Volunteer State of the Department - Last Thursday evening we held the annual "Volunteer State of the Department Meeting" at the Culver Station. The event was well attended, provided updates from the VSS, Training and me and dinner was provided for our volunteer firefighters and officers. Special thanks to Commissioner Nolan for attending as a Commissioner and Volunteer Firefighter. We will be holding similar meetings in April with the Career Staff, both with the firefighters and officers on two separate mornings.

## Commissioner's Reports

- *Commissioner Ange* - Reported that he met with the RCVFA President Steve Masetta who requested the use of the Culver Station for a pork BBQ fundraiser on May 15<sup>th</sup> & 16<sup>th</sup>, (APPROVED). The Irondequoit Fire Exempts will be having their steak roast on April 21<sup>st</sup>. The previous MCFDOA meeting went well and many other fire



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district officers attended. There are several "Coffee with the Chief" sessions scheduled with the Saint Paul FD Chief to discuss the future plans of their new fire station.

- *Commissioner Ingersoll* - No Report
- *Commissioner Lipari* - Noted that he appreciates the work by the Community Risk Reduction Specialist, Steve Sinaguglia in keeping the electronic front signs full of fire safety messages.
- *Commissioner Nolan* - Discussion regarding concerns with the proposed purchase of a new SLU squad vehicle. A motion was made by Commissioner Lipari to approve the purchase of an SLU squad for a cost not to exceed \$150,000, with funds to be taken from the capital reserve. Commissioner Nolan expressed concerns regarding the capital plan and its long-term financial stability. Following discussion, Commissioner Lipari rescinded the motion pending further review of the capital plan. It was noted that the Chief and administrative staff will meet with Commissioner Nolan on March 25 to further discuss the capital plan, and the proposed purchase will be brought back to the Board for consideration at a future meeting.
- *Commissioner Turner* - No Report

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

## Motions and Resolutions

1. A motion was made by Commissioner Turner, seconded by Commissioner Ange, to approve the minutes of the previous meeting. **Motion carried.**
2. A motion was made by Commissioner Lipari, seconded by Commissioner Nolan, 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 Lipari, seconded by Commissioner Ange, to approve corrective work related to work previously performed by American Custom Interiors and to authorize the engagement of C.P. Kelly for a cost not to exceed \$15,000. **Motion carried.**
4. A motion was made by Commissioner Turner, seconded by Commissioner Lipari, to approve Mechanic Bell's proposal to purchase a diagnostic computer and software for a cost not to exceed \$16,500. **Motion carried.**
5. A motion was made by Commissioner Turner, seconded by Commissioner Lipari, to approve the Apparatus Operator Course through Vigilant Fire Training for a cost not to exceed \$5,500. **Motion carried.**
6. A motion was made by Commissioner Ange, seconded by Commissioner Lipari, to approve the purchase of three (3) more Knox Boxes as proposed for a cost not to exceed \$5,800. **Motion carried.**
7. A motion was made by Commissioner Turner, seconded by Commissioner Lipari, to approve surplus the JetDock and associated equipment that goes with it. **Motion carried.**

## **Executive Session**

A motion was made at 7:51pm by Commissioner Ange, seconded by Commissioner Lipari, 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 Turner, seconded by Commissioner Ange, to exit Executive Session and return to Open Session. Motion Carried.

The Board returned to Open Session at 8:09pm. No action was taken during Executive Session.



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Motion for Adjournment at 8:10pm by Commissioner Turner, seconded by Commissioner Nolan. Motion Carried.

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

## **Addenda**

1. 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, April 6, 2026, 6:30pm at the Culver Road Fire Station.