Spencerport Fire District

Organizational Meeting Minutes January 6, 2022

Board designated Jim McKinney as the Temporary Chairman of the Organizational Meeting

Chairman McKinney called the meeting to order at: 7:00 PM followed by the Pledge of Allegiance.

Attorney Stowe administered The Oath of Office for Newly Elected Commissioner Rick Chick.

Election of Chairman:

- ***Motion to appoint Joe Muniz as Chairman of the Board of Fire Commissioners of the Spencerport Fire District for 2022.***
  - ❖ Motion: Spencer Second: Chick Ayes: 4 Nays: 0

Appointment of Treasurer:

- ***Motion to appoint Treasurer Jim McKinney of the Spencerport Fire District for 2022 and fix the Treasurer's compensation for 2022 at $8,000.00.***
  - ❖ Motion: Spencer Second: McQuilkin Ayes: 4 Nays: 0

Appointment of Deputy Treasurer

- ***Motion to appoint Deputy Treasurer Matthew Boedeker of Spencerport Fire District for 2022 and fist the Deputy Treasurer's compensation for 2022 at $3,960.00.***
  - ❖ Motion: McQuilkin Second: Spencer Ayes: 4 Nays: 0

Verification of Surety Bond for the Treasurer, Commissioners, Administrator & Employees.

- $2,000,000.00 coverage was verified with Churchville Agency on January 5, 2022.

Appointment of Secretary:

- ***Motion to appoint Jacqueline Sullivan as Secretary of the Spencerport Fire District and Records Management Officer for 2022 and fix the Secretary's compensation for 2022 at $3,300.00***
  - ❖ Motion: McQuilkin Second: Chick Ayes: 4 Nays: 0

Appointment of Attorney:

- ***Motion to appoint Richard Stowe as Attorney of the Spencerport Fire District for 2022 and fix the Attorney's compensation for 2022 at $9,400.00.***
  - ❖ Motion: McQuilkin Second: Chick Ayes: 4 Nays: 0

Appointment of District Administrator / Deputy Secretary:

- *Motion to appoint David Goddard as Administrator, Deputy Secretary and Deputy Records Management Officer for 2022 and fix the Administrator's compensation for 2022 at $23.25/ hour.*
  - ❖ Motion: Spencer Second: Chick Ayes: 4 Nays: 0

Designation of Official Depositories:

- *Motion to designate M&T Bank and NYCLASS as the official depositories for the Spencerport Fire District for 2022.*
  - ❖ Motion: McQuilkin Second: Chick Ayes: 4 Nays: 0

Designation of Official Newspapers:

- *Motion to designate the Suburban News (primary) and Democrat & Chronicle (secondary) as the official newspapers of the Spencerport Fire District for 2022.*
  - ❖ Motion: Chick Second: Spencer Ayes: 4 Nays: 0

2021 Official Meeting Dates:

- *Motion to designate the following as the Official 2022 Meeting Dates of the Spencerport Fire District Board of Fire Commissioners. All meetings will be conducted at 7:00PM at Fire Station #1, 175 Lyell Avenue, Spencerport unless otherwise noted.*

Month	Day/Date	Not Available
February	**Thursday, 2/3**	
March	**Thursday, 3/3**	
April	**Thursday, 4/7**	**Muniz**
May	**Thursday, 5/5**	
June	**Thursday, 6/2**	**Muniz**
July	**Thursday, 7/7**	**Muniz**
August	**Thursday, 8/4**	
September	**Thursday, 9/1**	**Muniz**
October	**Thursday, 10/6**	
November	**Thursday, 11/3**	
December	**Thursday, 12/15**	
December Y/E	**Friday, 12/30 TBA**	

- *Motion to designate the dates listed above as the District's official meeting dates for 2022 and that all meetings will be held at 7:00 PM at Station #1 and will be open to the public.*
  - ❖ Motion: Chick Second: Spencer Ayes: 4 Nays: 0

Authorization for Safe Deposit Box Access:

- *Motion to authorize the following individuals to have access to the safe deposit box of the Spencerport Fire District in 2022: McKinney, McQuilkin, Spencer & Goddard*
  - ❖ Motion: Chick Second: Spencer Ayes: 4 Nays: 0

Approval for Membership in Local, County & State Organizations of Fire Districts:

- *Motion to approve membership by the Spencerport Fire District in the following organizations:*
  - *Association of Fire Districts of the State of New York (AFDSNY)*
  - *Firemen's Association of the State of New York (FASNY)*
  - *Monroe County Fire District Officer's Association (MCFDOA)*
  - *Monroe County Volunteer Firemen's Association (MCVFA)*
  - ❖ Motion: McQuilkin Second: Spencer Ayes: 4 Nays: 0

Supporting Membership in International and State Organizations.

- *Motion to support membership by the Board of Fire Commissioners and Chief Officers of the Spencerport Fire District in the following organizations:*
  - *International Association of Fire Chiefs*
  - *New York State Association of Fire Chiefs*
  - ❖ Motion: McQuilkin Second: Chick Ayes: 4 Nays: 0

Education & Training

- *Motion to authorize attendance, during the fiscal year 2022, by the Commissioners, Treasurer, Administrator, Secretary, Attorney and such others that may be designated by the Board of Fire Commissioners, at necessary training schools, seminars and conventions, and that all necessary expenses associated with such attendance be paid by the Fire District. Quarterly meetings of the Monroe County Fire District Officers Association and any additional meetings that may be called by the Association are included. Quarterly meetings may be attended by the Chief and the President of the Firemen's Association.*
  - ❖ Motion: Spencer Second: McQuilkin Ayes: 4 Nays: 0

Chairman's Appointments:

- **Vice Chairman: Dave Spencer**
- **Delegate(s) to MCFDOA:**
  - **Dave Spencer**

- **Steve Dorgan**

Committee Assignments:

- Buildings & Grounds: *(McQuilkin & Spencer)*
- Insurance / Fire Protection Contracts / Finance: *(Chick, Goddard & Muniz)*
- Liaison: Firemen's Association / Paid Personnel: *(McQuilkin)*
- Equipment / Apparatus: *(Spencer & Chick)*
- Recruitment – Retention / GIS /New Initiatives / Long Range Planning: *(Dorgan & Muniz)*
- Audit of Treasurer's Books: (*Chick & Muniz)*

Approval of Chairman's Appointments:

- ***Motion to approve the Chairman's appointments for 2022.***
  - ❖ Motion: McQuilkin Second: Spencer Ayes: 4 Nays: 0

Policies:

- ***Motion authorizing that all Policies of the Fire District shall remain in place for 2022***
  - ❖ Motion: Spencer Second: Chick Ayes: 4 Nays: 0

Advanced Voucher Payment:

- ***To authorize the Treasurer or Deputy Treasurer of the Spencerport Fire District to pay invoices for the following goods / services in advance of voucher audits:***

  Telephone, Utilities, Postage, Freight, Bond Payment, Recurring Salaries, payments to the State Insurance Fund, Lovell Safety Management and Toshiba Financial & Business Solutions.

  As well as to pay, in advance of signatures, if there is an unavoidable penalty fee for late payments or if a registration/reservation type payment is needed which has a deadline date that precedes the next Board of Fire Commissioners meeting (provided that permission to participate was already granted by the Board of Fire Commissioners). Such invoices shall be scrutinized thoroughly by the Board of Fire Commissioners and if it is found that any credit is owed to the District, the Treasurer shall assume the responsibility of immediately seeking appropriate restitution in partner with legal counsel if necessary.
  - ❖ Motion: Spencer Second: Chick Ayes: 4 Nays: 0

Mileage Reimbursement:

- ***Motion authorizing the reimbursable mileage rate for the District to be determined by the Internal Revenue Service schedule.***
  - ❖ Motion: McQuilkin Second: Chick Ayes: 4 Nays: 0

Petty Cash:

- ***Motion authorizing the District to maintain a petty cash fund of $50.00.***
  - ❖ Motion: McQuilkin Second: Spencer Ayes: 4 Nays: 0

Approval of 2022 Chief Officers:

- ***Motion to confirm approval of the following 2022 Chief Officers of the Fire District:***
  - ➢ ***Chief: Thomas Clark*** ***Assistant Chief: Jake Bromage***
  - ➢ ***Deputy Chief: Mitch Flagg*** ***Assistant Chief: Joe Barretta***
  - ❖ Motion: McQuilkin Second: Chick Ayes: 4 Nays: 0

Facsimile Signatures:

- ***Motion to authorize the use of facsimile signatures by the Treasurer, Commissioners, Secretary and District Administrator on Fire District documents.***
  - ❖ Motion: McQuilkin Second: Spencer Ayes: 4 Nays: 0

Designation of Employee Salaries:

- ***Motion authorizing the following salaries for Fire District employees:***
  - ➢ ***Station #1 Maintenance – (Mark Gurger) $15.50 / hour***
  - ➢ ***Station #2 & 3 Maintenance – (Maiya Incardona) $15.50 / hour***
  - ➢ ***Substitute Maintenance– (Russ Young) $15.50/hour***
  - ➢ ***Apparatus Maintenance: (Ken Unger) $35.35 / hour***
  - ➢ ***Radio & Communications: (Glenn Heininger) $17.50 / hour***
  - ➢ ***Incident Report Clerk: (Jason Rampello) $15.00/hour***

  - ❖ Motion: Spencer Second: Chick Ayes: 4 Nays: 0

Re-Adoption of Policy:

- ***Motion to re-adopt the Policy for Post-Issuance of Tax Compliance and Continuous Disclosure Procedures for Tax Exempt Notes & Bonds.***
  - ❖ Motion: McQuilkin Second: Chick Ayes: 4 Nays: 0

Adjournment:

- ***Motion to Adjourn to 2022 Organizational Meeting at 7:15 p.m.***
  - ❖ Motion: Spencer Second: Chick Ayes: 4 Nays: 0