Spencerport Fire District

Organizational Meeting Minutes - January 8, 2026

✔ Board designated Temporary Chairman David Spencer

✔ Meeting Called to Order at: 7:00 PM by Temporary Chairman Spencer

✔ Pledge of Allegiance:

✔ Administration of Oath of Office for Newly Elected Commissioner(s):
Glenn Heininger

✔ Election of Chairman:
- ***Motion to appoint Joe Muniz Chairman of the Board of Fire Commissioners of the Spencerport Fire District for 2026.***
  - ❖ Motion: Dorgan Second: Heininger Ayes: 5 Nays: 0

  Motion to appoint Dave Spencer Vice Chairman of the Board of Fire Commissioners of the Spencerport Fire District for 2026.
  - ❖ Motion: Dorgan Second: Chick Ayes: 5Nays: 0

✔ Appointment of Treasurer:
- ***Motion to appoint Treasurer Corey Mortimer of the Spencerport Fire District for 2026 and fix the Treasurer's compensation for 2026 at $13,500.00/year.***
  - ❖ Motion: Spencer Second: Dorgan Ayes: 5 Nays: 0

✔ Appointment of Deputy Treasurer
- ***Motion to appoint Deputy Treasurer John Short of Spencerport Fire District for 2026 and fix the Deputy Treasurer's compensation for 2026 at $269.23/bi-weekly ($7,000.00/yr.).***
  - ❖ Motion: Dorgan Second: Chick Ayes: 5Nays: 0

✔ Verification of Surety Bond for the Treasurer, Commissioners, Administrator & Employees.
- $2,000,000.00 coverage was verified with Churchville Agency on January 2, 2026.

✔ Appointment of Secretary:
- ***Motion to appoint Jacqueline Sullivan as Secretary of the Spencerport Fire District and Records Management Officer for 2026 and fix the Secretary's compensation for 2026 at $4,900.00/year.***
  - ❖ Motion: Chick Second: Spencer Ayes: 5 Nays: 0

✔ Appointment of Attorney:
- ❖ ***Motion to appoint Eric Stowe as Attorney of the Spencerport Fire District for 2026 and fix the Attorney's compensation for 2026 at $12,000.00***
- ❖ Motion: Chick Second: Dorgan Ayes: 5Nays: 0

✔ Appointment of Administrator
- ***Motion to appoint Jacqueline Sullivan as Administrator, for 2026 and fix the Administrator's compensation for 2026 at $26.78/hour.***
  - ❖ Motion: Heininger Second: Spencer Ayes: 5 Nays: 0

✔ Appointment of Deputy Secretary:
- ***Motion to appoint Joe Muniz as Deputy Secretary & Deputy Records Management Officer for 2026.***
  - ❖ Motion: Spencer Second: Chick Ayes: 5Nays: 0

✔ Designation of Official Depositories:
- ***Motion to designate M&T Bank and NYCLASS as the official depositories for the Spencerport Fire District for 2026.***
  - ❖ Motion: Spencer Second: Chick Ayes: 5Nays: 0

✔ Designation of Official Newspapers:
- ***Motion to designate the Westside News (primary) and Democrat & Chronicle (secondary) as the official newspapers of the Spencerport Fire District for 2026.***
  - ❖ Motion: Spencer Second: Chick Ayes: 5Nays: 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 2026: Mortimer, Chick, Spencer & Short***
  - ❖ Motion: Muniz Second: Dorgan Ayes: 5 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: Chick Second: Dorgan Ayes: 5Nays: 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: Spencer Second: Dorgan Ayes: 5 Nays: 0

✔ Education & Training
- ***Motion to authorize attendance, during the fiscal year 2026, 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: Heininger Second: Dorgan Ayes: 5 Nays: 0

✔ Chairman's Appointments:
- **Vice Chairman: Dave Spencer**
- **Delegate(s) to MCFDOA: Rick Chick & Steve Dorgan**

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

✔ Approval of Chairman's Appointments:
- ***Motion to approve the Chairman's appointments for 2026.***
  - ❖ Motion: Dorgan Second: Chick Ayes: 5 Nays: 0

✔ Budget Lines Assignments
- Payroll authorization, starting pay & raise increases (Personnel Commissioner)
- Contracts & Expenditures (Building & Grounds Commissioner)
- Vehicle purchases & unbudgeted apparatus equipment (Apparatus Commissioner)
- Chief's budget purchases (Commissioner Dorgan)
- Administrative purchases; insurance, workers comp., VFBL (Commissioner Chick)

✔ Approval of budget line assignments
- ***Motion to approve the Chairman's budget line assignments.***

- ❖ Motion: Spencer Second: Chick Ayes: 5Nays: 0

✔ Policies:

- ***Motion authorizing that all Policies of the Fire District shall remain in place for 2026***
  - ❖ Motion: Spencer Second: Heininger Ayes: 5Nays: 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: 5Nays: 0

✔ Mileage Reimbursement:

- ***Motion authorizing the reimbursable mileage rate for the District to be determined by the Internal Revenue Service schedule.***
  - ❖ Motion: Heininger Second: Dorgan Ayes: 5 Nays: 0

✔ Petty Cash:

- ***Motion authorizing the District to maintain a petty cash fund of $50.00.***
  - ❖ Motion: Spencer Second: Dorgan Ayes: 5Nays: 0

✔ Facsimile Signatures:

- ***Motion to authorize the use of facsimile signatures by the Treasurer, Commissioners, Secretary and District Administrator on Fire District documents.***
  - ❖ Motion: Spencer Second: Heininger Ayes: 5Nays: 0

✔ Designation of Employee Salaries:

- ***Motion authorizing the following salaries for Fire District employees:***
  - ☐ ***Station #1, 2, 3 Maintenance – (Mark Gurgir) $21.00/hour***
  - ☐ ***Apparatus Maintenance: (Ken Unger) $38.00/hour***
  - ☐ ***Radio & Communications:***
  - ☐ ***Incident Report Clerk:(Jason Rampello) $21.00/hour***
  - ☐ ***Fire Prevention Educator (Jen Chapman) $25.91/hour***
    - ❖ Motion: Spencer Second: Dorgan Ayes: 5Nays: 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: Dorgan Second: Chick Ayes: 5Nays: 0

✔ Adjournment:

- ***Motion to Adjourn to 2026 Organizational Meeting at 7:11 PM***
  - ❖ Motion: Dorgan Second: Spencer Ayes: 5 Nays: 0