Spencerport Fire District

Monthly Meeting Minutes March 3, 2022

This meeting is being held in a Socially Distanced format in the Station #1 Main Conference Room.

Meeting Called to Order: Chairman Muniz called the meeting to order at 7:00 p.m.; followed by the Pledge of Allegiance

Present: Commissioners Chick, Dorgan, McQuilkin, Muniz & Spencer, Treasurer McKinney, Deputy Treasurer Boedeker, Administrator Goddard, Secretary Sullivan, Attorney Stowe, Chief's Clark, and Bromage, President Damon, Dave Fairley, Jason Rampello and Matt Russell

Approval of Minutes:

Motion by: Spencer/Seconded by: Chick
To approve the minutes for the February 3, 2022 Monthly Meeting
In Favor: 5 Opposed: 0

Motion by: McQuilkin/Seconded by: Chick
To approve the minutes for the February 17, 2022 Special Meeting
In Favor: 5 Opposed: 0

Approval of Treasurer's Report / Chief's Budget Line Report:

Motion by: Spencer/Seconded by: McQuilkin
To approve the February 28, 2022 Treasurer' Report/Chief's Budget Line Report
In Favor: 5 Opposed: 0

Communications:

- INCOMING:
  - NYS Association of Fire Districts – Proposed By-Law Amendments
  - Town of Ogden Assessors Office – Bozinovich Subdivision
    - 59 McCleary Road
    - 55 McCleary Road
- OUTGOING:
- ACTION ON COMMUNICATIONS:

Committee Reports:

- Buildings & Grounds
  - General: Commissioner McQuilkin reported that the Backflow preventers at stations #1 & #3 have been tested and approved.
  - Station #1: Commissioner Muniz inquired about adding additional insulation to the roof to help improve the ice damming issues.

Discussion ensued regarding the conditions that cause the ice damming and what has been done to help prevent it.

- Station #2:
- Station #3: Commissioner Spencer reported that there is a water leak on the side of building. The water has been shut off at the valve and Paul Shiffhauer has been called to repair the valve.

➢ Insurance / Fire Protection Contracts / Finance

- Commissioners Chick and Muniz and Administrator Goddard met with Churchville insurance to review the District Policy. Amendments were made and a final quote is forthcoming. Commissioner Muniz questioned that because the value of the Chief's vehicles has increased to $60,000.00 is the district going to continue to self-insure those vehicles or add them to the policy vehicle list.

  Treasure McKinney responded that Commissioner Resch by resolution increased the value of the Chief's vehicles to $60,000.00

➢ Liaison / Fire Department / Paid Personnel

- Administrator Goddard reported that Mark Gurger (Station #1 maintenance) will be resigning effective March 18, 2022; Maiya Incardona will be moving to Station #1 and Justin DiPasquali was interviewed this past week and will be starting at Stations #2 & #3

Approval to hire Justin DiPasquali as Stations #2 & #3 Maintenance at a rate of $15.00/hr.

Motion by: Spencer/Seconded by: Dorgan
In Favor: 5 Opposed: 0

➢ Equipment / Apparatus

- Commissioner Spencer reported that 2912 & 2914 are in for inspections and maintenance; New 2923 should be complete at Churchville Fire by the weekend; radios will be installed and Matt Hull needs to complete some work on the truck. The truck should be in service by the end of the month.

  Commissioner Spencer reported that he has had about 20 inquiries regarding purchasing the old 2923 with no firm offers as of yet and that the new Tahoe is at Ryan's being upfitted and should be in service in two weeks.

➢ Recruitment / Retention / GIS / New Initiatives / Long Range Planning

Commissioner Muniz reported that the hydrants for the Training facility have been received and that the Town of Ogden Finance Director will be meeting with Treasurer McKinney.

Motion by: Spencer/Seconded by: Dorgan
To approve purchasing the watermain materials and hydrants for the Training Facility Project.
In Favor: 5 Opposed: 0

Reports:

- Chief Clark made the following comments:
  - February Calls 78, 78% Fire vs 22% EMS
  - Year-to date Calls: 148
  - Average enroute time: 4:26
  - 34 calls took 5 minutes or more to answer or 44% of the calls in February
  - 12 calls took 7 minutes or more to answer or 15% of the calls in February
  - Calls of consequence: Multiple fill-ins, SO-12 response to the Gates Fire District
- Attorney
- Secretary
- Treasurer
  Treasurer McKinney reported that the AUD was filed with the Office of State Comptroller
- Administrator

Old Business:

- Commissioner Chick
  Commission Chick requested the maintenance reports pertaining to the proposed 10-year replacement schedule.
- Commissioner Dorgan
- Commissioner McQuilkin
- Commissioner Muniz
  Commissioner Muniz asked if everyone had a chance to review the updated Index and Administrative, Financial and Operational Policies and if there are any questions.

Motion by: Spencer/Seconded by: Dorgan
To Approve the below District Policy Updates
In Favor: 5 Opposed: 0

- District Policy Update

This meeting is being held in a Socially Distanced format in the Station #1 Main Conference Room.

- Index – J. Muniz
- Cellular Telephone Policy – J. McKinney
- License Event Notification Services (LENS) Report Policy – J. Muniz
- Motor Vehicle Accident Reporting Policy – J. Muniz
- Travel and Training Reimbursement Policy – J. Muniz
- Personal Property Loss/Damage Policy – J. Muniz
- Chief's Vehicle Usage Policy – J. Muniz
- Audit of Claims – Treasurer McKinney
- Credit Card Usage Policy– Treasurer McKinney
- Advance Payment Policy – Treasurer McKinney
- Policy to Oversee Disbursements – Treasurer McKinney

Commissioner Muniz reviewed the Spencerport Fire Department Standard Operating Guidelines asking if everyone has a chance to review them and if there were any questions.

Motion by: Spencer/Seconded by: Dorgan
To Approve the below Spencerport Fire Department Standard Operating Guidelines
In Favor: 5 Opposed: 0

- Class B Uniform – T. Clark
- Class A Uniform – T. Clark
- Uniform Distribution – T. Clark
- Placement of Equipment on Vehicles – T. Clark
- Small Engine Maintenance – T. Clark
- Vehicle Maintenance – T. Clark
- Ground Ladder Maintenance – T. Clark
- Aerial Ladder Inspection – T. Clark
- Annual Vehicle Inspections – T. Clark
- Equipment Repairs – T. Clark
- Gas Detector Calibration – T. Clark
- Hand Tool Inspection – T. Clark
- Tag Lines – T. Clark

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- Commissioner Spencer
  Commissioner Spencer summarized that the Rescue and 2935 are the next vehicles to be replaced if the 10-year replacement schedule is followed. Delivery is approximately 2 years out so the new vehicles would be considered 2024 model year and Pierce prices increased in February of this year and will increase again in 2022.
  Discussion ensued regarding present maintenance costs for vehicles, tools and equipment on trucks at this time and transfers to new trucks.

  Motion by: Spencer/Seconded by: Dorgan
  To Approve a trial 10-Year Replacement Schedule for 2918 & 2935 to be reassessed after their purchases.
  In Favor: 5 Opposed: 0

Commissioner Spencer led the discussion regarding the need to add a Tanker to the fleet due to the district's 2-year plan to take back areas currently covered by Churchville Fire Department. These areas do not have hydrants available.

Discussion ensued regarding the manpower available at Station #3 where the Tanker would be housed, the cost of either purchasing new or used and various manufacturers. It was determined that the Commissioners attending FDIC would gather more information for the Board to review.

The Commissioners directed to the Chief to gather a committee for the purchase of the new Rescue (2918) and inventory of equipment to be moved to the new Rescue.

- Treasurer McKinney
- Secretary Sullivan
- Attorney Stowe
- Administrator Goddard
- Chief Clark
  Chief Clark reported that the Tax-Exempt eligibility roster is complete

New Business:

- Commissioner Chick
  Commissioner Chick commented that he discussed with Chief Clark the inventory of equipment and that Chief Clark indicated that the Truck Check sheets are in Red Alert with an inventory on them. Commissioner Chick inquired what is being done with all of the Turnout Gear in the

basement. Commissioner Muniz responded that Greece Central Schools will be taking it and he will reach out to them to schedule a date to get it to them.

Discussion ensued regarding equipment and surplus. Treasurer McKinney commented that a fixed asset review was done approximately 5 or 6 years ago. Commission Chick volunteered to take on inventory coordination.

- Commissioner Dorgan
- Commissioner McQuilkin
- Commissioner Muniz
- Commissioner Spencer
- Treasurer McKinney

  Treasurer McKinney commented that M&T Bank has changed how they distribute cancelled checks and moving forward a check voucher will be stapled to each signed payment voucher to indicated the check number and payee to correspond with the payment voucher for auditing purposes.
- Secretary Sullivan
- Attorney Stowe
- Administrator Goddard

Motion by: Dorgan/Seconded by: Spencer
To advertise to accept bids for the 2022 Lawn Care
In Favor: 5 Opposed: 0

Motion by: Dorgan/Seconded by: Spencer
To approve the American Red Cross' request to conduct a blood drive at Station #1 on Sept. 24, 2022 (9:00 AM – 2:00 PM) and Nov. 30, 2022 (10:00 AM – 3:00 PM)
In Favor: 5 Opposed: 0

Motion by: McQuilkin/Seconded by: Spencer
To approve annual contract for Pest Control
In Favor: Opposed: 0

- Chief Clark

  Chief Clark commented that the new iPads have been installed in the fleet; daytime responses are becoming more of a concern with manpower and that we need to start thinking outside of the box on how we can get our members to or in the station during the daytime hours; 2910 equipment has been ordered and that the old camera will be moved to the new quint in order to purchase intakes; met with Churchville to confirm what calls they would run mutual aid as the contracted area is reduced over a two (2) year period.

Commissioner Muniz questioned the status of the old iPads.

Chief Clark responded Glenn Henninger has the list.

Commissioner McQuilkin asked that 2, in the best condition, be set aside for the Fire Marshalls.

Privilege of the Floor:

Good & Welfare:

Additional Business:

Approval of Claims Abstract

Motion by: Spencer/Second by: Dorgan
To approve the payment of vouchers listed on the attached Claims Abstract from February 19 – March 3, 2022 in the total amount of $25,212.20.

In Favor: 5 Opposed: 0

Executive Session:

Motion by: McQuilkin/Seconded by: Spencer
To approve entering into executive session at 8:05 p.m. to discuss personnel
In favor: 5 Opposed: 0

Motion by: Spencer/Seconded by: Chick
To approve exiting executive session at 8:24p.m.
In Favor: 5 Opposed: 0

Adjournment:

Motion by: Spencer/Second by: Dorgan
To adjourn the meeting at 8:24 p.m.
In Favor: 5 Opposed: 0