Spencerport Fire District

Monthly Meeting Minutes Date: June 2, 2022

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

Meeting Called to Order at: 7:00 p.m. by Vice Chair Spencer followed by the Pledge of Allegiance

Attendees:

Commissioners Chick, Dorgan, McQuilkin, & Spencer, Treasurer McKinney, Administrator Goddard, Secretary Sullivan, Attorney Stowe, Chief Clark, President's Damon, Tom McMahon, Todd Ritzenthaler, and Matt Russell

Pledge of Allegiance:

Approval of Minutes:

- – Monthly Meeting
  - May 5, 2022 – Monthly Meeting Minutes
    - **Motion by: McQuilkin Seconded by: Chick**
      In Favor: 4 Opposed
- **Approval of Treasurer's Report / Chief's Budget Line Report**
    - **Motion by: Chick Seconded by: Dorgan**
      In Favor: 4 Opposed

Communications:

- INCOMING:
  - Churchville Fire Equipment – Service Notice for Rescue 2918
  - Monroe County District Attorney's Office – Subpoena for records – MVA – 03/28/2022 – Buffalo & Whittier Rds.
  - Monroe County District Attorney's Office – Subpoena for records – Structure Fire – 04/12/2022 – 3900 Buffalo Rd.
- OUTGOING:
  - To Monroe County District Attorney's Office – Subpoena for records – MVA – 03/28/2022 – Buffalo & Whittier Rds.
  - To Monroe County District Attorney's Office – Subpoena for records – Structure Fire – 04/12/2022 – 3900 Buffalo Rd.

- ACTION ON COMMUNICATIONS:

Committee Reports:

- Buildings & Grounds

- Commissioner McQuilkin reported that a new picnic table for station #3 has been purchased and needs to be assembled; driveways and parking lots will be sealed at all stations and window cleaning at all stations will be done.
- General:
- Station #1:
- Station #2: Commissioner Spencer asked Matt Russell if the lawn repairs at Stations 2 & 3 could be completed.
- Matt Russell responded that he will finish Station #2 and that Station #3 is done.

➢ Insurance / Fire Protection Contracts / Finance
- Commissioner Chick indicated that he and Chief Clark met with Attorney Stowe regarding communication with Churchville FD regarding coverage areas.
- Chief Clark indicated that he is working on a letter to outline boundaries.
- Attorney Stowe added that he has templet ready to go with the Chief's boundaries scheduled for approval at the July meeting.

➢ Liaison / Fire Department / Paid Personnel

➢ Equipment / Apparatus
- Commissioner Spencer reported that 2918 out of service and repairs to the ladder truck are in process

➢ Recruitment / Retention / GIS / New Initiatives / Long Range Planning
- *Commissioner Muniz forwarded the following comment: Status of long-range planning: There is a committee of 10 established. 2 commissioners, 3 chiefs, 2 presidents and 3 rank and file ff's. Committee met on 5/31 and had great open dialog on future of the District. Established a need for other replacement/refurbishments schedules as well as other administrative and personnel items. Next meeting 6/14 & 6/27.*

➢ Chief
- Chief Clark commented that there were 83 calls for the month of May; 79% fire 21% ems; 3:48 average response time; 26 calls took 5 minutes or more, and 8 calls took 7 minutes or more; calls of consequence – multiple fill-ins, M/A structure fire response to Churchville FD, NGFD and working fire at 3233 Big Ridge Road.

➢ Attorney

➢ Secretary

➢ Treasurer

➢ Administrator

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Old Business:

- Commissioner Chick
  - Commissioner Chick reported that Asset Services quoted a price of $5,970.00 to perform an inventory and valuation of the assets of the District. Commissioner Chick requested Chief Clark to provide an inventory of the apparatus and Trucks to be added to the inventory.

    Approval for Asset Services to provide and inventory and valuation of Spencerport Fire District Assets in the amount of $5,970.00
    - **Motion by: Dorgan Seconded by: McQuilkin**

      In Favor: 4 Opposed: 0
- Commissioner Muniz:
  - Chief Ritzenthaler distributed the June 1, 2022 Fire Facilities proposal and plans for the proposed training facility. The total cost of the facility is $686,000. The foundation, curbing and finish work associated with the building would be approximately an additional $70,000 - $100,000. A non-slip surface coating will be on the entire roof, the balcony was moved to the back and a sprinkler system was installed and there is an option of a concrete second floor.
  - Discussion ensued regarding the concrete flooring
  - The Commissioners requested Chief Ritzenthaler to get pricing for a concrete second floor.
  - Commissioner Spencer confirmed that an additional $70,000 to $100,000 will be needed for foundation, curbing, labor and finish work.
  - Discussion ensued regarding funding and timing of the project.
  - Direction was given to the Training Facility Committee from the Commissioners to finalize all plans and costs for July's meeting.
  - Treasurer McKinney indicated that he will research the cost of borrowing, funds available and future budgeting.
  - Attorney Stowe added that all borrowing costs would need to be added to the total cost of the project.
  - Administrator Goddard asked if environmental studies need to be done and how community would be informed of the project.
  - Chief Ritzenthaler responded that environmental studies are not needed and community information will be sent out as needed.

- Commissioner McQuilkin asked what the lead time is?
- Chief Ritzenthaler responded he will check lead times.

➢ Commissioner McQuilkin
- Commissioner McQuilkin led the discussion regarding Jim Barton's request on behalf of the Fire Police from last month to purchase a vehicle for them.
- The Commissioners as a whole felt that the District has plenty of auxiliary vehicles for the Fire Police to utilize at that funding and space is not available to purchase an additional vehicle. Commissioner McQuilkin added that if the Fire Police needed extra lighting or equipment to be added to a particular vehicle the District would look into adding that.
- Jim Barton thanked the group for their consideration.

➢ Commissioner Spencer
➢ Treasurer McKinney
➢ Secretary Sullivan
➢ Attorney Stowe
➢ Administrator Goddard
➢ Chief Clark commented that the tanker truck discussion is scheduled for the July meeting and the ladder truck delayed until mid-july

New Business:

➢ Commissioner Chick
➢ Commissioner Dorgan
➢ Commissioner McQuilkin
➢ Commissioner Muniz:
- Requested updated Health & Safety as well as Respiratory Protection Policy for us to review and sign off on.
- Chief Clark responded that Chief Flagg is to get it to him.

➢ Commissioner Spencer

Approval to surplus the 2017 Chevrolet Tahoe and to accept bids for the sale of the vehicle with a minimum bid of $28,000.00 to be opened at the July 2022 Monthly Meeting.

- **Motion By: Spencer Seconded by: Dorgan**
  In Favor: 4 Opposed: 0

Approval to purchase and upfit a 2022 Chevrolet Tahoe in an amount not to exceed $65,000.00 from the Truck Reserve Fund; this motion is subject to permissive referendum.

- **Motion by: Spencer Seconded by: Dorgan**
  In Favor: 4 Opposed: 0

- Treasurer McKinney commented that Matt Boedeker has decided he does not have enough time to become treasurer or deputy treasurer at this time.
- Secretary Sullivan

  Approval of the 2022-2023 Maintenance Agreement for Building Environmental systems from Postler & Jaeckle Corp in the amount of $7,094.00 for all outlined equipment at Stations 1, 2 & 3.

  - **Motion by: Dorgan Seconded by: McQuilkin**
    In Favor: 4 Opposed: 0
- Attorney Stowe
- Administrator Goddard
- Chief Clark – FF Robert Fowler Memorial Highway has been passed by legislature and senate waiting for Governor's Signature. Vehicle Fire on Saturday 5/21/2022 @ 05:48 hrs. on Route 531, we responded with 1 engine, with 2 firefighters.

  Approval to purchase 15 tickets for the Monroe County Chief Show totaling $420.00.

  - **Motion by: Dorgan Seconded: Chick**
    In Favor: 4 Opposed: 0

Privilege of the Floor:

Chris Damon – Thanked commissioners for getting behind the fallen fire fighters wellness conference

Good & Welfare:

Additional Business:

Commissioner Chick reported that the old Seagrave needs repairs to pass inspection and that TJ Secru is to get prices to present to commissioners; Ward is sitting as well and in need of repairs.

Approval of Claims Abstract

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Motion by: Dorgan Second by: Chick
In Favor: 4 Opposed: 0

Executive Session:

Purpose: Personnel
Motion to enter: Dorgan Second by: Chick Time In: 8:17
Motion to exit: Dorgan Second by: Chick Time Out: 8:50

Approval to sell the 9 surplus I pads to the 9 highest bidders limit 1 per bidder.

- **Motion by: Dorgan Seconded by: Dorgan**
  In Favor: 4 Opposed: 0

Adjournment:

Motion by: Dorgan Second by: Chick Time Adjourned: 8:54 PM
In Favor: 4 Opposed: 0