Spencerport Fire District

Monthly Meeting Minutes Date July 7, 202022

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.

Attendees:

Commissioners Chick, Dorgan (8:30 p.m.), Muniz & Spencer, Treasurer McKinney, Administrator Goddard, Secretary Sullivan, Attorney Stowe, Chief's Clark, Brown, Flagg, President Damon, TJ Sercu, M. Russell, T. McMahon

Pledge of Allegiance:

Approval of Minutes:

- – Monthly Meeting
  - June 2, 2022 – Monthly Meeting Minutes
    - **Motion by: Spencer/Seconded by: Chick**
      In Favor: 3 Opposed: 0
    - **Approval of Treasurer's Report / Chief's Budget Line Report**
      Motion by: Spencer/Seconded by: Chick
      In Favor: 3 Opposed: 0

<u>Communications:</u>

- <u>INCOMING</u>:
  - Monroe County Board of Elections – Notice of Delivery of Voting Machines for the June 28, 2022 Primary Election
  - Lovell Safety Management – Workers Compensation Rates Effective 7/1/22 – increase of 21.5% year over year.
  - Ed Kuehn, American European Insurance – Incident Report – Structure Fire – 04/12/2022 – 3900 Buffalo Rd.
  - Bid for Tahoe from Jack Shaner
  - Email from Ken Bowers regarding a request for information from Spencerport Fire District pertaining to District Administrator and laborer positions in other fire districts.
  - LexisNexis -Information request for car fire at 4389 West Ridge Road – No Records Found.

- <u>OUTGOING:</u>
  - To Ed Kuehn, American European Insurance – Incident Report #2022-000275 – Structure Fire 04/12/2022 – 3900 Buffalo Road

- Letter to City of Rainsville Fire containing Certificate of Origin, Certificate of Title and Bill of Sale for the 2006 Pierce Pumper requesting signatures and return of the Bill of Sale and Certificate of Title.

➢ ACTION ON COMMUNICATIONS:

Committee Reports:

➢ Buildings & Grounds

- General

  Commissioner Spencer reported that there were a few HVAC issues that have been fixed.

  Administrator Goddard reviewed the bids received for driveway & parking lot sealing. 2 bids received: Burchill Seal Coating and Western, NY with Western NY being the low bidder.

  - **Motion to approve Western NY bid in the amount of $10,015.00 for driveway and parking lot sealing at Stations 1, 2, & 3.**
    Motion by: Spencer/Seconded by: Chick

    In Favor: 3 **Opposed: 0**

  Administrator Goddard reviewed the bids received for window cleaning. 2 bids were received: Krystal Clean and All Seasons with Krystal Clean being the low bidder.

  - **Motion to approve Krystal Clean in the amount of $3,087.00 for window cleaning at Station #1.**

    Motion by: Spencer/Seconded by: Chick

    In Favor: 3 **Opposed: 0**

- Station #1:
- Station #2:
- Station #3:

➢ Insurance / Fire Protection Contracts / Finance

➢ Liaison / Fire Department / Paid Personnel

- Equipment / Apparatus

  Commissioner Spencer reported that the truck committee will be leaving on Sunday, July 16, 2022, to conduct the final inspection of the new 2910 Ladder Truck.

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

  Commissioner Muniz reported that a team building event for the district is being planned; Commissioner Muniz continued that the status of long-range planning committee is moving along with great success the group is working for the same goals and the next meeting this coming Saturday.

  Training Facility Updates – Chief Brown reported that, and email was sent to all parties, and reviewed the attached spreadsheet (attached) regarding cost estimates and potential next steps.

  Discussion ensued regarding the need for a construction manager, funding the project and an RFP for a construction manager.

  - **Motion to approve the Training Facility Committee Chair to coordinate with Passero Associates to develop an RFP for a construction manager for the construction of the Training Facility.**
    Motion by: Spencer/Seconded by: Chick
    In Favor: 3 Opposed: 0

- Chief

  Chief Clark reported that there have been 490 calls to date; June percentage was Fire 65%/EMS 35%; Average enroute time 4:01; calls 5 min or more to answer were 41% of the calls in June (37% YTD); calls 7 min or more to answer were 5% of the calls in June (11% YTD); calls of consequence were multiple fill-ins, 531 MVC with entrapment, building fire with GFD; MVC with Brockport on Colby St.

- Attorney
- Secretary
  - Results of the Mandatory Referendum – 32 votes to sell/3 votes not to sell (sold to City of Rainsville, AL)

- Treasurer
- Administrator

Old Business:

- Commissioner Chick

  Commissioner Chick inquired who is putting together the HR management team.

  Chief Clark responded that he has not had an opportunity to coordinate this effort.

  President Damon responded that the Chief and Association President are HR and that HR Works provided the association the tools necessary at this time. President Damon commented that the future committee should have representation from the district, chiefs and association.

  Discussion ensued regarding an HR Committee, and it was determined that Commissioner McQuilkin would lead the formation of the committee.

  Commissioner Chick reported that an amendment is needed for the contract approved with Asset Services to complete the valuation of the inventory. It was discovered that the previous amount approved did not include the valuation of the assets.

  - **Motion to approve an additional $750.00 to Asset Services contract for inventory and valuation of the assets of the District.**
    Motion by: Chick/Seconded by: Spencer
    In Favor: 3 Opposed: 0

- Commissioner Dorgan
- Commissioner McQuilkin
- Commissioner Muniz
- Commissioner Spencer

  Bid opening for the 2017 Chevrolet Tahoe – only 1 bid was received from Jack Shaner.

  - **Approval to award the highest bid for the 2017 Chevrolet Tahoe to be sold as is to Jack Shaner in the amount of $29,100.**
    - **Motion by: Spencer/Seconded by: Chick**

In Favor: 3 **Opposed: 0**

- Treasurer McKinney
- Secretary Sullivan
- Attorney Stowe
- Administrator Goddard
- Chief Clark

Chief Clark reported that he is working on the letter to Churchville regarding the contract for coverage and working to get better GIS information regarding the area of coverage.

Discussion ensued regarding how to word the letter of coverage to Churchville and the area to be covered.

- **Motion to approve the following people to go to Pierce for the inspection of new ladder truck.**

Tom Clark	**Terry Brown**
David Spencer	**Tod Ritzenthaler**
Rick Chick	**Ken Unger**
Rich McQuilkin	**John Short**

Motion by: Spencer/Seconded by: Chick
In Favor: 3 **Opposed: 0**

Chief Clark led the discussion regarding the potential purchase of a Tanker Truck. The cost for new stock truck from Churchville Fire Equipment is approximately $418,215.00. The truck has a life span of 30 years and would be smart move for the District.

Commissioner Spencer commented that he is in favor of purchasing a Tanker Truck and it will be more advantageous in the future with the use of more electric vehicles. Commissioner Spencer added that he feels a used truck would not do justice to the taxpayers.

Commissioner Chick agreed with the Chiefs and Officers to purchase a new tanker truck.

Discussion ensued regarding the funding of this purchase.

Treasurer McKinney responded that funds would be taken from the Truck Reserve Fund and are subject to permissive referendum.

- **Motion to purchase a Stock Pierce FXT3000 Tanker Truck from Churchville Fire Equipment at a cost not to exceed $420,000.00. Funds to be taken out of the Truck Reserve Fund for prepay and are subject to permissive referendum**

  Motion by: Spencer/Seconded by: Dorgan
  In Favor: 3 Opposed: 0 Abstained: 1

New Business:

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

Treasurer McKinney reported that a check was received from Matt Russell for picnic table replacement

- **Motion to increase the Treasurer's stipend in the amount of $5,980.00 due to the resignation of the Deputy Treasurer.**
  Motion by: Spencer/Seconded by: Chick
  In Favor: 4 Opposed: 0

  Commissioner Muniz indicated that the long-range planning committee's priority is creating a full-time Administrator/Treasurer position.

  Discussion ensued regarding the positions and whether they can be legally combined.

Attorney Stowe commented that the Treasurer is an appointed position and has to reside within the district unless a viable candidate cannot be found it then can be someone outside of the District.

- Secretary Sullivan
    - **Motion to approve the Preventive Maintenance Contract from G&G Fitness for all equipment at Stations 1,2 & 3 in the amount of $771.12.**
      Motion by: Spencer/Seconded by: Chick
      In Favor: 4 Opposed: 0
- Attorney Stowe
- Administrator Goddard
- Chief Clark

Chief Clark reported that at the Association Meeting it was discussed that the Association is willing to donate to the District $17,099.76 for the purchase of a LUCAS Device and requested that the $3,830.10 three-year preventive service agreement be taken from the Chief's budget line.

- **Motion to pay for the three-year preventative service agreement contract in the amount of $3,830.10 to be taken from the Chief's budget.**
  Motion by: Dorgan/Seconded by: Spender
  In Favor 4 Opposed: 0

Privilege of the Floor:

Chief Flagg commented that the Amazon building on Paragon Drive will be vacant for a while and he will be getting contact information for the building.

Good & Welfare:

Additional Business:

Approval of Claims Abstract

Motion by: Spencer/Seconded by: Dorgan
In Favor: 4 Opposed: 0

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Executive Session:

Purpose: Personnel

Motion to enter: Muniz/ Second by: Spencer **Time In: 8:55**

In Favor: 4 **Opposed: 0**

Motion to exit: Spencer/Second by: Chick **Time Out: 8:57**

In Favor: 4 **Opposed: 0**

Adjournment:

Motion by: Spencer/Second by: Chick **Time Adjourned: 8:57**

In Favor: 4 **Opposed: 0**