Spencerport Fire District

Monthly Meeting Minutes Date: August 4, 2022

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

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

Attendees:

Commissioners Chick, Dorgan, McQuilkin, Muniz & Spencer, Treasurer McKinney, Administrator Goddard, Secretary Sullivan, Attorney Stowe, Deputy Chief Flagg, Tom McMahon, Matt Russell, TJ Sercu; Tod Ritzenthaler, Rich Healey

Approval of Minutes:

- – Monthly Meeting
  - July 7, 2022 – Monthly Meeting Minutes
    - **Motion by: Dorgan/Seconded by: Chick**
      To approve the July 7, 2022, Monthly Meeting Minutes
      In Favor: 5 Opposed: 0
- **Approval of Treasurer's Report / Chief's Budget Line Report**
    - **Motion by: Chick/Seconded by: Spencer**
      To approve the August Treasurer's Report & Chief's Budget Line Report
      In Favor: 5 Opposed: 0

Communications:

- INCOMING:
  - West Stockholm Fire Dept. – Bid for 2017 Chevrolet Tahoe ($41,501); Letter dated June 22, 2022; postmarked July 12, 2022
- OUTGOING:
- ACTION ON COMMUNICATIONS:

Public Relations Committee Update (Rich Healey) – Rich Healey commented that the draft video for 2923 is completed at this time. The purpose of this video is to be put on the District website and Facebook page to promote the department and equipment to the community. Currently the video is in its planning stages and is available for viewing.

The Commissioners asked for a draft video to be emailed to them and agreed to move forward with the video and would like to see videos like this in the future promoting other pieces of equipment.

Committee Reports:

- Buildings & Grounds

- General:
    - Commissioner Spencer reported minor issues with station #1 AC unit
    - Commissioner McQuilkin reported that there have been 3 sump pump alarms and they will be checked out; an emergency sump pump has to be ordered; addressing complaints regarding cascade system; it has been checked by Commissioner McQuilkin and found no problems; its condition will be monitored; Commissioner McQuilkin talked to Paul Schiffhauer, and he is still going to look at drinking fountain at #1 and fix it; work continues on the AV project upstairs.
- Station #1:
- Station #2:
- Station #3:

➢ Insurance / Fire Protection Contracts / Finance
    - Commissioner Chick reported that the map is complete for the redistricting and contract with Churchville Fire Department. Attorney Stowe is working on the letter that will accompany the new contract and map; Commissioner Chick reported that the inventory is scheduled to start on 9/12 and will take a week, hard copies of the floor plans of the firehouses are necessary.
      Commissioner Muniz indicated he would email those to Commissioner Chick.

➢ Liaison / Fire Department / Paid Personnel
    - Commissioner McQuilkin reported that there are 3 new recruits and Doug Howe has been trained as the cleaner at Stations #2&3

➢ Equipment / Apparatus
    - Commissioner Spencer reported that 2923 is back in service and 2910 has arrived. Commissioner Chick reported that 2910 is a phenomenal piece of equipment.

➢ Recruitment / Retention / GIS / New Initiatives / Long Range Planning
    - Commissioner Muniz reported that the three new recruits are Mariya Incardona; Andrew Foster and Matthew Peryea as Interior Members; The Team Building event will be the 4th Saturday in September; and the Long-range planning committee will be meeting after the Commissioners Special Meeting tomorrow.

➢ Chief

- Deputy Chief Flagg reported that there were 556 calls for service year to date; July's calls were 86% Fire/14% EMS; average enroute time was 4:39; 29 calls took 5 minutes for more; 10 calls took 7 minutes or more; calls of consequence: multiple fill-ins, apartment fire in Brockport.
- Commissioner Dorgan questioned what calls are taking 5-7 minutes.
- Deputy Chief Flagg reported that Fill-ins, automatic alarms, and time of day.
- Discussion ensued regarding time of response, type of calls, number of calls, burn out rate.
- Commissioner Muniz reported that Glenn Henninger will be reviewing data to determine response vs type of call.

- Attorney
- Secretary
- Treasurer
- Administrator

Old Business:

- Commissioner Chick
  - Commissioner Chick reviewed the email that Chief Clark sent regarding changes to the new tanker truck and suggested to go forward with painting roof black and the other additions.
  - Discussion ensued regarding roof color, and it was determined to keep the roof red for a savings.

    Motion by: Chick/Seconded by: Spencer

    To approve minor alterations to the Tanker Truck not to exceed $2,000.00

    In Favor: 5 Opposed: 0
- Commissioner Dorgan
- Commissioner McQuilkin
- Commissioner Muniz
- Commissioner Spencer
- Treasurer McKinney
- Secretary Sullivan
- Attorney Stowe
- Administrator Goddard
- Chief Clark

- Tod Ritzenthaler reported that the draft RFP was sent to the Commissioners regarding a project manager for the Training Facility and asked if there was any feedback.
- Commissioner Muniz requested that Tod and Terry Brown check references when applications are sent.
- Commissioner Chick questioned what would be paid to project manager if the public votes down the training facility
- Tod responded that would have to be determined within the contract.
- Attorney Stowe explained the AIA contract documents will outline payment to project manager.
- Tod was requested to work with Attorney Stowe to finalize an RFP.
- Attorney Stowe responded that the RFP looked good.
- Tod to finalize draft and forward it to the commissioners and Attorney Stowe.
- Deputy Chief Flagg reported that 2910 is in quarters but will be going back to Churchville to get the compartments and equipment installed; then on to the State Chiefs Show next week; Train the trainer training will be completed; LUCAS Device has arrived, and training will be completed, and the Robert Fowler Memorial Hwy Bill has been signed by the Governor.

New Business:

- Commissioner Chick
  - Will be cleaning out basement during the week of Sept 12th; Association working with Ladies AUX to clean up upstairs storage facility; Carwell Corrosion Treatment of Apparatus pricing to do entire SFD Fleet; new apparatus – 10-year warranty recurring expense; existing fleet would not have warranty. 4 engines and rescue would be $1185.00 per year.
  - Commissioner Dorgan commented that Brighton did their fleet; Barnard is doing their fleet.
  - Commissioner McQuilkin indicated that there are two other vendors in Rochester. Discussion ensued regarding the undercoating process.
- Commissioner Dorgan
- Commissioner McQuilkin
- Commissioner Muniz
  - Long range planning suggested sprinklering stations 2 & 3; if done at station #2 would need a water new service to be installed.
- Commissioner Spencer

- Commissioner Spencer reported the plan for the driveway sealing and will be done over the course of 2 weeks and cannot be driven on for 3 or 4 days; Station #2 will split east and west bay; Station 1 &3 will be front and back.

- **Treasurer McKinney**
  - Treasurer McKinney reported that a budget workshop date is necessary for August so a proposed budget could be approved in September; A budget workshop will be scheduled for August 25th at 7:00 p.m. and October 18th at 7:00 p.m. will be the budget public hearing; Chiefs budget needs to be submitted 1 week prior to August 25th meeting; NYCLASS interest rates have increased in the last 2 months; $3,000 in interest has been realized in the last month.
- Secretary Sullivan
- Attorney Stowe
- Administrator Goddard
- Chief Clark
  - 2023 Budget is being developed with the other Chiefs
  - Deputy Chief Flagg commented that Commissioner Spencer & the Chiefs will be meeting with Hurst regarding new technology on 8/23 at 6:00 p.m.; an email was sent to battalion 2 departments regarding the potential group purchase of Air Packs.
  - Commissioner Chick inquired if grants be explored.
  - Treasurer McKinney added that the total cost for replacement is approximately $500,000.
  - Discussion ensued regarding standards.

Privilege of the Floor:

TJ Sercu commented that he has met with new owners of Plantation/Chefs Catering and that a date has been discussed however menu and cost has not been discussed. Discussion ensued regarding Explorers coming to banquet because it is their 50th anniversary. TJ was requested to follow up with chiefs, explorer advisors and parents regarding attendance.

Discussion ensued regarding gear and evaluating another gear vendor.

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Good & Welfare:

Additional Business:

Motion by: Dorgan/Seconded by: Spencer
To Hire Doug Howe as a part-time cleaner at Stations #2 & #3 at a rate of $15.50 per hour.
In Favor: 5 **Opposed: 0**

Approval of Claims Abstract DS/SD

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

Executive Session:

Purpose:
Motion to enter: Second by: Time In:
Motion to exit: Second by: Time Out:

Adjournment:

Motion by: Spencer Second by: Chick Time Adjourned: 8:12 pm
In Favor: 5 Opposed: 0