Spencerport Fire District

Monthly Meeting Minutes Date: October 6, 2022- *Draft*

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. followed by the Pledge of Allegiance by Chair Muniz

Potential Attendees:

Commissioners Chick, Dorgan, McQuilkin, Muniz & Spencer, Treasurer McKinney, Deputy Treasurer Zaov, Secretary Sullivan, Assistant Chiefs Barretta and Bromage, President's Damon, DeJesus, Dan Wolfe, Matt Russell, TJ Sercu, Tod Ritzenthaler, Glenn Henninger

Approval of Minutes:

- – Monthly Meeting
  - September 1, 2022 – Monthly Meeting Minutes
    - **Motion by: Chick/Seconded by: Dorgan**
      In Favor: 5 Opposed: 0
  - September 26, 2022 – Special Meeting Minutes
    - **Motion by: McQuilkin/Seconded by: Chick**
      In Favor: 5 Opposed: 0

- **Approval of Treasurer's Report / Chief's Budget Line Report**
  - **Motion by: Dorgan/Seconded by: Spencer**
    In Favor: 5 Opposed: 0

Communications:

- INCOMING:
  - Jamie Parfitt – Request for Incident Report for 817 Whittier Road house fire on 05/23/2021.
  - Russell Property Maintenance – No price change letter for 22/23 snow plowing season.
  - Metropolitan Reporting Bureau – FOIL 3222 Big Ridge Road Fire
  - AARP Tax Aid Request (Kathy Magin) Mondays at Station #3 from February 6 – April 10, 2023, from 8:00 a.m. – 3:00 p.m.
  - Town of Ogden Assessor – New Subdivisions
    - Armignacco Subdivision
      - 24 Colby Street
      - 20 Colby Street
    - Hidden Valley
      - 14 Via Visca

- 11 Via Visca
- 9 Via Visca

▪ Granite Ridge Subdivision

- 288 Whittier Road
- 284 Whittier Road
- 280 Whittier Road
- 51 Hutchings Road
- 55 Hutchings Road
- 65 Hutchings Road
- 69 Hutchings Road
- 75 Hutchings Road

- McNeil & Co. – Acknowledgment of 09/04/2022 Incident with Jackson Beisheim
- Incident Report Request from Keli Cooper, Home Leasing regarding 20 Kingsford Lane

➢ <u>OUTGOING:</u>

- Response to Jamie Parfitt – Incident report provided for 817 Whittier Road house fire 05/23/2021.
- Response to Metropolitan Reporting Bureau – 3222 Big Ridge Road Fire
- Incident report to Keli Cooper, Home Leasing regarding 20 Kingsford Lane

➢ <u>ACTION ON COMMUNICATIONS:</u>

- **Motion by: Spencer/Seconded by: Dorgan**
  To approve AARP Tax Aide at Station #3; Mondays February 6 – April 10, 20230 from 8:00 a.m. – 3:00 p.m.

  In Favor: 5 Opposed: 0

<u>Committee Reports:</u>

➢ Buildings & Grounds

- General:
  - Commissioner Spencer explained that the ERV unit has issues and will need $3600 of repairs.
- Station #1:

- Commissioner McQuilkin commented that an air line in the wash bay needs to be replaced and he will address that soon.

- Station #2:
- Station #3:
  - Commissioner McQuilkin reported that Cascade System bottles are filled but needs service call; Breathing Air Resources is scheduled to look at Cascade System regarding the issues with filling bottles. They will review the process with Commissioner McQuilkin. Commissioner McQuilkin continued issues with stations #2&#3 were addressed and cleaning of those stations will be going to 5 days a week. Discussion ensued regarding the generator at Station #3.

- Insurance / Fire Protection Contracts / Finance
- Liaison / Fire Department / Paid Personnel
- Equipment / Apparatus
  - Commissioner Spencer commented that there was an incident with 2918 coolant leaking while going to call and the 12V plug was crushed by the tow truck. Everything has been fixed at this time and new Tahoe is at Danny's being lettered.
- Recruitment / Retention / GIS / New Initiatives / Long Range Planning
  - Commissioner Muniz commented that the Department appreciation event was well attended and will be doing again next year.

  - Commissioner Muniz led the discussion regarding the Training Center construction manager request for proposals. Two proposals were received from Le Chase Construction and DJB Builds. The Training Center committee's comments regarding the proposals were that LeChase's proposal was extremely through and had a do not exceed clause and credits for unused time in the proposal. DJB Builds proposal has errors, did not include an onsite manager nor extended hours.

  - Commissioner Chick commented that LeChase's labor hours are double DJB Builds and illustrates the double the effort that LeChase has planned for the job.

- Commissioner Muniz commented that this project, service provided, and cost is small to LeChase however Jim Lobene will be on site and that service will be the same regardless of the size of the project.
- Past Chief Ritzenthaler commented that other firms were contacted and chose not to submit a proposal.
- Commissioner McQuilkin questioned when the costs for LeChase would start and would LeChase's services be needed prior to a public vote and what would happen if the public voted the project down.
- Past Chief Ritzenthaler commented that the district would be responsible for the costs are incurred to get the project ready for the public vote, if it is voted down the pricing would be adjusted to pay for services rendered per the AIA documents.
- Commissioner McQuilkin commented that the worst case would be approximately $4400.00
- Commissioner Muniz commented that billing would be incrementally.

Discussion ensued regarding the construction management processes and that the awarded contract firm would conduct a round table discussion regarding the project and steps forward.

- **Motion by: Dorgan/Seconded by: Chick**
  To award Training Center construction management services to LeChase Construction in the amount $239,562.00.
  In Favor: 5 Opposed: 0

➢ Chief

- Assistant Chief Barretta reported that there were 77 calls for the month of September 69% fire/31% EMS. 70% were responded to less than 5:00 minutes/ 30% were responded to more than 5:00 minuts.

➢ Attorney

➢ Secretary

- District Elections are December 13, 2022, from 3:00 p.m. – 9:00 p.m.
  - **Motion by: Spencer/Seconded by: Dorgan**
    To not accept absentee ballots for the 2022 Commission Elections.
    In Favor: 5 Opposed: 0
  - **Motion by: Spencer/Seconded by: Dorgan**

To approve Election Inspectors: Kathy Hubbard, Norma Jones, Linda Quinn and Chairperson: Jacqueline Sullivan at a rate of $100.00 each.
In Favor: 5 Opposed: 0

- Treasurer
  - Treasurer McKinney commented that two responses to RFP for accounting services for the next 5 years have been received to date. A decision will be made at the December Meeting
- Administrator

Old Business:

- Commissioner Chick
  - Commissioner Chick commented that the inventory completed with an additional 78 items added to the list and feedback has not been received at this time from the asset management company; FF Sercu will provide count on gear; FF Henninger to clean up IT items; inventory of apparatus has been completed. All undercoating of apparatus has been done and went smoothly; Station #1 basement clean-up process continues and general clean-up at Station #3; Fire police have requested a cage for their equipment; additional shelving units are needed in the basement of Station #1.
- Commissioner Dorgan
- Commissioner McQuilkin
- Commissioner Muniz
- Commissioner Spencer
  - Commissioner Spencer commented that neighborhood program on Kingfisher resulted in a donation of used FF gear to the Ukraine.
- Treasurer McKinney
- Secretary Sullivan
- Attorney Stowe
- Administrator Goddard
- Chief Clark
  - Assistant Chief Barretta commented that the new rescue specs are being reviewed and changes are being made, drawings maybe delayed and the committee continues to move forward; LUCAS training continues with an 11/1 in service date; 2912 training continues; cancer coverage review has begun and is forwarded to Administrator Goddard for review.

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New Business:

- Commissioner Chick
- Commissioner Dorgan
- Commissioner McQuilkin
    - Commissioner McQuilkin commented that FDIC registration is opening on the 10th of October, and he will register for 10 attendees; Commissioner McQuilkin suggested that district provide additional 2 spots at the event.
- Commissioner Muniz
    - Commissioner Muniz led the discussion regarding the 2022 Inspection Banquet & SFD Explorer Post 533 Celebration. It was determined that a small group of Explorers would be invited to the Inspection Banquet and an alumni Explorer event will be scheduled.
    - Commissioner Muniz commented that an EMC Sign from NEJFD was available however following some research it was discovered that the signs are not supported, and the offer was rejected.
- Commissioner Spencer
- Treasurer McKinney
- Secretary Sullivan
    - Secretary Sullivan commented that the Chief provided 2023 Cancer Roster – being reviewed & crossed checked with Administrator Goddard
- Attorney Stowe
- Administrator Goddard
- Chief Clark
    - Assistant Chief Barretta commented that 2911 should be listed for sale; a meeting is being coordinated regarding mutual aid responses with Churchville FD; fans were located and that the Town of Ogden highway department has requested the use vans for equipment show in Syracuse.

      Motion by: Spencer/Seconded by: McQuilkin
      To approve the use of the department vans by the Town of Ogden Highway Department to attend an equipment show on October 19, 2022 in Syracuse, NY. Town of Ogden to replenish all fuel used.

Discussion ensued regarding the sale of 2911

Privilege of the Floor:

- FF Glenn Henninger reviewed Charles Casadonte of Greelight Networks – SFD Proposed Agreement. Greenlight is requesting a POP site to provide internet to SDF/Exempts & community. Greenlight will offer 1gig to SFD at no cost; other fire districts and neighboring municipalities have successfully partnered with Greenlight.

    - **Motion by: Spencer/Seconded by: Dorgan**
      To approve moving forward with the Greenlight Proposal pending review by the District' Attorney.
      In Favor: 5 Opposed: 0

- President Damon commented that the Boy Scout Christmas Tree Sale is on schedule for this year and could fans be installed in the basement to dry the Explorers' gear.
  Discussion ensued regarding fans.

Good & Welfare:

Additional Business:

Approval of Claims Abstract

Motion by: Dorgan Second by: Spencer
To approve the Claims of Abstract in the amount of $93,917.79
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: Dorgan Time Adjourned: 8:10 p.m.
In Favor: 5 Opposed: 0

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