

Penfield, New York

January 3, 2024

The organizational meeting of the Penfield Fire Commission for the year 2024 was held at Penfield Fire Station #1, 1838 Penfield Road, Penfield, New York on Wednesday, January 3, 2024.

PRESENT:	Robert G. Barrese	Commissioner
	Scott R. Fitch	Commissioner
	Christopher A. Ebmeyer	Commissioner
	Christopher P. Collison	Commissioner
	Steven M. Morse	Commissioner
ALSO PRESENT:	Jerry Fromm	Treasurer
	Jacqueline Finlayson	Deputy Treasurer
	Brian Niggli	Director of Purchasing/Deputy Secretary
	Leo F. Murphy	Secretary

The meeting was called to order by Commissioner Morse at 7:00 p.m. A tribute was paid to the flag and a moment of silence held for the people of Ukraine and Israel.

Motion made by Commissioner Morse, seconded by Commissioner Barrese and carried, to dispense with the reading of the December 12, 2023 minutes and the December 26, 2023 minutes, until the regular meeting of January 15, 2024

Motion made by Commissioner Morse, seconded by Commissioner Fitch and carried appointing Robert G. Barrese Chairman of the Penfield Fire Commission for the year 2024. Commissioner Morse turned the meeting over to Chairman Barrese.

Chairman Barrese directed that the legal notice for the Organizational Meeting be attached to the minutes of this meeting.

Motion made by Commissioner Morse, seconded by Commissioner Ebmeyer and carried that the Board of Fire Commissioners meet for the transaction of Fire District business on the third Monday of each month at 7:00 p.m. Eastern Standard Time or Daylight Time, as the case may be, at Station #1, 1838 Penfield Road, Penfield, New York and that the October meeting relative to the public hearing for the budget shall be held on the third Monday of October at 6:30 p.m. and that the December meeting will be held on the second Tuesday of December at 7:00 p.m.

Motion made by Commissioner Morse seconded by Commissioner Collison and carried, that the Rochester Business Journal be designated as the official newspaper for all publications of legal matters for the Fire District for the year 2024.

Motion made by Commissioner Morse, seconded by Commissioner Collison and carried, to appoint Christopher Ebmeyer and Robert Barrese public relations officers and historians of the Penfield Fire District for the year 2024.

Motion made by Commissioner Collison, seconded by Commissioner Fitch and carried, that the Board of Fire Commissioners designates Canandaigua National Bank, the Penfield Branch, as the official depository of all funds of the Penfield Fire District. Jerry Fromm, Treasurer and Jacqueline Finlayson, Deputy Treasurer will deposit all monies coming into their hands in the Canandaigua National Bank, the Penfield Branch. Also, that those authorized to sign checks are the Treasurer, Deputy Treasurer and Chairman of the Board, however, only one signature is required.

Motion made by Commissioner Collison, seconded by Commissioner Ebmeyer and carried that the rate of mileage to be paid the Commissioners, Secretary, Treasurer and Deputy Treasurer while on official business for the Fire District be set as the prevailing rate by the U.S. Government for the year 2024. Also, that this rate will apply to anyone else authorized to travel on official business for the Fire District.

Motion made by Commissioner Ebmeyer, seconded by Commissioner Morse and carried, that the Commissioners, Secretary, Treasurer and Deputy Treasurer, be authorized to attend the 2024 Annual Meeting of the Association of Fire Districts of the State of New York in 2024, and that their expenses be paid in accordance with Fire District policy.

Motion was made by Commissioner Collison, seconded by Commissioner Morse and carried, that the Commissioners, Staff, Fire Officers and others as designated by the Commissioners be authorized to attend the Annual Conference of the New York State Association of Fire Chiefs, held in June 2024, and that their expenses be paid by the Fire District in accordance with district policy.

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Motion made by Commissioner Collison, seconded by Commissioner Morse and carried, that the Commissioners, Staff and Fire Chiefs be authorized to attend the International Chiefs Convention in August 2024 and that their expenses be paid by the Fire District in accordance with district policy.

Motion made by Commissioner Collison, seconded by Commissioner Ebmeyer and carried, that the Commissioners, Staff and attorney be authorized to attend the N.Y.S.F.D.O.A. Workshop in 2024 and that the Fire District pay their expense in accordance with fire district related travel policy.

Motion made by Commissioner Collison, seconded by Commissioner Morse and carried, that Commissioners be authorized to attend the Fireman's Association of the State of New York Legislative Clearing House Meeting held in Albany, New York in 2024, and that their expenses be paid by the Fire District in accordance with district travel policy.

Motion made by Commissioner Collison, seconded by Commissioner Ebmeyer and carried that the Commissioners, Fire Chief, President, Staff and Fire Company personnel as designated by the Commission be authorized to attend the Volunteer Combination Officers Sectional Conference in the Sun in 2024 and that their expenses be paid by the fire district in accordance with district travel policy.

Motion made by Commissioner Collison, seconded by Commissioner Ebmeyer and carried, authorizing the Treasurer to pay all utility bills on demand in lieu of, on a monthly basis and to pay PERMA on an annual, semi-annual, or monthly basis as determined by the Treasurer and to pay any necessary monthly bills that have a late fee associated with them including credit cards, Casella Waste Services, the fuel providers and Charter Communications.

Motion made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried, to conduct the annual inspection of the members and equipment of Penfield Fire Company, in 2024 with date to be determined.

Motion made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried, that Robert Barrese be appointed delegate and Commissioner Fitch alternate, to the Monroe County Fire District Officers Association Meetings.

Motion made by Commissioner Collison, seconded by Commissioner Morse and carried to pay the annual dues for Commissioners, Chiefs and staff for membership to the Association of Fire Districts of the State of New York, the International Association of Fire Chiefs, the National Fire Protection Association and the New York State Association of Fire Chiefs.

Motion was made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried, that Commissioners, Fire Company Officers and designated firefighters be authorized to attend the Fire Department Instructors Conference in Indianapolis, Indiana, in April of 2024 and that their expenses be paid by the Fire District in accordance with district policy. Attendees' reservations are to be presented to the Board of Commissioners for final approval prior to the conference.

The contract with McDonald CPA Firm, PC, for auditing services to audit the financial records of the Fire District will be in effect through December 31, 2025.

Motion made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried, to enter into a service contract to have the sprinkler system, generators, heating and air conditioning systems, fire extinguishers, SCBA equipment, all ladders and alarm systems, elevator, backflow preventer, access systems, grease traps, ice machine, air compressors, gas detection devices, office equipment, computer software and Ward Diesel Air Filter Systems on trucks for all three stations tested and inspected on an annual basis. Also to be included in yearly service contracts are hose testing, horticultural services, preventative maintenance on truck apparatus, gutter cleaning, roof maintenance, exterior window washing, carpet cleaning, kitchen appliances, overhead doors, pressure washing systems and the apron heating system.

Motion was made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried, designating Rochester Regional Health System as the Penfield Fire District Medical Provider for the year 2024.

Per the resolution adopted by the Fire District on 2/19/18, those persons authorized to communicate instruction or approval to the trustee Exeter Trust Company on behalf of the Fire District for transactions in securities of other assets relative to the Service Award Program are Robert G. Barrese, Chairman, Jerry Fromm, Treasurer and Jacqueline Finlayson, Deputy Treasurer.

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Motion was made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried to name Robert G. Barrese and all credit card holders as additional insured on the Surety Bond and to review the limits of the Surety Bond with Walsh Duffield Insurance.

Motion made by Commissioner Collison, seconded by Commissioner Ebmeyer and carried designating the law firm of McConville, Considine, Cooman and Morin, P.C., 300 Meridian Centre Blvd., Suite 110, Rochester, NY as attorneys for the Penfield Fire District for the year 2024.

Motion made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried designating Joseph Palma as the person to provide IT services, in conjunction with DOX Electronics, Inc and Secure Technology for the Fire District for the year 2024.

Motion made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried that Commissioners, Fire Company Officers and designated firefighters be authorized to attend the Harrisburg Fire Expo in Harrisburg, PA in 2024 and that their expenses be paid by the Fire District in accordance with district travel policy. Attendees' reservations are to be presented to the Board of Commissioners for final approval prior to the conference.

Motion made by Commissioner Morse, seconded by Commissioner Collison and carried approving the slate of line officers submitted by the Penfield Fire Company for the year 2024.

Chairman Barrese issued the list of Commissioner Responsibilities for the year 2024.

Motion made by Commissioner Morse, seconded by Commissioner Fitch and carried directing that the Treasurer is required within 60 days after the end of the fiscal year to submit to the Board of Fire Commissioners a copy of the AFR required by GML Section 30 in lieu of a written statement showing receipt and disbursements from the preceding fiscal year.

Motion made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried that Daniel Ludwig be appointed cleaner to serve at the pleasure of the Board. He will be paid based on a 40-hour work week in bi-weekly installments with four weeks paid vacation. Also, he will be permitted to leave his work to answer any fire alarms or emergencies as a volunteer fireman. Payments for overtime work will be at a time and one-half rate.

Motion made by Commissioner Fitch, seconded by Commissioner Ebmeyer and carried, to appoint Leo F. Murphy Secretary for the Penfield Fire District for the year 2024, to serve at the pleasure of the Board.

Motion made by Commissioner Morse, seconded by Commissioner Collison and carried that Brian Niggli be appointed Director of Purchasing/Deputy Secretary of the Penfield Fire District to serve at the pleasure of the Board. Also, he will be permitted to leave his work to answer any fire alarms or emergencies as a volunteer fireman.

Motion made by Commissioner Fitch, seconded by Commissioner Ebmeyer and carried, to appoint Jerry Fromm Treasurer of the Penfield Fire District and Jacqueline Finlayson Deputy Treasurer for the year 2024, to serve at the pleasure of the Board.

Motion made by Commissioner Ebmeyer, seconded by Commissioner Collison and carried to authorize part-time cleaners to assist with cleaning on an as needed basis for Fire Stations #1, #2 and #3 for the year 2024, to serve at the pleasure of the Board, and that they be permitted to leave work at Stations #1, #2 and #3 to answer fire alarms or emergencies as volunteer firefighters as available.

The compensation rates for all Fire District employees for 2024 were reviewed by the commission on 12/12/23. Motion made by Commissioner Ebmeyer, seconded by Commissioner Morse and carried approving the rates of pay and making them effective 12/23/23.

Commissioner Morse submitted a letter advising the commission of his resignation effective 1/3/24, because he had moved out of the fire district. Mr. Morse graciously advised he would work with the commission to assure a smooth transition relative to insurance and LOSAP issues.

Motion made by Commissioner Collison, seconded by Commissioner Morse and carried to close the meeting at 7:46 p.m.

Respectfully submitted,

Leo F. Murphy, Secretary