

Penfield, New York

March 18, 2024

The regular meeting of the Penfield Fire Commission was held at Penfield Fire Station #1, 1838 Penfield Road, Penfield, New York on Monday, March 18, 2024.

PRESENT:	Robert G. Barrese	Chairman
	Scott R. Fitch	Commissioner
	Christopher P. Collison	Commissioner
	Jeffrey A. Ebmeyer	Commissioner
ALSO PRESENT:	Jerry Fromm	Treasurer
	Jacqueline Finlayson	Deputy Treasurer
	Leo Murphy	Secretary
	Brian Niggli	Director of Purchasing/Deputy Secretary
	Matt Bottone	Penfield Fire Chief
ABSENT:	Christopher A. Ebmeyer	Commissioner
	Steven M. Morse	Deputy Secretary

The meeting was called to order by Chairman Barrese at 7:03 p.m. A tribute was paid to the flag and a moment of silence held for those suffering from the unrest in the Middle East.

The minutes of meeting dated 2/26/24 were reviewed and are to be corrected as follows:

- Page 1, under Treasurer's report, date of fund transfer should read 2/27/24 through 3/18/24.

Motion made by Commissioner Fitch, seconded by Commissioner Collison and carried approving the minutes as noted.

The Treasurer's Report dated 3/18/24, copy attached, was submitted by Treasurer Fromm. The account balances for the General Fund, Capital Reserve Account and Service Award Accounts were presented. Motion made by Commissioner Fitch, seconded by Commissioner Collison and carried accepting the Treasurer's Report.

The invoices from 2/27/24 through 3/18/24 were reviewed. Motion was made by Commissioner Collison, seconded by Commissioner Fitch and carried directing the treasurer to pay all invoices in the amount of \$107,021.94.

Secretary Murphy, excused himself from the meeting for a personal matter.

Treasurer Fromm advised of the Certificates of Deposit which mature on March 20, 2024, and requested they be rolled over into Certificates of Deposit per the document attached to these minutes. Motion made by Commissioner Fitch, seconded by Commissioner Collison and carried approving.

Treasurer Fromm requested permission to transfer up to \$200,000.00 from 3/19/24 through 4/15/24 to pay bills and payroll expenses with the funds being transferred from the General Funds Savings to the General Fund Checking accounts. Motion made by Commissioner Collison, seconded by Commissioner Fitch and carried approving.

The Treasurer proposed budget amendments to the 2024 budget per the attached document to these minutes and requested approval of them. Motion made by Commissioner Collison, seconded by Commissioner Fitch and carried approving the amendments as requested.

Treasurer Fromm presented/reviewed the Annual Financial Report (AFR) for 2023 that was filed with New York State.

The Chief's Report dated 3/18/24, copy attached, was submitted by Chief Bottone. The February fire alarm breakdown and upcoming drills were also presented. Motion made by Commissioner Fitch, seconded by Commissioner Jeffrey Ebmeyer and carried accepting the Chief's Report.

Commissioner Fitch reported that his newly formed committee to review the proposed OSHA 1910.156 standard changes, will meet this Thursday, March 21st @ 7PM.

Chairman Barrese discussed the lease extension agreement received by American Tower for Station #3. The proposed agreement has been forwarded to Attorney Weishaar and will be further reviewed.

Chairman Barrese advised that Brighton Fire District was approved by Civil Service to hire an apparatus mechanic at its March 7th meeting.

Chairman Barrese advised that he has signed the Loaned Fusus Core Equipment Agreement with the Monroe County Sheriff's Office (MCSO), for sharing live security video footage.

Chairman Barrese advised the new main entrance canopy at Station #1 is complete. Maracon will be crediting the district for the unfinished landscape, portable toilet and interior painting. Motion by Commissioner Barrese, seconded by Commissioner Fitch to pay Maracon the balance payment not to exceed \$20,000.00.

Chairman Barrese advised that the Commission Inspection dinner would be held at Shadow Lake Golf Club on 5/21/24.

The bids for Property Maintenance/Landscape services were received and opened at 7:00 p.m. today for the year 2024-2026.

- Only one bid received, Bid #1 Dave Cleaver Environmental Design & Landscape, \$9,260.00. Motion made by Commissioner Fitch, seconded by Commissioner Collison and carried to award the services for the years 2024-2026 to Dave Cleaver Enviromental Design & Landscape.

Deputy Secretary Niggli advised that communication has been received from the Fire Company Secretary to the effect that:

- Letter from President Ebmeyer, requesting permission to hold the Fire Company Annual Fund Drive for the year of 2024. Draft Fund Drive letter was read aloud for comments/suggestion's. Motion made by Commissioner Fitch, seconded by Commissioner Collison approving the Fund Drive letter.

Motion was made by Commissioner Collison, seconded by Commissioner Fitch and carried to end this meeting at 8:18 p.m.

Respectfully submitted,

Brian Niggli, Deputy Secretary