

**Rush Fire District, Board of Fire Commissioners  
1971 Rush Mendon Road  
Rush, New York 14543**

**ORGANIZATIONAL MEETING**

JANUARY 4, 2021

MINUTES

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The 2021 Organizational Meeting was called to order by Secretary Colleen Statskey at 6:00 PM on January 4, 2021, followed by the Pledge of Allegiance to the Flag.

**Roll Call:** Board members present were Scott Goodman, Robert Faugh (phone), Dale Sweet, and Michael Terzo. Others present were Secretary Colleen Statskey, and Chief Jon Faugh (phone).

**Absent:** Commissioner Doug Platt (working).

The organizational meeting was publicized on the Rush Fire Department and the Rush Fire District web sites, in the Henrietta Post and the LED sign.

Commissioner Dale Sweet completed his Oath of Office before the Rush Town Clerk.

Secretary Colleen Statskey requested nominations for the position of Chairman of the Board of Fire Commissioners for the year 2021. **Motion made by Commissioner Michael Terzo seconded by Commissioner Dale Sweet and favored 3-0 to nominate Scott Goodman as Chairman of the Board of Fire Commissioners for the year 2021.**

**A motion was made by Commissioner Dale Sweet, seconded by Commissioner Michael Terzo and approved 3-0 to close nominations for Chairman of the Board of Fire Commissioners for the year 2021.**

Commissioner Scott Goodman abstained from the vote.

Secretary Colleen Statskey requested nominations for the position of Vice Chairman of the Board for the year 2021. **Motion made by Commissioner Dale Sweet seconded by Commissioner Michael Terzo and favored 3-0 to nominate Robert Faugh as Vice-Chairman of the Board of Fire Commissioners for the year 2021.**

**A motion was made by Commissioner Dale Sweet seconded by Commissioner Michael Terzo and approved 3-0 to close all nominations. Motion was approved 3-0 to close nominations for Vice-Chairman of the Board of Fire Commissioners for the year 2021.**

Commissioner Robert Faugh abstained from the vote.

From this point forward, the meeting was led by Chairman Scott Goodman.

**TREASURER:** Commissioner Scott Goodman requested nominations for Board of Fire Commissioner's Treasurer for the year 2021. **Commissioner Dale Sweet made a motion, seconded by Commissioner Michael Terzo and favored 4-0 to appoint Colleen Statskey to the position of Treasurer of the Rush Fire District for the year 2021.**

**A motion was made by Commissioner Dale Sweet seconded by Commissioner Michael Terzo to close all nominations. Motion was approved 4-0 to close nominations for Treasurer of the Board of Fire Commissioners for the year 2021.**

**SECRETARY:** Commissioner Scott Goodman requested nominations for Board of Fire Commissioner's Secretary for the year 2021. **Commissioner Michael Terzo made a motion seconded by Dale Sweet and favored 4-0 to appoint Colleen Statskey to the position of Secretary of the Rush Fire District for the year 2021.**

**A motion was made by Commissioner Michael Terzo seconded by Commissioner Dale Sweet to close all nominations. Motion was approved 4-0 to close nominations for Secretary of the Board of Fire Commissioners for the year 2021.**

**SALARIES:** Commissioner Michael Terzo made a motion, seconded by Commissioner Dale Sweet and approved 4-0 to increase the hourly pay of the Treasurer and Secretary which amounts to \$20.50 per hour for 60 hours each per month.

**FINANCIAL INSTITUTION:** A resolution was made by Commissioner Dale Sweet which was seconded by Commissioner Michael Terzo and approved 4-0 to continue the District's general checking with M&T Bank and that any other deposits are to be made at the discretion of the Board, depending on rates.

**OFFICIAL NEWSPAPER:** A resolution was made by Commissioner Dale Sweet, seconded by Commissioner Michael Terzo designating THE HENRIETTA POST as the official newspaper for the Rush Fire District. Motion was further approved 4-0.

**ATTORNEY:** A resolution was made by Commissioner Michael Terzo seconded by Commissioner Dale Sweet that Peter Weishaar, Partner with McConville Considine Cooman & Morin, PC, Attorneys & Counselors at Law retained as Attorney for the Rush Fire District with payment for

services as rendered. Resolution was further approved 4-0 pending Mr. Weishaar's acceptance.

Secretary Colleen Statskey will forward a letter of acceptance to Peter Weishaar.

**RUSH FIRE DEPARTMENT FUND-RAISING ACTIVITIES:** A resolution was made by Commissioner Dale Sweet that the Board of Fire Commissioners hereby approve the Fire Department Annual Fund Drive, the Fire Department Firemen's Carnival of July 08, 09, and 10, 2021, as the official fund-raising activities for the Rush Fire Department, Inc., and any other activities for which fire department members receive activity points to be covered within the structures of the Workers Compensation Insurance (VFBL). Resolution seconded by Commissioner Michael Terzo and approved 4-0.

**MEETING SCHEDULE:** A resolution was made by Commissioner Michael Terzo, that the Board of Fire Commissioners conduct their monthly meeting at the Rush Fire Station, 1971 Rush Mendon Road, Rush, New York on the third (3<sup>rd</sup>) Tuesday of each month, unless otherwise specified, beginning at 7 PM during the calendar year of 2021. A copy of this resolution is to be sent to the official newspaper of the Rush Fire District. When there are any changes in the scheduled meeting date the District Secretary will be instructed to inform all Board members of the change at least one week prior to the change. Resolution seconded by Commissioner Dale Sweet and further approved 4-0.

**TREASURER'S BOND:** A resolution was made by Commissioner Dale Sweet that the Treasurer's Bond be raised to \$1,500,000.00 as written by the Selective Insurance. Resolution seconded by Commissioner Michael Terzo and approved 4-0. A copy of the Bond will be filed with the Town Clerk's Office.

**AUTHORIZED PURCHASE AMOUNTS:** A resolution made by Commissioner Michael Terzo stating that all purchases, of any type of equipment and/or supplies over the amount of \$2500.00 following the steps of the Purchasing Policy 5.1 must be approved by the Board of Fire Commissioners. Resolution seconded by Commissioner Dale Sweet and approved 4-0. Emergency repairs to any motorized fire equipment are exempt; however, the maintenance officer is to be advised of any emergency repair. Amendment made by Commissioner Michael Terzo, before purchases are made, notification to Commissioner Michael Terzo and Treasurer Colleen Statskey is mandatory. When orders are made no deliveries are to be made to the Rush Town Hall.

**STATE AND COUNTY ASSOCIATIONS:**

A resolution was made by Commissioner Dale Sweet that the Board of Fire Commissioners continues to maintain membership in the Association of Fire Districts of the State of New York and become registered in the Association Directory for the year 2021 and continue membership in the Monroe County Fire District Officer's Association. Payment of membership dues in both organizations is authorized when due. Resolution seconded by Commissioner Michael Terzo and approved 4-0.

**MONROE COUNTY FIRE DISTRICT OFFICERS ASSOCIATIONS:**

A motion was made by Commissioner Michael Terzo that Commissioner Doug Platt and alternate Commissioner Dale Sweet be designated to act as the official representative to the Monroe County Fire Districts Officers Association Executive Committee seconded by Commissioner Scott Goodman and approved 4-0.

**MAINTENANCE OFFICER:** A resolution was made by Commissioner Dale Sweet that Michael Terzo act as maintenance officer of the vehicles on behalf of the Board of Fire Commissioners for the year 2021. Resolution seconded by Commissioner Scott Goodman and approved 4-0.

A resolution was made by Commissioner Dale Sweet that Robert Faugh act as alternate maintenance officer of the vehicles on behalf of the Board of Fire Commissioners for the year 2021. Resolution seconded by Commissioner Scott Goodman and approved 4-0.

**SAFETY COMMITTEE:** A resolution was made by Commissioner Dale Sweet that the Board of Fire Commissioners hereby appoints Commissioner Scott Goodman as the Liason to the Safety Committee of the Rush Fire Department, Inc. for the year 2021. Resolution was seconded by Commissioner Michael Terzo and approved 4-0.

**MILEAGE RATE:** A resolution was made by Commissioner Scott Goodman that the Board of Fire Commissioners stays within the federal guidelines and authorizes the payment of the official IRS mileage rate for authorized trips and that Fire Chiefs submit their personal vehicle mileage vouchers on a quarterly basis to the District Treasurer. Authorized trips for all members include quarterly meetings, Fire District Officers Executive meetings, conventions, conferences, and training programs and any authorized travel which has received prior approval by the Board of Fire Commissioners. Resolution seconded by Commissioner Michael Terzo and approved 4-0.

A resolution was made by Commissioner Scott Goodman that any firefighter who is going to attend any firematic or EMS function which represents the Rush Fire Department, Inc., or any non-activity point type

function such as banquets, Fire Association meeting or functions, or anyone being sent to such by one of the Chief Officers, providing the Fire Chief has approved, is covered under the Workers Compensation Insurance (VFBL). Resolution seconded by Commissioner Michael Terzo and approved 4-0.

A resolution was made by Commissioner Scott Goodman that any out of pocket reimbursement to a member for a Fire Department or Fire District purchase needs to have prior approval by the Fire Chief. Resolution seconded by Commissioner Dale Sweet and approved 4-0.

The following is a list of responsibilities and areas of concerns where each member of the Board will serve:

<b>House #1</b>	R. Faugh, S. Goodman, M. Terzo
<b>House #2</b>	S. Goodman, M. Terzo
<b>Vehicle, Equipment Maintenance</b>	M. Terzo, R. Faugh
<b>Safety, OSHA, NFPA</b>	R. Faugh, S. Goodman
<b>Physicals</b>	D. Platt, C. Statskey
<b>Physical Fitness</b>	D. Sweet
<b>EMS, 911, Street Directory</b>	R. Faugh, C. Statskey
<b>Inventory, Inspection &amp; Inspection Dinner</b>	M. Terzo, S. Goodman, C. Statskey
<b>Legislation</b>	R. Faugh
<b>Insurance, Group Life Insurance</b>	D.Sweet, D.Platt, C. Statskey
<b>Membership, Rush Fire Department, Inc. (Retention &amp; Recruitment)</b>	D. Sweet
<b>Publicity</b>	R. Faugh
<b>MCFDO Association</b>	Exec. Member-D.Platt, Alt. Member – D. Sweet
<b>Long Rang Planning:</b>	
<b>Liaison with Planning Consultant</b>	D. Sweet
<b>State School at Industry</b>	R. Faugh, J.Faugh
<b>Liaison to:</b>	
<b>Planning Board</b>	D. Sweet
<b>Disaster Plan</b>	R. Faugh
<b>Others as identified</b>	R. Faugh (Vice-Chairman)
<b>Personnel Relations</b>	M.Terzo, P. Weishaar, Attorney
<b>Procedures and Operations</b>	S. Goodman, C. Statskey
<b>Information System, Data Terminal</b>	S. Goodman, M. Terzo (Red Alert), C. Statskey
<b>Apparatus</b>	R. Faugh, M. Terzo, D. Sweet, S. Goodman, D. Platt, J. Faugh

**A resolution was made by Commissioner Dale Sweet to approve the list of responsibilities for the Board of Fire Commissioners. Resolution seconded by Commissioner Michael Terzo and approved 4-0.**

Fire Commissioner training will be held on-line.

Chief Jon Faugh discussed the 2021 Rush Fire Department Line Officers:

**5C-18 CHIEF - Chief Jon Faugh  
5C-28 1<sup>st</sup> Assistant Chief – Sean Brown  
5C-38 2<sup>nd</sup> Assistant Chief and Training Officer - Kevin Smith  
House #1 Captain – Dan Kwiecien  
House #2 Captain – Mike Terzo, Jr.  
5C-68 EMS DO – Andrew Socola  
5C-78 Lt./R-588 - Jim Princehorn  
5C-88 Lt./R-582- Dale Sweet  
5C-98 Lt./P-584 - Jason Dundon  
5C-108 Lt/ P-583 - James McNeil  
5C-128 Lt/GF587 - Zachary Dubois  
5C-108 - Safety Officer James McNeil  
5C-118 Lt/589 – Joshua Gretzinger  
5C-148 Lt./B589- Marisa Scott  
5X-18 Fire Police - Captain Kevin Kolmetz**

**A motion made by Commissioner Dale Sweet, seconded by Commissioner Scott Goodman and approved 4 to 0 to approve the new 2021 Rush Fire Department Line Officers discussed by Chief Jon Faugh and approved by the Board of Directors of the Rush Fire Department, and to have Chief Jon Faugh assign a member to watch over Andrew Socola as DO. The Fire Commissioners are requesting Chief Jon Faugh review Dan Kwiecien’s training and to have Joshua Gretzinger and Zachary Dubois sign up for classes.**

Commissioner Michael Terzo discussed at length with the Chief’s regarding the need for best practices.

Commissioner Michael Terzo reported he will give Chief Jon Faugh a list of vendors with specifics and contacts. When items are purchased an email should be sent to Commissioner Michael Terzo and Treasurer Colleen Statskey. The need for completed vouchers, with receipts and packing lists is necessary. The Commissioners discussed when purchases are made use account first then credit cards.

Chief Jon Faugh reported that all firefighters will be contacted for COVID vaccination.

**ADJOURNMENT:** Being no further business, a motion was made by Commissioner Dale Sweet that the meeting be adjourned. Motion seconded by Commissioner Michael Terzo and approved 4-0. Meeting was adjourned at 6:42 PM.

Respectfully submitted,

Colleen Statskey  
District Secretary

Email received from Attorney Peter Weishaar regarding the Rush Fire District Treasurer and Secretary.

Scott,

Town Law section 174 provides that “the treasurer shall preside until such time as a chairman of the board of fire commissioners shall be chosen...” Best practice would be to appoint a deputy treasurer before the meeting and let the deputy treasurer run the organizational meeting. Are you meeting today or tomorrow? Some districts meet to pay bills at the end of the year.

If it is not practical to appoint a deputy treasurer, then you may not have any choice but to have the secretary preside at the org meeting. Within minutes, a chair would be appointed.

A secretary may also serve as treasurer (as long as treasurer position is appointed and not elected, which is typically the case around here). I have not seen any statute expressly authorizing a secretary to also serve as deputy treasurer, but there is also no statutory provision expressly prohibiting it either (like there is with other positions--e.g., commissioner cannot be treasurer). Given the lack of prohibition and the fact that a treasurer may also be a secretary, I think it would be okay to have secretary also serve as deputy treasurer. The deputy treasurer should be sure to file an undertaking as would be required of a treasurer.