

**RUSH FIRE DISTRICT, BOARD OF FIRE COMMISSIONERS**  
**1971 Rush-Mendon Road, Rush, New York 14543**  
**Unapproved Minutes – June 15, 2021**

**Roll Call:** Chairman Scott Goodman called the meeting to order at 7:01 p.m. followed by the Pledge of Allegiance to the Flag.

**Present:** Commissioners Scott Goodman, Robert Faugh, Michael Terzo, Dale Sweet, Doug Platt, Treasurer Aletha Steehler, Secretary/Deputy Treasurer Kitty Stappenbeck.

Representing the Rush Fire Department was Chief Jonathan Faugh, 2<sup>nd</sup> Assistant Chief Kevin Smith, Jim Princehorn, and Al Sweet.

The Town of Rush was not represented.

**APPROVAL OF MINUTES:** The Minutes of May 18, 2021, were approved with correction as follows: M&T Bank account ending in x6741 was added under section on 'New Employees'.

**A motion was made by Commissioner Dale Sweet , seconded by Commissioner Robert Faugh and approved 5-0 to accept the Minutes of May 18, 2021, with the addition of the M&T Bank Account.**

**AREAS OF CONCERN:**

**FIRE MARSHAL:** 2<sup>nd</sup> Assistant Chief Kevin Smith has no issues at this time.

**TRAINING:** 2<sup>nd</sup> Assistant Chief Kevin Smith stated that 2 of four candidates will graduate: one member got hurt (Sydney McDaniel) and the other (Alex Bischooping) showed up late so will not graduate. Don't know if Alex will be able to make up the class.

Commissioner Michael Terzo would like to see surface water class (basic operation class) added to training. Water class suffices for boat class. Also consider sending to Oriskany for some water flood training, or City of Rochester has 5 classes in August. 2<sup>nd</sup> Assistant Fire Chief Kevin Smith will look into.

**HOUSE #1:**

- Commissioner Dale Sweet is taking care of issue with lights
- FOB system up and running
  - Programmer worked with Jim Princehorn regarding keypad in back to give vendor temp code to get in. Kitty will be point of contact for new people and will work with Jim Princehorn to learn system
  - Get rid of keys within month – will put new blank lock cylinders in so keys will not have to be collected

- Change keys for just a few doors (4) in case there is an issue that needs to be fixed from inside the office.
- Dale talked to Larry Kaplan about septic and second pump
- Jim Princehorn would like the commissioners to consider putting lights on east side of firehouse for better visibility for night-time training
- Lifetime Assistance is back for cleaning
- Commissioner Scott Goodman indicated recent issue with Boy Scout Troop. Commissioner Michael Terzo will review rules with firefighter Kevin Kolmetz (Boy Scout Troop liaison) regarding use of District meeting room and Fire Department Pavilion.

## **HOUSE #2:**

- Commissioner Mike Terzo said that Jim Princehorn and Mike Terzo Jr sprayed for poison ivy.
- Doug Watson has been cutting lawn at both house 1 and house 2.
  - Secretary to draft thank you letter from both House 1 and 2 to Doug.
  - Commissioner Michael Terzo will discuss future work with him.
- Al Sweet added that someone from Rush Senior Citizens group said they are concerned about tree limbs that should be cut back at station 2. Commissioner Michael Terzo will take a look at.

**EMS, 911, STREET DIRECTORY:** New directory was received from town. Discussion regarding Red Alert and Radio Room copy of directory: Commissioner Mike Terzo indicated that with the last update of Red Alert, the report in the system was deleted and needs to be reinstalled in order to get an updated version of the directory for the radio room. Red Alert needs to give access for us to print out as part of the software agreement. Red Alert street address is updated by Jenna.

**INVENTORY, INSPECTION & INSPECTION DINNER:** Commissioner Mike Terzo would like full firehouse equipment inventory done in September.

**VEHICLE & EQUIPMENT MAINTENANCE:** Commissioner Michael Terzo reported:

- 588 –dashboard should be fixed: gages and lights have been taken care of.
- 584 - seatbelt buzzer going off last week after training, but now seems to be ok
- Question for fire chief – is equipment getting checked regularly? Ambulance wasn't checked for month and a half. Fire Chief Jonathan Faugh said it had been, but Commissioner Michael Terzo indicated the book must not have been updated
- Boat – need to buy second charger

**SAFETY/OSHA:** National Fire Protection Association (NFPA) membership renewal is due.

## **PHYSICALS:**

- 2<sup>nd</sup> Assistant Chief Kevin Smith: Clark Denham – did not pass interior clearance; contacted HealthWorks (924-1550) for explanation - he is cleared for Exterior only at this time.
- Fire Chief Jonathan Faugh noted that Sean Brown got his physical today (6/15). Expect report in 4 – 10 days. Commissioner Doug Platt will get email with result.
  - Commissioner Doug Platt will add Secretary Stappenbeck to email.
  - District should receive clearance form via mail.
- Will Stanton – intention to quit – Fire Chief Jonathan Faugh will obtain formal letter.
- Austin Jackson (resigned) – had no equipment, so no inventory sheet.
- Marisa Scott returned equipment – still assigned to Jonathan – Inventory sheet to update the equipment should be expected.

## **OFFICE EQUIPMENT:**

Commissioner Robert Faugh indicated we need toner cartridge for the office copier. The District has a service contract through LEAF. Secretary will look into regarding set up of auto replacement and cleaning of the copier (copies are very dirty).

## **INSURANCE AND GROUP LIFE INSURANCE:**

Commissioner Dale Sweet has a bill for over \$16,000 that does not have to be paid until July. Company has been contacted.

## **ZONING BOARD:**

- **Application 2021-03Z;** Burrell Area Variance; Honeoye Falls No 6 Rd. Moving 60' right away from west side of Burrell subdivision Lot R2 to east side of Burrell subdivision Lot R2

- **Application 2021-04Z:** Pinnacle Road Area Variance; Pinnacle Rd and Jeffords Rd.

Approximately 102 acres to be subdivided into 5 lots for purposes of continuing agriculture and hunting and recreation

**Commissioner Dale Sweet reviewed applications with the board: no issues or concerns were noted.**

**MCFDOA:** The following individuals will attend the MDFDOA dinner meeting on Thursday, June 17: Commissioner Scott Goodman, Commissioner Doug Platt, Commissioner Robert Faugh, Treasurer Aletha Steehler and Secretary Kitty Stappenbeck.

**BILLS:**

June 2021 INVOICE – GENERAL FUND ACCOUNT

Voucher	Account Code.	Disbursement Account	Name of Vendor and Description	Invoice Amount	Paid
2021	159	34.461a	Utilities	RG&E – Gas Ser Sta. 1	212.17 x
2021	160	34.461b	Utilities	RG&E – Gas Ser Sta. 2	26.64 x
2021	161	34.462a	Utilities	National Grid – Electric Ser Sta.1	279.19 x
2021	162	34.462b	Utilities	National Grid – Electric Ser Sta.2	17.06 x
2021		34.424	Utilities	Spectrum Time Warner Cable Telephone&Internet - Station 1	credit
2021		34.464	Utilites	Spectrum Time Warner Cable Telephone&Internet - Station 2	credit
2021	163	34.451n	Utilities	Coakley Disposal - May 2021	44.00 x
2021	164	34.465	Utilities	Verizon Wireless - cellular phones	473.29 x
2021	165	34.461a	Utilities	Monroe County Water Station 1	125.34 x
2021	166	34.491	Utilities	Monroe County Water Station 2	1.48 x
2021	167	34.451b	Cleaning Ongoing	Morico Floor Cleaning Systems	200.00
2021	168	3410.27	EMS Supplies	Jackson Welding	28.25
2021	169	34.441e	Building Sta 2	Weiders	
2021		34.452b	Building Sta 2	Weiders	13.88
2021	170	3410.25	Computer Organization	Kables Computer	2761.39
2021	171	34.434	fees/Membership Dues	Monroe County Fire District Annual Dues	40.00
2021	172	34.442d	PPE	Elizaco Inc	3191.65
2021	173	9040.8	Workmans Comp	NYSIF offie	271.31
2021	174	9040.8	Workmans Comp	NYSIF firemen	21290.93
				M&T Bank	Sean Brown
				M&T Bank	Mike Terzo
				M&T Bank	
				M&T Bank -	
2021				total	credit
2021	175	64.426	Copier	Leaf	124.86
2021	176	9040.8	Workmans Comp	Fleury Risk	2691.30
2021	177	34.451a	Shop Supplies	Har rob	595
2021	178	34.433		Uniform Express	80.99
					32,468.73

**Following a final review of the June 2021 General Fund Invoices, Vouchers #2021-159 through #2021-178, Commissioner Robert Faugh made a motion, seconded by Commissioner Michael Terzo and approved 5-0 to pay the vouchers in the amount of \$32,468.73.**

The Vouchers were reviewed by Commissioner Michael Terzo, Commissioner Dale Sweet, and Commissioner Doug Platt.

**OLD BUSINESS:** Commissioner Dale Sweet indicated that he will take another look at the kitchen regarding the repair/replacement of the counters (requested by the Women's Auxiliary).

**8:45 pm Executive Session**

**8:58 pm Resume regular meeting**

**NEW BUSINESS:**

- Contract received from **Bernard P. Donegan, Inc. (bpd Municipal Finance)** to facilitate the budget process for the Rush Fire District.

Contract reviewed by commissioners; Chairman Scott Goodman signed the contract and Secretary Kitty Stappenbeck will mail.

Treasurer Aletha Steehler will contact **bpd** to arrange calendar for budget meetings.

**Motion to approve contract from bpd made by Commissioner Michael Terzo and seconded by Commissioner Dale Sweet. Passed 5 – 0.**

- The 2020 audit of the Rush Fire District has been completed and each commissioner received a copy.
- A brief discussion occurred regarding inventory (specifically the item that needs to be removed from the management comment in the audit). Items removed from service and destroyed are considered SURPLUS within Red Alert. Secretary Kitty Stappenbeck will make the notation in Red Alert.
- Inventory forms were discussed: Commissioner Scott Goodman asked that all those who assign equipment fill out the form completely. This should be communicated at the next Fire Department meeting.

Treasurer Aletha Steehler reported:

- QuickBooks has been upgraded to Version 2021 in order to utilize electronic bill pay with M&T Bank.
- Transition from past Secretary/Treasurer Colleen Statskey has been completed at M&T Bank and past deceased Treasurer Bob Kuhls has been removed from the account.
- The following action regarding M&T credit cards for small dollar purchases needs to be taken:
  - Cancel credit cards for former employees Bob Kuhls and Colleen Statskey
  - Credit cards to be issued for Treasurer Aletha Steehler and Secretary Kitty Stappenbeck

**Motion for M&T Bank to issue credit cards to both Aletha Steehler and Kitty Stappenbeck made by Commissioner Michael Terzo and seconded by Commissioner Dale Sweet. Passed 5 – 0.**

**Commissioner Doug Platt made a motion to adjourn the meeting. The motion was seconded by Commissioner Michael Terzo and approved 5 to 0 to close the meeting. It was adjourned by common consent at 9:22 PM.**

Respectfully submitted,

Catherine Stappenbeck  
District Secretary