

<p>RUSH FIRE DISTRICT, BOARD OF FIRE COMMISSIONERS 1971 Rush-Mendon Road, Rush, New York 14543 Meeting Minutes August 15, 2023</p>

Roll Call: Chairman Scott Goodman called the meeting to order at 7:05 pm followed by the Pledge of Allegiance to the Flag.

Present: Commissioners Scott Goodman, Doug Platt, Bob Faugh, Dale Sweet, Michael Terzo, Chief Jon Faugh, Assistant Chief Mike Terzo Jr., Treasurer Aletha Steehler and Secretary Kitty Stappenbeck

Guest(s): Jason Schwartz, [Bernard P. Donegan, Inc to discuss budget.](#)

Town of Rush: No representative

Rush Fire Department member(s) were also in attendance Jim Princehorn

Report From the Town: None

Budget Discussion: Jason Schwartz

- Budget calendar - currently on step 3
- Hearing: Oct 17 (publish at least 5 days prior to meeting)
- 2% tax cap is where the budget stands, no override to cap
- \$285,000 transfer to Equipment reserve
- \$101,000 fund balance
- changes made to budget lines
 - Personnel: increase to \$75,000: expect to hire additional laborers
 - Software: increase to \$7600: to include \$3500 for Vector Solutions, \$3000 records management software and \$1200 for 'Skyway' software
 - Changes transfer to reserves for 2024
- Discussion regarding funds for parking lot for house 1 and 2: \$60,000: earmark 6 mos CD for specific purpose. Move to Reserve, then purchase CD
- Jason will update affected pages and email to Treasurer Steehler
- **Motion to adopt 2024 proposed budget by Commissioner Terzo, seconded by Commissioner Sweet and approved 5 - 0**

Approval of Minutes: Approval of July 18, 2023 Meeting minutes: Commissioner Sweet noted change:

- Page 2: Superintendent's name is DJ Kyle

Chief's Report:

Chief heard from Frank Manzo thanking him for the Rush response for the call involving a woman who fell off the horse and broke leg. Shows that having the laborers on site is working.

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Buildings and Grounds:

- Air conditioning in radio room was repaired
- Gutter in front of building was cleaned
- Chief reported that the backflow system was inspected by Sprinkler Connection. Report will be sent. Commissioner Terzo asked that the Treasurer forward contact information to him when the bill is received.
- Commissioner Sweet discussed parking lot resurfacing: milling to the road, and all across the back of the lot (House 1). Repair will occur if issues are found.
- Commissioner Terzo is still waiting for LeafGuard to get back regarding quote
- Treasurer Steehler indicated that work has been done by Quality Tree, but she has not received a bill. Commissioner Terzo will reach out for a bill.
- George Eiff has done some work around House 1 and will work on House 2, cutting away ivy on building. He will also trim around House 2
- Commissioner Sweet discussed parking lot resurfacing for House 2
- Commissioner Terzo reported that generator was serviced for House 2. Still waiting for LeafGuard to get back to him

Vehicles:

582 back from repair - bill was greater than \$8900

588 - still waiting for trim ring - do not know how this was damaged

Equipment:

The Chief reported that the hose testing was done; Two 100' lengths and 583 had one ponylength damaged. Commissioner Terzo suggested that because 583 will not be used if possible - just remove the length and do not replace

Information Technology:

Phone System: Commissioner Goodman reported that he had gotten 3 quotes, discussed with Knycos and wants to go with Nextiva. Included will be 11 new phones, one number published that will give list extensions for various people/departments, and soft phones. This will all be done in the cloud. COST: Nextiva phones, \$202 per month + \$332 one time fee at signing . Rush will NOT own the phones so if a problem occurs, the company will take care of replacing - Rush will get rid of Spectrum phone service. Three year contract. Knycos indicated we MAY need additional switch on the server.

Phone service with Spectrum will be cancelled.

Commissioner Terzo asked if we will have a pager system, i.e. from the radio into the phone. Aletha said she would check.

Motion to move forward with new phone system (Nextiva) by Commissioner Sweet, seconded by Commissioner Platt and approved 5 - 0.

Document Scanning Project: Secretary Stappenbeck discussed sending test box and reviewing output; Lindsey offered her assistance and she worked for about 1.5 hours on prepping documents. Commissioner Terzo asked how documents are stored: cloud storage. Discussed invoice scanning as well but will need to discuss more with Commissioner Terzo regarding retrieval of invoices by truck number. **Motion** to move

forward with Toshiba scanning by Commissioner Terzo, seconded by Commissioner Platt and approved 5 - 0.

SOGs and SOPs:

Non-discrimination policy - couple of changes from Commissioner Sweet:

SOG pg - replace Board of 'Directors' with Board of 'Fire Commissioners'

Pg1 of form

- add email contact for Secretary Stappenbeck because mail may not be checked

on a daily basis.

- Remove reference to 'Town of Rush' employees.

Pg2 of form

- #1 Incidate review by 2 District Commissioners and Chief.
- Indicate 'business days' in all cases where there is a time limit listed

Assistant Chief Terzo said that once the SOG is finalized, send him a copy and ask him to put it on 'Vector Solutions' to ensure traceability.

Personnel:

Secretary has been in contact with Rebecca Trouerbach (7/23). She has been ill, but is now on the mend and will notify me of her physical date. Chief Faugh indicated that he talked to her at Monday night drill.

8:20 pm - Executive Session regarding personnel issue: Motion by Commissioner Terzo, seconded by Commissioner Sweet

8:35 pm - Return to regular meeting: Motion by Commissioner Sweet, seconded by Commissioner Faugh.

Publicity and Associations:

Asst Chief Terzo indicated that State Senator Pam Helming is interested in an informal meeting with Rush FD - meet and greet to talk about bills that are going through the governor's office.

Physicals:

- Commissioner Platt said he had reached out to Healthworks and tentative date February 19, 2024.
- They no longer do the Lung Function Test because of COVID.
- Commissioner Goodman indicated that we should have adopted an NFPA standard for the medical company to have on file
- Commissioner Platt will reach out to see if he can find another provider.
- Asst Chief Terzo will reach out to Spencerport to get information and will forward information to Commissioner Platt.

Bills:

Following a review of the August General Fund Invoices, Commissioner made a motion, seconded by Commissioner and approved to pay the vouchers in the amount of \$42,943.05; voucher numbers 2023- 167 through 2023-189. The Vouchers were reviewed by Commissioners Terzo, Faugh, and Sweet.

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Inventory, Inspection and Dinner:

- ❖ Wildwood Country Club was booked for **Saturday, November 11, 2023**
- ❖ Inventory dates are as follows:
 - Monday, 9/11; Friday, 9/22 (Doug); Monday, 9/25 (Bob)
 - Monday, 10/2; Saturday, 10/14; Saturday, 10/31
 - Time for Mondays and Fridays: 6 - 8 pm; Saturdays: 9 am - 11 am
 - Will need to track Interior/Exterior and Dates on Turnout Gear, specifically helmets
- ❖ Secretary will send email to all members with dates and copy of their personal inventory sheet - to be done between August 15 and August 22
- ❖ Discussion ensued regarding a gift for members

Insurance/Budget/Attorney:

- Audit - Treasurer Steehler talked to Mengel, Metzger and Barr on Saturday, Aug 12, 2023 . They have what they need and are ready to 'write it up'.
- Budget is done
- Commissioner Sweet mentioned that

Liaison Town Board:

Nothing from either the planning or zoning boards.

Membership:

Old Business:

- ☐ Commissioner Goodman: Phone system - See report under IT
- ☐ Secretary: Record Retention Project - See report under IT
- ☐ Treasurer Steehler: Investment CD's with Chase Bank: These are still in process, but should be completed soon. Deputy Treasurer Stappenbeck will need to sign, Treasurer Steehler cannot be a signer due to her 'day job'
- ❖ **Motion** by Commissioner Goodman to purchase the Lucas Device in the amount of \$25,306. Company is Stryker and is the sole source distributor, so no other quotes are needed. Motion was seconded by Commissioner Terzo and passed 5 - 0.

New Business:

- ☐ Large Meeting Room: Request by Jason Dundon to reserve for a Bday party on September 23 from Noon - 6 (Saturday) -this was on the July agenda for August date in error
- ☐ Large Meeting Room: Christine Miller (Ladies Aux): 08/20/2023 baby shower
- ☐ Large meeting room - reserve for Town Fall Festival for the Train Display

- ☐ Request by Town to have a dog parade at the Fall Festival. No need for a motion - this was discussed by Rush Fire Department Board. They found no issue with the idea as most of this will take place at the Town Hall.

Calendar Items through end of 2023

Budget:

- On or prior to **9/26/2023**: Adopt Proposed Budget; post on District website and notify Town - ***this occurred on August 15 at the regularly scheduled monthly meeting - posted on district website 9/6***
- **10/17/2023**: Open Budget Hearing
- On or prior to **11/04/2023**: determine if budget will exceed the tax levy cap (***no plans to exceed, per Commissioners at the August monthly meeting***), and pass resolution (60% of board is required; changes, alterations and revisions to proposed budget)
 - Submit the Fire District budget/tax cap form to the NYS Comptroller's Office
- **11/4/2023**: Must adopt budget by this date

Commissioner Election:

- **11/02/2023**: Adopt Board of Elections, including Chairman and Election Inspectors. Wage of \$100 will be paid to these individuals
- **11/22/2023**: Last day to file petitions for candidates for office. Commissioner Platt's term is up this year.
- **12/12/2023**: Election day, hours are 6 - 9 pm
- **12/12/2023**: File results with Town Clerk

End of year meeting:

- *Proposed date 12/28/2023*

Organizational Meeting:

- *Proposed date 01/04/2024*

Adjournment:

Commissioner made a motion to adjourn the meeting. The motion was seconded by Commissioner and approved x-x to close the meeting. It was adjourned by common consent at XX pm.

Respectfully submitted,

Catherine Stappenbeck

Rush District Secretary

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