

Rush Fire District, Board of Fire Commissioners
1971 Rush Mendon Road
Rush, New York 14543
Tax Id: 161177034

ORGANIZATIONAL MEETING
JANUARY 5, 2023

APPROVED MINUTES

The 2023 Organizational Meeting was called to order by Treasurer Aletha Steehler at 6:01 PM on January 5 2023, followed by the Pledge of Allegiance to the Flag.

Roll Call: Board members present were Commissioners Scott Goodman, Robert Faugh, Doug Platt, Dale Sweet and Michael Terzo, Treasurer Aletha Steehler and Secretary/Deputy Treasurer Kitty Stappenbeck, Chief Jon Faugh and Assistant Chief Michael Terzo Jr.

The organizational meeting was publicized on the Rush Fire District website, in Genesee Valley Penny Saver and the LED sign in front of 1971 Rush Mendon Rd.

Treasurer Aletha Steehler requested nominations for the position of Chairman of the Board of Fire Commissioners for the year 2023. **Motion** made by Commissioner Mike Terzo seconded by Commissioner Doug Platt and favored 4-0 to nominate Scott Goodman as Chairman of the Board of Fire Commissioners for the year 2023.

A **motion** was made by Commissioner Dale Sweet, seconded by Commissioner Doug Platt and approved 4-0 to close nominations for Chairman of the Board of Fire Commissioners for the year 2023.

Commissioner Scott Goodman abstained from the vote.

Treasurer Aletha Steehler requested nominations for the position of Vice Chairman of the Board for the year 2023. **Motion** made by Commissioner Dale Sweet seconded by Commissioner Mike Terzo and favored 4 - 0 to nominate Commissioner Doug Platt as Vice-Chairman of the Board of Fire Commissioners for the year 2023.

Commissioner Doug Platt abstained from the vote.

A **motion** was made by Commissioner Mike Terzo seconded by Commissioner Dale Sweet and approved 4-0 to close all nominations. **Motion** was approved 4 -0 to close nominations for Vice-Chairman of the Board of Fire Commissioners for the year 2023.

Commissioner Doug Platt 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 2023. Commissioner Mike Terzo made a **motion**, seconded by Commissioner Dale Sweet and favored 4-0 to appoint Aletha Steehler to the position of Treasurer of the Rush Fire District for the year 2023. Aletha Steehler will have full signature authority on accounts:

- X4680 / Capital Reserve Equipment Fund
- X1301 / General Fund Checking
- X4747 / Capital Reserve Building/Property Acct
- X6741 / Municipal Money Market Savings

A **motion** was made by Commissioner Mike Terzo seconded by Commissioner Dale Sweet to close all nominations. **Motion** was approved 4-0 to close nominations for Treasurer of the Board of Fire Commissioners for the year 2023.

SECRETARY: Commissioner Scott Goodman requested nominations for Board of Fire Commissioner's Secretary for the year 2023. Commissioner Dale Platt made a **motion** seconded by Commissioner Mike Terzo and favored 4-0 to appoint Catherine Stappenbeck to the position of Secretary and Deputy Treasurer of the Rush Fire District for the year 2023. Catherine Stappenbeck will have signature authority on accounts in the absence of the Treasurer

- X4680 / Capital Reserve Equipment Fund
- X1301 / General Fund Checking
- X4747 / Capital Reserve Building/Property Acct
- X6741 / Municipal Money Market Savings

A **motion** was made by Commissioner Mike Terzo and seconded by Commissioner Doug Platt to close all nominations. **Motion** was approved 4-0 to close nominations for Secretary/Deputy Treasurer of the Board of Fire Commissioners for the year 2023.

SALARIES: Commissioner Scott Goodman recommended a salary of \$25.00 per hour for both Treasurer and Secretary, After discussion, Commissioner Mike Terzo made a **motion**, seconded by Commissioner Scott Goodman and approved 5 - 0 to increase the hourly pay of the Treasurer and Secretary which amounts to \$23.00 per hour for 60 hours each per quarter. Passed 5 – 0.

FINANCIAL INSTITUTION: Treasurer Aletha Steehler recommended to keep District accounts at Chase Bank, A resolution was made by Commissioner Mike Terzo, seconded by Commissioner Dale Sweet and approved 5 - 0 to use CHASE BANK as the official bank of the Rush Fire District.

OFFICIAL NEWSPAPER: Secretary Stappenbeck recommended to keep Genesee Valley PennySaver. A **resolution** was made by Commissioner Bob

Faugh and seconded by Commissioner Mike Terzo designating The Genesee Valley PennySaver as the official newspaper for the Rush Fire District. Motion was approved 4 -0 .

ATTORNEY: A resolution was made by Commissioner Bob Faugh seconded by Commissioner Mike Terzo that Peter Weishaar, Partner with McConville Considine Cooman & Morin, PC, Attorneys & Counselors at Law be retained as Attorney for the Rush Fire District with payment for services as rendered. Resolution was further approved 5 - 0 pending Mr. Weishaar's acceptance.

Secretary Stappenbeck will forward a letter of acceptance to Peter Weishaar.

RUSH FIRE DEPARTMENT FUND-RAISING ACTIVITIES: A resolution was made by Commissioner Mike Terzo, seconded by Doug Platt that the Board of Fire Commissioners hereby approve the Fire Department Annual Fund Drive, the Fire Department Firemen's Carnival of August 10, 11, 12, 2023 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). Chief is to be made aware of any fundraising activity in advance. Resolution was approved 5-0.

MEETING SCHEDULE: A **resolution** was made by Commissioner Dale Sweet, 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 (3rd) Tuesday of each month, unless otherwise specified, beginning at 7 PM during the calendar year of 2023. 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 Doug Platt and approved 5 - 0.

AUTHORIZED PURCHASE AMOUNTS: A **resolution** made by Commissioner Mike 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 5 - 0. Emergency repairs to any motorized fire equipment are exempt; however, the maintenance officer is to be advised of any emergency repair.

STATE AND COUNTY ASSOCIATIONS :

A **resolution** was made by Commissioner Bob Faugh that the Board of Fire Commissioners continue to maintain membership in the Association of Fire Districts of the State of New York and Association Directory for the year 2023, and continue membership in the Monroe County Fire District Officers Association. Payment of membership dues in both organizations is authorized when due. Resolution seconded by Commissioner Doug Platt and approved 5-0.

MONROE COUNTY FIRE DISTRICT OFFICERS ASSOCIATIONS:

A **motion** was made by Commissioner Doug Platt that Commissioner Doug Platt be designated to act as the official representative(s) to the Monroe County Fire Districts Officers Association Executive/ Motion seconded by Commissioner Bob Faugh and approved 5 - 0.

A motion was made to nominate Commissioner Scott Goodman to be the alternate representative to MCFDOA, made by Commissioner Mike Terzo, seconded by Commissioner Dale Sweet and approved 5 – 0.

MAINTENANCE OFFICER: A **resolution** was made by Commissioner Doug Platt that Michael Terzo act as maintenance officer of the vehicles on behalf of the Board of Fire Commissioners for the year 2023. Resolution seconded by Commissioner Scott Goodman and approved 5 - 0.

A **resolution** was made by Commissioner Mike Terzo that Commissioner Robert Faugh act as alternate maintenance officer of the vehicles on behalf of the Board of Fire Commissioners for the year 2023. **Resolution** seconded by Commissioner Scott Goodman and approved 4 - 0.

SAFETY COMMITTEE: A **resolution** was made by Commissioner Mike Terzo that the Board of Fire Commissioners hereby appoints Commissioner Scott Goodman as the Liaison to the Safety Committee of the Rush Fire Department, Inc. for the year 2021. **Resolution** was seconded by Commissioner Dale Sweet and approved 5 - 0.

MILEAGE RATE: A **resolution** was made by Commissioner Mike Terzo 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 Doug Platt and approved 4 - 0.

A **resolution** was made by Commissioner Mike Terzo 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 or a Commissioner on the Board of Fire Commissioners has approved, is covered under the Workers Compensation Insurance (VFBL). **Resolution** seconded by Commissioner Dale Sweet and approved 5 - 0.

A **resolution** was made by Commissioner Mike Terzo 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 5 - 0.

Treasurer Steehler asked for clarification: Does the Fire Chief need to sign off on expense vouchers for Assistant Chiefs mileage costs prior to being presented to the commissioners for approval? NO - this is outlined on a specific line item in the District Budget.

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

Buildings and Grounds	R. Faugh, S. Goodman, M. Terzo
Vehicle, Equipment Maintenance	M. Terzo, R. Faugh
Safety, OSHA, NFPA	R. Faugh, S. Goodman
Physicals	D. Platt, C. Stappenbeck
Physical Fitness	D. Sweet
EMS, 911, Street Directory	R. Faugh, C. Stappenbeck
Inventory, Inspection & Inspection Dinner	M. Terzo, S. Goodman, C. Stappenbeck
Legislation	R. Faugh
Insurance, Group Life Insurance	D. Sweet, D. Platt, C. Stappenbeck
Membership, Rush Fire Department, Inc. (Retention & Recruitment)	D. Sweet
Publicity	R. Faugh
MCFDO Association	Exec. Member-D. Platt, Alt. Member – S. Goodman
Long Range Planning:	
Liaison with Planning Consultant	D. Sweet
Liaison to:	
Planning Board	D. Sweet
Disaster Plan	J. Faugh, Fire Chief
Others as identified	R. Faugh
Personnel Relations	M. Terzo, P. Weishaar, Attorney
Procedures and Operations	S. Goodman, C, Stappenbeck
Information System, Data Terminal	S. Goodman, M. Terzo (Red Alert), C. Stappenbeck
Apparatus	R. Faugh, M. Terzo, D. Sweet, S. Goodman, D. Platt, J. Faugh

A **resolution** was made by Commissioner Bob Faugh to approve the list of responsibilities for the Board of Fire Commissioners. **Resolution** seconded by Commissioner Dale Sweet and approved 5 - 0.

Line Officers were approved at the End of Year meeting so that Officers can be in place for Jan 1, 2023 .

Fire Commissioner training will be held at Brighton, February 25, 2023; Commissioner Scott Goodman has already registered.

Commissioner Mike Terzo re-iterated that the laborers (station attendants) will be handling Red Alert data entry for: truck maintenance, Inventory and Training. Chief Faugh asked if they are checking the gas meters, Commissioner Terzo replied YES - Dave Hood has been doing and two others are being trained.

Commissioner Faugh mentioned that he will be sending information for the Town of Rush newsletter: Station Attendants will cover some hours between Monday and Friday. He will also make a plea for Volunteer FireFighters.

Short discussion around what tasks the Lieutenants will be responsible for: Chief Faugh said that because they don't work every day, he still wants the Lieutenants to check the trucks - or make sure that they are being checked. Commissioner Terzo said that the Chief should be giving the laborers additional tasks in order to make them feel part of the group and to utilize the help. Chief Faugh agreed and used Bailouts as an example. Making sure that things are put back in order on the trucks after out for a call and that LT would be the point of contact. Also said that the 1st Assistant Chief is responsible for House 1 and 2nd Assistant Chief is responsible for House 2.

ADJOURNMENT: Being no further business, a **motion** was made by Commissioner Dale Sweet that the meeting be adjourned. **Motion** seconded by Commissioner Bob Faugh and approved 5 - 0. Meeting was adjourned at 6:30 PM.

Respectfully submitted,

Kitty Stappenbeck
District Secretary