

BARNARD FIRE DISTRICT
ORGANIZATIONAL MEETING
January 4, 2024

Present: Commissioner John Norris, Commissioner David Williams, Commissioner Robert Diederich, Commissioner Norman Gerhard, Fire District Chief Stephen Andrews, Deputy Secretary/Treasurer Sandy Ballou, Secretary/Treasurer Pattie Morris, district resident Jacqueline Gerhard
Absent: Commissioner Dan Cappon

The Organizational Meeting was called to order at noon by Chairman Gerhard

Chairman Gerhard asked Chief Andrews to lead us in the pledge.

Chairman Gerhard asked everyone to remain standing for a moment of silence for all the people who were part of the Barnard family and those who were touched by the Barnard family that are no longer with us as well as members of our Barnard Family that are sick, may they get well quickly.

Chairman Gerhard points out fire exits.

Chairman Gerhard asks for nominations for Chairman of the Board of Fire Commissioners

MOTION: *by Commissioner Norris stated it was his honor to nominate Commissioner Gerhard as Chairman of the Board of Fire Commissioners for 2024, seconded by Commissioner Williams. Three Commissioners present approved. Commissioner Gerhard abstained. No one disapproved. Motion carried.*

MOTION: *by Commissioner Diederich to nominate Commissioner Dan Cappon as Vice Chairman of the Board of Fire Commissioners for 2024, seconded by Commissioner Norris. All Commissioners present approved. Motion carried.*

Chairman Gerhard asks the District Secretary to read a letter from the Department informing the Board of the Department's election results. The District Deputy Secretary read the department letter. The letter states that Justin Dewaal was elected Captain but has not completed training necessary

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to hold that position. Once the training is complete, they will appoint him Captain.

Chairman Gerhard asked if the District Secretary has received the January 1st roster of Volunteer Firefighters. The District Secretary did receive the updated roster of all the volunteers of the Barnard Fire Department. The roster that was received has some errors and will ask the Department to send a corrected copy.

MOTION: by Commissioner Norris to approve the roster with corrections of the Barnard Fire Department seconded by Commissioner Williams. All Commissioners present approved. No one disapproved. Motion carried.

RESOLUTION 24-01: by Commissioner Williams to appoint Patricia Morris as Secretary/Treasurer of the Barnard Fire District for 2024 seconded by Commissioner Norris.

Poll of Board Members –

Commissioner Diederich -	yes
Commissioner Williams-	yes
Commissioner Norris -	yes
Chairman Gerhard -	yes
Commissioner Cappon -	absent

4 Yes Votes – Zero No Votes – 1 absent

Chairman Gerhard will swear in Patricia Morris as District Secretary/Treasurer

RESOLUTION 24-02: by Commissioner Williams to appoint Dean Smith as a part time Community Risk Reduction specialist of the Barnard Fire District for 2024 seconded by Commissioner Norris.

Poll of Board Members –

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<i>Commissioner Diederich -</i>	<i>yes</i>
<i>Commissioner Williams-</i>	<i>yes</i>
<i>Commissioner Norris -</i>	<i>yes</i>
<i>Chairman Gerhard -</i>	<i>yes</i>
<i>Commissioner Cappon -</i>	<i>absent</i>

4 Yes Votes – Zero No Votes – 1 absent

Chairman Gerhard will swear in Dean Smith as Community Risk Reduction specialist of the Barnard Fire District

RESOLUTION 24-03: *by Commissioner Diederich to appoint Raymond DiRaddo, Peter Weishaar and Coughlin & Gerhart as the attorneys for the Barnard Fire District for 2024, seconded by Commissioner Norris.*

Poll of Board Members –

<i>Commissioner Diederich -</i>	<i>yes</i>
<i>Commissioner Williams-</i>	<i>yes</i>
<i>Commissioner Norris -</i>	<i>yes</i>
<i>Chairman Gerhard -</i>	<i>yes</i>
<i>Commissioner Cappon -</i>	<i>absent</i>

4 Yes Votes – Zero No Votes – 1 absent

MOTION: *By Commissioner Norris seconded by Commissioner Williams to appoint Assistant Chief Steven Dorgan as the Safety Officer of the Barnard Fire District. All Commissioners present approved. No abstentions Motion carried.*

MOTION: *By Commissioner Diederich seconded by Commissioner Norris to appoint Captain Scott Johnson as Chief Paramedic of the Barnard Fire District. All Commissioners present approved. No abstentions Motion carried.*

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MOTION: *By Commissioner Williams seconded by Commissioner Diederich to appoint Lieutenant Donald Wood as Infectious Control Officer of the Barnard Fire District. All Commissioners present approved. No abstentions Motion carried.*

MOTION: *by Commissioner Williams that the Daily Record, Greece Community News, Rochester Business Journal, Builders Exchange and the Democrat and Chronicle be designated the official newspapers of the Barnard Fire District, seconded by Commissioner Diederich. All Commissioners present approved. No abstentions Motion carried.*

RESOLUTION 24-04: *by Commissioner Diederich that official meetings of the Barnard Fire District will be held the 2nd Monday of each month at 6:00 p.m. and last Thursday of each month at 12:30 p.m. for a workshop, except for July and December where no second workshop shall take place, also the two meetings in November will be the second Tuesday (November 12) and the workshop meeting shall be on November 26th seconded by Commissioner Norris.*

Poll of Board Members –

<i>Commissioner Diederich -</i>	<i>yes</i>
<i>Commissioner Williams-</i>	<i>yes</i>
<i>Commissioner Norris -</i>	<i>yes</i>
<i>Chairman Gerhard -</i>	<i>yes</i>
<i>Commissioner Cappon -</i>	<i>absent</i>

4 Yes Votes – Zero No Votes – 1 absent

MOTION: *By Commissioner Williams to have all account stewards to have all 2025 budget information into the Fire District Chief Andrews by August 29,2024 to start the budget process. The second meeting/workshop of September on the 26th will be our budget workshop meeting so we can have our proposed budget ready for our Public Hearing Meeting on October 15th. Commissioner Diederich seconded the motion. All Commissioners present approved. No abstentions. Motion carried.*

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RESOLUTION 24-05: *by Commissioner Norris be it resolved that the official 2024 depositories of the Barnard Fire District are, Key Bank, ESL and Canandaigua National Bank, seconded by Commissioner Williams*

Poll of Board Members –

<i>Commissioner Diederich -</i>	<i>yes</i>
<i>Commissioner Williams -</i>	<i>yes</i>
<i>Commissioner Norris -</i>	<i>yes</i>
<i>Chairman Gerhard -</i>	<i>yes</i>
<i>Commissioner Cappon -</i>	<i>absent</i>

4 Yes Votes – Zero No Votes – 1 absent

MOTION: *by Commissioner Diederich that all previous resolutions, determinations, powers, and duties declared and exercised as necessary to the proper operation of the Barnard Fire District shall continue in effect and shall be applicable thereof, seconded by Commissioner Norris. All Commissioners present approved. No abstentions Motion carried.*

MOTION: *by Commissioner Williams that the Treasurer is authorized to pay all claims for telephone, water, light, heat, and other fixed costs before the bills have been audited, seconded by Commissioner Diederich. All Commissioners present approved. No abstentions. Motion carried.*

MOTION: *by Commissioner Norris that the Board authorizes the attendance of Commissioners, Secretary, Treasurer, Deputy Secretary/Treasurer, Fire District Chief Officers, District Officers, and Training Officers to attend the following workshops as they see fit: International Association of Fire Chiefs Conference, New York State Association of Fire Chiefs Conference, Association of Fire Districts of the State of New York Convention, New York State Career Chiefs, Workshops and Legislative conferences, seconded by Commissioner Williams. All Commissioners present approved. No abstentions. Motion carried.*

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MOTION: by Commissioner Diederich that the Board Authorizes payment of membership dues to the following organizations: Association of Fire Districts State of New York, F.A.S.N.Y., State and Regional Association, Monroe County Fire Districts Association, New York State Fire Chiefs, International Association of Fire Chiefs, New York State Career Chiefs, seconded by Commissioner Norris. All Commissioners present approved. No abstentions. Motion carried.

MOTION: by Commissioner Williams seconded by Commissioner Norris to review the following policies that have been edited by our legal council and will be approved (if the Board sees fit) at the January 25th meeting. District Policy Approval Process; Accounts Payable; Capital Assets; Code of Conduct; Code of Ethics; District Credit Cards; Use of Fitness Center; FOIL; General Harassment Policy; Hazard Communication; Investment; Purchasing and Procurement; Sexual Harassment; Uniforms; Whistleblower and Social Media; use of Assigned Take-Home Vehicles; Drug and Alcohol Testing; Travel; Internet & Computer Use; Public Comment @ Meetings & Hearings. All Commissioners present approved. Motion Carried.

Chairman Gerhard announces the District Responsibilities for 2024

	<u>Chairperson</u>	<u>Vice Chairperson</u>
Insurance	Dave Williams	Dan Cappon
Building	Bob Diederich	David Williams
Vehicles	John Norris	David Williams
Personnel	Dan Cappon	David Williams
MCFDOA	Dan Cappon/Robert Diederich– Delegate	
MCFDOA	John Norris– Alternate	

Alternate to sign Checks – Commissioner Cappon, Deputy Treasurer Ballou, Commissioner Diederich

Thoughts by Fire District Chief Andrews –

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A new year is typically a time to reflect on the past year and set our goals to address our challenges for the coming year.

In reflection, I am very proud of our operation. I am very thankful for the support the Board of Fire Commissioners has continued to show us, as we strive to support the needs of our District along with the absolute necessary coordination of our mutual aid partners in the town of Greece.

A couple of observations of the challenges and opportunities of the past year.

More than ever, the need to be versatile and ready to respond with our personnel and equipment for the volume of calls in the Barnard District. Once again for the 4th year in a row, we are just below 4,000 runs. 3,862 alarms in 2023.

And then there is still the shocking number of Barnard simultaneous alarms that occur. And this happens without reason at any time of the day or night.

So yes, we have grown with our personnel, crew and apparatus staffing and command structure to address how busy we are in this district. Promotions mid-year and end of year resulted in opportunities for our staff to step into new leadership roles.

We also, since 2020 have found a way to support our RFFT needs locally. This has taken manpower, labor dollars, presented scheduling challenges and has resulted in yearly hiring of multiple new FF's with outstanding results from our training efforts. 2023 Barnard supported for the first year 2 academies within Monroe County.

Finally, I will not even attempt to account for the adjustment to our operations and station life during the renovation project in 2023. We are all appreciative of the adjustments and positive attitudes our entire operational staff put forth to bring us through the project. As the dust settles in the next month, we will be proud, happy and appreciative of our station facilities.

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Looking back, we have a lot to be proud of, and thankful for. Which I as your Fire Chief, personally am indeed proud and thankful for.

2024 is going to be a GREAT year. Thank you, gentlemen.

Thoughts by Chairman Gerhard - Thank you to the Commissioners for all of your time and efforts this year, thank you to Pattie and Sandy for that you do and thank you to the Chief and the staff for always rising to the occasion, especially with all of our changes in the fire station and in our town.

MOTION: *by Commissioner Williams to adjourn the meeting, seconded by Commissioner Diederich. All Commissioners present approved. No abstentions. Motion carried.*

Meeting adjourned at 12:26 p.m.

Respectfully submitted.

*Sandy Ballou/Pattie Morris
Deputy Secretary/Secretary
Barnard Fire District*