

Pursuant to call, a Meeting of the Henrietta Fire District, County of Monroe, State of NY, was duly held at 850 Bailey Road West Henrietta, NY on Tuesday August 16, 2022 at 5:30 P.M. with remote public access.

MEMBERS PRESENT:

Chairman, William Heist
Commissioner, William R. Gilchrist
Commissioner, F. Joe Martin
Commissioner, Scott Pfluke
Commissioner, Michael Stafford
Sec./Treas., Barbara A. Schaeffer
Clerk, Samantha Robinson
Counsel, Louise R. Beale

MEMBERS ABSENT:

Chairman Heist opened the meeting at 5:31 PM.

A moment of silence was observed in honor of the passing of members; Bernie Doran (Co. 1) and Ron Carpenter (Co.2).

RESOLUTION NO. 120, 2022

On motion of Commissioner Stafford, seconded by Commissioner Pfluke, resolved to approve the minutes from meetings held on: July 12th, July 25th and August 4, 2022.

Duly put to vote as follows:

Commissioner Pfluke Voting Aye
Commissioner Gilchrist Voting Aye
Commissioner Heist Voting Aye
Commissioner Martin Voting Aye
Commissioner Stafford Voting Aye CARRIED

RESOLUTION NO. 121, 2022

On motion of Commissioner Pfluke, seconded by Commissioner Martin, resolved to approve the payment of bills by purchase order or by voucher from the general fund - check numbers 37286-37351 in the amount of \$1,587,044.78 and the capital fund – check numbers 10202-10214 the amount of \$272,221.42, if it should have been certified to be true and correct in a statement by or on behalf of the claimant upon a form approved by the Board of Fire Commissioners.

Duly put to vote as follows:

Commissioner Stafford Voting Aye
Commissioner Martin Voting Aye
Commissioner Heist Voting Aye
Commissioner Gilchrist Voting Aye
Commissioner Pfluke Voting Aye CARRIED

RESOLUTION NO. 122, 2022

On motion of Commissioner Martin, seconded by Commissioner Gilchrist, resolved to approve the following training requests:

Last	First	Rank	Class	Location	Date	Cost	Other	Coverage Hours Needed	Class Contact Hours	Coverage needed for:
Tam	Justin	Lt	Lithium Ion Batteries	NYC	9/5 - 9/7/2022	\$945.25	0	0	16	
Hobson	Mike	FF	Extrication Challenge	Long Island	9/15-9/18/2022	\$500.00			16	
French	Alex	FF	Extrication Challenge	Long Island	9/15-9/18/2022	\$500.00			16	
Whitehead	Matthew	FF	Extrication Challenge	Long Island	9/15-9/18/2022	\$500.00			16	
Hicks	Quintus	FF	Extrication Challenge	Long Island	9/15-9/18/2022	\$1,430.00			16	
Czajka	Craig	FF	Extrication Challenge	Long Island	9/15-9/18/2022	\$1,650.00			16	
Wood	Austin	FF	Extrication Challenge	Long Island	9/15-9/18/2022	\$500.00			16	
Green	Jim	Capt	Extrication Challenge	Long Island	9/15-9/18/2022	\$0.00			16	
Marshall	Chuck	BC	Command and Control	NFA	9/24-10/1/2022	\$400.00			40	
Chichester	Robert	FP	Fire Police Seminar	Hilton	10/15/2022	\$25.00			8	
Bousman	Paul	FP	Fire Police Seminar	Hilton	10/15/2022	\$25.00			8	
Younger	Robert	FF	Rope Tech	SPTC	8/11-8/14/2022	\$0.00		24	32	11-Aug
Remelt	Charlie	BC	Old Forge Fire School	Old Forge	9/15/22 - 9/17/22	\$340.00		0	16	

Extrication Challenge total of \$5,080 to be expensed to Extrication Team budget line

Duly put to vote as follows:

Commissioner Pfluke	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Heist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Stafford	Voting Aye	CARRIED

RESOLUTION NO. 123, 2022

On motion of Commissioner Stafford, seconded by Commissioner Martin, resolved to approve the following surplus:
 #7785 IPAD 32GB, Serial # DMPMPG0YF4YF, Model # MF532LL/A
 #7788 IPAD 64GB, CYKRYHVMV9 MK663LL/A
 #8414 IPAD 32GB, DMPR50R2F4YF MF004LL/A
 Dell Latitude D500 Laptop, CN-04Y212-48463-3CM-5421
 All items to be turned over to Just Solutions for recycling

Duly put to vote as follows:

Commissioner Stafford	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Heist	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Pfluke	Voting Aye	CARRIED

RESOLUTION NO. 124, 2022

On motion of Commissioner Martin, seconded by Commissioner Stafford, resolved to accept the resignation from Matthew Reader, Co. 2.

Duly put to vote as follows:

Commissioner Pfluke	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Heist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Stafford	Voting Aye	CARRIED

RESOLUTION NO. 125, 2022

On motion of Commissioner Martin, seconded by Commissioner Gilchrist, resolved to accept Co. #1 volunteer application - Joseph Gleason, upon receipt of his resignation acceptance letter from Laurelton and the successful completion of the recruit process.

Duly put to vote as follows:

Commissioner Stafford	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Heist	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Pfluke	Voting Aye	CARRIED

RESOLUTION NO. 126, 2022

On motion of Commissioner Martin, seconded by Commissioner Stafford, resolved to accept two Co. #1 volunteer applications from Jonathan Carney and Nadarajah Dinesh, upon successful completion of the recruit process.

Duly put to vote as follows:

Commissioner Pfluke	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Heist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Stafford	Voting Aye	CARRIED

RESOLUTION NO. 127, 2022

On motion of Commissioner Martin, seconded by Commissioner Gilchrist, resolved to authorize the fund-raising event request form from Company 1 for a Meat Raffle to be held on November 12, 2022 at 6:30PM.

Duly put to vote as follows:

Commissioner Stafford	Voting Aye	
Commissioner Martin	Voting Aye	

Commissioner Heist	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Pfluke	Voting Aye	CARRIED

RESOLUTION NO. 128, 2022

On motion of Commissioner Martin, seconded by Commissioner Gilchrist, resolved to authorize the purchase of a 25” flag pole at Station 6 firehouse, installation by Bayside in the amount of \$6,900, to be funded from the Finnegan donation.

Duly put to vote as follows:

Commissioner Pfluke	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Heist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Stafford	Voting Aye	CARRIED

RESOLUTION NO. 129, 2022

On motion of Commissioner Pfluke, seconded by Commissioner Gilchrist, resolved to approve the Henrietta Fire District Capital Reserve Fund Policy, as follows:

HENRIETTA FIRE DISTRICT CAPITAL RESERVE FUND POLICY

Purpose: The purpose of this policy is to set forth guidelines for the Board of Fire Commissioners to follow when establishing and maintaining capital reserve funds.

Capital Reserve Fund Defined: A capital reserve fund is a mechanism for accumulating cash for future capital acquisitions and expenditures. Reserve funds provide a means for the fire district to legally save money to finance all or a part of future infrastructure and equipment as well as other needs as allowed by law. It is a prudent financial management tool which can reduce or eliminate the cost of interest and other expenses of borrowing by planning in advance for future expenditures as well as unforeseen circumstances.

Use of Capital Reserve Funds: The Board of Fire Commissioners may establish a capital reserve fund from time to time for a particular purpose as allowed by law. Any such reserve fund should be established with a clear plan in mind regarding its future purposes and use. Such a fund should reflect any long-term capital plan of the district as well as any budgetary needs and constraints which may help mitigate the future need to cut services or raise taxes. A fire district’s authority to establish capital reserve funds is governed by New York General Municipal Law Article 2.

The fire district currently has two (2) capital reserve funds, to wit: a Truck/Equipment Capital Reserve Fund to finance the cost of future acquisition and replacement of fire trucks and equipment in accordance with the fire district’s long-term plan and goals; and a Building and Improvement Capital Reserve Fund to finance the future cost of building capital improvements and/or repair. Both capital reserve funds are “type” funds under New York State law, meaning they were established for the cost of construction, reconstruction or acquisition of a type of equipment and a type of capital improvement. Any expenditure from either fund requires a permissive referendum.

Board Direction and Oversight: To ensure capital reserve funds are being properly established for an authorized and intended purpose, and balances in reserve funds are not accumulated excessively or unnecessarily, the governing board should take the following steps as appropriate:

- Consult with legal counsel on the authority to establish new reserve funds
- Identify the financial need and/or purpose to be served by the reserve fund
- Consider if the reserve compliments any long range financial or capital plans of the fire district
- Consider if the funds being accumulated reflect budgetary needs and constraints to help mitigate any future need to borrow
- Consider if the reserve fund is serving the purpose for which it was established
- Determine if the balance of funds accumulated are reasonable to meet the planned expenditure(s) and not excessive.
- Determine if funds in a reserve need to be replenished after an expenditure in keeping with the purpose of the fund
- Consider if the best interests of the taxpayer are being met

Source of Funds: Reserve funds may be funded from budgetary appropriations as well as unrestricted, unappropriated fund balance.

Investment of Reserve Funds: Interest earned and capital gains realized on capital reserve funds must be added to and become part of each reserve fund. If reserve fund cash is commingled with other cash for investment purposes, each reserve fund must receive its prorated share of any interest or capital gains earned on the total investment. Separate accounting records should be kept for each reserve fund.

Record Keeping: The Secretary/Treasurer of the fire district must maintain records for each reserve fund generally showing: the date and amount of each sum paid into the fund; interest earned by the fund; capital gains or losses resulting from the sale of investments of the fund; amount and date of each withdrawal from the fund; total assets of the fund showing cash balance and a

schedule of investments. At the end of each fiscal year the Secretary/Treasurer shall render a detailed report of the operation and condition of each reserve fund to the Board of Fire Commissioners.

Annual Review: Reserve funds should be reviewed annually by the Board of Fire Commissioners as part of its budget process to ensure they are properly funded to meet their intended purpose as well as to ensure that an excessive amount of cash is not accumulated.

Duly put to vote as follows:

Commissioner Stafford	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Heist	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Pfluke	Voting Aye	CARRIED

RESOLUTION NO. 130, 2022

On motion of Commissioner Martin, seconded by Commissioner Stafford, resolved to approve the Henrietta Fire District Fund Balance Policy, as follows:

HENRIETTA FIRE DISTRICT FUND BALANCE POLICY

Purpose: An adequate fund balance is necessary to ensure efficient cash flow for daily needs, protect against unforeseen expenditures related to emergencies, offset economic downturns or revenue shortfalls, and to maintain investment-grade bond rating. The purpose of this policy is to address the amount of unrestricted, unappropriated fund balance to be maintained, how such funds will be applied as well as the timing for balances to be replenished to the desired level.

Definition: Unrestricted, unappropriated fund balance is technically defined as the difference between the total assets for a fund and the total liabilities, deferred revenues, encumbered appropriations, amounts appropriated for the ensuing fiscal year’s budget and amounts reserved for stated purposes pursuant to law, including reserve funds. Stated more simply, it is the amount of money on hand or estimated to be on hand at the end of the budget year that is not encumbered, appropriated for the following year’s budget, or reserved for a stated purpose.

Use of fund balance: A reasonable amount of unrestricted, unappropriated fund balance should be maintained to cover expenses at the beginning of the next budget year until revenue is received, offset revenue shortfalls or unanticipated and emergency expenditures, stabilize taxes and maintain services without budget cutbacks, improve long-term planning initiatives and enhance the district’s credit rating.

Factors to Consider: In determining what constitutes a reasonable amount of fund balance to carry over, the following factors should be considered:

- Timing of receipts and disbursements
- Volatility of revenues and expenditures, particularly during times of economic uncertainty
- Contingent appropriations
- Established legal reserves
- Potential for one-time outlays not provided for by reserves
- Dependence on resources from other funds as well as the need to provide resources to other funds
- Experience in prior fiscal years, with particular focus on the impact of unforeseen events such as the Covid pandemic which reduced the ability to purchase due to supply chain issues and could require the district to lease in lieu of purchasing as well as increased personnel costs due to illness.

It is the objective to maintain an unrestricted, unappropriated fund balance of about 15% of the District’s projected annual operating expenditures. This may be adjusted from time to time as deemed necessary by the Board in keeping with the intent and purpose of this policy.

Use of Excess Unrestricted, Unappropriated Fund Balance: Any excess should be used to pay the following:

- One-shot expenditures, those that do not normally occur annually such as equipment and capital outlay expenses; Court-ordered judgments; extraordinary public service contracts;
- Reduce debt principal if the debt instruments allow for this as it would decrease future interest payments, shorten the life of the loan and improve credit rating
- Finance capital reserve funds in accordance with the district’s long-term and operational plans
- Reduce property taxes, however, only if warranted after careful review of budgetary practices considering past operating surpluses and any deficits and the district’s long-term plans: one-shot revenues should not be used to fund recurring expenses which can result in unstable tax rates

Replenishing unrestricted, unappropriated fund balance: Unrestricted, unappropriated fund balance should be maintained and replenished to the desired level in the next year’s budget if possible. If not, a plan should be developed to replenish over a limited time period such as 2-3 years.

Periodic Review: This policy should be reviewed periodically by the Board of Fire Commissioners as deemed appropriate.

Duly put to vote as follows:

Commissioner Pfluke	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Heist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Stafford	Voting Aye	CARRIED

RESOLUTION NO. 131, 2022

On motion of Commissioner Martin, seconded by Commissioner Pfluke, resolved to authorize the following budget transfers:

From:	To:	Amount to transfer
Contract Bonding Svc 3410426	Building Repair -Sta 7 3410488	\$ 15,000
Contract Bond Lawyer 3410427	Computer Maintenance- Other 3410420	\$ 8,000
Turnout Gear 3410407	Gas & Oil 3410432	\$ 72,000
Public Relations 3410453	Office- Copier/Printing 3410444	\$ 1,600
Training Other 3410463	Training- Suppl/Equip 3410462	<u>\$ 5,000</u>
		\$101,600

Duly put to vote as follows:

Commissioner Stafford	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Heist	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Pfluke	Voting Aye	CARRIED

RESOLUTION NO. 132, 2022

On motion of Commissioner Martin, seconded by Commissioner Gilchrist, resolved to go into executive session to discuss the medical, financial, credit or employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person at 6:36PM. Returned from Executive Session at 6:50PM.

**** The September 13, 2022 Board Meeting has been cancelled and rescheduled for Tuesday September 20, 2022 at 5:30PM.**

Motion to adjourn the meeting at 6:55 PM by Commissioner Pfluke, seconded by Commissioner Martin.