

Pursuant to call, the **Annual Organizational Meeting** of the Henrietta Fire District, County of Monroe, State of NY, was duly held at the Henrietta Fire District House #4, 850 Bailey Road, W. Henrietta, NY on January 14, 2025 at 5:30 P.M. with public remote access.

MEMBERS PRESENT:

Commissioner F. Joe Martin, Jr.
Commissioner William R. Gilchrist
Commissioner Jeffrey Wilson
Commissioner Ronald Barber

Sec./Treas. Barbara A. Schaeffer
Clerk Samantha Robinson
Counsel Peter J. Weishaar

MEMBERS ABSENT:

Commissioner Scott Pfluke

The Organizational Meeting was opened at 5:33 PM.

RESOLUTION NO. 1, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Wilson, resolved to nominate Commissioner Martin as Chairman of the Board of Fire Commissioners for 2025.

Duly put to vote as follows:

Commissioner Wilson	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Barber	Voting Aye	CARRIED

Commissioner Joseph Martin is the Chairman of the Board of Fire Commissioners for 2025.

Chairman Martin congratulated newly re-elected Commissioners, Ron Barber and Bill Gilchrist.

RESOLUTION NO. 2, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Wilson, resolved to appoint Barbara Schaeffer as Secretary/Treasurer of the Henrietta Fire District for 2025.

Duly put to vote as follows:

Commissioner Wilson	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Barber	Voting Aye	CARRIED

RESOLUTION NO. 3, 2025

On the motion of Commissioner Gilchrist, seconded by Commissioner Wilson, resolved to authorize the Secretary/Treasurer to make the necessary internal budget adjustments within a category and its subcategory for 2025.

Duly put to vote as follows:

Commissioner Barber	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Wilson	Voting Aye	CARRIED

RESOLUTION NO. 4, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Wilson, resolved to comply with Town Law, Section 177, and authorize the Fire District Treasurer's Annual Report to coincide with the Annual Audit. The report must be submitted within sixty (60) days after the end of the fiscal year.

Duly put to vote as follows:

Commissioner Wilson	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Barber	Voting Aye	CARRIED

RESOLUTION NO. 5, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Barber, resolved to approve bonds for the Treasurer, Clerk III, Career Chief, and Assistant Chief equivalent to \$400,000 each.

Duly put to vote as follows:

Commissioner Barber	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Wilson	Voting Aye	CARRIED

RESOLUTION NO. 6, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Barber, resolved that the Henrietta Fire District retain a depository of funds at the Five Star Bank (Henrietta Branch), and such banks as the Treasurer deems necessary in the best interest of the Henrietta Fire District.

Duly put to vote as follows:

Commissioner Wilson	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Barber	Voting Aye	CARRIED

RESOLUTION NO. 7, 2025

On motion of Commissioner Wilson, seconded by Commissioner Gilchrist, resolved to retain the services of Peter J. Weishaar as legal counsel for the HFD for 2025.

Duly put to vote as follows:

Commissioner Barber	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Wilson	Voting Aye	CARRIED

RESOLUTION NO. 8, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Barber, resolved to utilize the services of Stephen Rossi, Insurance Broker with Paris-Kirwan to place the necessary fire liability and compensation insurance for the Henrietta Fire District for 2025.

Duly put to vote as follows:

Commissioner Wilson	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Barber	Voting Aye	CARRIED

RESOLUTION NO. 9, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Barber, resolved to name the Rochester Business Journal, as the official newspaper of the Henrietta Fire District, and the Democrat & Chronicle as the alternate.

Duly put to vote as follows:

Commissioner Barber	Voting Aye	
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Commissioner Gilchrist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Wilson	Voting Aye	CARRIED

RESOLUTION NO. 10, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Wilson, resolved to sign a contract to lease said areas in the company owned stations for the Fire District equipment. Lease agreements are in the amount of \$24,000 each for: Henrietta Co. #1, Genesee Valley Fire Department, and West Henrietta Fire Department per the 2025 budget.

Duly put to vote as follows:

Commissioner Wilson	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Barber	Voting Aye	CARRIED

RESOLUTION NO. 11, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Wilson, resolved to pay membership dues for the year 2025 to various associations.

Duly put to vote as follows:

Commissioner Barber	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Wilson	Voting Aye	CARRIED

RESOLUTION NO. 12, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Barber, resolved that the regular business meetings of the Henrietta Fire District Board of Fire Commissioners will be held the second Tuesday of each month during the year 2025 at 5:30 p.m. Location of meetings is Station 4, 850 Bailey Road, West Henrietta, NY with the meeting notice to be published in the Rochester Business Journal as a legal notice.

Duly put to vote as follows:

Commissioner Wilson	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Barber	Voting Aye	CARRIED

RESOLUTION NO. 13, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Barber, resolved to authorize the Secretary/Treasurer to sign all necessary forms for the Service Awards Account held thru RBC Dain Rauscher for 2025.

Duly put to vote as follows:

Commissioner Barber	Voting Aye	
Commissioner Gilchrist	Voting Aye	
Commissioner Martin	Voting Aye	
Commissioner Wilson	Voting Aye	CARRIED

RESOLUTION NO. 14, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Barber, resolved to utilize the services of Coughlin & Gerhart, LLP for labor related matters as needed for 2025.

Duly put to vote as follows:

Commissioner Wilson	Voting Aye	
Commissioner Martin	Voting Aye	

Commissioner Gilchrist Voting Aye
Commissioner Barber Voting Aye CARRIED

RESOLUTION NO. 15, 2025

On motion of Commissioner Gilchrist, seconded by Commissioner Barber, resolved to adopt the Post-Issuance Tax Compliance and Continuing Disclosure Policies and Procedures for Tax-Exempt Notes and Bonds.

Duly put to vote as follows:

Commissioner Barber Voting Aye
Commissioner Gilchrist Voting Aye
Commissioner Martin Voting Aye
Commissioner Wilson Voting Aye CARRIED

On motion of Commissioner Wilson, seconded by Commissioner Gilchrist, the meeting adjourned at 5:38 PM.