

*BARNARD FIRE DISTRICT
ORGANIZATIONAL MEETING
January 6, 2025*

Present: Commissioner Dan Cappon, Commissioner John Norris, Commissioner David Williams, Commissioner Robert Diederich, Commissioner Norman Gerhard, Fire District Chief Stephen Andrews, Secretary/Treasurer Sandy Ballou, Secretary/Treasurer Pattie Morris, Vice President of the Barnard Fire Department Dean Smith, President of the Barnard Fire Department Kevin Bardeen.

The Organizational Meeting was called to order at 12:08 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 will swear in Robert Diederich as Commissioner

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

MOTION: *by Commissioner Norris nominated Commissioner Gerhard as Chairman of the Board of Fire Commissioners for 2025, seconded by Commissioner Cappon. Four Commissioners 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 2025, seconded by Commissioner Williams. 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

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District secretary informed the Chairman that there are no line officers to approve.

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.

MOTION: *by Commissioner Norris to approve the roster of the Barnard Fire District seconded by Commissioner Cappon. All Commissioners present approved. No one disapproved. Motion carried.*

RESOLUTION 25-01: *by Commissioner Williams to appoint Patricia Morris as Secretary/Treasurer of the Barnard Fire District for 2025 with a salary based on her merit for 2024 seconded by Commissioner Diederich.*

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>Commissioner Cappon -</i>	<i>yes</i>
<i>Chairman Gerhard -</i>	<i>yes</i>

5 Yes Votes – Zero No Votes –

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

RESOLUTION 24-02: *by Commissioner Cappon to appoint Dean Smith as a part time Community Risk Reduction specialist of the Barnard Fire District for 2025 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>

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<i>Commissioner Cappon -</i>	<i>yes</i>
<i>Chairman Gerhard -</i>	<i>yes</i>

5 Yes Votes – Zero No Votes

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

RESOLUTION 25-03: *Commissioner Williams to appoint Burgess, DiRaddo, Neir and Case, McConville Considine Cooman & Moran, and Coughlin & Gerhart and Taddeo Shahan & Reisner, LLP as the attorneys for the Barnard Fire District for 2025, seconded by Commissioner Cappon.*

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>Commissioner Cappon -</i>	<i>yes</i>
<i>Chairman Gerhard -</i>	<i>yes</i>

5 Yes Votes – Zero No Votes

MOTION: *By Commissioner Cappon seconded by Commissioner Norris to appoint Assistant Chief Steven Dorgan as the Safety Officer of the Barnard Fire District for 2025. All Commissioners present approved. No abstentions Motion carried.*

MOTION: *By Commissioner Diederich seconded by Commissioner Williams to appoint Captain Charles Cappon as Municipal Training Officer of the Barnard Fire District for 2025. All Commissioners present approved. No abstentions Motion carried.*

MOTION: *By Commissioner Cappon seconded by Commissioner Diederich to appoint Captain Scott Johnson as Chief Paramedic of the Barnard Fire District*

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for 2025. All Commissioners present approved. No abstentions Motion carried.

MOTION: *By Commissioner Williams seconded by Commissioner Cappon 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 25-04: *by Commissioner Norris that the Board of Fire Commissioners of the Barnard Fire District will conduct regular business meetings on the 2nd Monday of each month at 6:00 p.m. On the last Thursday of each month a meeting will be held at 12:30 p.m. There will be no second meeting in July and December. The organizational meeting will be held on Monday, January 6th at noon, followed by the regular meeting at 1 p.m. October's first meeting will be on Tuesday, October 14th due to the Indigenous/Columbus Day holiday. The Public Hearing on the 2026 budget will be Tuesday, October 21st at 6 p.m. The second November meeting will be November 25th due to Thanksgiving. These meetings will be held at the Barnard Fire Station 3084 Dewey Avenue, Rochester, New York 14616. seconded by Commissioner Cappon.*

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>Commissioner Cappon -</i>	<i>yes</i>
<i>Chairman Gerhard -</i>	<i>yes</i>

5 Yes Votes – Zero No Votes

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MOTION: By Commissioner Williams to have all account stewards to have all 2026 budget information into the Fire District Chief Andrews by August 28, 2025, to start the budget process. The second meeting on September 25th will be our budget meeting so we can have our proposed budget ready for our Public Hearing Meeting on October 21st. Commissioner Cappon seconded the motion. All Commissioners present approved. No abstentions. Motion carried.

RESOLUTION 25-05: by Commissioner Diederich be it resolved that the official depositories of the Barnard Fire District are Key Bank, ESL and Canandaigua National Bank, seconded by Commissioner Williams.

Poll of Board Members –

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

5 Yes Votes – Zero No Votes –

MOTION: by Commissioner Cappon 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 Williams. All Commissioners present approved. No abstentions Motion carried.

MOTION: by Commissioner Norris that the Treasurer/Deputy 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 Williams. All Commissioners present approved. No abstentions. Motion carried.

MOTION: by Commissioner Williams that the Board authorizes the attendance of Commissioners, Secretary, Treasurer, Deputy Secretary/Treasurer, Fire District Chief Officers, District Officers, and Training

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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 Diederich. All Commissioners present approved. No abstentions. Motion carried.

MOTION: *by Commissioner Williams 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 Cappon. All Commissioners present approved. No abstentions. Motion carried.*

Resolution 25-06 *by Commissioner Diederich seconded by Commissioner Diederich that the board was sent, reviewed and approved the district Policies. This included the Policy Approval Process which changed the wording to the next meeting not a workshop meeting as well as the FOIL Request Policy which in one part stated that the Chief approves the FOIL requests and, in another section, it stated that the Chairman of the Board would approve the request. The change is the Chief approves in both sections.*

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>Commissioner Cappon -</i>	<i>yes</i>
<i>Chairman Gerhard -</i>	<i>yes</i>

5 Yes Votes – Zero No Votes –

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Chairman Gerhard announces the District Responsibilities for 2025

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

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

*Thoughts by Fire District Chief Andrews –
I am very proud of our operation and 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.*

*Thoughts by Chairman Gerhard -
Thank you to everyone and please continue passing down the appreciation to
our troops. Keep up the good work for 2025!*

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

Meeting adjourned at 12:37 p.m.

Respectfully submitted.

*Sandy Ballou, Pattie Morris
Secretaries Barnard Fire District*