

**St. Paul Boulevard Fire District
Minutes of the 1189th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
February 22, 2021**

{Due to the COVID-19 Pandemic the meeting was held with face masks, safe distancing, health screening and temperature check being required for anyone entering the meeting}

The meeting was called to order at 5:00 PM by Chairperson Turner.

Attendance: Chairperson Turner, Commissioner Haas, Commissioner Shafer, Commissioner Pat Cooke, Commissioner Skelton, Business Manager Igor Zubrzycki, Administrator/Secretary Riley, Treasurer Sienkiewicz, Chief Line, Assistant Chief Semmler, Lieutenant Christian and Firefighter McMahan.

Excused: None

Pledge: The pledge of allegiance was led by Chairperson Turner.

Moment of Silence: A moment of silence was held in memory of all deceased members of St. Paul Blvd. Fire District. The Board recognized the public service to the community of the present and future members of the St. Paul Blvd. Fire District.

Public Appearances: Riley introduced our insurance agent Gary Wilkins who provided an overview of all our insurance. Mr. Wilkins provided a handout. A copy of the handout was in the Board members and Board officers' folders.

Mr. Wilkins did point out that the fire district may want to consider a different option for the cancer insurance. Currently, the fire districts' policy covers only "named cancers". The other option is "all cancers". The change would cost an additional \$53 per eligible fire fighter.

Mr. Wilkins also mention the cyber security cover. This type of coverage has become concerning with the hacking of data especially smaller municipalities. Both Commissioner Shafer, and Cooke spoke about the interest in possibly increasing the fire districts' coverage. Gary said he would send the application to add this to our policy to the Secretary tomorrow. The Board thanked Mr. Wilkins for his review and presentation.

Prior minutes:

The minutes of them January 25, 2021 Commission meeting have been distributed previously and are in the Board members folders. A motion by Commissioner Shafer and 2nd by Commissioner Haas to approve the minutes was carried 5-0.

Correspondence and Petitions:

Incoming:

On 01/28/21 from Rochester Regional Health Occupation Medicine, a physical report for medical certification was received for Michael Vullo and Justin Merrill. They are both approved for engaging in interior fire-fighting activities.

From the Town of Irondequoit, we received the notice with the dates for the 2021 primary election on June 22nd and the November 2nd General election. Polling hours are 6am-9pm for both. They are looking to use the Large meeting room at the Cooper Road fire station.

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The fire sprinkler inspection was done by Simplex Grinnell on February 17th. There are several recommendations made for our consideration. A copy of this report has been given to Commissioner Hass.

A thank you card, donation and gift card were received from district resident Judie Van Bramer of Winona Blvd. in appreciation for the fire department response to her basement water leak on January 11th.

A letter was received from Harris Beach dated February 12th referencing our financial audit. Igor will explain more on this topic in his report.

A letter from Town of Irondequoit Supervisor Seeley was received on February 22nd. The purpose of the letter was to notify the St. Paul Fire District that the town has entered into an agreement with the Center for Governmental Research (CGR) to conduct a town wide analysis of Emergency Medical Services.

Easter Seals of New York sent a letter to St. Paul with general emergency information regarding their special needs group home in our fire district. This letter was referred to Fire Chief Line.

Outgoing:

An electronic copy of a fire report from 890 Winona Blvd. for a water leak that occurred on 01/11/2021 was sent to the resident per the Chief's office.

Per Commissioner Haas the West Irondequoit School District has been given the approval to use the large meeting room for the school district elections on May 18, 2021 with the appropriate COVID 19 masks wearing, sanitizing, etc.

Chief's Report:

Chief Line and Assistant Chief Semmler reported on the following topics:

- In-house Emergency Vehicle Operation Course (EVOC) training is scheduled, we currently have ten St. Paul volunteers enrolled. Lt. DeWitt has also made it a priority to have our career staff 100% in compliance with having this training, which effects four individuals.
- COVID-19 testing has been scaled back to Monday afternoons only, based on a reduced demand. The planning group is considering suspending the "scheduled" COVID-19 test events and moving to a test-as-requested format. This change is being considered for March 1st. We may also offer some of our testing supplies to the County as we likely will not use them prior to their expiration date. 250 total tests given to date with 5 positives.
- Career and Volunteer staffing is currently unaffected by the pandemic. None of the other fire departments in the town have reported significant staff shortages to-date.

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- The chiefs have been researching the potential benefits of developing written agreements with our mutual aid partners. Chief Line provided examples of Mutual Assist Agreements and Memorandum of Understanding/Inter-municipal Agreements. Both have been vetted by our insurance agent and our attorney Josh Steele.

Chairperson Turner spoke and stated that the Board member take thirty days to review these documents.

- Strategic Initiatives: Please see the attached “scorecard” regarding the implementation of the six strategic initiatives. Significant progress has been made, and there is a positive energy amongst the troops because of it.
- The EMS service contract with Monroe has been finalized and signed by both parties. It should be noted that the contract automatically extends each year for three years, unless either party wishes to adjust it.
- Firefighters Bell and Reddy will be included in a graduation ceremony this Saturday at North Greece Station #1. Due to COVID-19 they have asked for a limited representation from each Department. St. Paul will be represented by Commissioner Turner, Chief Line, Assistant Chief Semmler, Lieutenants DeWitt and Christian.
- Working house fire in a structure at 54 Leland Road on Friday, February 5th. Because of the excellent participation by both volunteer and off-duty career firefighters allowed us to release all the mutual aid companies as soon as “knock down” was achieved.
- Within the last 30 days, St. Paul assisted with the delivery of two separate child births.
- Chief Line informed the Board that the Barnard Fire Department will now be the primary automatic fill-in to Cooper Road instead of the City of Rochester.

Report of the Attorney:

Commissioner Turner had nothing new to report.

Report of Secretary:

(see Report of District Administrator).

Communications & IT:

Commissioner Shafer reported that the purchases of the radios for the two new chiefs’ vehicles, iPads, and new PCs for the radio room and District Administrator’s desk top computers are complete. Lt. Warth is looking to a cloud date option for St. Paul.

Apparatus, Equipment & Insurance: Nothing to report.

Personnel: Commissioner Turner reported Igor attended the new Fire Commissioners workshop over the weekend.

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Strategic and Long-Term Planning and Research:

Commissioner Skelton reported that he has met with the committee to explore the topics of strategic and long-term planning as well as other topics. The committee has begun an outline of objectives. Commissioner Turner suggested that the Board hold a workshop to discuss this important area. He would like to hold this workshop on Monday, March 22nd at 5pm. at the fire station.

Report of District Administrator: Riley had nothing new to report.

Properties / Strategic Planning Committee Items:

Commissioner Haas reported on the following items:

- The annual maintenance of the physical fitness equipment is needed. G&G fitness does this and the cost is \$350. A motion by Commissioner Shafer and 2nd by Commissioner Skeleton to approve this cost was carried 5-0.
- The fire sprinkler system inspection of the fire station has been completed. The inspection report from Simplex Grinnell does make several recommendations for corrective action. Riley is reviewing this report to verify these recommendations are correct.
- The committee to discuss the future memorial site on the Cooper Road property has recently met. The committee has suggested we rename this site the tribute park for all living and deceased members.
- The Safety Team has recommended we update our firefighter Accountability boards and protocols. More on this topic later.

Reading of the Bills:

Business Manager Zubrzycki presented abstract #3 and abstract # 4 to be approved for payment (copy filed with these minutes).

Igor reported total expenses for the month were \$ 191,423.01. Significant expenses for the month included: \$3,411.00 to Brite Computers and \$2605.25 to Churchville Fire Equipment for new SCBA masks.

After a review of the abstracts by the Treasurer and with the Board's review a motion by Commissioner Turner and 2nd by Commissioner Shafer to approve the bills after proper auditing by the Board was carried 5-0. In favor.

Old Business:

Zubrzycki spoke about the recent audit report. Nothing was found to be of concern. He also mentioned the 457 report with members went well.

Regarding 2020 Length of Service Awards points (LOSAP), the updated points with the addition of the points for the COVID-19 pandemic is complete. Copies are in the Board and district officers' folders. Tomorrow he will resend this out to all members and the 30-day verification review will begin.

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New Business:

Business Manager Zubrzycki mentioned that with the two new chiefs' vehicles switching from Association to Fire District ownership there will increase cost for fuel. This cost will be minimal. A motion was made by Commissioner Shafer and 2nd by Commissioner Cooke to approve this addition fuel cost. This motion was carried 5-0. In favor.

Igor has been researching the state Office of General Services (OGS) procurement contract for a possible replacement of our fire station lawn tractor per Commissioner Hass.

Assistant Chief Semmler said he was recently contacted by a member requesting a new Class A uniform. Some discussion followed about the fire district guidelines/protocol for issuing these uniforms.

Assistant Chief Semmler provided the Board members and others the final version of General Order #2.4 – Workplace Violence Prevention and Reporting. After a review of this document, Chairperson Turner made a motion 2nd by Commissioner Skelton to adopt this General Order. This motion carried 5-0.

At this time, Lieutenant Christian addressed the Board to let them know that he is working on revising the District Exposure Policy. He will a draft revision of the General Order at the March Board meeting.

Unfinished Business:

Zubrzycki spoke about a recent discussion with Rochester Regional Health our medical provider to start up our annual firefighter physical program sometime in March.

Executive Session: None.

Adjournment:

There being no further business, the February 22, 2021 meeting was moved for adjournment by Commissioner Turner and 2nd by Commissioner Cooke at 6:10 pm. Approved 5-0.

Respectfully submitted,

Edward J. Riley
District Administrator/Secretary