

**St. Paul Boulevard Fire District**  
**Minutes of the 1191th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**April 26, 2021**

---

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, Lieutenants DeWitt and Warth and Past Fire Chief Doran.

**Excused:** None

**Pledge:** The pledge of allegiance was led by Chief Line,

**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:** None

**Prior minutes:**

The minutes of the March 29, 2021 Commission meeting have been distributed previously and are in the Board members folders. A motion by Commissioner Cooke and 2nd by Commissioner Skelton to approve the minutes was carried 5-0.

**Correspondence and Petitions:**

**Incoming:**

From Monroe County Human Resources, the official postings for the upcoming June 26, 2021 promotional exams for Fire Lieutenant and Fire Captain. These notices were posted on the fire station bulletin board and sent to Local 4858 President McMahon.

From TSG the Support Agreement for this coming year, 2021-2022, for the existing Lenel System. Also, the quote for converting the Lenel system to the Feenics cloud based hosted system as requested along with the Feenics Data sheet for your review. The Hosted Access Control proposal #IA10611 was provided to Commissioner Shafer for his review.

Received a notice from NYS Workers' Compensation Board regarding the Michael Valente case #FA140368.

An email was received from West Irondequoit School District regarding the upcoming school district voting and use the Large meeting room at CRFH. School District personnel will arrive at the firehouse at 2pm on Monday, May 17. Election personnel will arrive on May 18 at 5am and depart around 10pm. On Wednesday, May 19 they will return to pick up their supplies at 7 am and have the machines ready for the Board of Elections to pick up.

From Chief Line a FOIL request from Blake Insurance Adjusters for the fire report for 27 Wimbledon Road on 03/10/2021.

**St. Paul Boulevard Fire District**  
**Minutes of the 1191th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**April 26, 2021**

---

**Outgoing:** None

**Chief's Report:**

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

- In-house EVOC has concluded, with eight students completing the entire course. Only one is currently cleared to drive the Rescue. Firefighter McMahon will begin to schedule Driver Certification training for those that request it.
- Recruit training under Firefighter Kaspar has approximately 6-7 more weeks of classes. All the recruits have been placed on the list for the fall County FF#1 class, if a “boot-camp” style session is available this summer they will be given the option to join that class. Until completion of FF#1 they will be cleared for exterior participation and blend in with weekly “group” training.
- Lieutenant DeWitt did facilitate the EVOC portion of the program the week of 4/12 through 4/16. Firefighter Recino helper facilitate pump operation training with E-152 on 4/19 and 4/20.
- Assistant Chief Semmler attended a meeting of the Career Chiefs to brainstorm a permanent solution to developing in-county career Recruit Firefighter Training program. Everyone is supportive. Options such as an Intermunicipal Agreement will be looked at to maintain local control and an equitable way to share costs. More to come.
- Chief Bubel From Gates shared that they would be heading up a career Recruit Firefighter Training class beginning August 23<sup>rd</sup> and would like to keep the class size below sixteen students. Participants to date are Brighton, Fishers, and Ridge-Culver.
- Paul Bishop from CGR has scheduled a meeting this Thursday at 7:00 pm at the Point Pleasant firehouse on Ewer Avenue, to discuss the final draft of the report, the public engagement process, and review the rest of the project. Assistant Chief Semmler has read the report and did not find any inaccurate information. Has the Board had the chance to review the document, and do they have any comments to pass on?
- St. Paul continue to send representatives to meetings regarding both the trunk radio conversion and the transition to the new CAD system. The next meeting is for 1<sup>st</sup> Battalion officers, being held May 5<sup>th</sup> at Ridge-Culver.
- Notable incidents since the March Commission meeting:
  - 3/29 Working house fire at 35 Daleside Rd.
  - 3/29 Working house fire at 712 List Avenue.
  - 3/31 Fill-in to Barnard for a fire at 917 Affinity Lane.
  - 4/10 Mutual aid to Laurelton for a working house fire at Helendale Rd
  - 4/11 Mutual aid to Laurelton for a working house fire at 63 Glen Haven Rd
  - 4/12 Fill-in to North Greece Station 2 at 1776 Latta Road.
  - 4/14 Mutual aid to Ridge Culver for MVA Goodman & East Ridge Road.
  - 4/14 Marine incident.at 537 Turtle Rock.

**St. Paul Boulevard Fire District**  
**Minutes of the 1191th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**April 26, 2021**

---

**Report of the Attorney:**

Commissioner Turner contacted the Fire District attorney regarding the Facility Master Plan and the possibility of using Fire District funds toward the effort of the Association with the tribute park. After researching the issue, he stated that the Fire District does not have the authority to donate or expend funds for the benefit of the Association. It basically equates to an unconstitutional gift of public money.

**Report of Secretary:**

(see Report of District Administrator).

**Communications & Information Technology:**

Commissioner Shafer called upon Lieutenant Warth to provide the following information.

- Regarding the door control system, a quote was requested from Technical Systems Group (TSG) for Hosted Access Control (the cloud). The pricing is based on OGS contract #PT68869. By transitioning to the cloud hosted server would eliminate the dependance on our own in-house server and the annual maintenance agreement.
  - Hardware Change = \$1,987.60
  - Annual Hosting Fee = \$1,632.96

A motion by Commissioner Shafer and 2nd by Commissioner Haas to approve the TSG proposal and associated cost estimates. This motion was carried 5-0.

Commissioner Shafer asked for approval to purchase one laptop and one MS Surface Pro for a combine cost of \$2,749.00. This purchase is in the 2021 budget. One lap is for Fire Prevention and the Surface Pro for use by the Municipal Training Officer position. A motion by Commissioner Shafer and 2nd by Commissioner Cooke to approve this purchase. This motion was carried 5-0.

Lieutenant Warth reported that the New CAD project continues. Scene Communications using the County Vehicle Repeaters are giving us some challenges. Asst Chief Semmler and himself are working with the County to resolve them.

**Apparatus, Equipment & Insurance:**

Commissioner Cooke reported on the following items:

- E152 is Out of Service due to a major oil leak. Floyd stopped by Friday evening and noticed it was wet around the head gasket but did not see any actual leaks when the truck was running. This week, Floyd will be taking the truck to his shop to steam clean the engine and pinpoint the leak. At that point he will determine if it is something he can repair or if it needs to go to Cummins. This has again delayed taking E153 to Cummins.
- R158 was involved in a minor accident in our back parking lot. There is minor damage to the passenger rear compartment and trim. I am waiting for a quote on the parts to repair the door and Floyd will be able to do the work.
- R158's tires have been replaced.

**St. Paul Boulevard Fire District**  
**Minutes of the 1191th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**April 26, 2021**

---

- T150 is going out Tuesday to replace the passenger steer tire. The rest of the fleet is in good shape for the rest of the year.
- Oil changes for the District cars/vans are being scheduled.
- Latest information regarding the tentative delivery of the new Chiefs cars is early June.

Commissioner Cooke reported that the existing portable battery equipment is experiencing the batteries losing their charge quickly. It is time to replace the batteries. He asked for approval to upgrade these batteries with the DeWalt Flex 60 volts that provide longer shelf life. Commissioner Cooke made a motion 2<sup>nd</sup> by Commissioner Skelton to replace the batteries at a cost not to exceed \$4,700. This motion was carried 5-0.

**Personnel:**

Commissioner Turner reported on the following items:

- Union President McMahon has provided the Board members a sample of a MOU regarding the suggested union merger with the Ridge Culver Fire District.
- The June 17<sup>th</sup> dinner meeting of the Monroe County Fire District Officers Association will be held at the St. Paul Exempts starting at 6pm.

**Strategic and Long-Term Planning and Research:**

Commissioner Skelton spoke about the recent workshop discussion on strategic and succession planning and future staffing recommendations. Commissioner Skelton made motion 2<sup>nd</sup> by Commissioner Shafer to move ahead with hiring four new career Firefighters, promoting career Fire Captains and four career Fire Lieutenants.

A lengthy discussion followed with the several Commissioners asking for clarification on the motion and commenting on the matter.

Commissioner Turner believed that it may be helpful to have a workshop to understand the new responsibilities of the four new Fire Captain positions.

Commissioner Cooke state stay he can support moving ahead with one Fire Captain, one new Firefighter and promoting one new Fire Lieutenant.

Commissioner Haas after reviewing the organization chart said he supports the motion. He said he likes that we can promote from our volunteer ranks.

Commissioner Skelton expressed to the Board how important it is to retain the volunteer Firefighters. Much of this has to do with using the career staff training the volunteer and it is proven to work.

Chief Line spoke about the recent fires in the district and how critical it is to have experienced leadership at these incidents. He mentioned that if he or Assistant Semmler are not available he is very concerned on how the emergency may be managed. The safety of our personnel is paramount. We cannot always depend on our neighboring fire districts to fill leadership roles at these incidents. He supports the motion.

**St. Paul Boulevard Fire District**  
**Minutes of the 1191th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**April 26, 2021**

---

Commissioner Turner asked Assistant Chief Semmler to briefly explain the new responsibilities proposed for the on the organizational chart that was handed out.

Commissioner Turner asked Commissioner Skelton if this decision would create a reduction of volunteer Line Officers. He said it would.

Commissioner Turner called upon Igor to report on the budget impact with the additional personnel and staffing promotions. A handout was provided to the Board members showing the 2021, 2002 and 2023 projections based on the additions and promotions. The 2021 budget is sufficiently funded to hire the four new Firefighters as well as promote the four Lieutenants to Captain. However, the 2022 and 2023 budgets would most likely have an increase to support the future staffing as proposed in its entirety.

Chairperson Turner then called for a vote on the motion. This motion was carried 4-1 with Commissioner P. Cooke voting no.

**Report of District Administrator:**

Riley reported he posted the Public Notice of the April 19, 2021 Workshop Shop in accordance with the provisions of Section 102(1) of the Public Officers Law of the State of New York.

**Properties / Strategic Planning Committee Items:**

Commissioner Haas reported on the following items:

- The training hydrant behind the fire station was accidentally struck. Gotti plumbing is being called to look at it to make sure is in operative.
- Tomorrow SWBR will be onsite at CRFH to conduct a “walk around” the outside fire station perimeter for the Master plan project.
- The door cable for E153 door needs some service. This could be a safety issue.
- Red Cross has resumed their blood drives and June 24<sup>th</sup> is on the schedule for using our fire station.
- The lawn tractor has been serviced and is working fine. For now, the on-duty firefighters will continue to maintain the CRFH lawn.

Commissioner Haas called upon Assistant Chief Semmler to share his thoughts on the Facility Master Plan.

St. Paul needs to appoint a Project Manager and convey our short- and long-term objectives for this project to SWBR. After doing so I suggest that we appoint a small committee of key stakeholders (4-6 individuals) that have the experience, a vested interest, and authority to consolidate our program information into a single document. SWBR so far has attempted to produce design ideas based on input from multiple individuals, with no consensus from the decision makers within the department. This committee should include no more than two Commissioners, one Chief Level Officer, a Duty Lieutenant, a Career Firefighter, and a Volunteer member of the Fire Association.

- This committee should look at each of the programing suggestions from the larger group and assign both a quantitative (square footage, number of occupants, etc.) and qualitative (how important is this component in the grand scheme) priority/value to each one. In this

**St. Paul Boulevard Fire District**  
**Minutes of the 1191th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**April 26, 2021**

---

way SWBR will better understand the key components of the design criteria, allowing them to focus their efforts on the most critical components.

- The committee shall also produce a document that addresses the adjacency needs within the building layout. To achieve a floorplan that supports good “Traffic Flow”, we need to stress how each program function relates to the others, and when they need to be placed within the same general area.

Following the committee’s work SWBR would need to provide the deliverables. St. Paul needs to better define on exactly what was expected of the work so far and what contractual obligations SWBR had regarding drawings and estimations of the project. These deliverables should include a spreadsheet with information gathered during the prior survey within the department. Additionally, conceptual renderings of the elevation views of the different options. The final appearance of the building with one or two views from the street are necessary to support moving in the next direction.

On April 5<sup>th</sup> I requested from Eric Holmquist that we be provided with some copies of the proposed floor plans without any interior partitions or divisions. These would be used during meetings of the committee to work out space, flow, and adjacency concerns. I believe that it would benefit us to have some idea of the cost per square foot of the different concepts proposed. Obviously, the volatility of the construction market will be a factor, but SWBR should be able to give us a broad range cost per square foot for the following:

- ✓ Razing the existing firehouse and building a completely new building with all new site work.
- ✓ Adding new square footage to our existing building.
- ✓ Complete renovation of existing space within the existing building.

Finally, regarding timeline concerns, given the shortage of building materials and Contractor availability, where do we stand regarding our targeted timeline? Can the perimeter project still be put out to bid, award a contract, and have the work completed in the summer/fall of 2021?

All of the options being considered include the construction of the accessory storage building (pole barn). It would seem prudent to move forward with that scope of the project, as it will be vitally needed during construction/renovation of the new firehouse for storage and temporary operations.

**Reading of the Bills:**

Business Manager Zubrzycki presented abstract #7 and abstract # 8 to be approved for payment (copy filed with these minutes).

Igor reported total expenses for the month were \$ 215,422.97. Significant expenses for the month included several Paychex costs of which \$3,571.37 for unemployment catch up. And \$2,042.04 to Floyd Truck Maintenance.

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

**St. Paul Boulevard Fire District**  
**Minutes of the 1191th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**April 26, 2021**

---

**Old Business:**

Business Manager Zubrzycki reported on the following items:

- That the results of the recent financial audit showed no issues. Under New Business the Board members should act on the suggested fund transfers from the 2020 budget. Copies of the resolution are in your folders.
- Our Certificates of Deposit with Canandaigua National Bank are coming due, and we will review the possibility of renewing.
- A Service Award (LOSAP) contribution of \$33,000 was due and made for 2020.
- We have ten members due for their LOSAP age entitlement checks this year.
- As a matter of information, we have six members of the fire district that have unemployment fraud cases filed on them. I have reported this to the state Unemployment Bureau.
- The physical scheduled has been reinstated for our members.

Business Manager Zubrzycki asked for Board approval to update the District Fund Balance Policy with two changes: one to increase the unrestricted fund balance percentage and two add the accrued employee liability reserve account. A motion by Commissioner Shafer and 2nd by Commissioner Haas to approve the revised Fund Balance Policy. This motion was carried 5-0. In favor.

**New Business:**

**RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS**  
**ST. PAUL BOULEVARD FIRE DISTRICT TO TRANSFER FUNDS**

*WHEREAS the Board of Fire Commissioners of St. Paul Boulevard Fire District adopted by resolution in year 2020 the funding of the Equipment Reserve Fund, the Facility/ Capital Improvement Reserve Fund, and the Accrued Employee Liability Reserve Fund.*

*NOW, THEREFORE, BE IT RESOLVED, the Board of Fire Commissioners authorize the Business Manager/Treasurer of the St. Paul Blvd. Fire District Igor Zubrzycki to make the following fund transfers,*

*from the General Fund Savings Account to the General Capital Reserve Fund Account – Facility / Capital Improvement the sum of \$100,000 as identified in the line item in the 2020 budget.*

*from the General Fund Savings Account to the General Capital Reserve Fund Account – Equipment Reserve the sum of \$165,000 as identified in the line item in the 2020 budget.*

*from the General Fund Savings Account to the General Capital Reserve Fund Account – Accrued Employee Liability Reserve the sum of \$30,000 as identified in the line item in the 2020 budget.*

**St. Paul Boulevard Fire District**  
**Minutes of the 1191th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**April 26, 2021**

---

*A motion was made by Commissioner Shafer and 2<sup>nd</sup> by Commissioner Skelton to adopt this resolution. The vote was as follows:*

*AYES: Commissioners 5*  
*NAYES: Commissioners 0*  
*ABSENT: Commissioners 0*

*This resolution passed 5-0 and was approved by the Board of Fire Commissioners of the St. Paul Blvd. Fire District on April 26, 2021.*

*Dated: April 26, 2021*  
*By order of the Board of Fire Commissioners*  
*St. Paul Boulevard Fire District*  
*Edward J. Riley, Secretary*

**Unfinished Business:**

Tabled for proper review by the Board members from the March 29<sup>th</sup> meeting were the following policies:

- Best Practice #2.1- Duties of Active Members: Participation Requirements.
- Best Practice #5.3- Apparatus Driver/Operator Qualification Process.

And:

- The revised Exposure Control Plan document
- General Order #9.3 Exposure Control Plan.
- General Order #9.4 District Infection Control Officer.
- General Order #9.5 Personal Protective Equipment for EMS Providers.
- General Order #9.7 Cleaning and Disinfecting of EMS Equipment.
- Post-Exposure Flow Chart.

At this time, Chairperson Turner asked if the Board members had ample opportunity to review the documents. All Board members responded affirmative. He suggests aggregate vote on all the above policies as written. Commissioner Shafer made motion 2<sup>nd</sup> by Commissioner Cooke to approve the above policies. The vote carried 5-0.

**Executive Session:** None.

**Adjournment:**

There being no further business, the April 26, 2021 meeting was moved for adjournment by Commissioner Shafer and 2<sup>nd</sup> by Commissioner Cooke at 6:45 pm. Approved 5-0.

Respectfully submitted,

Edward J. Riley  
District Administrator/Secretary