

St. Paul Boulevard Fire District
Minutes of the 1188th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
January 25, 2021

{Due to the COVID-19 Pandemic the meeting was held with all attendees wearing face masks, safe distancing, health screening and temperature checks before entering the firehouse}

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

Attendance On-Site: Chairperson Turner, Commissioner Haas, Commissioner Shafer, Commissioner Pat Cooke, Commissioner Skelton, Business Manager Igor Zubrzycki, Administrator/Secretary Riley, Treasurer Sienkiewicz, Chief Line, Firefighters McMahon and Mackaravitz.

Excused: Assistant Chief Semmler

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: Firefighter McMahon (local 4858 President) asked to address the Board. Firefighter McMahon informed the Board that the three town firefighter unions (Laurelton, Ridge Culver, and St. Paul) were exploring the possibility of forming one collective bargaining unit for all uniform personnel. One of the main reasons was the benefits that the members would have at the state level with a larger member union. The Board thanked Firefighter McMahon for his time.

Prior minutes: The minutes of the December 28, 2020 Commission meeting and the January 04, 2021 Organizational meeting have been distributed previously and are in the Board members folders. A motion by Commissioner Cooke and 2nd by Commissioner Haas to approve the December 28, 2020 minutes was carried 5-0. A motion by Commissioner Shafer and 2nd by Commissioner Haas to approve the January 04, 2021 minutes was carried 5-0.

Correspondence and Petitions:

Incoming:

A letter was received from Joseph DeMart stating that he is resigning his part time position with the St. Paul Blvd. Fire District effective January 09, 2021.

From VFIS a thank you letter for the WebEx meeting. The meeting was held with Igor and Ed for the purpose of VFIS conducting a Risk Assessment evaluation of the fire district to have VFIS quote our insurance.

January 19, 2021 from the Ridge Culver Fire District a letter address to the Board regarding updating the intermunicipal agreement with Ridge Culver.

We received a certified envelope addressed by way of USPS to Commission Turner and others from Mr. William Van Wade. The duplicated Information in the envelope was sent by email to Commission Turner.

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An anonymous letter was received addressed to the St. Paul Blvd. Fire District's Commissioners requesting posting of our December 2020 minutes and election results.

Outgoing: None.

Chief's Report:

Chief Line and Assistant Chief Semmler reported on the following:

Training:

- Lt. DeWitt was able to enroll in the Firefighter I "Instructor Authorization" class @Montour Falls. There is an effort in the works to conduct this class here in Monroe County, and if it is approved Jay will join that class in Lieu of Montour Falls, which should lessen the financial burden to the District.
- As part of the audit process to re-bid our insurance, we were asked to provide a copy of our driver certification and yearly re-certification policy and a current list of qualified drivers (both volunteer and career). Our in-house policies are both incomplete and outdated and we do not have an accurate list of qualified drivers. Correcting these issues will be a goal for the training division for the first half of 2021. Acting Lieutenant McMahon has volunteered to work with Captain Bell to organize this effort and has begun to outline the policy. We have asked each career group to assign a firefighter that will be available to train and certify (both initial and yearly) potential drivers.
- Pursuant to the above, we will be offering a second EVOC class here @ST. Paul this spring and have 5 members signed on to participate. Lieutenant DeWitt would like to limit the class size to 10 students and depending on the availability of FF #1 classes at the PSTF we may have our newest members take this class before being enrolled in FF #1. This will help to keep them engaged during the pandemic.
- We need to do a better job of organizing, conducting, and documenting training for new members during their first 2 years in the department, and have started to put together a development plan to track and guide each member through the process. The goal is to better prepare the recruits for the County FF1 class, and to continue to engage them when they graduate. Acting Lieutenant Kaspar has offered to mentor Lieutenant Rhoney as they work together to roll this out.

Covid-19:

- **Testing:**
 1. Total test given to date: 210 with 5 testing positives.
 2. Testing continues every Monday and Friday afternoons, with an average attendance of around 20 individuals. We have approximately 800 tests in stock.
 3. Current trending includes first responders and family members from several departments, and the program continues to be an asset to all who participate.
 4. Firefighter Recino has been researching a (free) software program that schedules, records, and tracks COVID-19 test results. He believes that it could be used to facilitate in-person attendance for small and medium group gatherings. (Commission meetings, Advisory Board, etc.). More to come.

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- Vaccination process:
 1. The following numbers reflect the percentage of St. Paul personnel who have received the first dose:

Volunteer actives	25/35 or 71% vaccinated.
Career actives	14/18 or 78% vaccinated.
District Admin	6/7 or 86% vaccinated.
Fire Police	4/7 or 57% vaccinated.
 2. 2nd dose availability has been re-established. Group and individual appointments have been scheduled.
 3. St. Paul has a 73% total average participation. This is below the County average for Fire Departments. We are encouraging everyone to be vaccinated. Having obtained legal counsel, we will not be pursuing mandating the vaccine at this time.
- Staffing Impacts:
 - Career staffing is at 100%, we have one volunteer who should be clearing home quarantine this week.
 - None of the other departments in the Town have reported significant staff shortages to-date.

Administration:

- Master Plan Group: As the Board considers the make-up of the group that will be prioritizing the items identified in the need's assessment, we would like to have Lieutenant DeWitt and Warth represent the Line Operations in the process.
- Strategic Initiatives: Please see the attached "scorecard" regarding the implementation of the 6 strategic initiatives. Significant progress has been made, and there is a positive energy amongst the troops because of it.

Operations:

- We have been working with the Chiefs from the other departments in the First Battalion to lobby for some consistency in talk-group assignments for STRCTA and STRCTB alarms.
- Asst. Chief Semmler has been asked to serve on a group that has been tasked with updating the County Fire Service Communications Plan, which was last revised in 2010.
- We are considering some minor run card changes for our working fire and multiple alarm pre-determined mutual-aid companies.
- We have begun to experience some delayed response for ambulances to our district. This can be attributed to the delayed turn-around time that all ambulances are experiencing due to the pandemic and is not isolated to Monroe or our response area. We will continue to monitor the situation.

Report of the Attorney: None

Report of Secretary: (see Report of District Administrator).

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Communications & IT:

Commissioner Shafer reported on the following communication items:

- Approval is needed to purchase emergency radios for the two new Chief's cars. The new county radio system requires monitoring a designated scene safety channel. The purchase can be made on New York State contract for \$11,780.64. This expense was included in the 2021 budget. A motion by Commissioner Cooke and 2nd by Commissioner Skelton to approve the purchased was carried 5-0.
- Approval is needed to purchase three desktops as part of the IT replacement program. The three are for District Admin, District Treasurer, and Radio Room PCs are scheduled for replacement. Cost is \$2,124.00 through Brite Computers and is part of the 2021 budget. A motion by Commissioner Shafer and 2nd by Commissioner Haas to approve the purchased was carried 5-0.
- Approval is needed to purchase two iPads as part of the IT replacement program. The two are for Squad 157 and Rescue 158. Cost not to exceed \$1,500 for two iPads, cases, etc. A motion by Commissioner Haas and 2nd by Commissioner Cooke to approve the purchased was carried 5-0.

Commissioner Shafer called upon Igor to speak about the recent phone bill audit. Igor said he received a bill for the Washington Ave firehouse. He found two numbers on the bill that are at CRFH for the Fire Alarm system. Lt. Warth found that we consolidated some existing lines to accommodate the Fire Alarm system and canceled the account to Washington Ave with the final payment coming. Igor and Lt. Warth will go through all three of the Frontier bills to verify what we have and what we need. There will likely be another reduction next month.

Commissioner Shafer said Lt. Warth will be meeting with Brite to review our overall IT system and status.

Apparatus, Equipment & Insurance:

Commissioner P. Cooke report on the following items:

- 152 the leak has been repaired, waiting on Floyd's schedule to put 152 back together.
- Ladder testing was completed for 2021.
- 153 still has a minor oil leak, we are going to wait for warmer weather before sending it out to get repaired.
- Lt. Gartland would like to purchase six new sets of personal protective gear that are due for replacement and ten new bailout systems. Total purchase will not exceed \$25,000. This expense was included in the 2021 budget. A motion by Commissioner Cooke and 2nd by Commissioner Shafer to approve the purchased was carried 5-0.
NOTE: the 2021 budget has \$55k for protective gear this year. The invoice for this purchase will not come due till the gear is delivered, which takes 4 to 5 weeks after the firefighters are measured.

Personnel: Commissioner Turner would like an Executive session to discuss several personnel matters.

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Health, Fitness & Wellness Committee Items No report

Report of District Administrator:

Our insurance agent Gary Wilkins has completed soliciting various insurance companies to attain the quotes for our General Liability renewal policy. Once again, Utica brings the best value premium as well as includes other coverages such as cyber protection, abuse/molestation and agreed to \$4 million dollar crime position coverage. Igor and I met with Gary today to review in details the various options. We recommend that we stay with Utica effective March 01, 2021. A summary of the insurance proposals is in the Board members folders for your review. Gary Wilkins also recommended we review our cancer insurance policy and consider the “all cancer” coverage instead “all named cancers”.

The notarized Oaths of Office for the newly elected Fire Commissioner, Fire Chief, Asst. Fire Chief and administrative staff have been delivered to the Irondequoit Town Clerk for filing. Copies are with the minutes.

Properties / Strategic Planning Committee Items:

Commissioner Haas reported on the following:

As presented by SWBR at the workshop meeting of January 21st, the proposal for the redevelopment /improvements of the perimeter of the CRFH property is contingent on final approved of the Option three (3) design. A copy of the site map and budget cost for Option three (3) is included with these minutes.

SWBR was selected by the committee for the design, permitting and construction of the project which will not exceed \$150K. Commissioner Haas moved the follow resolution for consideration.

RESOLUTION #1

OF THE BOARD OF FIRE COMMISSIONERS
ST. PAUL BOULEVARD FIRE DISTRICT IN THE MATTER OF FACILITIES
RENOVATION RESERVE FUND

***WHEREAS**, the Board of Fire Commissioners of St. Paul Boulevard Fire District established a capital reserve fund to be known as the Facilities Renovation Reserve Fund by resolution on December 26, 2018.*

***WHEREAS**, the purpose of this Reserve Fund is to provide finance the cost of a type of capital improvement. The type of capital improvements includes, but not limited to, improvement to the grounds and buildings at the District’s Fire Station.*

***NOW, THEREFORE, BE IT RESOLVED**; the Board of Fire Commissioners wishes to if necessary, expend \$150,000 from The Facility Reserve Fund for design and construction of option three with improvements to the grounds and buildings at the District’s Fire Station.*

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This resolution passed 5-0 and was approved by the Board of Fire Commissioners of the St. Paul Blvd. Fire District on January 25, 2021.

Moved by: Commissioner Haas
Seconded by: Commissioner Shafer
Vote AYE 5 NAY 0
Dated: January 25, 2021

Properties / Strategic Planning (continued):

Commissioner Haas reported that the space for additional names on the three award plaques that are in the Large meeting room is reaching capacity. There is a need to either add additional plaques or replace the existing one with more room for future names. It would be less expensive to have a completely new plaques made. He has a price not to exceed \$1,300 for the three plaques. A motion by Commissioner Haas and 2nd by Commissioner Cooke to approve this expenditure was carried 5-0.

Reading of the Bills:

Business Manager Zubrzycki presented abstracts # 25 the remaining prepaid bills and #26 the remaining bills from December 2020 and abstracts #1 the prepaid bills and #2 the bills from January 2021 to be approved for payment (copy filed with these minutes). Total expenses for the month were \$ 236,429.04. Significant expenses for the month included: \$4,099.70 to Dival Safety, \$4,986.73 and \$5,822.57 to Hartford Insurance Group and \$3,995.00 to Target Solutions.

After a review of the abstracts by the Treasurer and Business Manager 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:

Chairperson Turner has assigned Commissioner Skelton the task of future Fire District strategic planning initiatives. The specifics of this assignment were set by email to the Board members and senior leadership on January 21st. Chairperson Turner also has assigned Commissioner Skelton to assist Commissioner Cooke on the Financial assignment for 2021.

New Business:

A discussion by the Board and administration staff was held regarding Length of Service Award program (LOSAP) and eligibility limitations of our volunteer firefighters for the year 2020. With the restrictions for participation because the pandemic the state is allowing for additional points to be awarded. At the conclusion of the discussion Chairperson Turner moved the following resolution for adoption:

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RESOLUTION #2

**OF THE BOARD OF FIRE COMMISSIONERS
ST. PAUL BOULEVARD FIRE DISTRICT IN THE MATTER OF LENGTH OF
SERVICE AWARD PROGRAM (LOSAP) POINTS DURING COVID-19 PANDEMIC**

WHEREAS, the Board of Fire Commissioners of St. Paul Boulevard Fire District sponsor of a Length of Service Award Program (LOSAP) on behalf of the St. Paul Blvd. Fire Association (Fire Department) in accordance with Article 11-A of the New York State General Municipal Law (GML); and

WHEREAS, during the COVID-19 pandemic and in response to the Governor's Executive Order 202 of 2020, the Fire Department modified its emergency response protocols and cancelled many events during the period March 16, 2020 to December 31, 2020; and

WHEREAS, as a result of these modifications and cancellations, active volunteer firefighters will have fewer opportunities to earn points during calendar year 2020, making it more difficult to earn the required 50 points to earn the LOSAP benefit for calendar year 2020; and

WHEREAS, the GML has been amended to add § 217(p), which allows the Board of Fire Commissioners (Board) to award up to five (5) points per month during the Period, with a pro-rated amount awarded for a partial month, by resolution of the Board; and

WHEREAS, the § 217(p) requires the Board to adopt said resolution by April 30, 2021; and

WHEREAS, the Fire Department has provided the Board with documentation regarding the events that were cancelled and how response protocols were changed during the Period; and

WHEREAS, the Board has considered these factors and how they will impact active volunteer firefighters from earning 50 points in calendar year 2020; and

WHEREAS, the Board has determined it appropriate and necessary to award points for the Period; NOW, THEREFORE BE IT

RESOLVED that the Board may modify this resolution by April 30, 2021 in the event that additional information is provided that would lead the Board to determine that additional points for the Period should be awarded.

RESOLVED, that the Board of Fire Commissioners approves the granting of 2.5 points for each complete month of the Period, pro-rated for the partial months.

IT IS FURTHER RESOLVED, that based on the Period and the necessary pro-ration for the partial months, each active volunteer firefighter is to be awarded a total of 25 points in 2020, in addition to any points earned by the active volunteer firefighter during calendar year 2020.

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Commissioner Shafer raised the motion to approve, Commissioner Haas seconded the motion, and upon roll call the vote of the Board was as follows:

*Vote AYE 5 NAY 0
Dated: January 25, 2021*

The resolution was thereupon passed 5-0 and duly adopted by the Board of Fire Commissioners of the St. Paul Blvd. Fire District, Rochester, New York on January 25, 2021.

*Attest: Edward J. Riley
District Secretary*

New Business (continued):

Business Manager Zubrzycki spoke about the recent meeting he and Commissioner Turner had with Rochester Regional Health regarding improvements to our medical surveillance program. The results of the meeting included a pre-physical authorization sheet and improvement to the scheduling. They also would offer us nighttime office hours for our personnel in leu of on-site physicals. The RRH medical office is better equipped to handle exams. Commissioner Turner and Igor recommend pursue this to improve the quality of our physicals. A motion was made by Commissioner Shafer and 2nd by Commissioner Cooke to approve this change. The motion was carried 5-0.

Igor also requested we consider a district BJs club membership for making future discount purchases. A motion was made by Commissioner Shafer and 2nd by Commissioner Turner to approve this membership. The motion was carried 5-0.

Unfinished Business:

One item of unfinished business from the Organizational meeting of January 4th is the salaries for 2021 the district employees. Chairperson Turner recognized the state tax cap and staying within that 2% recommendation he moved the following resolution for adoption:

RESOLUTION #3

**OF THE BOARD OF FIRE COMMISSIONERS
ST. PAUL BOULEVARD FIRE DISTRICT IN THE MATTER OF REVIEW OF
SALARIES FOR DISTRICT EMPLOYEES**

WHEREAS, the Board of Fire Commissioners of St. Paul Boulevard Fire District annually reviews the salaries of non-contractual employees of the fire district.

WHEREAS, by the Board of Fire Commissioners of the St Paul Blvd. Fire District recognize the state tax cap of 2%.

*IT IS FURTHER RESOLVED that the Board of Fire Commissioners of the St. Paul Blvd. Fire District set the salary increase of 2% for the **Business Manager, Treasurer, and District Administrator/Secretary** employees of the St. Paul Blvd. Fire District for the year 2021 and retroactive to January 01,2021.*

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Moved by: *Commissioner Shafer*
Seconded by: *Commissioner Haas*
Vote *AYE 5 NAY 0*
Dated: *January 25, 2021*

Executive Session: At 6:10 pm Chairman Turner moved to an Executive session with just the five Board members to discuss several personnel related matter. At 6:48 pm Executive session was terminated.

Adjournment:

There being no further business, the January 25, 2021 meeting was moved for adjournment by Commissioner Shafer and 2nd by Commissioner Turner at 6:50 pm. Approved 5-0.

Respectfully submitted,

Edward J. Riley
District Administrator/Secretary