

St. Paul Boulevard Fire District
Minutes of the 1194th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
July 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, Administrator/Secretary Riley, Business Manager Igor Zubrzycki, Treasurer Sienkiewicz, Assistant Chief Semmler, Lieutenants Gartland, Warth and DeWitt. **NOTE:** Chief Line joined the meeting remotely.,

Excused: NONE

Pledge: The pledge of allegiance was led by Assistant Chief Semmler.

Moment of Silence: A moment of silence was held in memory of all deceased members of St. Paul Blvd. Fire District.

Public Appearances: None

Reading of the Bills:

Business Manager Zubrzycki presented abstract #13 and abstract # 14 to be approved for payment (copy filed with these minutes).

Igor reported total expenses for the month were \$ 217,809.13. Significant expenses for the month included \$11,000.00 to SWBR for the preliminary work on the perimeter project and \$4,826.50 to Harris Beach law firm for the same purpose.

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. All financial statements/reports are included with these minutes.

Old Business:

Igor reported that the physicals and on-boarding orientation paperwork is completed for the new career firefighter hires.

The new LOSAP record documentarian is going smoothly, and the tracking is being done very well now.

New Business:

Igor mentioned that the Certificate of Deposit are coming due on 08.21.2021. Canandaigua National Bank is still the best rate. He will be renewing them with CNBA.

AT&T has requested to co-locate on our cell tower. They would also need to place a small structure of some type on the roof. They would pay for all cost involved. Lt. Warth spoke about some of the details with the request. There may be to a need to add a twenty-foot antenna extension on the tower. Commissioner Shafer asked if we could ask for more details about this from AT&T. Commissioner Cooke commented about the need for a twenty-foot antenna and whether the public would have any concerns. Commissioner Turner mentioned the future plans

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with the firehouse building project and how this might affect or be incorporated into that capital project.

Igor present the following Resolution to the Board for approval.

LEGAL NOTICE

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

WHEREAS, that the Board of Fire Commissioners of the St. Paul Boulevard Fire District in the Town of Irondequoit, Monroe County, New York, at a meeting held on the 26th day of July 2021, duly adopted the following Resolution,

NOW, THEREFORE, BE IT RESOLVED, the Board of Fire Commissioners wish to transfer \$15,941.07 from the Accrued Employee Liability Reserve Fund to General Savings for contractual wage obligation owed to newly retired career firefighter Anderson.

A motion was made by Commissioner Skelton and 2nd by Commissioner Cooke to adopt this resolution. The vote was as follows:

AYES: Commissioners 5

NAYES: Commissioners 0

ABSENT: Commissioners 0

I hereby certify that the foregoing resolution was passed and adopted by the District Board at a regular meeting thereof, held on the 26th day of July 2021.

By order of the Board of Fire Commissioners
St. Paul Boulevard Fire District
Edward J. Riley, Secretary

Igor presented the preliminary 2022 budget draft. The document shows two different scenarios. One with minimum expenses and the other with “all in” appropriation requests. (a copy of this document is included with these minutes).

Treasurer Sienkiewicz spoke about the upcoming annual budget dates. The adoption date for the 2022 budget will be September 27th board meeting. The public hearing is schedule for the third Tuesday of October which is the 19th but he understands there may be flexibility with this date.

Prior minutes:

The minutes of the June 28, 2021, Commission meeting have been distributed previously and are in the Board members folders. A motion by Commissioner Haas and 2nd by Commissioner Shafer to approve the minutes was carried 5-0.

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The minutes of the July 12, 2021, Special 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:

Received a thank you card from Bob Anderson expressing his gratitude to the Board for the plaque and luncheon to recognize his 29 years as a career firefighter with the St. Paul Blvd. Fire District.

On July 15th Commissioner Turner received an email from Christian Shafer resigning from his recent appointment as a career firefighter for the St. Paul Blvd. However, he would like to remain on the Civil Service list for consideration for a future position.

A FOIL email was received on July 23rd from Ryan Miller for information on our ambulance agreement, staffing report presentation, and town wide study merger.

Outgoing:

Letter was sent to Colin Luttrell on July 20th acknowledging his Medical Leave from Active Duty until further notice due to a non-fire service injury.

Chief's Report:

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

- Lt. Christian reported that the second dose date for the Covid Vaccine outreach clinic at St. Paul was a success, with little impact to our facility or operations.
- Lt. Gartland has assembled a small team to resume monitoring the uptick in Covid cases in our community to gauge the impact on emergency services delivery. They will transition to the planning stage if conditions warrant. We still possess a large quantity of test kits, which should still be valid.
- Assistant Chief Semmler had a discussion with Brian Gottman from Keeler Construction, as they have taken liberties with the permission to store construction equipment in our rear lot. Chief Semmler negotiated the repair and repaving of several potholes in our lot as a good faith gesture on the part of Keeler Construction.
- Asst. Chief Semmler and Group #1 firefighters represented St. Paul at the dedication of RFD's Marine #1
- Distributed the updated report by Lieutenant Warth on department activity and staffing levels for the month. Chief Line is growing increasingly concerned at the diminishing number of available volunteers and Line Officers, as most duty groups are down to 2 interior firefighters. He held a brainstorming meeting to look at ways to bolster

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participation and support interaction with the Career and Volunteer staff, with many good idea's forthcoming.

- Asst. Chief Semmler has reached out to the other County Chiefs who have a mixed gender career staff regarding changes that they made to accommodate a diverse workforce. The intent is to learn from their successes and failures as we work to develop and implement policies that ensure that everyone feels welcome here at St. Paul.

Notable incidents since the April Commission meeting:

- July 3rd Fill-in to North Greece.
- July 10th Mutual Aid to Ridge-Culver.
- July 12th Rawlinson Rd. Stove Fire.
- July 13th Fill-in to North Greece.
- July 6th, 8th, and 13th several storm events.

Assistant Chief Semmler identified the following policies that are in the queue.

- General Order # 2.5- Dress Code and Personnel Appearance.
- Best Practice # 2.2 - License Event Notification.

Executive Session: Chairman Turner moved the Board meeting to an Executive session at 5:39pm to discuss several personnel related matter. A motion was made by Commissioner Skelton and 2nd by Commissioner Cooke to terminate the Executive session and was carried 5-0. The Executive session was terminated at 5:50pm.

Chairman Turner moved with the three promotional and one provisional Fire Captain appointments. Those appointments would be Lieutenant Gartland, Lieutenant Christian and Lieutenant DeWitt for permanent appointment to Fire Captain. Lieutenant Warth provisional appointment to Fire Captain in accordance with all Civil Service rules.

A motion by Commissioner Turner and 2nd by Commissioner Shafer to appoint the above four Lieutenants to the position of career Fire Captain. This motion was carried 5-0. Their start date will be August 01,2021.

Report of the Attorney: Nothing to report.

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

Communications & Information Technology:

Commissioner Shafer reported on the following items:

- We are creating a project plan and working with Alpine to migrate Red Alert to the cloud-based solution. This will reduce our dependency on our in-house server and allow easier remote access to those that need it. This should be completed by the end of the year.

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- The technology request from the MTO for the new recruits has been resolved. 3 of the recruits will be bringing their own laptop or iPad, we will be providing 1 laptop. (Loaning either Chief Line or Semmler's laptop).
- Working with Igor on the ATT co-location request. (Currently under technical review and will be following up with ATT on alternate tower spacing.).
- User audit completed with Chief Line for email addresses / system access.

Apparatus, Equipment & Insurance:

Commissioner Cooke reported on the following items:

- The latest oil leak on Engine 153 has been repaired. Cummins Diesel was able to fix it in house.
- The ladder testing has been completed. Nothing major was found to be wrong.
- Floyd is taking care of the small issues on Engine 152 so it will be ready to go to fall academy

Personnel:

Commissioner Turner reported that he and Commissioner Haas are looking into a bunker “line in “type program like Brighton Fire District’s. This would assist in retention of our volunteer firefighters. This has been very successful in many fire districts if done correctly.

Strategic and Long-Term Planning and Research:

Commissioner Skelton reported on the following items:

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Report of District Administrator:

The Legal Notice was sent to the Messenger Post newspaper for publication for the Special Meeting on Monday, August 2, 2021, at 5pm at the fire station to review and discuss Fire Lieutenant promotions according to the rules and regulation of Civil Service Laws.

Rochester Mold Remediation has been contacted to test a suspected mold condition in the air handing system vent in the radio room. They will be testing on Thursday, July 29th at 9am.

Career Firefighter Jason Allen is on Medical Leave from Active Duty until further notice due to a fire service injury.

Firefighter Michael Preston has been medically cleared by RRH from his injury of 05/26/2021 and is back on Active duty.

Properties / Strategic Planning Committee Items:

Commissioner Haas reported on the following items:

The bid openings on the fire stain perimeter project went well. The successful bidder was Cardinal Landscaping at \$100,567.00. A pre-construction meeting will be held on July 30th.

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- There is a suspected mold condition in the radio room near the air handing duct vent. Ed Riley has arranged for mold testing by Rochester Mold Remediation company on Thursday. Results will back on Monday from the lab. Following that if no mold is confirmed present we will go ahead and have the entire ducts system cleaned and sanitized.
- Commissioner Cooke and Firefighter Recino are suggesting that we construct/install a small “patio” type area with an open canopy type roof behind the firehouse for outside training instructions. The estimated cost would be around \$1,000. A brief discussion followed. A motion by Commissioner Cooke and 2nd by Commissioner Haas to approve this expenditure not to exceed \$1,000. This motion was carried 5-0.
- The union has asked that the Fire District consider paying the \$40 monthly cable cost. A motion by Commissioner Haas and 2nd by Commissioner Skelton to approve this expenditure. This motion was carried 5-0.

Old Business:

Lieutenant/MTO DeWitt provided an updated firefighter training report as following:

- The four new career recruits have begun their physical fitness training in-house with our fitness instructor. This coming Monday they will be in house for orientation. This will be a structured program to prepare them for the 229-hour New York State Recruit Firefighter I certified program which is being held in the Gates Fire District beginning on August 23rd.
- The four new volunteer recruits have begun their Firefighter I program at the County Public Safety Training Center. We hope to have the remaining volunteer recruits begin as second program soon in the future.

New Business:

Lt. DeWitt the chairperson of the Firefighter Interview Committee recommends for appointment Paul Spatola as a new career firefighter hire. A motion by Commissioner Haas and 2nd by Commissioner Turner to appoint Paul Spatola was carried 5-0. His start date will be August 01, 2021.

Adjournment:

There being no further business, the July 26, 2021, meeting was moved for adjournment by Commissioner Haas and 2nd by Commissioner Shafer at 6:46 pm. Approved 5-0.

Respectfully submitted,

Edward J. Riley
District Administrator/Secretary