

St. Paul Boulevard Fire District
Minutes of the 1193rd Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
June 28, 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, Chief Line, Assistant Chief Semmler, Lieutenants Gartland, DeWitt, Warth and Firefighter Recino.

Excused: Treasurer Sienkiewicz

Pledge: The pledge of allegiance was led by Firefighter Recino.

Moment of Silence: A moment of silence was held in memory of all deceased members of St. Paul Blvd. Fire District especially past firefighter Ken Martens. Chairperson Turner asked that a page be set aside in memory of past firefighter Martens.

Public Appearances: None

Prior minutes:

The minutes of the May 24, 2021, Commission meeting have been distributed previously and are in the Board members folders. A motion by Commissioner Haas and 2nd by Commissioner Cooke to approve the minutes was carried 5-0.

The minutes of the June 21, 2021, Special 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:

Received a letter from career Firefighter Bob Anderson notify the Fire District of his retirement effective June 30, 2021, from St. Paul Blvd. after 29 years of active service. Chairperson Turner instructed Secretary Riley to send a congratulatory letter to Bob from the Board.

On June 4th, an email was received from Bryan Shutt notifying Chief Line of his resignation Active volunteer Firefighter due to family and work commitments.

A letter from West Irondequoit Central School District thanking the Fire District for use of the large meeting room at Copper Road fire station for their in-person voting on May 18th.

The Fire District is in receipt of a Summons in a Civil Action filed in the United State District Court of the Western District of New York. The named plaintiff is William Van Wade, and the St. Paul Boulevard Fire District and several parties are the named defendants. Chairman Tuner has forwarded this document to our Attorney.

Outgoing:

Letter was sent to Mary Hollenbeck on May 27th acknowledging her request to be on Medical Leave form Active Duty until further notice.

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Chief's Report:

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

- Firefighter Ann Marie Purdy will be graduating from the State Firefighter 1 program on Thursday. The ceremony will be held at the Brighton fire station One.
- Also, on Thursday starting at 6pm we will be hosting a picnic for the families and the ten recruits that have completed our in-house fire training program, certificates will be presented, and a brief program will follow.
- The Mutual Aid run cards for St. Paul at 911 have been changed for fill-ins to Copper Road. We will use the Barnard for fill-ins instead of the City of Rochester. Sea breeze is being added to our working fire assignment. They are not currently on our run cards.
- Lt. Christian reported that the Covid Vaccine outreach clinic at St. Paul was a success, with close to 50 people receiving the vaccine. The date of the second dose is scheduled for Tuesday, July 20th.
- Cooper Road is scheduled to be milled and paved the week after the 4th of July. Keeler Construction has been granted permission to park equipment in our rear parking lot for a couple of evenings during this project.
- Distributed copies of the job descriptions for Firefighter, Career Lieutenant, and Career Captain.
- Distributed copies of the new draft "job agreement" for the 4 new Career Captains, the Draft policy for filling Captain vacancies, and the draft MOU with the Professional Firefighters Association regarding minimum staffing.
- Distributed the timeline that has been presented by the group working on the promotion on the 4 new Lieutenants.
- Distributed a report by Lieutenant Warth on department activity levels for the month.

Notable incidents since the May Commission meeting:

- 5/30 Car hanging into the river at 40 Marina Drive.
- 6/07 Fill-in to Ridge-Culver fire station at 2960 Culver Road.
- 6/09 Mutual aid to Ridge Culver for working garage fire at 105 Walnut Park.
- 6/12 Car into the river with, an extended incident at 40 Marina Drive.
- 6/12 Motor vehicle accident with multiple injuries on Hudson Avenue.
- 6/18 Fill-in to North Greece fire station at 1766 Latta Road.
- 6/18 Working house fire 2nd due at 356 Olde Harbour Trail in North Greece.
- 6/19 Medical 500/extraction with Engine 19 at Durand Eastman Beach.
- 6/24 Fill-in to Barnard fire station at 3084 Dewey Avenue.

Report of the Attorney:

Commissioner Turner reported that he has spoken with the attorney about the pending of Civil Action filed by Mr. William Van Wade. More information will be forthcoming regarding this summons.

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

Communications & Information Technology:

Commissioner Shafer reported on the following item:

- The voice mail connection problem has been fixed.

Apparatus, Equipment & Insurance:

Commissioner Cooke reported on the following items:

- The tire has been replaced on Truck.150.
- The side mirror has been replaced on Squad 157.
- The batteries have been upgraded on the Amkus tools on Engine 153.
- The oil leak on Engine 153 has not been rectified as of now. Commissioner Cooke will be working with Lt. Gartland to address this ongoing problem, this work is being covered under the warranty.

Personnel:

Commissioner Turner spoke about the Memorandum of Agreement merger between the St. Paul Boulevard Professional Firefighters Association Local 4858 and the Ridge-Culver Professional Firefighters Association Local 4176. Copies of this MOA are in the Board members folders. Turner has spoken to our Fire District attorney regarding this and there is nothing inappropriate with this MOA.

Chairperson Turner reported that the pending Civil Service promotions for Fire Lieutenant and Fire Captain will be discussed at the July 26th meeting. Secretary Riley had request and received the certified list of eligible candidates.

Strategic and Long-Term Planning and Research: No report.

Report of District Administrator:

The Legal Notice was sent to the Messenger Post newspaper for publication for the Special Meeting on Monday, July 12, 2021, at 5pm at the fire station for awarding a contract for the Perimeter Site Improvements Project at Cooper Road fire station.

The Legal Notice was sent to the Messenger Post newspaper for publication for the “Notice to Bidders” advertisement for submission of a bid contract for the Perimeter Site Improvements Project at Cooper Road fire station.

The bi-annual fire sprinkler report for the fire station report was received from Simplex Grinnell with no deficiency noted.

The Fire District received an internal injury report for volunteer fire recruit Michael Preston. The injury occurred on 05/26/2021. Igor has additional follow-up information on this injury report.

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Properties / Strategic Planning Committee Items:

Commissioner Haas reported on the following items:

- The bid package for the outside perimeter works at Cooper Road fire station was provided to two firms. VanPutte Garden Center and Josh Landscaping. The bid opening is July 12th at 5pm.
- A letter was sent to Mr. and Mrs. Slater of 1094 Winona Blvd. apologizing for the outside disturbance with our training exercise on June 6th. Since then, we have implemented a change to this type of activity by our personnel.
- Firefighter Anderson did a walk-around the building with me to review his procedures with the building maintenance he has been providing us over the years. On that walk around we discovered a metal rod that has pierced the roof membrane. The rod appears to have fallen from the cell tower. We will need to repair this.

Reading of the Bills:

Business Manager Zubrzycki presented abstract #11 and abstract # 12 to be approved for payment (copy filed with these minutes).

Igor reported total expenses for the month were \$ 415,707.75. Significant expenses for the month included \$17,928.85 to Dival Safety, State Insurance fund for \$64,032.69 and \$50,069.97, \$13,778.90 to Fleury Risk Management and payroll included Anderson's retirement payout as well as the holiday pay for the career staff.

After a review of the abstracts by the Treasurer and with the Board's review a motion by Commissioner Turner and 2nd by Commissioner Cooke 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:

Tabled for proper review by the Board members from the May 24th meeting were the following policies:

- General Order #2.2- Substance Abuse Policy.
- General Order #8.5- District Procurement Policy.

Chairperson Turner asked if the Board members had ample opportunity to review the documents. All Board members responded affirmative.

Commissioner Shafer made motion 2nd by Commissioner Haas to approve General Order #2.2- Substance Abuse Policy. The vote carried 5-0. Commissioner Skelton made motion 2nd by Commissioner Shafer to approve General Order #8.5- District Procurement Policy. The vote carried 5-0.

New Business:

Commissioner Cooke reported that there was a minor accident with Engine 152. While backing into the truck room the side running board scraped against the brick wall due to the sun glare. The Safety committee will be reviewing this accident with the driver and others involved.

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Business Manager Zubrzycki reported that the firefighter physicals are up to date and completed. We did have another issue with Rochester Regional Health with mis communications on their end. This has been addressed. Also, he is looking into a new 457 provider for the Fire District.

Executive Session: Chairperson Turner moved the meeting to Executive Session at 5:47 pm to discuss several personnel matters. Executive Session was terminated at 6:05pm.

Adjournment:

There being no further business, the June 28, 2021, meeting was moved for adjournment by Commissioner Shafer and 2nd by Commissioner Haas at 6:18pm. Approved 5-0.

Respectfully submitted,

Edward J. Riley

District Administrator/Secretary

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This page is dedicated in memory of

Past Firefighter

Kenneth C. Martens

1972 – 2021