

**St. Paul Boulevard Fire District**  
**Minutes of the 1190th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**March 29, 2021**

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

**Attendance:** Chairperson Turner, Commissioner Shafer, Commissioner Skelton, Business Manager Igor Zubrzycki, Administrator/Secretary Riley, Treasurer Sienkiewicz, Lieutenant Warth and retired Firefighter Rayburn.

**Absent:**

(NOTE: due to a district emergency the following were absent at the beginning of the meeting: Commissioner Haas, Commissioner Pat Cooke, Chief Line, and Assistant Chief Semmler).

**Excused:** None

**Pledge:** The pledge of allegiance was led by Administrator/Secretary Riley.

**Moment of Silence:** A moment of silence was held in memory of all deceased members of St. Paul Blvd. Fire District. The Board held a moment of silence in memory of Cyril Plasschaert past District Fire Commissioner and President of the St. Paul Blvd. Fire Association. Chairperson Turner. directed Secretary Riley to set a page from tonight's minutes aside in his memory.

The Board also held a moment of silence for the two recent Line of Duty firefighter deaths (LODD) in New York State.

**Public Appearances:**

Commissioner Turner introduced the following staff from SWBR to make a presentation regarding the Facility Master Plan for the Cooper Road fire station. Those present from SWBR were: Marlee Finestone, Randy Sickler and Eric Holmquist. Mr. Holmquist the SWBR architect delivered the presentation.

Mr. Holmquist provided a handout for all present. (a copy of the handout is included with these minutes). The high-level presentation was conceptional overhead views of the existing building components and what a new built might look like. The relationship between building components both inside and outside are most important factors currently with the project. The main purpose of the presentation was for verification of the design input from St. Paul members to date.

(NOTE: at 5:25 pm the following attendees entered the meeting: Commissioner Haas, Commissioner Pat Cooke, Chief Line, Assistant Chief Semmler and Fire Lieutenant Christian).

After a question-and-answer discussion with SWBR, the Board thanked all from SWBR for the thorough and well-prepared presentation.

**Prior minutes:**

The minutes of them February 22, 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.

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The minutes of the March 22, 2021 workshop meeting are in the Board members folders. A motion by Commissioner Haas and 2<sup>nd</sup> by Commissioner Shafer to approve the minutes was carried 5-0.

**Correspondence and Petitions:**

**Incoming:**

From Rochester Regional Health Occupation Medicine, physical reports for medical certification were received for Conor Gosney and Phil Fico. Gosney and Fico are approved for engaging in interior fire-fighting activities.

Also, from Rochester Regional Health Occupation Medicine, physical report for medical certification was received for Amy Heutmaker. Heutmaker is approved for engaging in interior fire-fighting activities.

An email for the Fire Chief informing the district that volunteer firefighter Bill Gutschow has resigned due to moving out of the fire district effective 04/15/2021.

From the Fire Chief the COVID 19 operational guideline changes effective March 22<sup>nd</sup> for the Cooper Road fire station.

From the State of New York Association of Fire Districts fire service alliance, the 2021 legislative bills of issues of united concern related to the state fire services. This was sent electronically to the Board members.

**Outgoing:**

The public notice for the Fire District workshop of March 22<sup>nd</sup>.

**Chief's Report:**

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

- The in-house Emergency Vehicle Operations Course (EVOC) training is continuing. There is a good cross section of recruit and senior firefighters enrolled.
- Recruit training under Firefighter Kaspar is progressing well. The goal is to have members to be well prepared when they attend the County basic firefighter class.
- Lieutenant Skelton and Firefighter Magin attended an intense 3-day hands-on training session last weekend, over 100 firefighters from Monroe County attended.
- The career fire recruit training is being held at the Henrietta fire training facility. St. Paul is supporting this effort by allowing Lieutenant DeWitt to instruct the EVOC portion. St. Paul is also providing our Municipal Fire Instructors for the ten (10) live fire evolutions. The Monroe County career Fire Chiefs have an immediate goal of providing County based, state approved, Firefighter recruit (229) class training locally on a regular rotation.
- Firefighter McMahon has completed the draft Driver Training and Certification program policy which is in the Board members folders for review. Firefighter McMahon will now work on the documentation and record keeping portion of the program, as well as vetting Driver/Trainer candidates.
- The special COVID operations plan for St. Paul Blvd. Fire District was officially suspended on Monday, March 22<sup>nd</sup>. The chiefs will be easing the restrictions and

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monitoring any COVID trends and adjust the guidelines as needed. Chief Line sent an email to all members with the details (a copy of this communication is included with these minutes).

- Lieutenant Christian and Asst. Chief Semmler have met separately with Paul Bishop of CGR, Chief Tom Kirchhoff of Irondequoit Ambulance, and Chief John Williams from Monroe Ambulance regarding the town-wide EMS study. The chiefs will keep the Board informed of the progress of this study and any impact on our operations.
- St. Paul sent a contingent to the funeral services for Peyton Morris, the Watertown firefighter who suffered the LODD while in training at Montour Falls. The chiefs are monitoring interest of members in attending the funeral for Jared Lloyd, the Spring Valley Firefighter who lost his life searching for trapped occupants in the assisted living facility in Rockland County.
- The Town-Wide Fire Service study has asked for input regarding the draft plan.
- The conversion to the new Computer Aided Dispatch system downtown has had some setbacks, and the Fire Bureau is asking for everyone's patience as they work to resolve them.
- Notable fire incidents since the February Commission meeting:
  - 2/24 Working basement fire at 45 Hastings Lane.
  - 3/5 Working house fire w/collapse at 330 Barry Road.
  - 3/10 Working house fire at 27 Wimbledon Road.
  - 3/24 Compactor fire at Home Depot (Ridge Culver Fire District).
  - 3/26 Chimney fire at 2411 Norton St. (Ridge Culver Fire District).
  - 3/28 Attached garage fire at 395 Long Acre.

**Report of the Attorney:**

Commissioner Turner reported on the following items:

- Nothing further to update the Board on regarding the Wade tort claim.
- The attorney has reviewed the plan to share the land partial with the Association for the construction of the tribute park. There is no issue with this agreement.

**Report of Secretary:** None

(see Report of District Administrator).

**Communications & Information Technology:**

Commissioner Shafer recognized Fire Lieutenant Warth to provide the communication & IT report:

- The new County CAD (computer aided dispatch) was "cut over" on March 14<sup>th</sup> at noon. Currently, the transition has resulted in several negative issues. St. Paul uses CAD for alerting members via Bryx or Red Alert paging (texts to phones) which is still live however, updates have been shut off. The Station MDT was replaced by an online web view. County equipment has been removed and will be given back to the County when they come to collect it. Station alerting has changed to accommodate the early alert, prior to voice paging tones. Essentially, it is a redundant system.

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- iPad on the trucks have been provisioned, but we are waiting for the “dust to settle” for any changes prior to training.
- Board approval is needed to surplus the obsolete VHF radio equipment no longer in service at St. Paul. The list is as follow:
  - 27 PR1500
  - 8 HT1000
  - 3 CDM Mobiles
  - 1 Astro Spectra Mobile
  - 1 XTL5000 Mobile
  - 12 Minitor 5
  - 3 Minitor 6
  - 9 VHF Receivers
  - 2 VHF Transmitters
  - Various chargers and batteries

A motion by Commissioner Shafer and 2nd by Commissioner Cooke to surplus the above obsolete radio equipment. This motion was carried 5-0.

There are several related IT topics of interest to update the Board on:

- The upstairs IT server rack was reconfigured and cleaned up. Our server that is host to several services can be completely cloud based in 2022. These current services are: Red Alert, QuickBooks, and our Lenel Door control. This may eliminate the need for a full-service server.
- Microsoft Office has discontinued general use of the Microsoft Desktop applications (Word, Excel, PowerPoint, etc.) Each person must be individually licensed for desktop application use. Every member has a Microsoft account for email and web app access. This is no charge to us. For each member requiring desktop app use. It is \$3 month per user. The administration staff, Chief and career Officers already had the proper license. Lieutenant Warth will be upgrading the remaining career staff to that license.
- The fire station door control access entry system has been turned on for all doors. The front door by the radio room (east door) needs some latch adjustment. This will be taken care of
- The computer with the fire station front lawn sign software was replaced for the new CAD. We have installed the software and need to restore the saved files from the old PC. Should have that up and running this week.

**Apparatus, Equipment & Insurance:**

Commissioner Cooke reported on the following items:

- E152 is back in service. Floyd Maintenance finished the re-assembly of the generator.

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- E152 hose bed step has pulled away from the body. Floyd Maintenance noticed this and has it on his list to repair.
- Lieutenant Gartland has scheduled an appointment for the oil leak on E153. The work will be completed at Cummins in Buffalo. This work is under warranty.
  
- E153 has a window going up very slowly. Floyd has tried cleaning and greasing the tracks. This did not solve the problem. He also replaced the drivers rear side actuator, and this solved the problem. He has ordered new actuators for the other 3 windows.
  
- Due to the age of 158's tires, we should look into replacing them. The recommendation is every 7 years they should be replaced. 158's tires will be 8 years old in 2021. 150 has quite a few areas of corrosion beginning to form. Lieutenant Gartland would like to have E-One come out and look at the areas and see what they recommend for repair.
  
- The two new fire chief vehicles still have not arrived. We hope to take delivery of these vehicles in the second fiscal quarter.

**Personnel:** Commissioner Turner reported Monroe County Civil Service has announced tests for Fire Lieutenant and Fire Captain positions for the St. Paul Blvd. Fire District. The exams will be held June 20, 2021.

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

Commissioner Skelton reported he will provide additional information of the strategic planning for the fire district at the upcoming workshop on April 19<sup>th</sup>.

**Report of District Administrator:**

The application for a quote to increase our cyber insurance coverage was completed and submitted to Travelers. Unfortunately, because St. Paul does not have multi-factor login for privileged access on our application was denied. Igor can explain more about this.

The Mutual Assistance Agreement with Laurelton and Ridge Culver fire districts has been signed by the fire chiefs and Board chairmen and filed.

The following annual inspections have been completed for the fire station:

- Boiler inspection by FM Global as required by our insurance carrier.
- In-house emergency generator or by Emergency Power System.
- Portable fire extinguishers by McCarthy Fire & Emergency Supply Co.
- Fire Sprinkler System was done by Johnson Controls (Simplex Grinnell). There were a few deficiencies found. Commissioner Haas will be addressing this in his report.

Inspection reports for the fire station have been received for the boiler, emergency generator and portable fire extinguishers. The fire sprinkler system inspection was reported on last month.

**Properties / Strategic Planning Committee Items:**

Commissioner Haas reported on the following items:

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- Commissioner Haas has the SWBR Contract Project No. 19835.00 for professional design services for the Memorial & Perimeter Improvements at the St. Paul Fire District Cooper Road Fire Station. He would like approval to sign this contract. Commissioner Turner made a motion to approve signing of this contract with SWBR by Commissioner Haas This motion was 2<sup>nd</sup> by Commissioner Cooke and carried 5-0.
- Regarding the fire sprinkler system inspection done by Johnson Controls, there were a few deficiencies found. Those were the 5-year hydrostatic testing per NFPA and two outdated and broken gauges. The quote to correct these items is \$989.00. Commissioner Haas made a motion to proceed with this work not to exceed \$1K. This motion was 2<sup>nd</sup> by Commissioner Cooke and carried 5-0.
- The fire station lawn mower which is 12 years old needs to be replaced due to multiple items that need costly repairs. Igor has been looking into the state bid contract. The prices range are from around \$3K to \$7K depends on what we decide on. Commissioner Shafer made a motion to proceed with this purchase not to exceed \$7K. This motion was 2<sup>nd</sup> by Commissioner Skelton and carried 5-0.
- Commissioner Haas provided the Board with a brief review of the tribute park proposal by the Association committee. A life size bronze firefighter statue is being considered for this area. More on this topic later.

**Absent:**

**NOTE:** due to a second district emergency the following were excused from the March meeting: Commissioner Skelton, Commissioner Pat Cooke, Chief Line, and Assistant Chief Semmler.

**Reading of the Bills:**

Business Manager Zubrzycki presented abstract #5 and abstract # 6 to be approved for payment (copy filed with these minutes).

Igor reported total expenses for the month were \$349,138.70. Besides three payrolls for the month other significant expenses for the month included: \$28,385.30 to Utica annual insurance, \$6,838.00 to Sean Hucko our auditor and \$5,603.51 for the annual Alpine software contract.

Under revenue income Igor reported the fire district received a \$45,000 dividend check from the 497 Works Compensation.

After a review of the abstracts by the Treasurer and Business Manager with the Board's review a motion by Commissioner Shafer and 2<sup>nd</sup> by Commissioner Haas to approve the bills after proper auditing by the Board was carried 3-0. In favor.

Igor mentioned that the Exodus Pest Control contract had a slight monthly increase. from \$31.20 to \$37.00

**New Business:**

**(NOTE:** at this time Commissioner Skelton, Commissioner Pat Cooke, Chief Line, and Assistant Chief Semmler re-entered the meeting).

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Commissioner Turner called upon Fire/EMS Lieutenant Christian to update the Board on the Fire District Exposure Control Plan (ECP) program as required by Title 29 Code of Federal Regulations 1901.1030. Lieutenant Christian and his work group have done a complete and thorough review and update of the Exposure Control Plan and related General Orders for the St. Paul Blvd. Fire District.

Lieutenant Christian handed out the following items:

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

After a power point presentation of these handout by Lieutenant Christian, Chairperson Turner recommended that the approval and further discussion on this topic be tabled for 30 days to allow the Board members time to review the above multiple documents. A motion was made to move this recommendation by Commissioner Shafer and 2nd by Commissioner Cooke and carried 5-0. In favor.

Fire Chief Line provided the Board members the following two handouts in their folders:

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

Chairperson Turner also recommended that these documents be tabled for 30 days to allow the Board members have time for a review before approval. A motion was made to move this recommendation by Commissioner Haas and 2nd by Commissioner Shafer and carried 5-0. In favor.

**Old Business:**

Commissioner Skelton provided the Board Members a Strategic Planning handout prepared as a follow up to the March 22<sup>nd</sup> Workshop. Commissioner Turner asked the Board members their thoughts and comments regarding the March 22<sup>nd</sup> workshop. A brief discussion followed.

Because of two of the Board members being on a district emergency, Chairperson Turner scheduled a workshop for April 19, 2021 at 5pm to review and discuss Facility Master Plan and the Strategic Planning document.

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Chairperson Turner reminded all Board members and District Officers that St. Paul is hosting the dinner meeting of the Monroe County Fire District Officers on June 17<sup>th</sup>. The event will be held at the Exempts. More information will follow on this later.

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Commissioner Cooke reported that the firefighter physical fitness and wellness training classes for St. Paul members will resume March 31<sup>st</sup>.

**Executive Session:** None.

**Adjournment:**

There being no further business, the March 29, 2021 meeting Commissioner Turner moved for adjournment. A motion was made by Commissioner Shafer and 2<sup>nd</sup> by Commissioner Haas at 7:01 pm. Approved 3-0.

Respectfully submitted,

Edward J. Riley  
District Administrator/Secretary



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*This page is dedicated*

*In memory of  
Past Fire Commissioner  
and Association President*

***Cyril J. Plasschaert***

*1930 – 2021*