

St. Paul Boulevard Fire District
Minutes of the 1240th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
July 28, 2025

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

Attendance:

Chairperson Skelton, Commissioner Shafer, Commissioner Gartland, Commissioner Wise, Secretary/ Treasurer Zubrzycki, Chief Stavalone, Asst. Business Manager Ben Skelton, Deputy Treasurer Sienkiewicz and Battalion Chief McMahon, and Lieutenant MTO O'Neal.

Excused: Commissioner Weaver

Pledge: The pledge of allegiance was led by Commissioner Wise.

Public Appearances: Passero Associates

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

Prior Minutes:

The minutes of June 30, 2025, meetings have been distributed previously and are in the Board members' folders. Chairperson Skelton moved to dispense with the reading of the minutes and asked if the Board members had sufficient time to review the minutes prior to tonight. All members responded affirmatively. Chairperson Skelton asked for a motion to approve the minutes. A motion was made by Commissioner Gartland and second by Commissioner Shafer to approve the minutes of June 30, 2025. This motion was carried 5-0.

Correspondence and Petitions:

Incoming: None

Outgoing: None

Chief's Report:

Chief Stavalone reported on the following items:

- Chief Stavalone asked for a motion to surplus 8 kitchen chairs that have no value and have replaced this past month. The motion was made by Commissioner Shafer and second by Commissioner Gartland. This motion was carried 4-0.
- The annual inspection Banquet is to be September 25th at the St. Paul Blvd Fire Exempt.
- The Fall Firefighter One Class will start with new volunteers.
- Chief Stavalone asked for approval to have to rear wooden fence stained as a property maintenance action. A motion was made by Commissioner Shafer and seconded by Commissioner Gartland. The motion passed 4-0.
- Lieutenant MTO O'Neal asked for approval to purchase two Thermal Imaging Cameras for training, not to exceed \$2,300, which is to come out of the delegated training budget.

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A motion was made by Commissioner Gartland and seconded by Commissioner Wise. The motion passed 4-0.

- Lieutenant Allen will be attending a 2-week First Line Supervisor Training Program at Fort Totten.

Report of the Attorney: No Report.

Report of Secretary: No Report

Communications & Information Technology: No Report

Apparatus, Equipment & Insurance:

Commissioner Wise reported on the following items:

- Bulldog Fire Apparatus came in for a meeting to discuss options for a replacement fire rescue apparatus. These options are currently being explored.

Personnel: No Report

Strategic and Long-Term Planning and Research: No Report

Building & Grounds:

Chief Stavalone reported on the following items.

- A cold patch was used temporarily for a hole in the parking lot.
- Commissioner Weaver has requested for bids to be put out to fill the potholes in the parking lot due to the lack of action thus far.
- The dishwasher broke and a replacement has been ordered.

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Building Master Plan and Long-Term Planning:

- Passero Associates came to the commission meeting to give their presentation.
- Pole Barn will be used for training and live fire training and/or demonstrations, as well as storage as needed.
- Plans for the Fire House build are still in the works and are on their third iteration. As plans are still being discussed and configured, concrete concepts will be presented to the public when they are available and the plans are in their final iterations.

Commissioner Gartland reported on the following items.

- The building project will be split into two phases, one per building project.
- Phase 1: The proposed construction costs from Christa Constriction is to be put to bid later this year, with the goal of breaking ground at the end of the year, with hopes to complete construction by Spring of 2026.
- Different timelines are being discussed for construction times, and St. Paul Fire District will not be required to bond this project to account for the cost of this project.
- Christa Constriction will be handling the bidding process for Phase 1 and Phase 2 projects.
- A motion was requested to move forward with the building of the Pole Barn, Phase 1, not to exceed \$2.3 million. A permissive referendum will be completed for this project. A motion was made by Commissioner Shafer and seconded by Commissioner Gartland.

Reading of the Bills:

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

The total expenses for the month were \$326,859.37. Notable expenses for this month to bring to the Board's attention were \$8,200 to Passero Associates for conceptual designs and consulting and \$3,857.18 to Chase Credit Card for primarily uniform orders.

The Treasurer also reviewed the income revenue for the month which totaled \$42,982.78, which included \$41,910.12 from CD payments. Also \$1,072.66 revenue from T-Mobile Cell Phone Tower Rental.

After a review of the abstracts by the Treasurer and with the Board's review, a motion by Commissioner Shafer and seconded by Commissioner Wise to approve the bills after proper auditing by the Board was carried 4-0.

Old Business

- FSA onboarding completed, with an anticipated start date of August 1st.

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New Business:

- CDs have been renewed for 3-month terms.
- 2026 Budget has been prepared and is to be discussed. Tax rates for next year have yet to be finalized and will be predicated based on payment options for bonds payments, building plans, and reserve account payments.

Executive Session:

Chairperson Skelton then moved the meeting to an Executive Session for a personnel matter. The Executive Session started at 7:25 pm. This Executive Session was terminated at 7:45 pm.

Adjournment:

There being no further business, the July 28, 2025, meeting was moved for adjournment by Commissioner Shafer and second by Commissioner Gartland at 7:46 pm. Motion was carried 4-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger