

St. Paul Boulevard Fire District
Minutes of the 1245th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
December 29, 2025

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

Attendance:

DRAFT

Chairperson Skelton, Commissioner Shafer, Commissioner Gartland, Commissioner Wise, Commissioner Weaver, Secretary/ Treasurer Zubrzycki, Chief Stavalone, Asst. Business Manger Ben Skelton, and Battalion Chief Dewitt, Lieutenant MTO O’Neal.

Excused: Deputy Treasurer Sienkiewicz

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

Public Appearances: None.

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 November 24, 2025 commission meeting and December 23, 2025 special meeting, 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 Shafer and second by Commissioner Wise to approve the minutes of November 24, 2025 and December 23, 2025. This motion was carried 5-0.

Correspondence and Petitions:

Incoming: None

Outgoing: None

Chief’s Report:

Chief Stavalone reported on the following items:

- 2,012 calls ytd.
- St. Paul Blvd Fire District is in the process of registering for a .gov website in order to be GMU 300 compliant.
- Volunteer Cancer Insurance policies have been renewed.
- Some members will be going to Pierce Manufacturing in February 2026 for inspection of the new apparatus.

Report of the Attorney: No Report.

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Report of Secretary: No Report

Communications & Information Technology:

Commissioner Shafer reported on the following items:

- As of recently passed legislature, all public municipalities must have a .gov website. To be compliant, St. Paul Blvd Fire District has applied for the website name stpaulfireny.gov and is currently waiting for approval.

Apparatus, Equipment & Insurance: No Report

Personnel:

Commissioner Skelton reported on the following items:

- Deputy Treasurer Sienkiewicz has recommended that he be left off of the board henceforth. A dinner will be held for Deputy Treasurer Sienkiewicz following St. Paul Blvd Fire District's Organizational Meeting, to take place on January 7, 2026 at 5:00pm.

Strategic and Long-Term Planning and Research: No Report

Building & Grounds:

Commissioner Weaver reported on the following items.

- Thermostat in building is still being repaired and investigated. Despite repairs and investigation, progress has not been made.

Building Master Plan and Long-Term Planning:

Commissioner Gartland reported on the following items.

- Tomorrow, December 30, 2025, the vote to pass the building bond referendum will be held. Commissioner Gartland extended his thanks to Chief Stavalone for his work through this process and his prowess through the public affairs of this project.

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Reading of the Bills:

Treasurer Zubrzycki presented abstract #23 and abstract #24 to be approved for payment (copy filed with these minutes).

The total expenses for the month were \$1,557,748.17. Notable expenses for this month to bring to the Board's attention were \$858,661.00 to NYS Retirement System for retirement accounts and \$559,638.84 to Paychex Payroll for 3 payroll periods due to the shortened pay-period in the month of November.

The Treasurer also reviewed the income revenue for the month which totaled \$22,957.29 which included \$12,071.68 revenue from CD investments. Also \$1,086.85 revenue from Cell Tower rental income.

After a review of the abstracts by the Treasurer and with the Board's review, a motion by Commissioner Shafer and seconded by Commissioner Gartland to approve the bills after proper auditing by the Board was carried 5-0.

Old Business

- Workfit Medical has setup an account with St. Paul Blvd Fire District
- P&A Group FSA and HRA cards have been setup and activated
- After accepting bids for the training facility, building insurance policies will be drafted

New Business:

- 1 month CDs will continue to be utilized due to rate advantages of investing at the rate of 3.78%.
- For tomorrow's vote, December 30, 2026 vote of the referendum for a building bond, the board of elections committee recommendations are as follows: Gary Line for Chairperson, Bill Pasnack, both of whom are certified by the Monroe County Board of Elections, Peter Nashburn, Katha Paterson, and Dave Haas. A motion to approve these individuals for the board of elections for said vote was requested. The motion was made by Commissioner Gartland and seconded by Commissioner Wise. The motion passed 5-0.
- St. Paul Blvd Fire District's Umbrella Insurance Policy will come due for renewal March 1, 2026.
- Rescue 158 has been transferred to St. Paul Blvd Fire Association. Registration and title for the rescue is currently being processed.

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- BPD contract for municipal bond contracts and hourly rates is due to be renewed.
- A motion was requested to allocate funds to the year-end Equipment and Facility Reserve Funds. A motion was requested to allocate \$200,000.00 into the Facility Reserve Fund. The motion was made by Commissioner Shafer and seconded by Commissioner Gartland. The motion passed 5-0. A motion requested to allocate \$250,000.00 into the Equipment Reserve Fund. The motion was made by Commissioner Wise and seconded by Commissioner Shafer. The motion passed 5-0.

Executive Session:

Chairperson Skelton then moved the meeting to an Executive Session for a personnel matter. The Executive Session started at 5:42pm. This Executive Session was terminated at 6:18pm.

Adjournment:

There being no further business, the December 29, 2025, meeting was moved for adjournment by Commissioner Shafer and second by Commissioner Wise at 6:19pm. Motion was carried 5-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger

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

WHEREAS, the Board of Fire Commissioners of St. Paul Boulevard Fire District established an Equipment Reserve Fund and Facility/ Capital Improvement Reserve Fund – Accrued Employee Liability Reserve Fund.

WHEREAS, the purpose of the Equipment Reserve Fund and Facility/ Capital Improvement Reserve Fund is to provide for these programs and has an amount in the 2025 St. Paul Blvd. Fire District budget.

***NOW, THEREFORE, BE IT RESOLVED,** the Board of Fire Commissioners of the St. Paul Boulevard Fire District hereby move to authorize the Treasurer of the St. Paul Blvd. Fire District Igor Zubrzycki transfer from the General Fund Savings Account to the General Capital Reserve Fund Account – Facility / Capital Improvement the sum of \$200,000 as identified in the line item in the 2025 budget; and transfer from the General Fund Savings Account to the General Capital Reserve Fund Account – Equipment Reserve the sum of \$250,000 as identified in the line item in the 2025 budget;.*

A motion by Commissioner Jim Shafer and seconded by Commissioner Jason Gartland to move the Resolution for adoption.

AYES: 5 Commissioners

NAYES: 0 Commissioners

ABSENT: ___ Commissioners

The motion was carried 5 - 0.

I hereby certify that the foregoing resolution was passed and adopted by the District Board at a regular meeting thereof, held on the 29th day of December 2025.

*By order of the Board of Fire Commissioners
St. Paul Boulevard Fire District
Igor Zubrzycki,
Treasurer / Secretary*