

St. Paul Boulevard Fire District
Minutes of the 1236th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
February 24, 2025

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

Attendance:

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

Excused: None

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

Public Appearances: Association Vice President Jule Rayburn.

Moment of Silence: A moment of silence was held in memory of all past members of the St. Paul Blvd. Fire District and Line of Duty Death (LODD) of Binghamton Firefighter John "JR" Gaudet.

Prior Minutes:

The minutes of January 27, 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 January 27, 2025. This motion was carried 5-0.

Correspondence and Petitions:

Clerk Report:

- Clerk Riley noted the motions for the purchase of new fire hose and Tahoe were entered into the January minutes as Resolutions.
- Riley reported the Notice to Bidders for the disposal of the Suburban vehicle was public on January 27th with bid openings schedule for February 21st.

Incoming:

- A letter was received from the West Irondequoit Central School District requesting the use of our large meeting room and parking lot for the school budget vote on May 20, 2025, from 5am -10pm.

Outgoing:

- A letter from Chairperson Skelton was sent on behalf of the Board to Tricia Schields Secretary /Treasurer of the Association of Fire Districts State of New York (AFDSNY) . This letter was endorsing James Turner as Director of Region 5 of ASDSNY.

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Chief's Report:

Chief Stavalone reported on the following items:

- St. Paul has responded to 285 emergency call to year to date. There have been two major fires. A third alarm working commercial building fire occurred in February 15th, in the Titus Hudson Plaza during daytime hours. Th fire was quickly brought under control. Our fire crews did an outstanding job. Several Mutual Aid companies were called in. We also had a working house fire on Seville Drive since our last meeting. The services of the Red Cross were needed for housing and other essentials for the displaced family.
- Five of our firefighters attended the funeral of the fallen Binghamton firefighter.
- There were no bids received on the surplused Chevy Suburban. We took CarMax's offer of \$5,000.00 for the vehicle.
- Lieutenant /MTO O'Neal has secured five spots in the next County fire recruit class for St. Paul.
- Commissioner Skelton and I worked on a Memorandum of Agreement amendment to the Collective Bargain Agreement for the MTO position. Our local 4176 Firefighters union did sign this.
- In May interviews for the open Fire Lieutenant will be held.
- The Irondequoit Fire District has notified St. Paul that our vehicle maintenance contract will have a 20% increase to cover environmental recovery associated costs. . The Chief said he would have more on this topic later.
- The Chief asked for approval to send four of firefighters to Pierce Manufacturing in preparation for the build out inspection for our new Engine. This expense would come out of our travel account. He recommends Captains McMahon, Kaspar, Commissioner Wise and ether Lieutenant Mackaravitz or Acting Lieutenant Reddy. A motion was made by Commissioner Shafer and second by Commissioner Weaver to approve this action. This motion was carried 5-0.

Report of the Attorney: No Report.

Report of Secretary: No Report

Communications & Information Technology:

Commissioner Shafer reported on the following items:

- The new leased Toshiba copier is in and up and running.
- The new radio room console replaced the PC computer and new software is installed. The cost came out of the communication repair budget line.
- The three annual replacement computers program is still in process.

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- An additional vehicle repeater was obtained for the County for Engine 152.

Apparatus, Equipment & Insurance:

Commissioner Wise presented five equipment purchase orders totaling 48,900.00 which have all been budgeted for in the 2025 budget as follows:

1. Purchase order for tools and ropes to outfit the new Engine total not to exceed \$5,400.
2. Purchase order for ropes, technical rescue gear and equipment total not to exceed \$14,500.
3. Purchase order for tools and protective gear (gloves) total not to exceed \$7,500.
4. Purchase order for ice water rescue gear, Rescue Task Force (RTF) gear, rope and firefighter protective gear including bail out kits total not to exceed \$15,000.
5. Purchase order for additional tools outfit the new Engine and firefighter protective gear (hoods) total not to exceed \$6,500.

Commissioner Wise stated that all the purchases (purchase orders) are a mix of assorted items which all went to bid, and each item selected on the purchase order is either state bid pricing or the lowest price from the vendor(s) that submitted bids. He provided an itemized breakdown list for each category which will be filed with these minutes.

Personnel:

Commissioner Skelton request an Executive Session tonight.

Strategic and Long-Term Planning and Research: No Report

Building & Grounds:

Commissioner Weaver reported on the following items.

- The preventive maintenance on the fitness equipment has been completed.
- The fire station carpet cleaning has been scheduled.
- We have received our salt supply for the year.

Building Master Plan and Long-Term Planning:

Commissioner Gartland reported on the following items.

- He is scheduling a meeting with three architectural firms and is just waiting for one firm to confirm their availability.

Reading of the Bills:

Treasurer Zubrzycki presented abstract #3 and abstract #4 to be approved for payment (copy filed with these minutes).

The total expenses for the month were \$360,028.07. Notable expenses for this month to bring to the Board's attention were \$39,798.61 to Utica insurance for our General Liability & Vehicle renewal, \$6,800.00 to Radio Technologies for our radio room console, \$4,920.00 to T&D Fleet Solutions for the build out of the new squad, and \$5,174.64 to Chase for our credit card bill which was high because of the Dewalt battery purchase.

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The Treasurer also reviewed the income revenue for the month which totaled \$5,849,330.92 which included our real property tax revenue of \$5,835,540.00. Also \$8,827.69 revenue from our CDs.\$3,667.62 interest from NY Class and \$1,072.66 on our cell tower rental.

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

Old Business

Treasurer Zubrzycki reported on the following:

- The required reports for the FEMA Grants are completed.
- Commissioner Gartland has now been added as an additional signatory on checks over \$10,000.00.

Commissioner Weaver asked the Board and the Fire Chief for further clarification regarding the \$10,000.00 stipend that was approved by the Board at the January meeting for the daytime Municipal Training Officer (MTO) position. The Chief explained that this was a customary practice among other fire districts that have daytime MTOs. Some of the reasoning is moving a Group Officer from a shift schedule to days results in a loss of income. This stipend helps offset the loss of income for such things as childcare and for example.

New Business:

Treasurer Zubrzycki reported on the following:

- There are two Resolutions for consideration tonight:

RESOLUTION #1

**A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF THE
ST. PAUL BOULEVARD FIRE DISTRICT, TOWN OF IRONDEQUOIT, MONROE
COUNTY, NEW YORK,
APPROVING NEW YORK MUNITRUST-EMPIRE FUND FOR INVESTING**

***WHEREAS**, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) and Article 3-A, empowers municipal corporations (school districts, Boards of Cooperative Educational services, counties, cities, towns, villages, and special districts, including fire districts) to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on a cooperative or contract basis;*

***WHEREAS**, the Board of Fire Commissioners ("Board") of the St. Paul Blvd Fire District ("Fire District) the Board wishes to invest portions of its available funds in cooperation with other municipal corporations pursuant to the Municipal Cooperation Agreement dated as of February 1, 2022 (the "agreement") by and among orange county and the participants thereto, which is herein incorporated by reference;*

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***WHEREAS**, the Board of Fire Commissioners ("Board") of the St. Paul Blvd Fire District ("Fire District) the Board wishes to satisfy the safety and liquidity needs of their funds while optimizing rates of return.*

***NOW, THEREFORE, BE IT RESOLVED**, the Board of Fire Commissioners of the St. Paul Blvd Fire District hereby adopt the Municipal Cooperative agreement with NY Muni Trust and allow that the Treasurer / Secretary of the St. Paul Blvd Fire District is hereby authorized to participate in the NY Muni Trust program under the terms of the agreement.*

A motion by Commissioner Gartland and seconded by Commissioner Wise to move the Resolution for adoption.

AYES: Commissioners Skelton, Shafer, Wise, Gartland and Weaver

NAYES: 0

ABSENT: 0

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 24th day of February 2025.

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

RESOLUTION #2

A RESOLUTION AUTHORIZING THE BOARD OF FIRE COMMISSIONERS OF THE ST. PAUL BOULEVARD FIRE DISTRICT, TOWN OF IRONDEQUOIT, MONROECOUNTY, NEW YORK, TO TRASFER 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 – Accrued Employee Liability Reserve Fund is to provide for these programs and has an amount in the 2024 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*

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Reserve Fund Account – Facility / Capital Improvement the sum of \$100,000 as identified in the line item in the 2024 budget; and transfer from the General Fund Savings Account to the General Capital Reserve Fund Account – Equipment Reserve the sum of \$125,000 as identified in the line item in the 2024 budget; and transfer from the General Fund Savings Account to the General Capital Reserve Fund Account – Accrued Employee Liability / Employee Retirement Reserve the sum of \$30,000 as identified in the line item in the 2024 budget.

A motion by Commissioner Gartland and seconded by Commissioner Wise to move the Resolution for adoption.

AYES: Commissioners Skelton, Shafer, Wise, Gartland and Weaver

NAYES: 0

ABSENT: 0

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 24th day of February 2025.

By order of the Board of Fire Commissioners

St. Paul Boulevard Fire District

Igor Zubrzycki, Treasurer / Secretary

Executive Session:

Chairperson Skelton then moved the meeting to an Executive Session for a personnel matter.

The Executive Session started at 5:34 pm. This Executive Session was terminated at 5:49 pm.

Adjournment:

There being no further business, the February 24, 2025, meeting was moved for adjournment by Commissioner Shafer and second by Commissioner Weaver at 5:52 pm. Motion was carried 5-0.

Respectfully submitted,

Edward J. Riley

District Clerk