

**St. Paul Boulevard Fire District**  
**Minutes of the 1237th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**March 31, 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, Asst. Business Manager Ben Skelton, Deputy Treasurer Sienkiewicz and Battalion Chief Tim Warth.

**Excused:** None

**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 February 24, 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 Wise to approve the minutes of February 24, 2025. This motion was carried 5-0.

**Correspondence and Petitions:**

**Incoming:**

- No Report

**Outgoing:**

- No Report

**Chief's Report:**

Chief Stavalone reported on the following items:

- St. Paul has responded to 489 calls to date. There was a working fire today, March 31<sup>st</sup>. Our crew did a great job holding it to the room of origin and had an under 4-minute dispatch to water on second floor time.
- Channel 13 did a Fire Responder spotlight this past Thursday for the on-duty crew that helped deliver a baby.
- A permissive referendum was brought forth for the sale of the Tahoe. For this permissive referendum a motion was made by Commissioner Shafer and second by Commissioner Shafer. This motion was carried 5-0.

**St. Paul Boulevard Fire District**  
**Minutes of the 1237th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**March 31, 2025**

---

- Captain McMahon has recommended items to be put up for sale, including a 2 ½" hydrant gate as well as a battery and portable fans, and recommended items to be surplused, including a 1 ¾" fire hose which is to be donated to the Seneca Park Zoo, boots and turnout gear which have been aged out as they are over 10 years old and are recommended for a Ukraine donation, as well as a battery fan, portable fans.
- Light Bars and controller will be taken as well as other items from the old Tahoe to reduce outfitting costs for new vehicle.
- Commissioner Skelton expressed positive feedback for the volunteer ride program.
- Chief Stavalone brought attention to the in-house pump ops class as members were interested in learning.
- Commissioner Skelton noted approval for spouses to exercise in the fire house and detailed insurance details necessary for this.

**Report of the Attorney:** No Report.

**Report of Secretary:** No Report

**Communications & Information Technology:** No Report

**Apparatus, Equipment & Insurance:** No Report

**Personnel:** No Report

**Strategic and Long-Term Planning and Research:** No Report

**St. Paul Boulevard Fire District**  
**Minutes of the 1237th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**March 31, 2025**

---

**Building & Grounds:**

Commissioner Weaver reported on the following items.

- Our lawn rolling has been scheduled to be done for \$430
- Fertilizer for the St. Paul Blvd Fire House is scheduled to be ordered for \$1000
- There has been one bid for the Fall and Spring Cleanup by Irondequoit Landscape for \$3040. Commissioner Weaver asked for a motion to accept the bid. A motion was made by Commissioner Gartland and second by Commissioner Wise. This motion was carried 5-0.

**Building Master Plan and Long-Term Planning:**

Commissioner Gartland reported on the following items.

- Commissioner Gartland, Commissioner Wise, Commissioner Skelton and Chief Stavalone met with Passero Engineering Architecture to inspect the building. Passero was asked for a fee proposal not to exceed \$30,000 for a feasibility study to allow for work to be done collaboratively on a concept design. The board had discussion about logistics and time frames for the building plans. A motion was called by Commissioner Gartland to approve the feasibility study for \$30,000, which includes existing building due diligence, concept design, and budgeting. The motion was made by Commissioner Weaver and seconded by Commissioner Shafer. This motion was passed 5-0.

**Reading of the Bills:**

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

The total expenses for the month were \$455,121.00. Notable expenses for this month to bring to the Board's attention were \$27,500.00 to Brindle Mountain Fire Apparatus for the brokerage fee for the sale of the ladder truck and \$23,018.82 to Dival Safety for C5 masks, hoods, boots, and equipment for the new engine.

The Treasurer also reviewed the income revenue for the month which totaled \$636,379.89 which included \$58,548.72 from the NYS Income Fund. Also \$8,574.20 revenue from CD Investments and \$550,000.00 from the sale of the ladder truck and \$12,895.73 from NY Class Interest Earned and \$5,000 from the sale of the Chevy Suburban.

**St. Paul Boulevard Fire District**  
**Minutes of the 1237th Regular Meeting of the Board of Fire Commissioners**  
**Cooper Road Firehouse, 433 Cooper Road**  
**March 31, 2025**

---

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

**Old Business**

- Munitrust Investment Platform is set-up and operational. The treasurer will run financial analysis to determine which will have a higher interest earning potential for the department.
- Final LOSAP report is being finished and will be presented in the April meeting.
- The close-out report for the Airpack Grant is being completed.
- NYSLRS Gold Certification Conversion will be finalized soon.

**New Business:**

- The district is currently investing in 30-day CDs at 4.17%.
- The 2024 audit has been completed by Stokes, Visca, Hucko & Barone CPA's and the results of the audit show that the District is in compliance with the policies, procedures and the financial regulations that it upholds.
- Commissioner Weaver noted that all employees and commissioners should have sexual harassment training done and will be followed up on to ensure this is done.

**Executive Session:** There was no executive session held.

**Adjournment:**

There being no further business, the March 31, 2025, meeting was moved for adjournment by Commissioner Skelton and second by Commissioner Weaver at 6:08 pm. Motion was carried 5-0.

Respectfully submitted,  
Ben Skelton  
Asst. Business Manager