

St. Paul Boulevard Fire District
Minutes of the 2025 Organizational Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
January 06, 2025, 6pm

The 2025 Organizational Meeting was called to order at 6:00 pm by Acting Chairperson Treasurer Zubrzycki,

Attendance on Site: Commissioners Pete Skelton, James Shafer, Wade Weaver, Jason Gartland, Treasurer Igor Zubrzycki, Secretary/District Administrator Edward Riley, Chief Ken Stavalone, Commissioner Elect John Wise, Battalion Chief Warth, Association President Bell and Vice President Rayburn.

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

Acting Chairperson Treasurer Zubrzycki, asked for nominations from the Commissioners for the office of Chairperson of the Board for 2025. Commissioners Shafer and Weaver nominated Commissioner Skelton for Chairperson of the Board for 2025. Motion carried 4-0.

Chairperson Skelton assumed the Board Chair.

Chairperson Skelton administered the Oath of Office of Fire Commissioner to John Wise. The Oath is included with these minutes.

Chairperson Skelton administered the Oath of Office of Fire Chief to Ken Stavalone for the year 2025.

Fire Chief Stavalone presented to the Board the list with his recommendations for Acting Lieutenants for the year 2025. Those Firefighters are: Rinck, Schoedel, Allen, Spatola, Cam Shafer, Eric Bell, Reddy, Rhoney and Metcalfe. Commissioners Gartland and Wise moved that the following Career Firefighters be appointed Acting Fire Lieutenants for 2025. This motion carried 5-0.

Commissioners Gartland and Skelton moved Igor Zubrzycki to be appointed to the position of Secretary/Treasurer for the year 2025. Motion carried 5-0.

Commissioners Wise and Shafer moved Alexander Sienkiewicz to be appointed to the position of Deputy Treasurer for the year 2025. Motion carried 5-0.

Commissioners Shafer and Gartland moved Benjamin Skelton to be appointed to the position of Assistant Business Manager for the year 2025. Motion carried 5-0.

Commissioners Shafer and Gartland moved Igor Zubrzycki to be appointed to the position of Record Management Officer for the year 2025. Motion carried 5-0.

Commissioners Shafer and Weaver moved that James Turner be appointed to the position of Deputy Treasurer for the year 2025. Motion carried 5-0.

The Oath of Offices were now administered to Igor Zubrzycki, and Benjamin Skelton. The Oaths are included with these minutes.

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The Code of Ethics/Conflict of Interest for the St. Paul Blvd. Fire District was re-adopted and signed by all Board members and Officers of the Board. The original document is included with these minutes.

Chairperson Skelton moved the 2025 RESOLUTION Sub-Agenda for action on the following:

Resolution 1.1 on Official Regular Meetings.
Resolution 1.2 on Official Depository.
Resolution 1.3 on Official Investment Institutions
Resolution 1.4 on Official News Media.
Resolution 1.5 on Legal Services.
Resolution 1.6 on Ambulance Service.
Resolution 1.7 on Medical Services.
Resolution 1.8 on Employee Assistance Plan Services.
Resolution 1.9 on Insurance Services.
Resolution 2.1 on Pre-Payment of Bills.
Resolution 2.2 Salary of Secretary /Treasurer.
Resolution 2.3 Salary of Deputy Treasurer.
Resolution 2.4 Salary of 2ndDeputy Treasurer.
Resolution 2.5 Salary of Assistant Business Manager.
Resolution 2.6 Salary of Fire Safety & Child Safety Seat Coordinator
Resolution 2.7 on Official Tort Claims.
Resolution 2.8 on Known Meetings.
Resolution 2.9 on Travel Events.
Resolution 3.1 on Travel Reimbursement.
Resolution 3.2 on Procurement Policy.
Resolution 3.3 on Membership Borders.
Resolution 3.4 on Board Assignments.

The complete text of the above adopted Resolutions is included and filed with these minutes.

Commissioners Shafer and Skelton moved that the Treasurer of the St. Paul Boulevard Fire District is authorized to pay, in advance of audit by the Board of Fire Commissioners, any such claims related to the following:

1. Utility claims for gas, electricity, telephone, internet services, worker's compensation and other such bills which may include discounts and come due at the first part of the month such as:
2. Payment for employee payroll.
3. Payment for postage expenses.
4. Payment for freight delivery charges.
5. Payments for insurance installment premiums, including health & dental plans.
6. Payments for recurring building services such as trash removal, floor mats and extermination services.
7. Payments for diesel fuel and gasoline for vehicles and equipment.

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8. Payment of our annual contribution to the New York State Retirement System.

9. Payments for approved training courses

10. Payments of Special District fees.

The claims must be presented at the next meeting of the Board for audit. The Resolution was adopted 5-0.

The Chairperson reviewed the following 2025 Board assignments as moved in the above Resolution 1.1. (Detailed descriptions of assignments are included with these minutes).

Primary:

Personnel: Commissioner Skelton.

Liaison to IAFF Local 4176 & International: Commissioners Skelton & Gartland.

Apparatus & Equipment: Commissioner Wise.

Finance: Commissioner Gartland.

Communications: Commissioner Shafer.

Buildings & Grounds: Commissioner Weaver

Liaison for Capital Improvements: Commissioner Gartland.

Interface with Monroe Ambulance: Chief Stavalone & Commissioner Weaver.

Health & Wellness: Commissioner Gartland.

Building Master Plan and Long-Term Planning: Commissioner Gartland.

Secondary:

Annual Inspection: Commissioner Shafer.

Delegate to Monroe County Fire Dist. Off. Commissioners Wise.

Delegate to Assoc. of Fire Dist. of State of N.Y.: Commissioner Shafer.

Delegates to County Safety Committee: Chief Stavalone & Commissioner Weaver.

Municipal Training Officer: Lieutenant. O'Neal.

The Secretary was appointed Records Management Officer for the year 2025 and the records management manual MU-1 issued pursuant to article 57A of the Arts and Cultural Affairs Law was adopted as the official retention guide.

At this time, Igor Zubrzycki handed out the year end 2024 fiscal report and summary of the bank accounts of the St. Paul Blvd. Fire District to the Board Members. After a brief review and entertainment of questions, the reports were filed with these minutes.

Other Business: None

New Business:

District Administrator/Secretary Riley submitted his resignation letter effective April 01, 2025, and sincerely thanked the Board for all their support over the last eleven years. A copy of the letter is filed with these minutes.

Executive Session:

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Chairperson Skelton then moved the meeting to an Executive Session at the request of Chief Stavalone on a personnel matter. The Executive Session started at 5:31 pm. This Executive Session was terminated at 5:39 pm.

Chairperson Skelton and Weaver moved there being no further business to come before his Organizational Meeting, adjournment was called at 5:41 pm. Motion was carried 5-0.

Respectfully submitted,

Edward J. Riley, Secretary