

St. Paul Boulevard Fire District
Minutes of the 1247th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
February 23, 2026

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

Attendance:

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

Excused: None

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

Public Appearances: St Paul Blvd Fire Assn. 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.

Prior Minutes:

The minutes of January 26, 2026 commission meeting have been distributed previously and are in the Board members’ folders. Chairperson Weaver 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 Weaver 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 January 26, 2026. This motion was carried 5-0.

Correspondence and Petitions:

Incoming:

- Firefighter Rinck addressed the Board to thank the firefighters at St. Paul Blvd, Chief Stavalone, as well as the Board for their support during his temporary leave.
- Jule Rayburn addressed the Board as the St. Paul Blvd Fire Association is interested in moving forward with replacing the sign at the front of the property. Their current quote is \$35,000.00, and two more quotes will be gathered. The Association is interested in financial assistance from the District, to which the District will gather quotes and revisit for the next meeting.
- The Board received a letter from Al Sienkiewicz thanking the Board for his time with St. Paul Blvd.

Outgoing: None

Chief’s Report:

Chief Stavalone reported on the following items:

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- 285 calls ytd. There have been no working fires of note, and minor fires were quickly extinguished thanks to quick and efficient efforts from crews. St. Paul Blvd also had several fill-ins to Greece.
- Firefighter Reddy presented to the board a proposal to replace current AEDs (Automated External Defibrillator). These AEDs have been budgeted for and three quotes have been received, the cheapest of which is Zoll for \$19,808 for six units, to be paid over 2-year span to work with budgeting and with a 0% interest rate on the payments. A motion was requested to move forward with the purchase of these units. The motion was made by Commissioner Shafer and seconded by Commissioner Gartland. The motion was carried 5-0.
- Chief Stavalone placed ongoing SOG (standard operating guidelines) updates in the Board member's folders to be reviewed and discussed at the March commission meeting.
- Monroe County received a grant for training reimbursements, which Captain MTO O'Neal has submitted a request for. This reimbursement would be for \$25 per hour per individual during their training hours.
- Chief Stavalone was contacted by Colonial Life Insurance, inquiring about interest in services currently provided by AFLAC. As this is an employee funded program, Chief Stavalone requested permission to bring this to the membership for their decision, to which the Board agreed.
- Equipment and fencing for the Training Facility should be arriving soon. The current expected completion date is September 2026, with hope to accelerate this process. There are also investigating different ways to reduce costs. As a part of the soft costs of the project, there was a bid for construction testing, including but not limited to, materials and soil. The lowest bid was CME Associates Inc. at \$13,541.25. A motion was requested to move forward with the construction testing. The motion was made by Commissioner Skelton and seconded by Commissioner Gartland. This motion was carried 5-0.
- The building committee met and would like to move forward with more notice for the future building budget vote. This will include three mailers, two public meetings, and working with local public groups to help spread information. The first mailer will be sent out soon with further information.
- With the implementation of a four-person engine staff, improvements have been seen and therefore will continue with this staffing protocol. Due to various temporary leaves and the increased staffing requirements, resulting in high overtime costs. In an effort to combat this as well as relive some of the staffing pressure, Chief Stavalone presented hiring a full-time day shift firefighter. After discussion, the Board decided to reconvene for this decision at a separate meeting on March 10 at 5:00pm.

Report of the Attorney: No Report.

Report of Secretary: No Report

Communications & Information Technology:

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Commissioner Weaver reported on the following items:

- St. Paul Blvd Fire's .gov domain has been approved, and our current DNS provider does not support .gov domains, therefore Brite will implement the domain on Cloudshare as is common with other governmental agencies.
- The annual technology refreshment was completed, with three desktops and two iPads ordered and installed.
- Monroe County has begun to decommission its digital paging system.
- St. Paul and Irondequoit Fire Departments have exchanged key fob info and have access to each firehouse for ease of access in case of fill ins or trainings.
- The 2026 radio software update will be in March.

Apparatus, Equipment & Insurance:

Commissioner Wise reported on the following items:

- The new apparatus, engine 155, has arrived and will be going for outfitting within the next couple of weeks.

Personnel: No Report

Strategic and Long-Term Planning and Research: No Report

Building & Grounds: No Report

Building Master Plan and Long-Term Planning:

- See the Chiefs report for updates pertaining to the Training Facility, as well as updates for the future building vote.

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 \$897,628.57. Notable expenses for this month to bring to the Board's attention were \$503,853.00 to Firematic Supply Company for remaining payment for the new engine and \$71,178.09 to IAFF Health & Wellness Trust for medical insurance.

Treasurer Zubrzycki also reviewed the income revenue for the month which totaled \$7,151,146.96 which included \$6,941.47 revenue from CD investments. Also \$7,138,889.00 revenue from Real Property Tax income.

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

Old Business:

- Requests for proposals will be sent out later this year to gather insurance quotes.
- The Building has been insured for just above \$7,000,000.00.
- 2026 Insurance renewal has been submitted.
- P&A Group plans are active, with positive reviews so far.

New Business:

- CDs are currently returning at 3.57%, with the equipment reserve fund currently in a 1-month CD for improved liquidity.
- 2025 Audit results have come back, their recommendation is to reduce "Unrestricted Funds" portion of the budget, however this will be resolved once the Reserve Fund transfers have been noted.
- 2025 LOSAP Reports will be ready for March.
- Facility reserve funds have been moved to NY Class for improved liquidity, with \$2,271,353.00 remaining in reserves.
- Cell Tower revenue has dropped for this month, which will be investigated
- The Policy Handbook has been distributed amongst the Board. An amendment to section 8.1 was recommended to raise the repair reserve amount to above \$100,000.00, as interest accumulation has led to the dollar amount surpassing this. The language was amended to include a reserve amount of \$100,000.00, in addition to any interest funds that may be earned from this dollar amount.
- The Unrestricted Fund Balance is currently a flat rate, with a suggestion to amend this to rectify a standard 15-20 percent of the operating budget to allow for a more accurate and flexible balance, which is standard across most departments. The Board agreed to this amendment.
- An amendment to section 8.3 was recommended to clarify separate reimbursement responsibilities between District travel reimbursement and Association travel reimbursement. The Board agree to this amendment.
- The template for public notices was distributed amongst the Board, which was approved for use.
- As a part of the annual uniform order, Battalion Chief McMahon has submitted the purchase orders for the ordered items. These include polo shirts for \$783.13, shirts & belts for \$1,116.36, pullovers for \$736.00, all of which received the lowest quotes from A&P Master Images.

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- Treasurer Zubrzycki asked for approval to purchase equipment for engine 155 not to exceed \$30,000.00. A motion was made by Commissioner Gartland and seconded by Commissioner Skelton. This motion was carried 5-0.
- Among the items submitted by Battalion Chief McMahon is a Knox Box for engine 155 for \$4,085.00. Treasurer Zubrzycki requested approval for the purchase of the Knox Box. A motion was made by Commissioner Skelton and seconded by Commissioner Gartland. This motion was carried 5-0.

Executive Session:

There was no executive session held.

Adjournment:

There being no further business, the February 23, 2026, meeting was moved for adjournment by Commissioner Shafer and second by Commissioner Gartland at 6:50 pm. The motion was carried 5-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger