

St. Paul Boulevard Fire District
Minutes of the 2020 Organizational Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
January 06, 2020

The 2020 Organizational Meeting was called to order at 6:00 pm by Acting Chairman Treasurer Al Sienkiewicz.

Attendance: Present: Commissioners Dan Cooke, Christopher Harvey, James Shafer, James Turner, Treasurer Al Sienkiewicz, Deputy Treasurer Joseph DeMart, Secretary/District Administrator Edward Riley, Chief William Dyrland, Asst. Chief Michael Line, Captain Semmler and newly Commissioner elect Patrick Cooke.

Also, in attendance, Lieutenants Gartland, DeWitt, and Spatola and Firefighters Lamendola, McMahon and Mackaravitz.

Pledge: The pledge of allegiance was led by Commissioner elect Patrick Cooke.

Treasurer Sienkiewicz appointed Riley as Acting Secretary for the meeting.

Treasurer Sienkiewicz called upon Chairman Dan Cooke to administer the Oath of Office to the newly elected Fire Commissioner Patrick Cooke. The Oath is included with these minutes.

Treasurer Al Sienkiewicz asked for nominations for the office of Chairman of the Board.

Commissioners Turner and Haas moved that Commissioner Chris Harvey be named Chairman of the Board for 2020. Motion carried 4-0.

Commissioner Chris Harvey assumed the Board Chair.

The Chairman acknowledged the letters from the Association nominating for the office of Fire Chief William Dyrland and for the office of Asst. Chief Michael Line for the year 2020. At the December 30, 2020 meeting Commissioners Turner and Haas moved that William Dyrland be appointed Fire Chief and Michael Line as Assistant Chief for 2020. (letters are included with these minutes).

Commissioner Turner asked the Fire Chief for his recommendations for Acting Lieutenants for the year 2020. The Chief presented the list. Commissioners Turner and Haas moved that the following career firefighters be appointed Acting Fire Lieutenants for 2020. Those firefighters are Robert Anderson, Tyler McMahon, Kevin Magin, Edmund Kaspar, Michael Recino, Dylan Mackaravitz and Robert Metcalfe. Motion carried 5-0.

Chairman Harvey administered the Oath of Office to Chief Dyrland as Fire Chief and Michael Line as Assistant Chief.

Commissioners Shafer and Turner moved that Edward J. Riley be appointed to the position of Secretary/ District Administrator for the year 2020. Motion carried 5-0.

Commissioners Shafer and Turner moved that Alexander Sienkiewicz be appointed to the position of Treasurer for the year 2020. Motion carried 5-0.

St. Paul Boulevard Fire District
Minutes of the 2020 Organizational Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
January 06, 2020

Commissioners Turner and Haas moved that Joseph DeMart be appointed to the position of Deputy Treasurer for the year 2020. Motion carried 5-0.

Riley, Sienkiewicz, and J. DeMart were excused from the Board room for establishing salary rates for 2020. The non-contractual salary amounts for 2020 were established by the board per the schedule attached and contained in the payroll files.

The Oath of Offices were now administered to Edward Riley, Alexander Sienkiewicz, and Joseph DeMart by the Chairman and are attached to these minutes. The Oath is included with these minutes.

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. This document is included with these minutes.

Chairman Harvey moved the 2020 RESOLUTION Sub-Agenda for action on the following:

Resolution on Official Regular Meetings.
Resolution on Official Depository.
Resolution on Official News Media.
Resolution on Legal Services.
Resolution on Medical Services.
Resolution on Employee Assistance Plan Services.
Resolution on Pre-Payment of Bills.
Resolution on Salary for Treasurer.
Resolution on Salary for Deputy Treasurer(s).
Resolution on Salary for Secretary /District Administrator.
Resolution on Salary for Fire Safety & Child Seat Coordinators.
Resolution on Salary for Fire Safety & Child Seat Instructors.
Resolution on Official Tort Claims.
Resolution on Known Meetings.
Resolution on Travel.
Resolution on Travel Reimbursement.
Resolution on use of Procurement Policy.
Resolution on Membership Borders.
Resolution on Board Assignments.

Complete text of the above adopted Resolutions is included with the filed minutes.

Commissioners Turner and P. Cooke 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, electric, 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.

St. Paul Boulevard Fire District
Minutes of the 2020 Organizational Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
January 06, 2020

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 the vehicles and equipment.
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.

Commissioners Turner and Shafer moved that the Treasurer's Bond in the amount of \$4,000,000 be approved. Motion carried 5-0 with the understanding that the Treasurer will work with our insurance agent to insure adequacy of the bond.

The Chairman reviewed the following 2020 Board assignments as moved in the above resolution. (detailed descriptions of assignments are included with these minutes).

Primary:

Personnel: Commissioner Turner.
Apparatus & Equipment: Commissioner P. Cooke.
Finance: Commissioner Harvey.
Communications: Commissioner Shafer.
Building's & Grounds: Commissioner Haas.
Strategic Planning & Research: Commissioner Haas.
Interface with Monroe Ambulance: Commissioner Harvey.
Health & Wellness: Commissioner Harvey.

Secondary:

Annual Inspection: Commissioner Shafer.
Delegate to Monroe County Fire Dist. Off. Commissioners Shafer. & Harvey.
Delegates to Irondequoit Fire Council: Commissioners Cooke. & Chief Dyrland.
Delegate to Assoc. of Fire Dist. of State of N.Y. Commissioner Turner.
Delegates to County Safety Committee: Chief Dyrland & Commissioner Haas.
Municipal Training Officer: Lt. DeWitt.
Radio Identifier as Issued by the County: Commissioner P. Cooke

The Secretary was appointed Records Management Officer for the year 2020 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, Treasurer Sienkiewicz handed out the year end 2019 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.

St. Paul Boulevard Fire District
Minutes of the 2020 Organizational Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
January 06, 2020

Other Business:

Deputy Chief Line requested time to address the Board on a matter of urgency. He spoke about the recent three (3) “man” Engine company trial and the suspension of the proposal shortly after the implementation of this due to unforeseen budgetary constraints. This proposal was Special Order #3.32 approved by the Board at the October 28, 2019 meeting.

Chief Line specifically spoke about the recent fatal motor vehicle accident with the entrapment of the driver this past weekend (a copy a letter from the on-duty Lt. Gartland and supporting documents are include with these minutes).

The struggle to “turn out” adequate volunteers to emergencies continues to be a serious challenge. Deputy Chief Line asked that the Board immediately consider re-instating the program of a three (3) “man” Engine company.

Several Board members offered comments. Commissioner Shafer recognized the many years of slow participation by the volunteer firefighters. He also recognized the benefit of (3) “man” Engine company being on the same truck. Commissioner Turner asked Deputy Chief Line about the bunker program. Few fighters have taken advantage of this. Commissioner Pat Cooke mentioned the fill-in companies’ quick response however, St Paul needs at a minimum four firefighters in the immediate response.

Board members spoke about short term and long-term action on this matter going forward. Treasurer Sienkiewicz spoke about the federal SAFER grant program which can financially support the hiring of new firefighters in the future.

At this time, Commissioner Turner moved the motion to re-instate the program that was approved by the Board at the October 28, 2019 meeting. This motion was 2nd by Commissioner Shafer and carried 5-0. Commissioner Turner commended Lt. Gartland for his leadership role in the first few minutes of this early morning incident of January 4th.

Treasurer Sienkiewicz pointed out the labor contract specifically addresses the 212-hour maximum for overtime cost. He will work with Captain Semmler to make certain this is considered as we move forward with the re-instatement.

Commissioners Harvey and P. Cooke moved there being no further business to come before his Organizational Meeting, adjournment was called at 6:15pm. Motion was carried 5-0.

Respectfully submitted,

Edward J. Riley, Secretary