

St. Paul Boulevard Fire District
Minutes of the 2021 Organizational Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
January 04, 2021

{Due to the COVID-19 Pandemic the meeting was held with limited on-site District personnel. Face Masks, Safe Distancing and Health Screening temperature check and contact tracing will be required for anyone entering the firehouse for the meeting}

The 2021 Organizational Meeting was called to order at 6:00 pm by Acting Chairperson Harvey.

Attendance on Site: Commissioners James Shafer, David Haas, James Turner, Patrick Cooke, Business Manager Igor Zubrzycki, Secretary/District Administrator Edward Riley, Asst. Chief Michael Line, Captain Semmler and newly Commissioner elect Peter Skelton. Past Commissioner Christopher Harvey, Lieutenants Gartland and DeWitt, Firefighter Recino and others.

Attendance off Site: Treasurer Sienkiewicz and Joe DeMart.

Pledge: The pledge of allegiance was led by Acting Chairperson Harvey. The emergency exits were identified by Harvey.

Acting Chairperson Harvey asked for nominations from the commissioners for the office of Chairperson of the Board for 2021. Commissioners Haas and Shafer nominated Commissioner Turner for Chairperson of the Board for 2021. Motion carried 4-0.

Chairperson Turner assumed the Board Chair and welcomed the families and guests of the newly elected, appointed and promoted St. Paul fire members.

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

Chairperson Turner administered the Oath of Office of Fire Chief to Michael Line for the year 2021.

Fire Chief Line administered the Oath of Office of Assistant Chief to John Semmler. The Oath is included with these minutes.

Fire Chief Line then administered the Oath of Office of career Firefighter to Eric Bell and Firefighter Andrew Reddy.

Chairperson Turner asked the Fire Chief for his recommendations for Acting Lieutenants for the year 2021. The Chief presented the list. Commissioners Haas and Shafer moved that the following career firefighters be appointed Acting Fire Lieutenants for 2021. Those firefighters are Robert Anderson, Tyler McMahan, Kevin Magin, Edmund Kaspar, Michael Recino, Dylan Mackaravitz and Robert Metcalfe. Motion carried 5-0.

Commissioners Haas and Skelton moved that Igor Zubrzycki be appointed to the position of Business Manager for the year 2021. Motion carried 5-0.

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Commissioners Cooke and Haas moved that Edward J. Riley be appointed to the position of Secretary/ District Administrator and Record Management Officer for the year 2021. Motion carried 5-0.

Commissioners Shafer and Cooke moved that Alexander Sienkiewicz be appointed to the position of Treasurer for the year 2021. Motion carried 5-0.

Commissioners Skelton and Haas moved that Joseph DeMart be appointed to the position of Project Manager for the year 2021. Motion carried 5-0.

The Oath of Offices were now administered to Edward Riley and Igor Zubrzycki who were present. Alexander Sienkiewicz, and Joseph DeMart were administered their Oath of Office off site. The Oaths are 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. The original document is included with these minutes.

Chairperson Turner moved that because of the restrictions of the virtual meeting format the Resolutions for setting the salaries for the administrative staff will be done at the January 25th regularly scheduled Board meeting. These salary changes will be retroactive to January 01, 2021.

Chairperson Turner moved the 2021 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 News Media.
- Resolution 1.4 on Legal Services.
- Resolution 1.5 on Medical Services.
- Resolution 1.6 on Insurance Services.
- Resolution 1.7 on Employee Assistance Plan Services.
- Resolution 1.8 on Pre-Payment of Bills.
- Resolution 1.9 on Official Tort Claims.
- Resolution 2.1 on Known Meetings.
- Resolution 2.2 on Travel Events.
- Resolution 2.3 on Travel Reimbursement.
- Resolution 2.4 on use of Procurement Policy.
- Resolution 2.5 on Membership Borders.
- Resolution 2.6 on Board Assignments.

Complete text of the above adopted Resolutions is included and filed with these 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:

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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.
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 Chairperson reviewed the following 2021 Board assignments as moved in the above Resolution 1.1. (detailed descriptions of assignments are included with these minutes).

Primary:

Personnel: Commissioner Turner.

Liaison to IAFF Local 4858 & IAFF International: Commissioner Turner.

Apparatus & Equipment: Commissioner P. Cooke.

Finance: Commissioner (TBD at the January Board meeting).

Communications: Commissioner Shafer.

Building's & Grounds: Commissioner Haas.

Liaison for Capital Improvements: Commissioner Haas.

Interface with Monroe Ambulance: Chief Line & Asst. Semmler.

Health & Wellness: Commissioner Haas.

Strategic and Long-Term Planning and Research: Commissioner Skelton.

Secondary:

Annual Inspection: Commissioner Shafer.

Delegate to Monroe County Fire Dist. Off. Commissioners Turner & Shafer.

Delegates to Irondequoit Fire Council: Commissioners Cooke & Chief Line.

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

Delegates to County Safety Committee: Chief Line & Commissioner Haas.

Municipal Training Officer: Lt. DeWitt.

The Secretary was appointed Records Management Officer for the year 2021 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.

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At this time, Igor Zubrzycki handed out the year end 2021 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

Commissioners Shafer and Cooke moved there being no further business to come before his Organizational Meeting, adjournment was called at 6:35 pm. Motion was carried 5-0.

Respectfully submitted,

Edward J. Riley, Secretary

NOT YET OFFICIAL