

St. Paul Boulevard Fire District
Minutes of the 1179th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road and via Conference Call per NYS Governors'
Executive Order No. 202.1 issued March 07, 2020
April 27, 2020
REVISED 05.11.2020

{Due to the COVID-19 Pandemic the meeting was held with limited on-site District personnel}

The meeting was called to order at 5:00 PM by Chairman Harvey. The meeting was conducted using Microsoft Teams. An audio and transcript of the meeting was created and available on the St. Paul Blvd. web site.

Attendance On-Site: Chairman Harvey, Administrator/Secretary Riley, Business Manager Igor Zubrzycki, and Firefighter Lamendola.

Attendance Off-Site: Commissioners P. Cooke, Haas, Shafer, Treasurer Sienkiewicz, Deputy Treasurer Joe DeMart, Chief Dyrland, Deputy Chief Line, Captain Semmler.

Excused: Commissioner Turner.

Pledge: The pledge of allegiance was led by Chairman Harvey.

Moment of Silence: A moment of silence was held in memory of all deceased members of St. Paul Blvd. Fire District.

The Board also recognized the public service to the community of the present and future members of the St. Paul Blvd. Fire District.

Public Appearances: Firefighter Lamendola reported to the Board about the efforts being done to provide virtual fire safety lessons to the community. While on duty at the fire station, he and Firefighter Metcalfe and the other members of Group 3 have produced a virtual tour of the fire station and a reading of the book "Dragons for Tea". The other video produced live was a fire safety lesson using the fire safety trailer. This video was viewed by students from the West Irondequoit School District. The feedback from the community has been overwhelmingly positive.

Prior minutes:

The minutes of the March 30, 2020 Commission meeting were made available electronically to the Board members and Board officers prior to the meeting. A motion by Commissioner Shafer and 2nd by Commissioner Haas to approve the minutes was carried 4-0.

Correspondence and Petitions:

Outgoing:

A letter was sent to Fleury Risk Management endorsing Gary Wilkins, an insurance broker with Walsh Duffield Insurance Company as our agent of record for our Workers Comp and VFBL insurance coverage.

Incoming:

On April 10, 2020, a FOIL request by way of email from Mr. Van Wade of 1000 Eagle Ridge Circle, #2001. Per Commissioner Turner Mr. Wade was advised to contact the attorney retained by Utica Insurance.

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From the Town of Irondequoit, a notice that the Primary Election scheduled for April 28, 2020 has been moved to Tuesday, June 23, 2020 from 6am-9pm.

An email from Messenger Post confirming the permissive referendum legal notice regarding the transfer of funds that was adopted by the Board in March was published on April 16, 2020.

Gary Wilkins from Walsh Duffield Insurance Company has provided the 2019-2020 revised VFBL policy for the St. Paul Blvd. Fire District. The revised policy has a \$24,079.11 credit. Additionally, the NYS Safety Group 497 (NYS Insurance fund) just announced a 35% dividend for the policy year July 1, 2018 – July 1, 2019.

From the New York State Insurance fund (NYSIF) an information notice regarding our coverage with pharmacy benefits due to an employee missing work for an illness or injury. NYSIF can pay a portion of the employee's lost wages. A required notification to employees was posted on the District bulletin board.

From the Town of Irondequoit, a notice of the 2020 Primary Election date postponed for April 28th and re-scheduled for June 23, 2020 from 6am to 9pm.

Received a notice from the New York State Department of Labor Unemployment Insurance of potential charges for Ryan Nguyen.

Chief's Report:

The Chiefs' Report for March was made available electronically to the Board members and Board officers prior to the meeting.

Chief Dyrland reported the fire district responded to 139 alarms for the month of March with 73 being EMS. Mutual aid was received 1 time and given 7. There were 10 simultaneous alarms for the month. A complete detailed run summary is included with these minutes.

Captain Semmler attempted to create a blanket COVID-19 call for tracking purposes. We had to modify that at this time since it created issues with simultaneous calls and is also why the manpower analysis sheet shows 1,205 hours for a special event.

I do not know how the different groups are entering the calls for EMS that we are not responding to. We must come up with a common entry. It appears some groups have been entering the calls as a standby which may be appropriate.

The four-group volunteer response model shadowing the career groups appears to be working well. Chief Line and I have seen a very good response for the calls that we have responded to.

I attended a town conference call on April 21, 2020. A few relevant notes:

- IPD is running at minimum staffing. Noticing a small uptick in smaller crimes possibly due to the nicer weather.

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- Tom Kirchoff Irondequoit Ambulance. Geared up for an expected increase in call volume. Reality is a 30 to 35% decrease in call volume.
- The town and state fire have requested our assistance with filling the aqua dam at Westage at the Harbor this Thursday. I will follow up with a time to be there. As of now it appears, they will need us somewhere between 1000 and 1100.
- The town has been running at half staffing for the past month and will be going back to 100% on May 1st. Spreading out throughout the town properties. They will have sandbags available for residents. Roadwork this year will be reduced in scale.

Deputy Chief 's Report:

Deputy Chief Line had no report.

Captain's Report:

Captain Semmler reported on the following:

Personnel/Human Resources

- Firefighter Chad Penner did obtain written clearance from his doctor to return to active duty with no restrictions on Monday, May 4th.
- Lt. Warth has returned from the County Emergency Operations Center and has rejoined Group #1.
- Firefighter Allen and his wife welcomed their new daughter "Asher" into the world on April 18th. Jason is planning on resuming his shift on Wednesday, May 6th.
- Over the weekend Career Firefighter Rinck experienced flu-like symptoms and was tested at the Wilson Health Center. He was tested for Covid-19 and was negative.
- Al and Joe are continuing to limit the time that they spend in the firehouse and have been very effective working from home. Ed Riley is in the District Office on Mondays and Tuesdays, while Igor continues to split his time working at home Monday and Tuesday, and at the firehouse Wednesday, Thursday and Friday.
- We have been conducting conference calls using the Micro-Soft Teams format every Monday and Tuesday and continue to coach Igor during his transition.
- Morale within both the Volunteer and Career Staff has been good. The Volunteer Fire Watch program has been well received and staffing levels have not been significantly impacted yet.
- Ed Riley notified me today that we have been contacted by N.Y.S. Unemployment regarding a claim filed for unemployment from one of the part-time fire safety education instructors. It should be noted that this is not a result of any direct action by the member towards St. Paul, but rather an unintended consequence of their part-time employment. As this usually requires several phone calls to the state to resolve, it has been suggested that we transition these part-time employees to a "contract status"

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arrangement to avoid these claims in the future. The Admin team will be looking at the feasibility of this option in the next several weeks.

Administration:

- 1) Regional AFG grant for Accountability:
 - The grant application has been submitted and we await the review and award process. There is information regarding delays to the process due to the pandemic.
- 2) SAFER Grant:
 - Grant applications must be submitted by May 15th.
 - Lt. Warth and I are working with our grant writer to prepare the data that will be used in the application.
- 3) Presumptive Exposure Position: A statement regarding a blanket exposure for all members who have served during the pandemic has been approved by Chairman Harvey and Chief Dyrland, and it was forwarded to our Workmen's Comp. carrier.

Operations:

- We continue to be adequately stocked with Covid related supplies and equipment.
- We are currently in our 4th operational period, and the Incident Action Plan has an open-ended completion date.
- Hands on training sessions will resume as soon as social distancing restrictions allow. The Career staff is beginning to present training to the volunteers via the zoom format. A trial program was well attended, further announcements from the training division will be forthcoming.
- Logistics and Operations have no pressing needs from the Board currently.
- Expenses directly related to the pandemic are being tracked for future re-imbursement from FEMA.

County Fire Bureau

- The decision on the status of the New York State Chief's show in June and the County equipment show in August have yet to be finalized.

Report of the Attorney:

No report.

Report of Secretary:

(see Report of District Administrator).

Communications & IT:

Commissioner Shafer reported that bids for the new phone system are being delayed.

Apparatus, Equipment & Insurance:

Commissioner P. Cooke report on the following items:

- The repairs to the door on 150 are still wanting to be completed.

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- The old battery charger has been repaired and there is no need to purchase a new one.
- Lt. Gartland recommends we refurbish some of the LDH intake valves on the apparatus due to wear. The quote from Municipal Emergency Services (MES) is just under \$1,100.00. A motion by Commissioner Cooke and 2nd by Commissioner Shafer to approve the refurbishment of the valves at a cost not to exceed \$1,100.00. This motion was carried 4-0.

Personnel:

No report.

Executive Session: There was no need.

Health, Fitness & Wellness Committee Items

Commissioner Harvey is looking into the possibility of online classes.

Report of District Administrator:

Dave Kasanov has reached the entitlement age of 60 in the Service Award program. His payment commencement form has been completed and forwarded to Penflex to initiate his one-time lump sum payment.

Contact our WC carrier about any special requirements or procedures with documentation of potential exposures' due to the COVID-19 situation. There are none but they did encourage comprehensive documentation.

I have been in contact with the Service Awards (LOSAP) administrative provider Firefly. Commissioner Cooke and I will be holding a conference call with Tony Hill from Firefly to begin discussions about what services they provide. The goal is to compare costs and benefits between Firefly and our current provider Penflex. More to follow on this topic later.

Properties / Strategic Planning Committee Items:

- Commissioner Haas has been working with Firefighter Anderson to make repairs to some of the cable reels on the overhead truck room doors. These doors are the original doors but there are many components that need to be continually maintained like the seals and rollers. Besides the repairs that need to be done, Commissioner Haas recommends we establish preventive maintenance program with Alliance Door.
- A quote was received from Alliance Door to furnish and install cable reels to all eight overhead doors. The cost is \$1,340.00. Additionally, the preventative maintenance on all eight doors would cost \$1080.00 (\$135 each door). There may be some miscellaneous costs discovered during the preventive maintenance work. The quote totals are \$2,420.00 and includes labor and material. A motion by Commissioner Haas and 2nd by Commissioner Shafer to approve the quote from Alliance Door for the immediate door repairs and any miscellaneous costs necessary for completion of the preventive maintenance work not to exceed \$3,500.00. This motion was carried 4-0.

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Reading of the Bills:

The abstracts, the March budget analysis, bills to be paid, pre-paid bills, income report and the transaction by class report were made available electronically to the Board members and Board officers prior to the meeting.

Treasurer Sienkiewicz presented abstract # 7 the remaining prepaid bills for March and abstract # 8 to be approved for payment (copy filed with these minutes). Total expenses for the month are \$208,517.12. One noted expense is \$5,502.22 for the Alpine Software annual cost.

After a review of the abstracts by the Treasurer and with the Board's review a motion by Commissioner Haas and 2nd by Commissioner Cooke to approve the bills after proper auditing by the Board was carried 4-0. In favor.

Chairman Harvey has the monthly approval log that needs to be signed electronically.

Report of Treasurer:

Treasurer Sienkiewicz reported on the following items:

- The orientation and training for our new Business Manager has been going very well. Joe DeMart has been working very close with Igor during this item. He is now the third signature on our checking account.
- We have revived our 35% dividend which amount to \$50,000.00 from our Worker Comp carrier. Additionally, with the \$24,000.00 Riley was able achieve through the review of our current risk assessment the \$75,000.00 will greatly improve and offset our current budget needs.
- The 2020 overtime budgeted monies are currently at 104%. I will be preparing a budget amendment for the Board's consideration to deal with this situation for the remain of the year.
- Federal stimulus monies will include fire departments for COVID supplies. The deadline is May 15th. If we have incurred significant costs we should apply of this relief.

Old Business: None

New Business:

Chief Dyrland asked if the District laptop he uses is scheduled for a replacement. Commissioner Shafer said to contact Lt. Warth about this matter.

Adjournment:

There being no further business, the April 27, 2020 meeting was moved for adjournment by Commissioner Shafer and 2nd by Commissioner Cooke at 5:35 pm. Approved 4-0.

Respectfully submitted,
Edward J. Riley
District Administrator/Secretary