

St. Paul Boulevard Fire District
Minutes of the 1182nd Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
July 27, 2020

{Due to the COVID-19 Pandemic Safe Distancing and Health Screening and temperature check upon enter the firehouse will be require}

The meeting was called to order at 5:00 PM by Chairman Harvey.

Attendance: Chairman Harvey, Commissioners Turner, P. Cooke, Haas, Shafer, Administrator/Secretary Riley, Business Manager Igor Zubrzycki, Treasurer Sienkiewicz, Deputy Treasurer Joe DeMart, Chief Dyrland, Deputy Chief Line, and Captain Semmler,

Also, in attendance were: Lieutenants Spatola, Skelton, Gartland, DeWitt, T. Warth, Captain Wise, Firefighters Lamendola, Metcalfe, Magin, McMahon, Rhoney, Rinck, Kaspar, B. O'Neal, Recino, Mackaravitz and past Chief Dan Cooke.

Excused: None

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 especially past Firefighter Harold Perry. Commissioner Turner made a motion 2nd by Commissioner Shafer that a page from tonight's minutes be set aside in his memory. This motion carried 5-0.

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: Commissioner Turner called upon Deputy Chief Line, Lieutenants Skelton and Spatola to make a presentation to the Board.

The thirty-five-minute presentation focused on a comprehensive review and proposal to re-organize the operations of the fire department. The presentation included: 1. Significant structural changes to the Line Officers. 2. Permanent adoption of the volunteer duty group system. 3. Accountability of the Line Officers. 4. Minimum staffing of four on-duty career firefighters. 5. Establishment of career goals and educational pathway for all firefighters. 6. Identifying training deficiencies and providing opportunities for personal development. Copies of this presentation were distributed to the Board members, members in attendance and is included with these minutes.

Commissioner Turner suggested that the Board members need time to digest the discussion and information from tonight's presentation. He would like to schedule some future dates to discuss the specifics of the information presented.

Prior minutes:

The minutes of the June 29, 2020 Commission meeting were made available electronically to the Board members and Board officers prior to the meeting. Treasurer Sienkiewicz referenced page 4 and corrected two figures covered in his June report. The unrestricted fund balance is currently \$920,000. If the Board adopts tonight's transfer of funds resolution of \$150,00 from the equipment reserve account, the balance will be \$770,000.

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A motion by Commissioner Turner and 2nd by Commissioner Cooke to approve the minutes was carried 5-0.

Correspondence and Petitions:

Incoming:

From Penflex we received a notice to authorize RBC Wealth Management to make a lump sum payment of \$8,372.06 from our Service Award program account to David Kasanov who reached the entitlement age in 2019.

Received a notice from the New York State Department of Labor Unemployment Insurance of a charge for a part time employee of our Fire Safety program.

Received a notice from the New York State Department of Labor Unemployment Insurance of a notice of a potential change in employment for a part time employee of our Fire Safety program.

The Town of Irondequoit sent a notice that the General Election is scheduled for Tuesday, November 3, 2020 from 6am-9pm. Cooper Road Fire House will be one of the polling sites. The Board of Elections will provide hand sanitizers, disinfecting wipes, gloves and masks and maintain social distancing at our polling site. Inspectors will maintain low occupancy in the building.

Walsh Duffield Insurance Company notifies St. Paul that they will provide the electronic delivery option for our 497 Workers Comp policy.

An email was received from the West Irondequoit School District requesting use of our fire station on the tentative date of Tuesday, May 18, 2021 for “in person” voting for the School Budget voting.

From Rochester Regional Health Occupation Medicine, the negative test results for two applicants for active membership. Per Commissioner Turner these two applications were returned to the Association,

Received a letter from Landmark Dividend asking to discuss with the fire district consideration to sell our cell tower lease.

MTO/ Lt. DeWitt received a letter from New York State Fire Prevention and Control verifying that St. Paul Blvd. Fire District’s in-service fire training program for the year 2020 has met the training requirements established on Title 19 DOS Chapter XII. With this letter certification of this program is hereby granted.

Outgoing:

A letter was sent to RBC Wealth Management authorized by Commissioner Turner to issue a lump sum payment from our account to David Kasanov who reached the entitlement age in 2019

Chief’s Report:

Chief Dyrland reported the fire district responded to 163 alarms for the month of June with 37 being stand-bys.

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Chief Dyrland also reported on the following items:

- The County fire recruit classes are resuming at the Public Safety Training Center. Our four recruits are scheduled to attend.
- Town of Irondequoit Fire Marshal Gregg Merrick has announced his retirement. Asst. Fire Marshal George Nalivyko will be filling his position. Commissioner Harvey directed Riley to send a congratulatory letter to Merrick.

Deputy Chief 's Report:

Deputy Chief Line:

- We responded to a kitchen fire with a person burned at the Parkline Apartments on St. Paul Blvd. The initial crew had difficulty accessing the building. Point Pleasant filled at CRFH.
- Chief Line will be out of town from 08/04/2020 – 08/07/2020.

Captain's Report:

Captain Semmler reported on the following items:

Administration:

- There has been no word further regarding our grant application.
- I would like to suggest that Asst. Chief Line and Lieutenant Gartland join Commissioner Turner and Myself as the members of the Interview Committee team.
- I have submitted the Line Officer's 2021 budget request for next year including the technologies and communications budget.
- Likely will alter or cancel the fire prevention open house originally slated for October 10th.
- Commissioner Haas is also closely monitoring the District Inspection.
- Have asked Tim Warth to install webcams for interactive meetings.

Operations:

- St. Paul is contacting the City Fire Department regarding recent calls along the river on the O'Rourke Bridge.
- Covid Planning Group has established guidelines for out-of-state travel for career and volunteer firefighters returning to duty.
- PPE supplies are still adequate.
- Have discontinued drive-by for birthdays and graduations, will continue for special requests (last chemo day, make-a-wish).
- Explorer program will follow the WICSD guidelines on resuming activities.
- The County has issued St. Paul two sets of gear for aggressive deadly behavior training and response. We are going to ask for 2 additional sets. St. Paul may be the only RTF unit in the 1st Battalion.
- Training continues, and the final dispatch criteria is yet to be finalized.

County Fire Bureau:

- The "suspended" Firefighter #1 class has resumed as of this evening. St. Paul has 4 individuals in this session. No word on a graduation date/ceremony.
- County training will be very limited for the remainder of 2020 as well as early 2021.

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Report of the Attorney:

Commissioner Turner spoke

Report of Secretary:

(see Report of District Administrator).

Communications & IT:

Commissioner Shafer reported on the following:

Radios:

- Preventative maintenance was performed on all the department radios (except for Lt Braiman's who is out of town.) All checked out good. A software update was applied to all the radios to facilitate the future radio system transition.

Phone System:

- An RFP was sent out Pre-Covid and we received 4 bids. The bids are as follow:
 - Ronco - \$21,314
 - Patriot - \$18,800
 - Genesis - \$12,500
 - UCS - \$10,351
- Review of the bids and companies:
 - 3 categories of phone systems, low, medium, and high. They are not all the same (Apples and Oranges):
 - UCS and Genesis = Low
 - Patriot = Medium
 - Ronco = High
 - All companies are established with no sole source / redundancy issues
 - Live demonstrations favored the medium tier solution
 - Low tier demo is currently in the Association Office
 - Recommendation is the medium solution
 - Designed to work with our mixed building wiring
 - Local manufacturer presence (All Worx)
 - Low tier did not have any public safety installations to reference, this tier did.
 - ACTION: Cost not to exceed \$20,000 for the purchase and installation of a new IP Phone System
- Budget:
 - No changes to the submitted budget request
 - Of note:
 - County CAD line item:
 - Originally, they said they were going to buy tablets, then changed to No. Last week they said they would be again, but that may change based on further conversations. Better to leave it in the budget and not use it, than take it out and need it.

Following his report, Commissioner Shafer made a motion 2nd by Commissioner Turner to award the upgrade to the phone system to Patriot not to exceed \$20,000. This motion carried 5-0.

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Apparatus, Equipment & Insurance:

Commissioner P. Cooke report on the following items:

- A Gas trac was purchased to replace a defective unit. All “in service” units are now the same model and operate the same.
- Engine 152 was out of service due to a bad Kussmaul battery charger. Floyd maintenance has put in a temporary battery charger until the correct model comes in. Engine 152 is now back in service.
- The cold-water suits and related equipment have arrived. We are in the process of ordering a couple of bags to store the equipment. Once they have arrived, we will place the suits on Engine 153. Lt. DeWitt is working on training with the suits.
- Engine 153 is starting hard again. Cummins has been out to diagnose the problem. No active codes were present, and the tech suggested we have Engine 153 go to the shop if the problem continues. We will monitor Engine 153 and if the problem continues, we will send it out.
- Engine 153 has a problem with the DEF unit and Floyd maintenance will be out this week to repair it.
- FF O’Neal has taken over small engine maintenance from FF Anderson. He has developed a bi-annual maintenance program for all the equipment. Parts to perform a basic tune-up have been purchased and FF O’Neal has completed this work on all the equipment. This consisted of replacing the spark plugs, oil filters and air filters. I have attached a spreadsheet created by FF O’Neal of our inventory and work completed.
- Purchased (4) batteries for the thermal imaging cameras. Batteries are over 3 years old and only operate 1/3 of their original time duration spec.
- Truck 150’s annual aerial test was performed last week. A couple of issues were found and will be addressed by Floyd Maintenance.
- All annual preventive maintenance on the apparatus performed by Floyd Maintenance is now complete for 2020

Personnel:

Commissioner Turner reported on the following items:

- Career Firefighter Chad Penner has submitted his letter to retire effective July 31, 2020.
- Firefighter Magin has notified the Fire District that he is re-locating his residency to South Carolina. He intends to continue working by way of commuting.
- We have received a very nice letter of commendation for Lt. Warth from the County for his services to the County during the COVID 19 crisis. This letter will be placed in his personnel file.

Executive Session: Commissioner Turner requested as executive session to discuss several personnel matters.

Health, Fitness & Wellness Committee Items

Commissioner Harvey had no report.

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Report of District Administrator:

Enclosed in the Board member folders is the complete 2019 Annual Service Awards (LOSAP) Report. We are not receiving the Executive summary due to the remote office of the Penflex employees.

Properties / Strategic Planning Committee Items:

Commissioner Haas reported on the following items:

- The master planning project awaits a report from SWRB.
- The surplus office furniture high bidders were sent invoices for their item. The remaining items will be disposed of as able.
- The neighbor who had her plantings cut down inadvertently by our firefighters doing lawn duty was sent an apology letter.

Reading of the Bills:

Treasurer Sienkiewicz presented abstract # 13 the remaining prepaid bills for June and abstract # 14 to be approved for payment (copy filed with these minutes). Total expenses for the month are \$225,759.02. Significant expenses for the month included: Dival Safety for \$15,307.45 and Floyd Emergency Truck maintenance for \$ 15,131.62.

After a review of the abstracts by the Treasurer and with the Board's review a motion by Commissioner Turner and 2nd by Commissioner Cooke to approve the bills after proper auditing by the Board was carried 5-0. In favor.

Report of Treasurer:

Treasurer Sienkiewicz reported on the following items:

- Under old business he will offer up the resolution to transfer the funds from the general savings account that was mentioned at the June meeting.
- The 2021 budget items have been complied. We are in good shape to state under the tax cap. Commissioner Shafer asked Treasurer Sienkiewicz if he thought we needed to hold the August budget planning meeting. Sienkiewicz said no.
- Treasurer Sienkiewicz asked Igor to share with the Board some research he has done for a possible investment opportunity for the Fire District. Igor reported that CD rates are very low and there may be an option that is available for municipalities in New York State. The vendor is called New York Class. The rates are very attractive. There are no fees and no penalties for early withdrawal.

Old Business:

Treasurer Sienkiewicz moved the following resolution for consideration:

RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS
ST. PAUL BOULEVARD FIRE DISTRICT TO TRANSFER FUNDS

WHEREAS, the Board of Fire Commissioners of St. Paul Boulevard Fire District established an Equipment Reserve Fund and;

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WHEREAS, the purpose of this Equipment Reserve Fund is to fund equipment purchases and has an amount in the 2019 St. Paul Blvd. Fire District budget to provide for the funding of the Equipment Reserve Fund;

NOW, THEREFORE, BE IT RESOLVED, that the Treasurer of the St. Paul Blvd. Fire District Alexander Sienkiewicz transfer from the General Fund Savings Account to the Equipment Reserve Fund the sum of \$150,000 as identified in the line item in the 2019 budget.

A motion was made by Commissioner Shafer and 2nd by Commissioner Cooke to adopt this resolution. The vote was as follows:

AYES: Commissioners 5
NAYES: Commissioners 0
ABSENT: Commissioners 0

This resolution passed 5-0 and was approved by the Board of Fire Commissioners of the St. Paul Blvd. Fire District on July 27, 2020.

Old Business (continued):

Captain Semmler spoke to the Board asking for clarification of their position on reinstating the 3 “man” engine program. Specifically, about the earlier recommendations from Deputy Chief Line’s presentation. Captain Semmler believes delaying the program until the August Board meeting is detrimental to the operational response of the fire district by losing command and control of an incident. He strongly suggested the Board decide tonight. Commissioner Turner mentioned the exponential increase in overtime cost. Commissioner Shafer asked whether putting the three on-duty firefighters on the Engine when we have minimum staffing would help. Commissioner Cooke questioned the Chief about how often an overlap in staffing occurs. At this time, Commissioner Turner made a motion 2nd by Commissioner Haas to re-instate the 3 “man” engine program on a 24/7 schedule effective August 1st. This motion carried 5-0.

New Business:

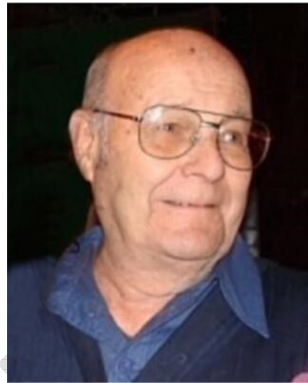
Adjournment:

There being no further business, the July 27, 2020 meeting was moved for adjournment by Commissioner Shafer and 2nd by Commissioner Cooke at 7:50 pm. Approved 5-0.

Respectfully submitted,

Edward J. Riley
District Administrator/Secretary

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This page is dedicated

In memory of 33-year career Firefighter

Harold F. Perry

1925 - 2020