

**St. Paul Boulevard Fire District**  
**Minutes of the 1178<sup>th</sup> 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**  
**March 30, 2020**

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*{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 audio of the meeting was made available by way of the St. Paul Blvd. web site.

**Attendance On-Site:** Chairman Harvey, Commissioner Turner and Administrator/Secretary Riley and Firefighter Lamendola.

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

**Absence:** 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.

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 not allowed On Site:** On March 07, 2020, in response to the coronavirus (COVID-19) pandemic, New York State Governor Andrew Cuomo issued Executive Order no. 202.1 with regards to the Open Meeting Law. Paragraph Article 7: **Suspension of law allowing the attendance of meetings telephonically or other similar service:** states *"the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed"*. A complete copy of this order is included with these minutes.

**Prior minutes:**

The minutes of the February 24, 2020 Commission meeting were made available electronically to the Board members and Board officers prior to the meeting. A motion by Commissioner P. Cooke and 2<sup>nd</sup> by Commissioner Turner to approve the minutes was carried 5-0.

**Correspondence and Petitions:**

**Incoming:**

The following incoming correspondence report for February was made available electronically to the Board members and Board officers prior to the meeting.

March 10<sup>th</sup> memo from Medical Director Cushman regarding Covid-19 exposure and preparedness guidelines.

From Fleury Risk Management a COVID -19 information regarding workers' compensation coverage and testing for our volunteer and employees.

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Multiple emails and notices from multiple agencies/individuals regarding the coronavirus known as COVID -19.

March 3, 2020 a copy of a letter sent to Taylor Palmer of Utica National Insurance Group from Mr. Wade. The letter from Mr. Wade reiterates the complaint he filed with our Fire District. CC: on this letter were Commissioner Turner and Captain Semmler.

From Osborn, Reed & Burke law firm a letter informing St. Paul that their firm is representing the Fire District at the request of Utica National Insurance Group with the Van Wade case. A legal Notice of a 50-h hearing has been sent to Mr. Van Wade of 1000 Eagle Ridge Circle, #2001.

A FOIL request from Irondequoit Landscaping for a copy of the fire report for the fire at their business that occurred on 05/03/2019. The Chief approved the release of this report.

**Outgoing:** None

**Chief's Report:**

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

Chief Dyrland reported the fire district responded to 154 alarms for the month of February with 94 being EMS. Mutual aid was received 6 times and given 4. There were 14 simultaneous alarms for the month. A complete detailed run summary is included with these minutes. Our call volume since mid-March is down considerably due to the COVID-19 restrictions. The Chief also provided graph charts of all response activity from 2000 - 2019.

Chief Dyrland also reported on the following items:

- St. Paul did experience a glitch with the new radio system. On March 09, 2020 while responding to a second call in the district on Timrod Drive for a loud bang heard in the area with the power going on and off. Lt. DeWitt was responding green on OPS 8. An additional call came in saying there was a boat on fire at Shumway Marine. Lt. DeWitt was never updated on OPS 8 to let him know that. He happened to glance at his phone while he was at a red light and noticed that we had a fire call. This glitch and several other items from the call at Shumway are being addressed with the 911 Center.
- I attended a County CAD update meeting on March 4th. The new ECD Director Mike Cerretto said the project couldn't move forward using the current police computer MDT platform, so it will be delayed until that is worked out. He presented a power point outlining their plans and closed with saying "the current administration doesn't have information from the previous administration on the scope of the project". This comment surprised many of the fire chiefs at the meeting. There were many upset fire chiefs that had put a considerable amount of time into the project that were frustrated with the additional delay.

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- On the Monroe County Executive call today, it was indicated that we will be receiving an invite to a call this Friday dealing with FEMA reimbursement for the COVID-19 event. When I receive that information, I will forward that to Al and Joe and copy in the Board members. They also said that what we are doing with social distancing is making a difference in our community.
- The Chief received an email from Mr. Lynch thanking the fire district for their support honoring his son Patrick Lynch who was killed crossing Cooper Road in front of the firehouse several years.

**Deputy Chief 's Report:**

Deputy Chief Line verbally reported on the following items:

- The volunteer staffing has been limited now due to the Covid-19 event.
- Lt. DeWitt has provided on-line fire training to our members. This has been working out very well. Drill credit will be given to the members who participate.
- It has been recommended that we carefully monitor the medial and physical health of our members especially during the COVID 19 pandemic.

**Captain's Report:**

Captain Semmler verbally reported the following in regard to the pandemic:

- Lt. Warth has been asked to continue his work at the Monroe County Emergency Operations Center. Commissioner mentioned that St. Paul will continue to support Lt. Warth in this service. He is able to provide valuable and timely information back to St. Paul with this duty.
- The Planning Section of our in-house NIMS management team has been in contact with the other Irondequoit Fire Departments and has initiated planning for staffing shortages. Several action items involving collaboration of both Volunteer and career Firefighters are being developed.
- Morale within both the Volunteer and Career Staff has been good. As the situation extends in length and intensifies, we must monitor each individual's mental health, and be prepared to provide additional support and encouragement.
- Several members of the administrative team continue to self-quarantine and work from home, including myself.
- The transition to the NIMS organizational model has gone very smoothly. The planning section will finish developing the IAP for the second operational period tomorrow. Once approved by the Chief it will begin on Wednesday, April 1<sup>st</sup> @ 8:00 am. Today we picked up supplies from the County including N95 masks, surgical masks, gowns, and sanitizer. Logistics and Operations have no pressing needs from the Board at this time. Expenses directly related to the pandemic are being tracked for future re-imbursement from FEMA.

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- County Fire Bureau has notified us that almost all training at the PTSF has been put on hold until the pandemic is under control.

**Other Items:**

- The application for the Regional AFG grant for Accountability has been submitted and we await the review and award process. There is information regarding delays to the process due to the pandemic.
- With regards to the SAFER Grant no announcement regarding the funding of this grant has been released. It's anybody's guess as to the effect of the pandemic on the funding availability and timing of the application window.
- Chad Penner has a tentative return-to-work date of this Friday, April 3<sup>rd</sup>. At this time there does not appear to be any concerns regarding him being an "at-risk" individual.

**Report of the Attorney:**

Commissioner Turner reported

**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:

- Repairs to the rear compartment door on T150 are being done.
- Bob Floyd will be following the normal preventative maintenance scheduled on the fleet and will not leave the apparatus floor.
- EMS location stickers have been placed on the apparatus doors.
- Lt. Gartland is checking pricing on a replacement battery charger for the fire station.

**Personnel:**

Commissioner Turner had no matters to report to the Board.

**Executive Session:** None

**Health, Fitness & Wellness Committee Items**

Commissioner Harvey reported the on-site fitness classes have been cancelled until further notice.

**Report of District Administrator:**

Riley met with our insurance agent from the Feltner Group to do a comprehensive review of our current general liability insurance policy and needs. Percentage increases to our building apparatus coverages were made based on the Treasure's recommendations. This has no effect on our premium.

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Riley also met with Gary Wilkins, an insurance broker with Walsh Duffield Insurance Company to review our WC/VBFL insurance coverage. Subsequently, I provided Gary Wilkins with data on number of illness/injuries, volunteer responses to calls over a 1-year period and the demographics of the St. Paul Blvd. Fire District. St. Paul's WC/VFBL insurance costs can be reduced by endorsing Gary Wilkins Insurance Agency as our agent. A motion by Commissioner Turner and 2<sup>nd</sup> by Commissioner Haas to approve this endorsement. This motion was carried 5-0.

**Properties / Strategic Planning Committee Items:**

Commissioner Haas provided verbally a detailed report on the Cooper Road fire station master planning. A March 5<sup>th</sup> meeting SWBR and the planning committee now recommends that we address both the building and outside together. In doing so, we need to complete the third step in development of a site and building Master Plan.

Because of this, Commissioner Haas presented to the Board the following resolution for consideration. Copies of the resolution was provided to the Board members electronically prior to the meeting.

**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 a capital reserve fund to be known as the Facilities Renovation Reserve Fund.*

*WHEREAS," the purpose of this Reserve Fund is to provide finance the cost of a type of capital improvement. The type of capital improvements includes, but not limited to, improvement to the grounds and buildings at the District's Fire Station.*

*NOW, THEREFORE, BE IT RESOLVED, the Board of Fire Commissioners wish to transfer \$9,000 from The Facility Reserve Fund to General Savings for SWBR architecture, design and engineering firm, to complete the third step in development of a site and building Master Plan.*

*A motion was made by Commissioner Haas and 2<sup>nd</sup> by Commissioner Shafer 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 March 30, 2020.*

This action will require a permissive referendum.

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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 #5 the remaining prepaid bills for February and abstract #6 to be approved for payment (copy filed with these minutes). Total expenses for the month are \$292,538.30.

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

The monthly approval log will be signed electronically. DeMart will arrange for this to happen.

**Report of Treasurer:**

Treasurer Sienkiewicz reported on the following items:

- During the recent Community CPR class held at CRFH we received donation of \$60. I need approval to accept the donations and deposit this amount in our operating budget. A motion was made by Commissioner P. Cooke 2<sup>nd</sup> by Commissioner Shafer to deposit \$60 in the operating budget. This motion carried 5-0.
- As a result of the unforeseen increase in staffing our 2020 overtime budget will be depleted by June. Going forward, we may need to consider using the \$150K truck reserve budgeted for 2020.
- Treasurer Sienkiewicz reported that when the resolution was passed defining the standard workday for our employees, we did not have the full time Fire Captain and Business Manager positions. We will need to amend this policy. The original resolution was passed at the July 31, 2017 Board Meeting. A motion was made by Commissioner Turner 2<sup>nd</sup> by Commissioner P. Cooke to amend the July 31, 2017 resolution to amend and include these full-time positions as stated below. This motion carried 5-0.

<b>Title</b>	<b>Standard Workday (in hours)</b>
Firefighter	8
Captain	8
Lieutenant	8
Business Manager	8
Part Time - Administrator	8
Part Time – Fire Prevention	8
Part Time – Public Safety	8
Part Time - Treasurer	8

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- An update was provided to the Board on the progress with transition plan with the on-boarding for the Business Manager's position.
- Treasurer Sienkiewicz asked for approval to offer/include the Business Manager's position in the St. Paul Blvd. Defined 457 Plan. A motion was made by Commissioner Shafer 2<sup>nd</sup> by Commissioner Turner to approve this addition. This motion carried 5-0.

Commissioners P. Cooke and Haas asked the Treasurer about the tracking of the Covid-19 expenses. This tracking is being done.

**Old Business:** None

**New Business:**

Commissioner P. Cooke asked about the on-site physical program. Riley said this has been put on hold until further notice.

Commissioner P. Cooke also asked about the status of the changes to the Service Award program. Penflex has not provide the language for the changes to date. Riley suggest we consider a new vendor to administer this program, Commissioner P. Cooke agreed to work with Riley on the topic.

Commissioner Shafer will work with Deputy Treasurer DeMart to get the video recording of this meeting on the district web site.

Several of the Board members commended that the collaboration and support by all St. Paul Blvd. members with the Corvid 19 pandemic has been tremendous. This extraordinary event is occurring is unprecedented times.

**Adjournment:**

There being no further business, the March 30, 2020 meeting was moved for adjournment by Commissioner Shafer and 2<sup>nd</sup> by Commissioner Turner at 5:52 pm. Approved 5-0.

Respectfully submitted,

Edward J. Riley  
District Administrator/Secretary