

EAST BLOOMFIELD FIRE DISTRICT

Meeting Minutes

Date: February 20th, 2023

Meeting may be recorded for note keeping purposes with the number in attendance

| | | | | |
|---------------------------------|-------------------|-----------------|----------------|--------------|
| George Heissenberger 12/2020 | Jeff Kachmaryk | Zach Legters | Ryan Duvall | Mike Long |
| 2023 | 2024 | 2025 | 2026 | 2027 |

Called to Order: Meeting was held in the community room and was called to order by Chairperson Heissenberger at 6:30PM.

Attendance:

| | Present | Absent |
|----------------------------------|---------|--------|
| Chairperson George Heissenberger | X | |
| Commissioner Zach Legters | X | |
| Commissioner Mike Long | X | |
| Commissioner Ryan Duvall | X | |
| Commissioner Jeff Kachmaryk | | X |

Chief Pete Koppmann __X__

Secretary Heather Barbaro __X__

Bruce Treat__X

Additional guests: Steve Murnan__X__ Seth Jonas__X__ Joann Long__X__ Derrick Legters__X__ Ben Murnan__X__ (Joined towards last third of meeting)

Public Comment: Nothing at this time.

Fire Department: Nothing at this time.

Minutes: Chairperson Heissenberger asked the board if there were any additional changes or corrections needed for the meeting minutes. They were provided in advance. He let them know according to Robert's Rules of Order, article 7 section 40-41 "Upon asking if there are any corrections or changes to the minutes. If there are none the correct procedure is to say, "There being none, the meeting minutes are approved."

-If there are no changes or corrections the minutes can be approved by the chair without a vote. If there are changes or corrections there needs to be a vote to approve the corrections or changes. Chairperson Heissenberger confirmed for President of the Fire Department Steve Murnan that this procedure can be used for his meetings as well.

-Commissioner Long has volunteered and talked with Secretary Barbaro to help read over in about a weeks' time when notes are completed in draft form. Then they will be ready for the public in approximately 2 weeks' time. He also invited the other commissioners to do the same as Secretary Barbaro always sends them to the whole board. They would then be released to the public in PDF format.

-Chairperson Heissenberger asked if there was a large number of people who request the meeting minutes. Or if those seeing our Facebook page ask for meeting minutes. Secretary Barbaro confirmed there are about 5 people who request them.

-Chairperson Heissenberger confirmed with President Steve Murnan if the person asking for the department's meeting minutes actually needed the district information, and if still needing to send it to Heather.

-Heather has permission to post to the district Facebook for meeting minutes and dates and times. Policy being worked on in the meantime.

Membership: Chairperson Heissenberger went to the meeting, and they are working on a new packet for new members. The chief explained it will detail more of what they need as new members and more of a checklist. These will have bylaws and it will stick with them for the first year or so to help better prepare them.

-Letters to members for points & annual physicals reminder.

-Annual Physicals scheduled for March 11th. At Ionia FD. Occustar will be hosting this. Sign up sheet upstairs for the members was full.

-Physicals: Tim Wixom, Pat Thorpe Physical (Health Works) These were handed to Heather to file away.

Chiefs Report:

| January 2023 Incident Report | Total |
|-------------------------------------|--------------|
| MVA | 7 |
| Automatic Alarm | 1 |
| CO Detector Activation | 1 |
| Missing Person Search | 1 |
| Cancelled in route | 2 |
| EMS Assist | 1 |

| | |
|---|-----------|
| Fryer Fire | 1 |
| Mutual Aid Structure Fire (W. Bloomfield) | 1 |
| Structure Fire (Barn) | 1 |
| Service call (barn fire smoldering) | 1 |
| TOTAL | 17 |

- 2023 Total Calls YTD: **17**
- For comparison: 2022 Total calls to date: **12**

-Thank you letter from Honeoye Central School for assistance during missing person/search. Letter given to Heather to file.

-Serman Manchester, safety coordinator, provided OSHA 300A form, done and posted. 300 forms for district records given. Additional information given to Commissioner Long for any questions.

-Chief asked for reimbursement for a seminar in Geneva that happened the previous weekend. 5 members attended and he would like to seek reimbursement which he paid out of pocket in the total of \$125.00.

Motion made to reimburse Chief for the \$125.00 for the 5 members that attended the Geneva Seminar made by Chairperson Heissenberger. Seconded by Commissioner Long.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-Chief had asked the board in the past for approval of a two-day seminar that assistant Chief Bill Smith attended. At that time when asking there were only 4 commissioners present. It was a 2-2 vote, so the motion did not pass due to Roberts Rules of Order. He would like reconsideration for reimbursement for the \$200 spent out of pocket by assistant chief Bill Smith. He knew full well it may not be reimbursed and was willing to take the risk. Chief also noted he did not feel as if members should have to pay for trainings out of pocket. He drove to Hilton and Chief would like to ask that his mileage be reimbursed for his travels as well.

-Chairperson confirmed mileage was included, as this was different then the normal miles he would be submitting.

-Motion made by Chairperson Heissenberger to reimburse assistant Chief Bill smith for the seminar for \$200 plus the mileage as indicated. Seconded by Commissioner Legters.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-Chairperson Heissenberger reminded Chief Koppmann to have the assistant chiefs turn in their mileage, its their opportunity to have their gas money reimbursed.

-Commissioner Duvall wanted to give kudos to the department at the most recent barn fire. The department saved another structure close by and he said they did a phenomenal job. The Chief thanked him and will pass the message along.

-There was also a membership debrief and educational drill on this as a follow up for those who may not have been in attendance. Excellent presentation and great work by the members and communication involved.

-4 gas meters went out for their annual calibration and are back now. Commissioner Legters confirmed he received the bill.

-In preparation for the dryer installation install for gear, the cascade air fill station has been moved. One of the storage cylinders has a cracked valve. This is being looked into for replacement.

-The Chief was also notified that the network adaptor on the computer for the BRYX response system is not working. He is working on troubleshooting to reinstall, not getting anywhere on his own and would like to deliver to PC Wireless to look at the adaptor.

-It was confirmed it does not interrupt the notifications to members for responding to calls.

-Commissioner Legters made a motion to take the computer to PC Wireless to try and resolve the issues. Seconded by Chairperson Heissenberger.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-Note from hose and ladder testing company that they are looking to come out in August or September of this year. And the dates will be determined and communicated soon.

Procurement – Chief and Bruce Treat:

| Vendor | Description | Price | Qty. | Total |
|--------------------|--------------------------------------|--------|------|----------------|
| Amazon | Carbon Monoxide Meter (3) | 211.95 | 3 | 635.85 |
| ACE Hardware | RV Anti-Freeze, Garbage Bags, Funnel | 59.15 | 1 | 59.15 |
| Tractor Supply | Speedy Dry | 7.49 | 12 | 89.88 |
| The Fire Store | Flare Containers | 16.29 | 2 | 32.58 |
| | Replacement Flare Container Caps | 1.99 | 6 | 11.94 |
| | Foam Pail Wrenches | 24.99 | 3 | 74.97 |
| | Freight | 12.35 | 1 | 12.35 |
| Finger Lakes Comm. | Harris XG-75 Radio Charger | 108.75 | 2 | 217.50 |
| | Freight | 18.00 | 1 | 18.00 |
| First Out Rescue | Four-Gas Meter Calibration | 75.00 | 1 | 75.00 |
| Turnout Express | Turnout Gear Clean/Repair (Simmons) | 135.00 | 1 | 135.00 |
| | Turnout Gear Alteration (Barbaro) | 120.00 | 1 | 120.00 |
| TOTAL: | | | | 1482.22 |

Bruce presented the board and sent the following chart to Secretary Barbaro to help include in the meeting minutes.

| VENDOR/SOURCE | ITEM DESCRIPTION | UNIT PRICING | QUANTITY | EXTENDED PRICING | DATE | PURCHASE ORDER |
|----------------------------|------------------|--------------|----------|------------------|----------|----------------|
| Finger Lakes Communication | Charger | \$ 108.75 | 2 | \$ 217.50 | 01/31/23 | Credit Card |

| | | | | | | |
|----------------------------|-----------------------------|-----------|---|------------------|----------|------------------------------------|
| | Shipping | | | \$ 18.00 | | **State Contract Purchase |
| | | | | Total \$ 235.50 | | |
| | | | | | | |
| Witmer Public Safety Group | Flare Containers SAC-FC-30C | \$ 16.29 | | 2 \$ 32.58 | 01/31/23 | Credit Card |
| | Replacement Caps SAC-110MMB | \$ 1.99 | | 6 \$ 11.94 | | |
| | Zico Foam Wrench | \$ 24.99 | | 3 \$ 74.97 | | |
| | Shipping | | | \$ 12.35 | | |
| | | | | Total \$131.84 | | |
| | | | | | | |
| Amazon | CO 2 Meter | \$ 203.83 | | 1 \$ 203.83 | | Credit Card |
| | CO 2 Meter | \$ 206.94 | | 1 \$ 206.94 | | *Approved last board meeting \$716 |
| | CO 2 Meter | \$ 224.98 | | 1 \$ 224.98 | | |
| | | | | Total \$635.75 | | |
| | CO 2 Meter | \$ 179.00 | 1 | \$ 179.00 | | |
| | | | | Total \$179.00 | 2/20/23 | Not Approved ***** |
| | | | | | | |
| Home Depot | Vertical Blinds | \$ 88.08 | 7 | \$ 616.56 | | 23 Not Approved |
| | | \$ 111.39 | 3 | \$ 334.17 | | |
| | Installation | \$ 135.00 | 1 | \$ 135.00 | | |
| | | | | \$ 1,085.73 | | |
| | Credit | (\$50.00) | | Total \$1,035.73 | ***** | Measurements |
| Home Depot | Mini Blinds | \$ 76.72 | 9 | \$ 690.48 | | 23 Not Approved |
| | | \$ 87.88 | 1 | \$ 87.68 | | |
| | Installation | \$ 135.00 | 1 | \$913.16 | | |

| | | | | | | |
|------------------|----------------------------------|-----------|---|------------------|--|-----------------|
| | Credit | (\$50.00) | 1 | Total \$ 863.16 | | Measurements |
| Home Depot | Faux Wood Blinds | \$ 152.44 | | 0 \$ 1,540.34 | | 23 Not Approved |
| | Installation | \$ 135.00 | 1 | \$ 135.00 | | |
| | | | | \$1,675.34 | | |
| Home Depot | Credit | (\$50.00) | 1 | Total \$1,625.34 | | Measurements |
| | | | | | | |
| Budget Blinds | Faux Wood or Mini Blinds | \$ 240.00 | | 0 \$ 2,400.00 | | 23 Not Approved |
| | | | | Total \$2,400.00 | | |
| Budget Blinds | Aluminum 1 in. Mini Blinds | \$ 200 | | 0 \$ 2,000.00 | | 23 Not Approved |
| | | | | Total \$2,000.00 | | |
| Budget Blinds | Installation Included in Pricing | | | | | |
| | | | | | | |
| Amazon | Epson Projector | \$ 500.00 | 1 | Total \$500.00 | | Not Approved |
| | | | | | | |
| Best Buy Pricing | Epson Projector | \$ 500.00 | 1 | Total \$500.00 | | Not Approved |
| | | | | | | |
| Grainger | D Cell Battery 12 Pack | \$ 9.81 | | 1 \$ 9.81 | | 23 Not Approved |
| | 9 Volt Battery 12 Pack | \$ 16.24 | | 1 \$ 16.24 | | |
| | AA Batteries 24 Pack | \$ 7.51 | | 1 \$ 7.51 | | |
| | LED 3 Stage Safety Baton | \$ 39.20 | | 4 \$ 156.80 | | |
| | | | | Total \$190.36 | | |

-Last month the board approved 4 CO 2 meters and when looking at the prices once approved it jumped up. So at the time Bruce only purchased 3 out of the 4

to stay within the approved budget price. So, he waited and now on Amazon the price has gone down.

Motion made by Chairperson Heissenberger to have Bruce purchase the remaining CO 2 meter at the going rate. Seconded by Commissioner Long.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-Chairperson Heissenberger noted that was the right thing to do. To have waited and not gone over the approved budget at the time and follow up with the board.

Bruce also went over the options for the blinds project in the building. He showed the board different color and material options with sample books he brought on hand.

-Budget blinds gave an estimate for the 10 estimated windows that was \$2,400. When compared with Home Depot it was only \$1,675. These estimates included installation.

-Joann Long was recognized and commented on the dusting of the white blinds and overall cleaning concerns if the board went with a white colored blind.

-Budget blinds did not suggest vertical blinds due to the clasps at the top not always being as secure.

-Chairperson Heissenberger asked Department President Steve Murnan if the members of the department would want to have their ready room to have blinds and for the membership to pay. Steve will bring that to the members.

-It was confirmed all of the windows on the first floor would have the window treatments.

-Motion made by Chairperson Heissenberger to go with the sample marked in X in the books provided by Bruce to go with Home Depot. Seconded by Commissioner Legters.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |

| | | | | |
|-----------------------------|---|--|--|---|
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-Joann asked to know rough price per window for the blinds. It was estimated to be \$155 roughly per window.

-Bruce also shared with the board ALPS annual elevator inspection is done and completed.

-They went down into the elevator pit, there was no water in the drip pans. And there seemed to be no oil, and no visible leaks. Once the oil sensor was plugged in, however, it did go off indicating oil, though it was not even in oil at the time. So there may be a bad sensor overall.

-Bruce will contact Clean Harbors.

-Chairperson Heissenberger shared we have used them before and wonders then if oil was left in there from before.

-Bruce said when going to Clean Harbors about this issue past commissioner Phil Rhoda had signed off of the work and they will not come and fix the issues. He suggested a handy man or plumbing company.

-Derrick Legters was recognized and shares Schindler is the one who made the elevator and wondered why the district uses Otis.

-The board shared there is no real reason on why they use Otis over Schindler.

-Chairperson Heissenberger said the leak was fixed, but oil was left over and getting rid of this is considered hazardous material.

-Commissioner Legters suggested looking into Servepro. Additionally, they will look into Safety Clean which may be affiliated with the company Clean Harbors.

-Reminder a lockout would be needed for whoever does the work.

-The source of any leaking oil needs to be confirmed and ground contamination could be an outlying issue from years prior.

-Chairperson Heissenberger asked Bruce to work on this more and come back next month with information.

-For communication purposes Bruce will be travelling out of town February 26th to March 7th.

-Bruce would additionally like business cards when working with others to pass his information.

-Commissioner Legters made a motion to have Bruce Treat purchase himself some business card. Seconded by Commissioner Long.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |

| | | | | |
|-----------------------------|---|--|--|---|
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

Procurement For Approval:

| Vendor | Description | Price | Qty. | Total |
|---------------|-------------------------------------|--------------------|------|--------|
| Grainger | Batteries & LED Traffic Wands | 190.36 | 1 | 190.36 |
| TBD – Quote | Non-Structural Turnout Gear (Dixon) | 1,00.00 – 1,200.00 | 1 | |
| TBD - Quote | Asst. Chief's Helmet | 320.00-400.00 | 1 | |
| TOTAL: | | | | |

-The additional helmet and gear would come right out of the chief's budget and did not need motion for approval at this time. Information given to Bruce Treat.

-Chairperson Heissenberger suggested the Fire Store as they often have sales. And Chief Koppmann warned against that site as they often have helmets that are several years old, leaving one to replace the helmets much sooner.

Treasurer's Report: The total for bills before any additions was \$21,589.84.

Summary for General Fund:

Commissioner Legters went over the bills for the month and there was a discussion on the hood cleaning and when it was done last. Steve Murnan asked if it was done by Solution One in the past.

-Chairperson Heissenberger first wanted to move forward with approving Ryan Heating and their contract.

-The annual contract with Ryan Heating was for \$4,582.

Motion made by Chairperson Heissenberger to approve Ryan heating for another year at the cost of \$4,582. Seconded by Commissioner Legters.

| | | | | |
|-------|-----|-----|-----------|--------|
| Votes | AYE | NAY | ABSTAINED | ABSENT |
|-------|-----|-----|-----------|--------|

| | | | | |
|----------------------------------|---|--|--|---|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-Solution One said the 2 back flow valves need to be replaced. Outside air is coming in and needs a flapper. A follow-up estimate is needed. And there has not been communication back to Chairperson Heissenberger so Bruce was asked to step in and follow up.

Additional bills included:

\$1,410 for the undercoating of the trucks.

\$1,555 for Hood for snow removal/salting.

\$19,980 for Insurance.

This brings the new bill total to \$44,534.84.

-Commissioner Long brought up how the costs seem very high for Hood Contracting.

-Commissioner Duvall let the board know the main cost is salt and this is something we cannot get from the town as he has tried in the past. The only thing provided in the small buckets by the doors.

-Motion made to approve the Solution One contract made by Chairperson Heissenberger. Seconded by Commissioner Long.

-Motion to approve the bills in the total of \$44,534.84 made by Chairperson Heissenberger. Seconded by Commissioner Legters.

Transfer from Gen. Fund savings to Gen. Fund checking: Commissioner Legters would like to transfer \$45,000.00 from savings to checking to pay the bills. And let the board know.

Motion made to transfer \$45,000.00 from savings to checking made by Commissioner Legters. Seconded by Commissioner Duvall.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |

| | | | | |
|-----------------------------|---|--|--|---|
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

- Commissioner Legters did let the board know the tax levy was deposited in the new create account that was approved last month.
 - 3 remaining checks have not cleared.
 - CD \$212,078.00
 - Savings \$584,773.00
 - Checking \$14,152.00
 - New Savings (tax levy) \$437,780.00
 - Commissioner Legters noted the new budget did not include the insurance cost. He has also created a payment voucher form that was suggested to put in place by the district lawyer Pinsky.
 - Commissioner Legters was also suggested to have 3 signatures for the checks, and Chairperson Heissenberger and Commissioner Long have offered. This is for the internal books and paperwork.
 - Transparent reporting is needed and Commissioner Legters has added those in. Pinsky has offered to help draft up something, and then a public vote would be needed.
 - Chairperson Heissenberger said this should be done as our lawyer has suggested it.
 - The Chief asked if it has come up in any of the more recent audits.
 - Commissioner Legters let the board know they have not had an issue in the past however it depends on the auditor.
 - This would need to public vote as mentioned before and would put the district in line with the state regulations.
 - Chief Koppmann wanted to know if this would be needed with emergency purchases and how hard it would be to move money around say should a truck need to be replaced.
 - Pinsky really said money should not be in one fund Commissioner Duvall shared.
 - Derrick Legters was recognized to speak and asked why do these now as things will just change in a few years.
 - Commissioner Legters will dig a little further into this and come back to the board with more information.
- Audit was complete and Commissioner Legters had two copies on hand for the commissioners to look at. There were just a few minor changes or suggestions they had, and Commissioner Legters will do these all for the future so everything falls in line with these suggestions. It is due by March 1st or each year.

- Chairperson Heissenberger trusts Commissioner Legters knowledge with these audits and reports as he went to school for this basically and he is knowledgeable.
- Commissioner Duvall also agreed and said on the board Commissioner Legters knows this information the most.
- Commissioner Legters will work on getting the final copy.
- Chairperson Heissenberger asked if there was a need for the accounting firm to change, as it was suggested to change it up every few years. Commissioner Legters confirmed there are different heads of departments who oversee the account to keep it in line so it's not one person controlling it.

Correspondence:

- New credit card information for Bruce
- ALPS bill
- Empire Access
- 2023 Association of Fire Districts Expo being held at Turning Stone flyer.
- Legal Notice postings proof
- Van Bortel Ford service coupons
- Sandemas CA legal employer posters ads
- Bylaw amendments from the Association of Fire Districts of NY

Apparatus:

711: Nothing at this time.

712:

- Make-up air compressor running continuously (currently unplugged in compartment)
- Electric cord re-wind not working.

752:

- Do not move apparatus indicator on (rear compartment door sensor)
 - First replacement sensor received not correct style
 - Second sensor on order
 - If second sensor does not work, likely bad sensor module (computer)
- LED work light strip at pump panel is not working (corroded connections)
- Pump in gear indicator LED light strip also corroded but still functioning.
- Replacement LED light strips ordered for both. Lights are original to truck 10+ years old.
- New hose bed tarp for cross-lays & main hose bed. (Netting similar to 711)
 - Churchville

741: Nothing at this time.

751: Nothing at this time.

70 - Chief Vehicle:

Additionally, there may need to be a change of vehicle maintenance contracts in the future. There is a company based out of Syracuse called Har-Rob and they would be \$9,403. Chief Koppmann is also looking into Penn Power Group although they do not do pump tests.

-Churchville may be sold in the future so something for the board to think of for the future.

Buildings:

-Leak in the roof still needs to be addressed.

-Light fixture in stairwell due to burned out socket.

-Heather to help look into who did the exterior lights to see if they can come back and address a new issue.

-Someone suggested Wire Right as they have come out to do electrical work before for the building.

Grounds: The town mentioned their flagpole string had broken there was no vandalism like they once thought. So, there should not need to be a worry about the one in front of the fire house.

-Spring bids for landscaping need to be prepared and Commissioner Duvall will work on this. Reminder that reseeding of the grass in the back would be added in.

-Commissioner Duvall will work with Bruce for the roof leaking for repair and estimates. They will reach out to Graves, and Proctor as well as a third company.

-Potential for it to just be sealed.

-For the electricity and plumbing for wash cabinet there were two main estimates. Wire Right was \$2,323 and O'Connell Electric was \$3,556.

-The plumbing work was suggested to look into Dave Starkin as he is local and would use copper and cast iron materials to bring it all to code. Estimate is \$4,400 for materials and labor.

-Another option was Superior Plumbing in Canandaigua with a contact of a man named Phil Herbel. He missed the first estimate appointment. His estimate would use PVC piping and was \$3,250.

-Chief didn't seem very confident with him, Did not feel like he understood the project.

-Chairperson Heissenberger and Commissioner Duvall both suggested Dave Starkin as he was local and used in the past and like his quality.

-Kim Rayburn from the code enforcement approved of the project and Chief has that in writing.

-Chief Koppmann said there may be a need for some lumber and would need the money to help complete the project. He has given and donated what he could to the project. But would estimate another \$300 would help.

-He would like to have a motion for the lumber and to go with Wire Right and Dave to complete the project.

-Commissioner Legters made a motion to approve \$300 in lumber and to approve the work with Wire Right and Dave Starkin. Seconded by Commissioner Duvall.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-Chief Koppmann would like approval to remove the cabinets in preparation of the project. The board has no problem with this as it would need to be done anyways.

-Commissioner Legters may set up a temporary fob to have the contractors be able to come and go as needed.

Insurance:

-Property insurance payment is Due March 1st. It was 6% higher and this was anticipated. It was noted Commissioner Long does have some questions and will ask Joel Steele when he hand delivers the check.

IT Report:

-Social Media policy revision suggested by Pinsky was gone over. The board had additional changes and wording suggestions.

Motion to approve social media policy made by Commissioner Long. Seconded by Chairperson Heissenberger.

-Discussion had more wording changes and a few mentions of the fire department that did not apply.

-Commissioner Long asked to drop the motion and have more time to revise the social media policy and bring it back to the board for next months meeting. The Chief would be included in this as well.

-Secretary Barbaro given permission in the meantime to post to the district Facebook for meeting minutes and meeting times.

COMPUTER/SYSTEM:

-Commissioner Long shared he also worked hard on the district computer to organize the files and have storage in the cloud. It was suggested to use the district clerk email to send items needed to save as a "paper trail" and then have a backup.

-Additionally, Commissioner Long presented the board with information in regard to the website and build. The report is attached to the meeting minutes at the end.

-Reminder that the district is tax exempt.

-Motion made to spend \$900 max for website development with Word Press through Blue Host made by Commissioner Long. Seconded by Commissioner Duvall.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-The demo version by Mr. Ramirez was never seen and there was no contract, and he has missed the 3 meetings he has been invited to attend. Commissioner Long will reach out to him to let him know the district has moved in another direction and will no longer need any services.

-GoDaddy log in information and recovery needed, Secretary Barbaro to help as needed.

-Chief Koppmann cautioned about domain name information and to ensure it auto renews so the district does not lose the site. Past payment records may have account number listed.

-Pinsky suggested keeping the website simple overall.

Old Business:

-Updated Fire District Maps (Ontario County GIS) obtained. Thank you to Commissioner Long for getting those so quickly.

-Confirmation on the physicals for those who are not current members of the EBHFD but respond as part of CES do not need physicals. Chairperson Heissenberger feels something should be covered in the policy and procedure.

-Additionally, since they would be responding under Canandaigua Emergency Squad there would be coverage under them.

-Chief wanted to add something earlier for Buildings and Grounds. There were patches of the truck bay floor needing to be redone. He found a company and information can be found at armortufftile.com that was much lower in cost than epoxy coating. 25-year warranty included as well. These would also work with heated floors.

-Bruce will look into this and get an estimate.

-Chairperson Heissenberger wondered about the drains and door fittings. And CA Reed should be followed up with for the spot treatment estimate. Heather to help find past estimate.

-Bruce is looking into a projector for meetings as currently the district is borrowing the one from the fire department.

Motion to spend up to \$550 for a projector made by Chairperson Heissenberger. Seconded by Commissioner Duvall.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

New Business:

-Commissioner Legters forgot to mention it earlier in the treasurers report but he needs more check stock. He has not ordered since 2018 so they do last a long time.

Motion to order new checks made by Chairperson Heissenberger. Seconded by Commissioner Duvall.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-Chairperson Heissenberger sent out an email from a local business owner who wished to rent the community room for her business/direct sales type of night doing scrapbooking. It was called Creative memories. The boards discussed how it does go against the current policy in place.

Motion made to not allow due to commercial gain made by Chairperson Heissenberger. Seconded by Commissioner Long.

-The kitchen has no microwave and many in the community have asked to use one to heat up food etc. for events.

Motion to have Bruce purchase a microwave not to exceed \$200 made by Chairperson Heissenberger. Seconded by Commissioner Duvall.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

-Commissioner Legters suggested stove to get cleaned with the increase of the community use. Brand of the over is South Bend.

-Heather to help find invoice on grease trap last cleaned out to see who serviced and cleaned it.

Adjournment: Motion to adjourn made by Commissioner Long. Seconded by Commissioner Legters.

| Votes | AYE | NAY | ABSTAINED | ABSENT |
|----------------------------------|-----|-----|-----------|--------|
| Chairperson George Heissenberger | X | | | |
| Commissioner Zach Legters | X | | | |
| Commissioner Mike Long | X | | | |
| Commissioner Jeff Kachmaryk | | | | X |
| Commissioner Ryan Duvall | X | | | |

The motion passes.

Meeting end time was 9:10 pm.

I, Heather Barbaro, secretary of the East Bloomfield Fire District, hereby certify that the attached minutes are true and accurate copies of minutes maintained by me in the ordinary course of business and as part of my role as secretary of the fire district.

Secretary

Attached for notes purposes: Commissioner Long's notes on web programs for a District website.

Background information:

- Domain name is currently purchased and is hosted by GoDaddy through July 2023
- Three steps in website development are:
 - Design,
 - Building, and

- Support & Maintenance.
- Four methods of Website Development are called, or consist of use of:
 - Website builder such as GoDaddy, Wix, and Square Space
 - Content Management System (CMS) software such as Wordpress
 - Programming with HTML, CSS, and other languages
 - Contract with company for design, build, and support/maintenance.

Details of the four methods

| Method | Qualification | Start-up* | Annual** | Comments |
|-------------------|-----------------------------|---------------------|----------------|--|
| Website Builder | Business email, one | \$300 | \$300 - \$400 | Low price & fastest, but only one business emails |
| | Business email, multiple*** | \$300 - \$400 | \$900+ | Expensive, use of Google Workspace (business system) & pay for each email address |
| CMS | | \$0 to \$400 | \$300 - \$600 | Low price, slightly more technical effort, but good support & flexibility |
| Programming | | +\$\$\$ | \$300 - \$400 | Requires knowledge in programming languages + time, support & maintenance? |
| Designer Contract | Specialized | \$1,000 - \$10,000+ | \$400 - \$1200 | Expensive & possible lack of future support, possible limited design & template choice |

*Startup costs - templates, themes, security packages, support, domain

**Annual cost - includes security, domain renewal, hosting cost, support/maintenance, analytics, email addresses

***Wix - Pro Website plan @ \$27 + \$6 X 7 (Workspace emails) = \$69/mo. = \$828 annually + domain costs, hosting is free with the plans

Recommendation

- Use of CMS Process – via Wordpress
- Wordpress – open source, free (wordpress.org) as are many of its add-ons, and support is available via community.
- Transfer hosting from GoDaddy to Bluehost – highly recommended, support available for Wordpress (\$) if needed.

| 3 YR PLANS - BLUEHOST | Basic Plan | Choice Plus Plan |
|--|--|--|
| Cost | \$4.95/mo. --> \$59.40/yr. | \$7.45/mo. --> \$89.40/yr. |
| Storage SSD* | 10GB | 40GB |
| Email w/ domain | 5 emails + 100MB (couple dozen emails) | Unlimited + unlimited/box |
| SSL (Secure Sockets Layer for encryption) | 1 year free then \$80/yr. | Free |
| Website Back up | Not available, owner must provide | 1st year free then \$35/yr. |
| Domain transfer | Free | Free |
| Hosting | 1st year free, then \$9.99/yr. | 1st year free, then \$9.99/yr. |
| Malware, 36 months | \$35 | \$35 |
| Templates included, if additional needed | \$100 | \$100 |
| Start up, Blue Sky Pro, if needed, not included | (\$165/mo., not included in total) | (\$165/mo., not included in total) |
| TOTAL 36 months** | \$493 (or \$164/yr.) no backup and 5 emails | \$493 (or \$164/yr.) includes website backup & emails |

* 2022 Mtg Minutes - final storage is about 4 GB.

** If additional technical support needed +\$55/ yr.

Request expenditure at \$900.00 max. to accommodate support and/or templates with

added NYS sales tax.

Expect initial expenditure to be \$393 + \$29.48 (sales tax) for three years.

(\$493 + 2 X \$165 = \$823 + sales tax = \$885)