

**EAST BLOOMFIELD FIRE DISTRICT**

**Meeting Minutes**

**August 15th 2022**

**The meeting was recorded for note keeping purposes with the number in attendance for accuracy.**

Phil Rhoda 3 year	George Heissenberger 12/2020	Jeff Kachmaryk	Zach Legters	Ryan Duvall
2022	2023	2024	2025	2026

**Called to Order:** Meeting was called by Chairperson Heissenberger at 6:32 pm.

Meeting was held in the Community room.

-Chairperson reviewed Roberts Rules of order.

**Attendance:**

	Present	Absent
Chairperson George Heissenberger	X	
Commissioner Zach Legters	X	
Commissioner Phil Rhoda	X	
Commissioner Ryan Duvall	X	
Commissioner Jeff Kachmaryk	X	

Chief Pete Koppmann \_\_X\_\_

Secretary Heather Barbaro \_\_X\_\_

**Also Present:** Derrick Legters \_\_X\_\_ Steve Murnan \_\_X\_\_, Joyce Koppmann \_\_X\_\_ \_ Vic Rauscher\_\_

**Public Comment:** Commissioner Duvall read a thank you note from the Historical Society for the volunteers and trucks used for their event.

**Fire Department:** President Steve Murnan shared with the board that the electronic sign out front now has the meeting times for the district shared on them

-Second, he asked for the district to consider removing the cones from the back of the property between our neighbor since there has been no more escalations.

-Commissioner Duvall let the board know Mr. Thane Jenkins does have court with the town this Thursday. He asked the board if they want to continue to due a survey of the property.

-There is chicken wire fence that Mr. Jenkins has put up.

-Chief Koppmann has also shared that there has been no communication or issues from Mr. Jenkins recently.

-Board generally agreed on a survey. Joyce Koppmann asked if when the building was built if there are already records of a survey from then to use.

-This will be looked into by Commissioner Legters, and a survey will be done if not.

Motion made in the past for the survey and potential landscaping trees or rocks to be put in place as a barrier. So, no additional need at this time for a motion.

**Old Business: Chairperson Heissenberger** thanked committee for getting together and working on possible camera policy.

-Commissioner Legters overviewed the potential new camera security policy to the board.

-Commissioner Duvall reached out to his lawyer and suggested we send to Pinsky to review and not vote yet. He was advised not to sign it until then.

-Commissioner Rhoda talked with Pinsky and he wasn't the biggest fan as the signs already up mean no expectation of privacy.

-Commissioner Duvall said Mike should set up the logins and isolate the cameras, and board will check Pinsky in the meantime.

-Motion to have Mike come out to isolate cameras and set them up. And accept policy until Pinsky approves made by Commissioner Duvall.

Discussion included letting those in presence of the meeting know it records back 8 seconds.

-Joyce Koppmann filling in for Joann Long who is on the camera committee wanted to know the length of the recordings.

-Commissioner Legters unsure the length of the storage for records as it will loop over but it should be good for up to a year. With more cameras added he will have to investigate it.

-Motion still on the table and needing a second.

-Seconded by Chairperson Heissenberger.

Votes	AYE	NAY	ABSTAINED	ABSENT
Chairperson George Heissenberger	X			
Commissioner Zach Legters	X			
Commissioner Phil Rhoda	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall		X		

The motion passes.

-Commissioner Rhoda to call Mike and Pinsky.

**Minutes:** Chairperson Heissenberger thanked the secretary for the time and accuracy of the last months meeting minutes.

-Motion made by Chairperson Heissenberger to accept the meeting minutes.

Seconded by Commissioner Rhoda.

Votes	AYE	NAY	ABSTAINED	ABSENT
Chairperson George Heissenberger	X			
Commissioner Zach Legters	X			
Commissioner Phil Rhoda	X			
Commissioner Jeff Kachmaryk	X			

Commissioner Ryan Duvall	X			
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The motion passes.

**Membership:** Secretary of the Fire Department presented Nathaniel Wheaton's paperwork for approval by the district. He was approved by membership.

-Motion to accept the new member Nathaniel Wheaton made by Chairperson Heissenberger. Seconded by Commissioner Legters.

Votes	AYE	NAY	ABSTAINED	ABSENT
Chairperson George Heissenberger	X			
Commissioner Zach Legters	X			
Commissioner Phil Rhoda	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

-Additionally, Joyce shared there is a new junior core member by the name of Luke.

-PESH Hepatitis-B Form & List of members who have a Hep-B form on file

-Junior Core had first meeting in 12 years!

-Hep B forms updated as well.

-Chief Koppmann gave the secretary 3 physicals to file. Pat Thorpe, Herb Dixon, William Lang (new member)

-Member was checked out medically at after fire drill training at the county.

Canandaigua Emergency Squad gives credit to fire members. insurance information given to Jeff.

**Chief's Report:**

July 2022 Incident Report	Total
EMS Assist	3
MVA	3
Weather Problem (trees and wires down)	2
Automatic Alarm	1
Vehicle leaking fluid	1
Carbon Monoxide Alarm	2
Appliance Fire (stove)	1

<b>TOTAL</b>	<b>13</b>
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2022 Total Calls Year to Date: 125

For comparison: 2021 Total calls to date: 129

**Testing/Maintenance:**

- Hose & Ladder Testing – Twin Tier Waterway. Postponed until Aug. 2022
- SCBA flow testing – Churchville Fire Equipment - August 8<sup>th</sup> and all SCBA passed testing
- Hydraulic Rescue Tool annual maintenance – First Out Rescue - 8/15/22

**Procurement:** Commissioner Duvall has a potential candidate for the procurement job. His name is Cassidy Mincer, and he currently works at the VA. He is interested but wants to know more about the role and compensation.

-The board agreed whoever takes on this role should come to every meeting. And be in communication with the Chief often for the department needs.

-Chairperson Heissenberger wondered if a flat rate should be done or more based on job performance. He suggested \$150 a month.

-Commissioner Rhoda suggested an estimate of 15 an hour but with the hours it could be several thousand over the year and he said this role should not be paid more than the secretary.

-Commissioner Legters reminded this role will have to be budgeted for so the taxes can still be kept low.

-This job opportunity as well needs to be posted with a job description. Chief Koppmann suggested to reach out to Pinsky to see what legally needs to be done.

-Commissioner Legters and Commissioner Duvall will continue to work on.

-Commissioner Rhoda wanted to add in the Website/Camera committee to be worked on still, domain name has been purchased. Nothing heard from Pinsky for more information on this.

-Chief Koppmann went over what is going on for procurement for the board and includes the following:

<b>DATE</b>	<b>Vendor</b>	<b>Description</b>	<b>Total</b>
7/22/22	First Out Rescue	Body Armor	6,400.00
7/26/22	Turnout Express	Turnout Gear Clean & Repair (B. Lang)	
8/2/2022	Copperstone Workwear	High-Viz Raincoat (704)	90.47

-The coat previously approved for Assistant Chief Bill Smith has arrived.

**Procurement Needing Approval:**

• Quick Fist Equipment Clamps (711 piercing nozzle extension): \$17.00
• 2 gal. steel gas can (Engine 712): \$60.00
• 2 gal. gas can mount: \$99.95
• Wheel chocks (pair): \$64.00
• Radio Strap kit (702 R. Rayburn): \$166.85
• 2XS Cadet structural fire gloves (A. Miller-Qty. 2 pair): \$196.00
<b>TOTAL: 603.80 plus shipping</b>

- Minitor VI UHF Pagers. Qty. 4. 354.25 ea. \$1,417.00 total
- Turnout Gear (six sets) \$18,000.00.

-Chief Koppmann just wanted to confirm to the board they would be spending the money and not getting the gear until 2023.

-In regard to the turnout gear Commissioner Duvall wanted to know if Abbey Miller who is a career firefighter in Victor uses the gear in both fire houses.

-Chief Koppmann let the board know that she has two different set if gear, just like another member who is a career firefighter in Fishers.

-Motion to approve all costs plus freight made by Chairperson Heissenberger. Seconded by Commissioner Legters.

Votes	AYE	NAY	ABSTAINED	ABSENT
Chairperson George Heissenberger	X			
Commissioner Zach Legters	X			
Commissioner Phil Rhoda	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

-The board usually sets a budget to get 6 sets each year. Typically, they run \$3,000 a set. Chairperson Heissenberger did let board know the purchase for gear was already approved.

**Training:** Check for flashover training has not been cashed yet. Commissioner Legters did confirm they got all the registration and are set but they have not cashed the check. He will reach out again as date is quickly approaching.

**Treasurer's Report-** Total for the monthly bills are \$10,934.90.

-The elevator contract from Otis is same as last year. Discussion to price compare Buffalo Elevator, and Schindler repair. Commissioner Rhoda will follow up.

-Commissioner Legters will wait on check for now to It is until decision can be made. There is still time so no penalty with withholding check at this time.

-Ryan Heating filter discussion as one has fallen. Suggestion to use what we have in house first when they come out for the next servicing as there are extra filters on site.

New bills:

\$89.51 for Assistant Chief Bill Smith for mileage reimbursement.

\$398.40 New helmet

\$54.10 - National fuel bill

\$545.40 fuel bill for town

\$83.49 staples for ink

New total : \$12,106.30

-Motion to approve and pay the bills made by Commissioner Legters. Seconded by Chairperson Heissenberger.

Votes	AYE	NAY	ABSTAINED	ABSENT
Chairperson George Heissenberger	X			
Commissioner Zach Legters	X			
Commissioner Phil Rhoda	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

-Audit performed and will need public notice. An email was sent to Heather by Commissioner Legters. Once submitted she will send to Messenger and

- with Comptroller.
- Mortgage payment has been paid.
- \$15,643.77 for the checking balance.
- \$699,659.67 for the savings balance.
- \$211,327.39 balance for the C.D.
- Income: \$157,939.78

-Reminder the budget workshop is Wednesday at 6:30 pm.

- Once budget is proposed it will be given to town and village and legal notice will be published in the Messenger.
- Chairperson Heissenberger did remind the board there is a date if tax cap goes over. But he thinks with what was discussed at the first budget meeting so far the new budget would be under the 2% increase threshold.
- Budget vote in October will start at 6pm. And will be held on the same night as the monthly meeting.

-The sign out front and a legal notice will share this communication with the town.

**Transfer from Gen. Fund savings to Gen. Fund checking:** -Motion to transfer \$12,000.00 from savings to checking made by Commissioner Legters. Seconded by Chairperson Heissenberger.

Votes	AYE	NAY	ABSTAINED	ABSENT
Chairperson George Heissenberger	X			
Commissioner Zach Legters	X			
Commissioner Phil Rhoda	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

**Correspondence** – Ace rewards \$5-expired coupon.

- Bloomfield Lions dub donation form
- NY electric ad
- Notice for publication for the Messenger-to be filed.
- Pinsky-mini law school for emergency members flyer given out.
- free pen, sent to district. given to Vic as it has department name on it.
- Newsletters given out for the Fire Association.
- Uline books -2 given. And Commissioner Duvall will use these.



-Freedom of Information request sent to Chief for a call East Bloomfield Fire Department helped with. This was a Canandaigua mutual aid call, so he has responded and given all information needed.

**Apparatus:** Commissioner Duvall checked with Ultimate Undercoat (Bloomfield) about compatibility. And there is no problem with this. Gary from the company can even come out and look at our trucks.

-Chairperson Heissenberger does wonder if it will mess up anything with the warranty.

-Commissioner Duvall will get all information and bring it back to the board.

**711:**

- Left side hose bed light out (Warranty). New light installed 8/15/22
- Passenger side, step light broken (light is working). Repaired 8/15/22
- Rear passenger side DOT marker light lens is cracked (light is working). Repaired 8/15/22

**712:**

- Primer pump handle sticking. Service tech disassembled and lubed. 8/15/22

**752:**

- Replacement drivers side wheel well trim received 3/30/22 (Wrong style)
  - Gorman sourcing the correct version and will cover return shipping of wrong one
  - Correct style received by Gorman and being shipped to us
- New hose bed tarp for cross-lays & main hose bed. (Netting similar to 711)
- Check engine light still on. OK to drive per Diesel Tech @ Van Bortel. ERG Valve.
- Do not move apparatus indicator on.
  - Compartment door sensor on rear door
  - Sensor ordered 8/15/22

**741:** Nothing needed at this time.

**751:** Nothing needed at this time.

**70 - Chief Vehicle:** Nothing needed at this time.

**Buildings:** Commissioner Rhoda is still waiting to hear back from Carl.

-Generator has been maintained.

-Window replaced and Commissioner Rhoda mentioned it may be free of charge from what he is led to believe.

-West Fire mentioned a door strike needs to be replaced and they will help with keypad, fixing the wiring. They have parts from other keypads to do this repair.

-Down to 6 bags of salt and Commissioner Rhoda will order.

-Red Cross wants to be here about every 8 weeks for the blood drive. They are running out of options at other locations. Mainly due to volunteers they said.

-Discussion on fob or pin pad number to be given to them for the needs.

-Commissioner Rhoda asked if it is possible to program a number on each visit, and then when close to the date he can give it to the contact he has.

-Board discussed how fob may not be the best if people change.

Commissioner Legters can program it with a number to change each time.

-Chiefs office door if not always locking. He has to pull harder on it to close. Commissioner Legters to reach out to West Fire.

-Where 712, and 741 are parked, there are bubbles in the epoxy or flaked off or gone. Commissioner Rhoda to reach out to C.A. Reed.

-They are right in front of truck tires.

-Circulation pump: nothing about Ryan fixing. Commissioner Rhoda to reach out.

**Grounds:** Commissioner Duvall is going to work on criteria for snowplow contracts. This needs to be sorted out by next month to place a public bid announcement.

-Chairperson Heissenberger wonders if zero tolerance policy would be good.

-Commissioner Duvall did say to be careful about budgets. And to plan for major price increases due to fuel costs and salt costs. A bag which used to cost \$2.99 is now over \$6.00

-They need to be fully insured.

-Commissioner Rhoda said dead tree in back. To confirm its on our side of the property the board hopes the survey will help.

**Insurance:** There has not been many complaints in regard to the community room needing to have an insurance policy Commissioner Rhoda shared.

-The only issue Commissioner Rhoda has come across is some community members just may not know how to add the insurance for the event.

-There is a hold harmless agreement, and deposit already in place.

-Commissioner Kachmaryk shared that the insurance agent Joel Steele said if there are any issues with room damage it would be more then the deposit and there would need to be communication to the renters insurance.

-If damage is done it could then potentially punish the community member who want to rent the room in the future depending on times of repairs.

-Chairperson Heissenberger shared that in the past many things had been taken before. It included pots, pans and even someone's butcher block.

-Commissioner Duvall makes a motion to remove insurance rider policy from the room rental policy. Seconded by Commissioner Rhoda.

-Discussion open.

-Member of the fire department and past commissioner Vic Rauscher shared that due to the lack of insurance on the room by the individual it will then require a larger deposit.

-Commissioner Kachmaryk also agreed the deposit has to increase.

-Commissioner Rhoda wondered if a deposit of \$500 would work but then many community members may not be able to do that.

-Commissioner Legters was worried about check bouncing in general. This would then result in the district getting charged by that bank as well.

-Commissioner Rhoda did bring up that Boy Scout Den leaders want to use the room monthly. They are running out of places to hold their meetings.

-However, insurance on the room might be easier as the renter then may feel more liable Commissioner Kachmaryk added.

-The board wonders what other places charge in town. Commissioner Kachmaryk did share it was very expensive to even use a soccer field at Veterans Park.

-Many groups wanting to use room may have group coverage already.

-Chairperson Heissenberger did bring the motion back to question to place a vote.

-Reminder motion was made by Commissioner Duvall to remove insurance rider policy from the room rental policy. Seconded by Commissioner Rhoda.

Votes	AYE	NAY	ABSTAINED	ABSENT
Chairperson George Heissenberger	X			

Commissioner Zach Legters		X		
Commissioner Phil Rhoda	X			
Commissioner Jeff Kachmaryk		X		
Commissioner Ryan Duvall	X			

The motion passes.

-Commissioner Kachmaryk suggested the need of raising the room rental deposit.

-The options of Venmo or Cashapp or Paypal was brought up by Commissioner Duvall so there is no need to worry about checks bouncing. However this would then take the money temporarily from the community member.

-Policy over NY hatred posting from Chairperson Heissenberger was gone over. There are many draft policy forms online and he can get one to adapt. Explanation of what that means as well for the district.

-Commissioner Legters to look at current policies. and confirm non-discrimination policy is in place and add the NYS hatred policy.

-Pinsky has created draft policy for marijuana usage. Chairperson Heissenberger to send out. chief asking for Joyce and him to be given policy for membership. still being tested for as part of new membership. federal grants needs to be taken into account.

Joe Frank did assist w/ policy.

**New Business:** Neighbor across the street is getting their driveway repaved and would like to use a parking spot while it is being worked on. District ok with this but requests they park in the back and keep the front spots open for the fire department members.

**Adjournment:** Motion to adjourn by Commissioner Rhoda. Seconded by Commissioner Duvall.

Votes	AYE	NAY	ABSTAINED	ABSENT
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Chairperson George Heissenberger	X			
Commissioner Zach Legters	X			
Commissioner Phil Rhoda	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

Meeting ended at 8:39 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.

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Secretary