

**EAST BLOOMFIELD FIRE DISTRICT**

**Meeting Minutes**

**Date: March 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\_\_ Joel Steele \_\_X\_\_

**Public Comment:** Nothing currently.

**Fire Department:** There will be information shared later in the meeting.

-Commissioner Long wanted to share a big thank you to Assistant Chief Korbyn Simmons and Chief Pete Koppmann. Korbyn was able to recognize the signs of a potential flashover and backdraft which had him sound alarms to evacuate a house fire on March 5<sup>th</sup>. Chief Koppmann was inside and helped two fellow firefighters all get out safely.

-Chief thanked him for the kind words and shared that there was zero visibility when inside, and he will let Korbyn know of the praise and kind words as well.

**Minutes:** Chairperson Heissenberger asked the board if there were any corrections or additional comments as Secretary Barbaro had sent them out after the last meeting for review. Seeing none the minutes were approved by Robert's Rules.

**Membership:** Chairperson Heissenberger shared there was no meeting last month and no additional items to report at this time.

-Chief Koppmann did let the board know that Joyce Koppmann was meeting that evening with a potential candidate for the junior core program and his family for a tour so that may be a new probationary candidate.

**Chiefs Report:** Chief gave Heather 3 physicals. One was for last year as member Dan Scanlon was in transition.

There was a physical renewal day at the Ionia Fire Department in which 14 members attended.

<b>February 2023 Incident Report</b>	<b>Total</b>
MVA	4
Automatic Alarm	1
Stove Fire	1
Burning Odor	1
Odor of Gas	1
Wire Down	1
Control Burn	1
Mutual Aid - Structure Fire (Manchester)	1
Mutual Aid – Traffic Control (Cheshire)	1
<b>TOTAL</b>	<b>12</b>

Calls year to date for 2023: 29.

For comparison calls year to date for 2022 was also 29.

**Training:**

- NYS AFC Flashover Simulator.
  - May 6-7. Bristol FD
  - Cost: \$125.00/person. Funds to send up to four members.
  
- NYS AFC Seminar "Truck Skills Beyond the Textbooks"
  - November 8<sup>th</sup>. Henrietta FD
  - Cost \$35.00/person. Approval to send up to six members.

Motion made by Commissioner Legters to approve both trainings the one for \$125 a person and sending 4 members as well as the \$35 a person sending up to six. 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.

Chief wanted to mention 3 sets of gear needed to go out for cleaning and another for repair. Once the gear extractor is in place this will cut down on external cleaning costs.

-Cascade cylinders moved in preparation for the gear extractor.

**Procurement – Chief and Bruce Treat:**

Vendor	Description	Price	Qty.	Total
Grainger	Batteries & LED Traffic Wands	190.36	1	190.36
Victor Power Equip.	2-Cycle Small Engine Fuel (5 gal.)	134.00	1	134.00
Fire Equipment Assoc.	White Chief's Helmet - 704	330.00	1	330.00
MES	TecGen 51 Non-Structural Gear	960.00	1	960.00
Harbor Freight	Tool Bag (LDH Adapter Storage)	14.99	2	29.98
Haun Welding	SCBA Cascade Cylinder Valve Repair	65.20	1	65.20
			<b>TOTAL:</b>	<b>1,709.54</b>

**Extractor & Drying Cabinet Install:**

- Extractor & Drying Cabinet at Statewide Machinery (Batavia)
- Awaiting approval & completion of electrical and plumbing work
  - Electrical Work Estimate: Wirerite: \$2,323.00. Work completed 3/18/23
  - Plumbing Estimates: David Starkin: \$4,400.00

**Procurement For Approval:**

From the Chief's report:

Vendor	Description	Price	Qty.	Total
	Elbow: 3" NH Female rocker lug swivel X 5" Storz	318.00	1	318.00
	5" Blind Storz cap w/ lanyard	119.00	1	119.00
	Heavy Duty 2.5" Hydrant Gate Valve	377.00	1	377.00

	Ice Commander Rescue Suit	884.00	2	1768.00
	Quic Strap – 3" Fixed Length - Trucks 752	18.00	4	72.00
	Quic Strap – 11"-16" Variable Length – Trucks 752	35.00	4	140.00
	SCBA Mask Bag - Red	22.00	3	66.00
<b>TOTAL:</b>				<b>2,860.00</b>

-Noted the microwave is in the kitchen now and the last people to use the community room already started putting it to good use.

-Projector was ordered and the total was \$505.

-Bruce was looking into ice suits for the department. Chairperson Heissenberger suggested to have two ordered.

-It was noted when the two candidates went through the training recently for the county, they borrowed suits.

-Bruce needed approval for 7 items and the second suit. The rough total was \$2858.

-Motion to approve this purchase for the total of \$2858 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.

-Also discussed was the elevator pit cleaning for an estimate of \$5,476. To remove the oil would be an additional \$750. And finally, the air pump rental of \$952.

-Commissioner Kachmaryk reminded the board that Otis would need to come out and do a lock out.

-Bruce Treat also mentioned how he thought a prevailing wage may have to be paid and would investigate it. He thought the estimate may additionally come down as the work gets done if there is less anticipated clean up.

-Chairperson Heissenberger was surprised at the high estimate

**Insurance:**

Joel Steele came in and presented to the board.

-He went over the current policy and showed a side-by-side suggestion of changes. There was a deadline of March 1<sup>st</sup> before that did not give the board much time to look at different options, it will be prorated if the board was to switch insurance.

-Chief Koppmann wanted to know about the cancer policy and the coverage there. Joel Steele let him know that was separate and would not change.

-Chief also wanted to know if Utica who was the new potential option had online training access. This has been vital in the past with many of the members being snowbirds.

-Driving training overview was included before and Chief wants to ensure it would be included in the costs.

-Joel Steele to confirm as the prices are very comparable.

-The accidental policy is also coming up for renewal in April.

-The tax break for the members also needs to be investigated as it goes with the county and town.

-Joel suggested to the board a potential date change to May 1<sup>st</sup>.

-Commissioner Duvall liked this idea and it would save money overall.

-Commissioner Kachmaryk asked if it had to go through online training through insurance. Chief let him know it doesn't, but the trainings have been invaluable.

-Commissioner Kachmaryk made the motion to accept Utica insurance pending Joels research for online training availability and to switch over the date to May 1<sup>st</sup>. 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.

-Accident policy \$841 due middle of April. It is the same price and coverage.

-Motion to pay Joel Steele Agency to go with the policy VFIS made by Commissioner Kachmaryk. 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.

-OSHA incident supplied with the paperwork. The office considered it non reportable. Commissioner Kachmaryk to give copies and put it on the district computer.

-Chief Koppmann said it is important as it must be in the 24 hours. Board discussed reportable vs non reportable.

-Chief Koppmann suggested to put it on letterhead if needed when reporting,

-Commissioner Long talked to the Sheriff, Rich Nicholson. Rich would need to ask request for a copy of the police report to be accessed and then file. Chairperson Heissenberger said it should be on file. But at this time Rich does not plan to move forward with charges. He communicated about the incident of his foot being ran over by Phil Rhoda with his car.

-Commissioner Kachmaryk will follow up to see if a copy can still be on file if possible.

-Commissioner Long to follow up with Rich, then go to a FOIL if needed.

**Treasurer's Report:** The total for bills before any additions was \$8,302.09.

**Summary for General Fund:** Commissioner Legters went over the report provided.

-Additional bills that came in were \$841 for the accident insurance.

Snowplow bill from Hood for \$1,030. Giving the new total for bills as \$10,173.09.

-Motion to approve the bills 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.

**Transfer from Gen. Fund savings to Gen. Fund checking:** Motion to transfer \$12,000 form savings to checking to cover the bills made by Chairperson Heissenberger. Seconded by Commissioner Kachmaryk.

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 let the board know the truck payment for 711 was coming up. The total was \$43,416.37.

-Motion made by Commissioner Kachmaryk to pay the truck payment in the amount of \$43,416.37. 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.

-RFP audit to be selected in the summer. Chairperson Heissenberger to find the RFP.

-Treasurer search still underway. Secretary Barbaro was asked between meetings if she would like to help in the meantime until someone is hired. The board asked her if she had interest moving forward to add that position.

-She said in the meantime she was willing to learn and help but long term it was already her goals to become an ambulance driver and take her EMT and as a single mom her time is limited.

-Parrish and Brassie will still do grunt of work but Heather will help.

-With the additional work it was suggested by the board after some discussion to raise Heathers monthly pay to \$275. Once the new treasurer is hired it would be reduced by \$50. This would come from the professional budget according to Commissioner Legters,

-Motion made by Chairperson Heissenberger to raise Heathers pay by an additional \$50 for treasurer help and an additional \$50 for website and note duties. 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.

-It was also noted by Commissioner Duvall that the board should evaluate the pay for Bruce now that he has been in the position for a little while and wanted it to be fair to him as well on his pay,

-Job description for website to be created for Heather to best understand the new additions to her tasks.

**Correspondence:**

-Bank of Green County advertisement

-Van Bortel Ford flyer

-CNB credit card information

-It was noted Tim Wixom is removed from the CNB accounts and it is now set up as a business account.

-Harmco Fastener for Milwaukee Tools ad

-Midwest Fire

-Fire District Association Newsletter

-Credit card information from the bank for many of the board members.

-CNB information on CD rates vs bonds. Commissioner Legters to follow up and email the board information on this.

-Commissioner Duvall just wanted to confirm ease of moving money as needed,

-Motion made to get best CD rates possible was 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.

-Commissioner Long wanted to confirm cash flow option.

-Net 360 wanted \$49 for an antivirus. Zach to call them as the letter was dated June of 2022.

**Apparatus:** There was discussion on maintenance contracts with companies like Churchville Fire and HarRob from Syracuse. Penn Services was provided as well but they do not offer pump servicing.

-HarRob was \$9,403 with pump test and services.

-Penn was less but no pump tests.

- Churchville was \$9,400 and they have a deluxe option for \$11,200. There was the annual service rate of \$13,800.
- HarRob will be asked if they have more in depth service information. Chief will get more information on this. And at the very least the costs on the full annual service.
- At this time Chief Koppmann suggested to stay local.
- The thought of the firetrucks having to travel on the thruway to Syracuse and whether or not they would get charged for using the thruway can be a pain. Chief would like a better comparison.
- HarRob comes to the district location except for the annual inspection.
- Commissioner Duvall said to send HarRob a list of what Churchville does and see if they have anything that compares.

**711:** Nothing currently.

**712:**

- Make-up air compressor pressure switch.
- Electric cord re-wind not working.
- Stiff/stuck pump primer handle.
- Throttle malfunction. (Possible fuse or pressure transducer issue)
  - Churchville on site 3/7/2023 for repairs.

**752:** Hose bed straps (Zico Quick Straps). Purchasing approval needed.

**741:** Damaged compartment light (driver side). New light ordered. Churchville 3/7/23

**751:** Pump winterized 12/3/2022.

**Chief Vehicle – 70:** NYS Vehicle inspection due 3/2023

**Buildings:** -Commissioner Duvall is still looking into epoxy flooring options for repair. One company he has started to look into was Apollo.

-Proctor Roof will come out to give an estimate as the seams need to be looked at. Additionally, they gave the option to do a skim coat over the whole roof as a comparison.

-Commissioner Kachmaryk warned that if one area is leaking now there is sure to be more in the future.

-Commissioner Duvall is to get estimates and bring back to the board. It was suggested to look at the company Upstate and get two quotes in general.

-Commissioner Duvall presented the board with the Spring landscape bid legal notice and what he would be looking for from the candidate. He is to provide a digital legal notice to Secretary Barbaro to post in the Messenger.

-There are roughly 6 companies he will be reaching out to personally besides the posting.

- Chairperson Heissenberger asked that when the digital legal notice is provided that Secretary Barbaro also send it to the contact at the Penny Saver to get more bids and interest.
- Commissioner Duvall checked the one leak upstairs and it appeared to be dry.
- Chief informed the board breaker 21 keeps tripping. This controls the shore power for 711 and 712.
- The board thought before in general the plug for the shore power was the issue, however it is still tripping.
- Martin Electric is to be called to have a look at the wiring and breaker.
- Bruce to provide information on Blinds to President of the Department Steve Murnan to show the members.
- Chief Koppmann suggested to the board to look at Bison and Kone as potential companies for the ongoing Elevator concerns. They both have locations in Rochester.
- Chief Koppmann is working on dimensions for Bruce so he can then investigate epoxy alternatives for flooring for the truck bay.
- Regarding the elevator it is working, and pads appear to be dry. Commissioner Kachmaryk not sure if basin was cleaned out properly the first time.
- Bruce Treat brought that up to the company but because the former commissioner signed off on it Clean Harbors will not take additional responsibility. Or budge on pricing in general.
- Bruce will reach out to Servpro as an additional option.
- Chief Koppmann will reach out to other departments that he knows of with elevators to see who they use as well to get more ideas of companies to utilize.
- This will be communicated to the board before next meeting by Bruce. And He will get some information from T and R Environmental.
- Solution One was discussed on the back flow preventors and there was two options, There is a sprinkle valve leaking, One was a repair/rebuild due to calcification and leaking and the cost was an estimated \$3,760. The other option was to remove the domestic valves one at a time replacing with all new and that estimate was \$18,640.00.
- Chairperson Heissenberger explained where the issues were and the flapper to the board, He suggested the repair/rebuild for the total of \$3,760 by Solution One.
- Motion formally made to go with the repair/rebuild option by Solution One for the price of \$3,760 made by Chairperson Heissenberger. Seconded by Commissioner Kachmaryk.

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 West Fire panel recently had the Solution One sticker put on there, they will be providing numbers for the future, but their sticker was removed as they currently do not run the panel.

**IT Report:** Commissioner Long has revised the social media Policy and sent it to the board to review.

Motion to accept the policy as written by Brad Pinsky made by Commissioner Long.

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.

-Chief let the board know that the assistant chiefs were also given a copy to review.

**COMPUTER/SYSTEM:** Commissioner Long let the board know the domain was purchased and now brought over to Bluehost.

-There is a conference in May for Word Press and Commissioner Long would like to attend and get reimbursed the \$25 registration fee and any mileage.

-The board all agreed it was a good idea and there was no need for a formal vote.

**Old Business:** Name plates Commissioner Duvall said to be priced out to roughly \$15 apiece. This includes the plate and holder.

-Bruce to be given information.

-Motion made to purchase the name plates and not to exceed \$125 made by Commissioner Duvall. Seconded by Commissioner Kachmaryk.

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.

-It was confirmed that Commissioner Duvall is no longer looking into the polo shirts for the board to wear.

-Bruce Treat asked the board to increase the purchasing policy from \$200 to \$250. This would help him not have to necessarily wait until the next month's meeting in case prices change slightly.

-Commissioner Legters said this price cap has not changed in the 7 years he has been on the board and with the rising costs of things he thought it should increase.

-Motion made by Chairperson Heissenberger to increase the purchasing policy to \$250 and to go over this policy and bring it to the board. 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.

-Bruce thanked the board and confirmed he was working on things to help down the road if there are any changes with the Chief or himself moving out of the position to help the next person.

**New Business:** President of the Department Steve Murnan provided the board with room use dates for the year. These included:

April 22<sup>nd</sup> and 23<sup>rd</sup> for Recruit NY

May 12<sup>th</sup> and 13<sup>th</sup> for the Spring BBQ

October 6<sup>th</sup> and 7<sup>th</sup> for the Fall BBQ

October 31<sup>st</sup> for Halloween.

-Additionally, the Chief let the board know on April 27<sup>th</sup> in the Performing Arts Center parking lot of the high school there will be a mock DUI simulation. School is finally on board after many years and our mutual aid departments are helping as well. Thanks to Abbey Miller for helping coordinate the dates and getting the other departments involved.

**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 9:04 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