

**EAST BLOOMFIELD FIRE DISTRICT**

**Meeting Minutes**

**Date: November 21<sup>st</sup>, 2022**

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

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

Chief Pete Koppmann \_\_X\_\_

Secretary Heather Barbaro \_\_X\_\_

Additional guests: Bruce Treat \_\_X\_\_ Ron Newell \_\_X\_\_ Joann Long \_\_X\_\_ Mike Long \_\_X\_\_ Derrick Legters \_\_X\_\_ Steve Murnan \_\_X\_\_ Seth Jonas \_\_X\_\_ Geoff Breeze \_\_X\_\_ Joyce Koppmann \_\_X\_\_

- **Public Comment:** Nothing at this time.
- **Fire Department:** Nothing at this time from President Steve Murnan.  
-Chairperson Heissenberger wanted to remind the board of Commissioners it would be discussed later in the meeting, but he mentioned the Fire Department Thank you dinner. Date is December 6<sup>th</sup>.
- **Minutes:** Few minor corrections of the savings balance and the clock wall from the helmets.  
-Motion to accept the minutes with corrections made by Commissioner Rhoda.  
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.

- **Membership:** Letters for physical reminders went out from the committee.  
-Return to duty letter for Joann Long to be filed away by Secretary Barbaro.  
  
-Billy Gasser will be added to the LENSE driving program.

-Chairperson Heissenberger apologized for not doing it sooner in the meeting but requested a moment of silence. It was requested for Phil Rhoda's father-in-law, and additionally for Assistant Chief Korbyn Simmons as he lost a child end of October.

- **Chief's Report:**

<b>October 2022 Incident Report</b>	<b>Total</b>
EMS Assist	2
MVA	1
Automatic Alarm	1
CO Detector Activation	1
Fill-In/Stand-By (Bristol)	1
Mutual Aid Structure Fire (Honeoye)	1
Public Service	1
Odor of Gas	1
Animal Rescue	1
<b>TOTAL</b>	<b>10</b>

- Year to date is 162. This time last year the department had 193 calls.
  - Chief let Commissioner Legters know there would be an invoice soon for the rescuer CPR trainings. 6 Members took the full class. 11 took the recertification class.
  - Chairperson Heissenberger asked Chief Koppmann if he could get notified of the next class.
  - Gear from the order last year has finally come in.
- **Procurement – Chief:** Chairperson Heissenberger again introduced the new procurement Purchasing Officer to the board and community members in attendance. He let him know that he would be eased into this position and do a joint report with Chief for now and then move onto that being his jurisdiction.

<b>DATE</b>	<b>Vendor</b>	<b>Description</b>	<b>Total</b>
11/19/22	Microsoft	Windows 10 (Chief Computer)	149.43
11/20/22	Home Depot.	Milwaukee M18 Battery Charger – 12V input (752) Sawzall Blades	282.91

- New turnout gear from 2021 delivered 11/1/22. One pair of bunkers returned for incorrect inseam
- New turnout gear sizing for 2022 done on 11/9/22 (four members)
- 2022 Turnout gear to be invoiced and paid w/ 2022 budget funds. Delivery will be in 2023.
- Step-chock cribbing materials and construction at no charge

**Procurement For Approval:**

<b>Vendor</b>	<b>Description</b>	<b>Price</b>	<b>Qty.</b>	<b>Total</b>
PC & Wireless Shop	Chief Computer	\$1,200.78	1	\$1,200.78

Statewide Machinery	Gear Extractor & Drying Cabinet (Utilities not included)	\$20,250.00	1	\$20,250.00
			<b>TOTAL:</b>	<b>21,450.78</b>

-Chief let the board know the computer in his office was wiped clean at the same time as the commissioners so he purchased Microsoft office. Additionally, he learned the old system was running off windows 7. However, the computer cannot keep up with the program.

-He paid out of pocket for Office. (\$149 land change)

-PC and Wireless had a computer option with dual monitors for \$1,200.78 (with tax) \$1117.00 without tax.

-Commissioner Legters said maybe under, house, administration, or furniture, and fixtures budget the purchase should be ok. Since this was not a planned item before.

-Alpine should help transfer data over and this would be at no charge.

-Chief will get refund on the Microsoft Office program he purchased.

-Motion made by Chairperson Heissenberger to spend up to \$1150 for a new computer with monitors and needed software. 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.

-Chief left Commissioner Legters know it would be under DBA under Net 360.

-Chief already given Bruce Treat the needed information for the computer. Additionally, he gave a list with some logins for the vendors he often uses.

### Treasurer's Report

#### Summary for General Fund:

-Commissioner Legters went over bills for the month on the report.

-Additional Bills included \$277.55 fuel from town and \$330 from Turnout Express.

-New total: \$13,732.51

-Confirmation on Karl's work with shed and gutters.

-Color swatches for blinds are in and work will begin soon.

-Motion to pay by the bills made by Chairperson Heissenberger. 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.

**Transfer from Gen. Fund savings to Gen. Fund checking:**

- Commissioner Legters asked the board to transfer over \$14,000 to cover the bills.
- Motion made by Chairperson Heissenberger to transfer \$14,000 from savings to checking to cover the bills. Seconded by Commissioner Kachmaryk.

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.

- Culligan never cashed check that has been sent. Commissioner Legters will send it again.
- No set contract with the Culligan in Lima.
- Commissioner Duvall suggested Aqua source as they are a local company.
- Commissioner Rhoda will call and reach out.
- Chairperson Heissenberger said a delivery needed soon of the salt needed for the softener.
- Possible old contract with Rochester Culligan, but we are no longer with them.
- Commissioner Legters went over some of the balance sheet: See treasurers report for further information.

-Budget lines are prorated.

- chiefs' budget -under budget
- over budget in professional breakdown
- under budget for legal
- under budget for house
- over budget for fuel
- admin budget is equal
- over budget for truck maintenance

-\$ 74852.61. This is to the positive according to Commissioner Legters. (Under budget)

-Some will be put away for a new truck. As one is aging out.

**Correspondence –**

- Room rental form
- C.D. 1.15% through CNB
- Shirt company
- NOCO energy
- Pinsky-15th annual law conference
- Van Bortel Ford ads
- Legal notices -Daily messenger postings for Election and job position
- \$250 invoice from Otis. Letter was read from Commissioner Legters on how inflation and costs have gone up and they are asking for a one-time charge to be paid to their company. Commissioner Rhoda will be reaching out. The board was not interested in paying a fee due to their business issues and costs.

-Karl gave drain estimate \$850.00 that was in correspondence as well.  
-Commissioner Duvall to get more info on the Cd type into town suggested.  
-Peggy now has all certificates and was educated about extinguishers and the punch dates on the tags being when they were last looked at and serviced vs expiration dates. She mentioned she as well has the budget for the upcoming year.

**Apparatus:**

-Undercoating Date update: Commissioner Duvall said Dec. 5th and 6th  
And he will call Gary from Ultimate Undercoating.

-Chief requested different dates and the two of them will work on this. They may need member Ben Murnan for assistance in running trucks over.

**711:** Nothing additional at this time.

**712:**

- Air brake system air leak.
- Tail pipe coming loose at No-Smoke filter box
- Abbey Miller completing driver training this week

**752:**

- Replacement drivers side wheel well trim
  - Received 3/30/22 (Wrong style)
  - Second trim piece received 9/6/22. Right style, wrong size.
- To Van Bortel Ford 10/7/22 for EGR valve replacement. Returned 10/8/22 (check engine light is off).
- Do not move apparatus indicator on.
  - Compartment door sensor on rear door
  - Sensor ordered 8/15/22. (Churchville)
- New hose bed tarp for cross-lays & main hose bed. (Netting similar to 711) - Churchville

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

**751:**

- Billy Gasser cleared driver for 751
- Geoff Breeze driver training in process
- Pump will be winterized after driver training

**70 - Chief Vehicle:**

- Oil change & tire rotation 11/11/22. Farnsworth. \$102.02

Upcoming truck reminders:

-712 Would be used in the upcoming Holiday convoy on Saturday Dec 3rd.

-Sunday Dec 4th-tree lighting ceremony in town. Some trucks used in the parade just to escort the tractors.

-Christmas parade 12-19.

-Hood is our snowplow contract. (Chief asked as there is snow coming)

**Buildings:**

- Plastic covers for thermostats needed for water protection. Ryan Heat would do this.
- Color approved for blinds.
- Boot leak information given to Commissioner Rhoda.
  - Windows completed in community Room
  - Windowpane upstairs being stored due to no lift.
  - Windows are very filthy Chairperson Heissenberger said. He would like to have them all cleaned in the spring and get a lift again.
- Commissioner Rhoda suggested maybe local guy from Canandaigua. He will look into.
- President of the Fire Department Steve Murnane said Ben came by and saw large section of ice. Nothing plugged in for the heat tape by the one door most of the department members use.
- There is now salt in stairwells for use.
- Board discussed how the whole gutter has had issues before.

**Grounds:**

- Snow plow contract signed with Hood out of Canandaigua. \$115 per salt, \$115 per plow visit. This will be sent monthly.
- Secretary Barbaro to be sent information to file.
- Mike our IT help to set up and give outdoor camera access to the new contractor for snow plowing.
- Chairperson Heissenberger mentioned to commissioner group snow blower is district owned since there was discussion on members helping with snow blowing,
- No progress on land survey.
- Chairperson Heissenberger mentioned order of protection may expire with the neighbor and he will check into this.

**Insurance:**

- Commissioner Kachmaryk was given cancer coverage info.
- Letter read by Chief Koppmann and it noted: On December 7<sup>th</sup> from 2pm to 3pm there will be a seminar regarding PESH, the postings, and summary needed each year for any incidents. Normally the counties handled this.
- Now each municipality is responsible for their own reporting in the future.
- Commissioner Kachmaryk to participate.
- There is no charge and will be recorded for those who can not attend the seminar in person.

**Old Business:** Upcoming Commissioner Election Finalization. Date reminder again is December 13<sup>th</sup>. It will be held at the Fire Department.

- December 6<sup>th</sup> would be a membership thank you dinner put on by the commissioners. Commissioner Duvall will reach out to Irish Mafia to have it catered.

-Motion to not exceed \$1500 for the membership thank you dinner made by Commissioner Rhoda. 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.

-The department will send out a message to the members to let them know.

-Member of the fire department Joann asked the following question:

-Where does the board stand with the website? -Commissioner apologized and let her know it has fallen through cracks since his father-in-law got sick and has now passed.

-However, the domain was purchased with go daddy. It is Eastbloomfieldfiredistrict.org

-Joann said we lost a few months already with the subscription purchase.

-The camera committee was not aware they would too be asked to be apart of the building and ideas for the district's website.

-Commissioner Rhoda sent the go daddy receipt to board.

**New Business:** Community Room time limit request discussion as there was a potential overlap with groups.

-Community not being clear on set up times. Someone has requested a party at 5pm start but start up at 1 pm to set up. The board then discussed issues with leaving the doors unlocked with the system and the responsibility of whose taking care of the room that day.

-Many other places can do 1/2-day room rentals.

-Community paper must be accurate for prep time to unlock doors.

-Joann suggested to add a prep time on form.

-Commissioner Kachmaryk suggested 4-hour increments.

Secretary Barbaro confirmed if same for members vs community. And it was determined it would be.

-Chairperson Heissenberger thinks it's a good idea and loved Joann's suggestion of making the form clear on prep time and even clean up time.

-Commissioner Kachmaryk said since more people want it to be free and Saturdays are getting busy, we need to get the form updated.

-Commissioner Duvall liked Joann's idea of clear prep time as well.

-Commissioner Rhoda wondered about traffic and parking as well.

-Member of the fire department Joyce Koppmann asked who double checking the room after use. In the past the board was looking into maybe hiring someone to help with this or volunteer.

-There is a dedicated supply of cleaning materials now available in the closet. Additionally, Chairperson Heissenberger has made a room guide use sheet left on the round table by the entrance and it has seemed to help. Room is carried in carry out policy.

-Commissioner Kachmaryk wanted the form to read for room use "responsible party has to be on site during event." or "Responsible representative to be on site"

-Setting a date for the Organizational meeting in January was discussed and the board picked January 4<sup>th</sup> to meet at 6:30 pm.

-Legal notice needed as well and will be sent from Chairperson Heissenberger to Secretary Barbaro.

-EBHFD Chief's Office now has a seat on the School District Safety Committee

-Fishers Fire Dept. requesting use of truck bay for storage of their antique truck for winter. The board had no issue with this, and it was done in the past.

- Gear extractor and gear dryer were discussed as it was a future item for the budget.
- Chief Koppmann has quote and cheapest company was Statewide Machine.
- 3-4 sets of gear to be held by these machines at a time.
- Drying cabinet. (Many other depts have these.) Quote was for \$20,2250.00 Delivery included.
- Quote from another company was over \$22 grand. And finally, First Out had a quote and it was even higher.
- Chief looked at building plans and where SCBA fill station location now is where it would be able to go. Plumbing needed and Chief knows someone from Bloomfield.
- SCBA can all be moved he thinks to other side of ladder.
- Commissioner Duvall confirmed no back orders were on these products to hold up shipping dates or installation.
- Chief said they order from factory specifically with special wash programming.
- Motion made by Commissioner Duvall to make the purchase - paused by Chief to explain soap purchase of automatic dispenser.
- Motion to include soap dispenser. and move forward with purchase made by Commissioner Duvall. Looking for a second but there was more discussion.
- Commissioner Rhoda asked about soap for gear and if it was automatic. Chief confirmed it would be so there is no mistake adding in too much.
- Motion to include cost of plumbing, and the costs for the soap dispenser and anything needed made again by Commissioner Duvall with a note to not exceed \$24,000.00. 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.

- **Adjournment:** Motion to adjourn made by Commissioner Rhoda. Agreed upon by everyone.

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.

Meeting end time was 8:08 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