

EAST BLOOMFIELD FIRE DISTRICT

Meeting Minutes

Date: April 17th, 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 Commissioner Office 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__ Derrick Legters __X__ Joann Long __X__

Public Comment: Nothing currently.

Fire Department: President of the Department Steve Murnan discussed with the board disposal options as Shanks the current provider was bought out by Casella, and they would not be able to remove trash using the current dumpster. He also said there are many extra items in the trash from others outside of the department being added into the dumpster.

He also shared with the board that the members of the department asked why they have been paying for this service and not the district. He is going to look into going to bins for free with another company and get back to the board.

He is additionally going to see if Shanks can remove what is in there now and then try Dependable Disposal with free totes.

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.

Buildings: Chairperson Duvall let the board know that he has been busy over the last few weeks and is currently working on hearing back for some more flooring quotes.

-Bruce Treat had information from Tuff Flooring that took the truck bay, the hallway and link to be given an estimate of \$75,497.00. This was a prevailing wage and had a lifetime warranty.

-Commissioner Duvall will reconnect with Apollo flooring to get another estimate.

-For the floor sealing in the community room Secretary Barbaro will help look info who was used in the past so they can be reach out to by Commissioner Duvall.

-Additionally, to check and see who the district has used in the past with the grease trap that is tied into the storm drain as well.

-The truck bay heater is also still being worked on. There is nicer weather that does allow some time and Commissioner Duvall will continue to work on this project. He wanted to know if it could go through insurance as well. However, this is out of warranty and a significant portion was already covered in the past by insurance. So, it was not clear if this would be covered again.

-Chairperson Heissenberger again mentioned the benefit of the season allowing some more time given the nicer weather to obtain more quotes on this. This was also an unbudgeted expense.

-Bruce will help look into the heater and Commissioner Duvall will pass over the information he has. Some suggestions were to look into included Betlem, Issac and Potter to get quotes from. - Chairperson Heissenberger was approached from the Adventure Scouts as their current storage place is being moved out and they were hoping to store items at the firehouse. He met with Eric Steinbach and went through the current storage items upstairs. Eric mentioned they do not use most of those items and have no plans to. They also have no plans to move the meetings to the firehouse.

-There was the overall reminder that storage is limited up there overall. Chief Pete shared there were preliminary plans when the building was built to complete part of the upstairs to have bathrooms and a shower.

-Chairperson Heissenberger would like to have the other items moved out to allow the district to use the space.

-Commissioner Long agreed and confirmed they would be the ones to move and take the items back themselves.

Grounds: Commissioner Duvall had a few landscape bids to share with the board from the postings.

-RJ Lawn and Landscape LLC seasonal price was \$4800.00 This included biweekly weeding, with spraying and fertilizer.

-Hood Contracting seasonal price was \$5,295. They do not have spraying but would do the weeding.

-Dan Fisher seasonal price was \$5,050. He would not fertilize but he would spray. Motion to accept RJ Lawn and Landscape LLC for the seasonal price of \$4,800.00 made by Commissioner Duvall. Seconded by Chairperson Heissenberger.

Discussion: Commissioner Long asked if they had references, or more information on them. - Commissioner Duvall provided a website and said they have been in business for roughly 10 years, and he was impressed with them being willing to do everything we asked for as far as spraying, weeding and fertilizer.

-Bruce Treat offered Commissioner Duvall some advice on the wording of his posting and the verbiage of quote vs bid.

-Joann Long from the community asked why the purchasing officer did not handle the posts as part of his role.

-Commissioner Duvall said this was fine to have Bruce do in the future.

-Chairperson Heissenberger asked if there was any other discussion as there was still the motion on the table.

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 Ryan mentioned needing to leave as he had another obligation to get to. The board wanted to ensure anything that needed votes he would be present for.

IT Report: Commissioner Long had sent the board members the draft website for their viewing and suggestions. There seemed to be no other big changes given once it was shared. Motion to publish the website and activate the emails for those in the district 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.

-The board discussed the I.T Insurance policy next. Commissioner Kachmaryk was not able to attend so Commissioner Long filled in the board. Chairperson Heissenberger has reviewed this as well.

-It was commented that this was a good starting point, had information for use of the computer, external use with recognition. The storage was discussed with it being encrypted and cloud storage.

Motion to not take this policy at this time made by Chairperson Heissenberger until it can be worked on more. Seconded by Commissioner Long.

- Chief Koppmann asked clarification questions to see who this was through, and if records regarding financial information was safe to me on the cloud.
- This is an insurance policy to cover the district for data breaches through McNeil. The questions we do not have all of the answers for, and we need to have more of the answers before accepting this.
- Backups would be needed in the event of fire, flooding etc.
- Chairperson Heissenberger asked if there was any more discussion before the vote. Seeing no additional comments, the board voted.

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			

Commissioner Long will talk to Joel Steele about this.

Treasurer’s Report: The bills for last month totaled \$8,948.47.

Summary for General Fund:

-Commissioner Legters was not present for the meeting but did provide the information and Chairperson Heissenberger and Commissioner Long did sign the checks.

Additional bills included \$1,990.00 from Hood contracting.

And \$8,464.00 for the other items included Culligan, Fire Equipment Associates, Frontier, Gatehouse Media, Municipal Emergency Service, National Fuel and Gas, Occustar, Regional Truck and Trailer, Ryan Plumbing, Solution One, and Town of Bloomfield for Fuel.

-Bruce is going to

Motion to pay the bills 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.

Transfer from Gen. Fund savings to Gen. Fund checking: Chairperson Heissenberger mentioned Commissioner Legters would be at the firehouse later in the evening to transfer the funds from savings to checking to cover the bills.

Motion to allow Commissioner Legters to transfer over the best amount to cover the bills as he saw fit 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.

-Secretary Barbaro did ask for more of a breakdown of visits from Hood for the month of March since the snow amount seemed low. Commissioner Duvall was able to read that off for those present. The big cost was the salt. He estimated it to be roughly \$300 a pallet.

-Chairperson Heissenberger was not joking in the past when he mentioned the idea of buying a truck with a plow but then one of the board members would have to be available to plow.

-Bruce asked Commissioner Duvall about the elevator as he had to leave the meeting. He was worried about the clean Harbor Quote. It was determined since the elevator is ok for now the boiler is more time sensitive.

Procurement – Chief and Bruce Treat:

Procurement:

Vendor	Description	Price	Qty.	Total
Churchville Fire Equip.	SCBA Mask Cleaning Wipes	36.00	1	36.00
First Out Rescue	Air Quality Test Kit (SCBA Compressor)	135.00	1	135.00
		0		
TOTAL:				171.00

Extractor & Drying Cabinet Install:

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

Procurement For Approval:

Vendor	Description	Price	Qty.	Total
	Cairns 1010 Fire Helmet	395.00	2	790.00
	Cairns 1010 4" Visor	76.00	5	380.00
	Cairns 1010 Helmet Rear Ratchet Cover	23.00	7	161.00
	Leather Helmet Front ID Shields	46.58	3	139.74
	Forestry Hose	162.87	3	488.61
	Heavy Duty Metal Shelf (west truck bay wall)	534.72	1	534.72
			TOTAL:	2,483.30

The total needed procurement for the month was \$2483.30.

Motion to approve the purchases needed for the fire house 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 Duvall did not have the chance to print the estimate for this and will look into the second option. He will email it out to the board.

-Bruce suggested to reach out to engineer to go over specifications.

-Commissioner Duvall never gets a call back from Martin Electric. Bruce asked if he could help with this as Commissioner Duvall has a lot on his plate.

-Reminder that breaker 21 still needs to be taken care of. Commissioner Duvall will reach out to Bruce to get a list formulated of the projects so the two of them can work on this via phone conference.

-Commissioner Duvall had to leave at 7:20pm.

Membership: The new member packets were approved. This is a great new way to help new members complete their requirements and overall resource.

There was a Trauma-Rama event with 8 scouts in attendance and their parents. Many members were able to help.

-All Jr. Corps. Members now 16 years old so they are considered "Restricted Members".

-Physicals: Ron Newell, Kathi Gosper

Chiefs Report:

March 2023 Incident Report	Total
MVA	2
Automatic Alarm	2
Structure Fire (3026 Co. Rd. 40)	1
CO Detector	1
Vehicle Fire	1
Pole/Wire/Transformer	3
Mutual Aid - Structure Fire (West Bloomfield)	1
Mutual Aid – Fill-In (Bristol)	1
TOTAL	12

2023 Total Calls YTD: **41**

For comparison: 2022 Total calls to date: **45**

Training report from Chief:

- NY State Training:
- Pump Ops.: Breeze, Long, Rockcastle
- Incident Safety Officer: Long, Miller, Thorpe, Smith
- Live Fire 1403 Training: Miller, Thorpe
- Fire Officer 1: Clement, Smith
- Live Fire Training (OCSTF): May 20, June 3, June 24, September 23, October 21

It was also mentioned Shane Clement is working on his last module for his requirements to be an assistant Chief. His name will then be submitted again for the board once completed.

Testing/Maintenance:

- Air quality testing after cascade valve repair
- (NFPA 1989) Testing required after any maintenance/repair work.

Correspondence:

(Communication from Chief Koppmann) **Mock DWI – Bloomfield High School**

- April 27th. 8am-9am. PAC School Parking Lot

National Fallen Firefighters Memorial Weekend □

May 6th - Light the Night for Fallen Firefighters.

25th annual Town of Bristol Fun Days Parade.

- 11:15am on 6/11/23. Fire Truck Parade. 25th Anniversary.

Climb Aboard Victor

- Saturday, September 16th. 9:00 AM - 3:00 PM. Diamond T and one additional piece of apparatus
- Chevy Ad from where Chief's truck was purchased. (Given to Chief)
 - National Grid
 - CNB ad given to Bruce
 - Wildland Firefighting gear ad
 - Village Newsletter
 - Clipping of the daily messenger and the changes to ad postings. This brought up a small discussion from Chief with his thoughts on one day there not being a forum to print legal notices but them going all digital.

Apparatus:

711: Roof leak & roll-up door repair. To Churchville 3/30/23. Returned 4/7/2023. All no charge warranty repair.

712: Nothing at this time.

752: Nothing at this time.

741: Damaged compartment light (driver side). New light installed 3/14/23. Churchville.

751: Pump unwinterized 4/8/23 in preparation for brush fire season. There was a recent fire in Bristol, so the de-winterization was timed perfectly.

Chief Vehicle – 70: NYS Vehicle inspection completed 3/27/2023. Chief Credit Card for payment.

Chief POV - All radio and emergency equipment removed 4/10/23. Finger Lakes Communications

Annual service contracts were discussed again. The three main companies are: Churchville, HarRob and Penn Service.

-Chairperson Heissenberger and Chief Koppmann have discussed these options and gone over the various services offered by each company. Based on this Chairperson Heissenberger suggested to stay with Churchville at this time for the estimated cost of \$13,800.00.

-The opportunity to make a motion or move forward with a vote at this time due to 3 commissioners not in attendance at this point of the meeting.

-Bruce asked if these companies had 2-year plans and discounts based off of the possible opportunity to have a longer service contract with the company. The Chief discussed this is not feasible due to projected cost increases.

-Chief asked Chairperson Heissenberger about the need for 2 more fire extinguishers based on their hydrostatic testing that was brought up from a Solution One email Commissioner Long wanted to ensure was taken care of. There need to be 2 ABC types to be replaced.

IT Report/ COMPUTER/SYSTEM:

- Passwords would be changed 2x a year and the use of google docs to help with filing electronically would be used.
- Utica National from a few years ago is back on the drive, in case that is needed.
- Community room now handled by Chairperson Heissenberger is organized for him to use on the computer as well when it comes to room use applications.
- Calendar access is secured.
- Commissioner Long worked with Bluehost to remove all tax expenses. HE will work with Bruce to get them on the district credit card.
- Chairperson Heissenberger asked Bruce to check with Admar if an account was set up with them as well.
- The district does have an EI number, and Bruce will send to Commissioner Long for future use.

Insurance: Chief wanted to confirm is career member Dan Scanlon would appear on the cancer coverage list with us or his career department.

- Derrick Legters asked if benefit would occur two times.
- It was assumed the career department would be the ones to have coverage.
- A Bristol member was denied coverage so the Chief wants to get answers on coverage.
- Chief also wanted to know how long non active firefighters should stay on the roster.
- He wants to ensure coverage for record keeping purposes.
- Additionally Chief would like to get access to Utica online training to set that up.
- Commissioner Kachmaryk signed paperwork on March 1st for insurance, and so the claim on the elevator and current problems to still be discussed.
- New truck insurance cards are in.
- Discussion to move policy to June to be continued when more commissioners in attendance.

Old Business: - Nothing at this time.

New Business: Name plate options shown by Bruce Treat to those present. Commissioner Long did ask his wife her thoughts on stylish name plates for the board and an option was suggested. Since this was a preapproved item Bruce will move forward with purchasing these.

Adjournment: Motion to adjourn made by Commissioner Long. Chairperson Heissenberger agreed.

Meeting end time was 8:14 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