

EAST BLOOMFIELD FIRE DISTRICT

Meeting Minutes

Date: May 15th, 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 District 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__ Seth Jonas __X__ Joann Long __X__

Public Comment: Nothing currently.

Fire Department: President Steve Murnan brought to the boards attention the department has always had free access to the ready room, and unready room for training. As well as now the gym equipment. He would like to have some sort of long-term agreement to protect this.

-Chairperson Heissenberger added in this should include the sign out front and the flagpole. He will follow up with Pinsky.

-The Wilmot Cancer Center has reached out for an event in September they would use the grounds for. Bikers would be able to use some tents and porta potties that they would set up. The rough time estimate is 8:30 am to 12 noon.

-Motion made by Chairperson Heissenberger to approve the use of the grounds and confirm it will not interfere with operations. 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 will follow up to their email and let them know it was approved.
- President Murnan also shared that the department held their spring BBQ and the stove needs to be looked at. The right-side won't ignite. He is unsure who worked on it last.
- Chairperson Heissenberger thought Call Joe in town may be able to fix this or know someone who might.
- Chief Koppmann also suggested Reester's out of Canandaigua.
- Joann Long wanted to touch base in regard to the 10% tax break for first responders.
- There has been no further comment from Fred Willie so Commissioner Long will follow up with him.
- There was no further update on the tax status at this time.
- Chairperson Heissenberger hopes to go with the general decision and follow what others are doing in regard to the tax break.
- Chief explained the process more in depth sharing it was county wide then trickles down to the firefighters. It would also have guidelines for length of service and overall criteria to apply for the tax break.
- At this time the school district has decided not to move forward with this.
- It was noted that the \$200 tax break for firefighters has not increased since 2006.
- Secretary Barbaro then shared with the board her idea as a department member to have a summer open house and recruitment event. In order to help maybe draw a family crowd and be inviting she has researched bounce house companies that are insured and wanted district approval before going to the membership.

Motion made by Chairperson Heissenberger to approve the grounds for the bounce house for an open house event for the department. Seconded by Commissioner Long.

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

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

The motion passes.

When the event is booked, it was noted to have Heather give the insurance information to Commissioner Kachmaryk.

Minutes: Chairperson Heissenberger asked the board if they all had a chance to read over the minutes that were provided in advance by Secretary Barbaro. Seeing no changes or additions, the minutes were approved by Roberts Rules.

-Update on Commissioner Duvall was working on a job that ran late. Let the board know and apologized for his absence.

-Action Items were gone through and most were checked off the list. Secretary Barbaro to update.

-Commissioner Long wanted to touch base about the look of the landscaping done in the back and how it was not mowed before hay was placed. Weeds were also not removed.

-For the action items the gear extractor was still waiting for a plumber.

-Elevator pit is on hold at this time.

-RFP-Commissioner Legters would like to work with EFP again.

-All needed information is on the computer.

-Secretary Barbaro is handling the legal notices for the meetings. Commissioner Long also asked for a copy of these to potentially share on the website. This was discussed as the meeting dates are available on the site.

Membership: There was no meeting last month.

-Physical for Heather handed in to be filed.

-All junior core members are now of the age of 16 and moved to restricted members. They are able to respond to calls. The Chief is still working on gear for many of them. He will also work with other districts to see what is available.

-There are 5 restricted and one new junior core member. They stay restricted for one year.

-Tires by the dumpster were also brought up. They were part of a workout routine before the gym was put into place.

-Chairperson Heissenberger would like to see if he can get anything out of them and will look into this.

Chiefs Report:

| | |
|-----------------------------------|--------------|
| April 2023 Incident Report | Total |
|-----------------------------------|--------------|

| | |
|----------------------------------|-----------|
| MVA | 4 |
| EMS Assist | 5 |
| Smoke in Structure | 1 |
| Mutual Aid Brush Fire (Bristol) | 1 |
| Mutual Aid Fill-In (Honeoye) | 1 |
| Automatic Alarm | 1 |
| Public Relations Demo (Mock DWI) | 1 |
| TOTAL | 14 |

-2023 Total Calls: **55**

-For comparison: 2022 Total calls to date: **59**

Events – Operations - Correspondence:

25th annual Town of Bristol Fun Days Parade.

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

East Bloomfield Historical Society – Car Parade

- June 29, 2023. 10:30am parade
- Traffic control for parade
- Apparatus on-site for public relations 11:00am-3:00pm

Climb Aboard Victor

- Saturday, September 16th. 9:00 AM - 3:00 PM.
- Diamond T and one additional piece of apparatus

Training:

- Incident Safety Officer: Pat Thorpe, Joann Long, Bill Smith and Abigail Miller May 2023
- NYS AFC Flashover Simulator: Billy Gasser. May 7, 2023 at Bristol FD.
- Live Fire (Ont. Co. Safety Training Facility) May 20 (Sat.)
- Fire Officer I – Leadership & Supervision: Shane Clement. Starting May 24, 2023

-The passing of Wilson "Willie" Mastin was shared with the board. He had 65 active years in his department of Richmond.

-Chairperson Heissenberger asked for a moment of silence for him.

-Cascade Cylinder has been repaired and they are just waiting on the air quality testing results. Chief shared we were due for the yearly test anyways, so this was good timing.

-Hose and Ladder testing: Chief Koppmann said they will reach out when in the area and get this scheduled.

Procurement – Chief and Bruce Treat:

| Vendor | Description | Price | Qty. | Total |
|------------------|-----------------------------------|--------|---------------|---------------|
| Amazon | Extension Cord Keepers | 21.98 | 1 | 21.98 |
| Churchville Fire | Cascade Cylinder Repair & Re-fill | 400.00 | 1 | 400.0 |
| Grainger | AA, C, 9V Batteries | 54.31 | 1 | 54.31 |
| On Scene Tags | Accountability Tags | 114.00 | 1 | 114.00 |
| | | | TOTAL: | 590.29 |

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

See attached print out provided by Bruce for additional chart.

-Charging drops for truck 711 and 712 Bruce thought water was in the ports but its an oil based like substance due to the auto eject feature. But does appear to be some rust and it was reminded to protect those again water when washing the trucks.

-Chairperson Heissenberger said the light switch closest to the truck bay entrance is not working. Martins' electric should be called and maybe asking if there is a waterproof outlet cover to help prevent water getting on that. Bruce will assist with this project.

-Bruce thanked Commissioner Long for the new emails and Chief loved this as well. So a big thank you to him and his hard work!

Procurement For Approval:

-Boiler estimates shared with the board. The boiler is out of warranty.

-Chairperson Heissenberger suggested Ryan Heating based on the estimates and what was provided in the chart.

Motion formally made to move forward with Ryan Heating to include the expansion tank and boiler pump for \$11,633.60 and to coordinate with Commissioner Kachmaryk to not replace what was just done. Additionally, not to exceed \$13,000.00 for any other items that come up in this replacement 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 just wanted to know about warranties moving forward.

-Bruce let the board and Chief Koppmann know there is not a preventive maintenance on this.

-Commissioner Kachmaryk shared the system has water in it and it should have something else like glycol as the water can rot in from the bottom up.

Treasurer's Report: The total for the bills this month was \$3,308.55.

Summary for General Fund: Additional bills were:

Ryan Plumbing and Heating for \$500.80 from December.

National Gas for \$197.

Larry Turner for \$75 to do the gutters.

Fuel from the town for \$383.87.

Commissioner Long to be reimbursed for \$144.21.

Gate House for the legal notice for \$118.91,

On Scene for \$114.00.

Frontier for \$247.70

This brings the new bill total to \$5,083.51.

Motion to approve 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.

Transfer from Gen. Fund savings to Gen. Fund checking: Motion to transfer \$6,000.00 from 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.

Balances:

Checking: \$13,543.65

Savings: \$797,840.79

Tax Levy Savings: \$317,601.01

-Commissioner Legters wanted to remind the board that several line items in the budget are over what was planned. He will work on getting an up-to-date general ledger.

-Secretary Barbaro to add to agenda the elevator pit and remediation so it can be looked into if it is in the budget to re repaired. Clean Harbors to be worked with.

-Account through NY Class email was sent to Commissioner Kachmaryk.

-Moving forward, it was suggested to use the district emails provided and to make sure all commissioners are reading their emails.

-Commissioner Legters made a motion for approval to transfer capital reserve to NY Class to get a better interest rate and deal. The total was \$347,084.00 from the savings. This would leave some in the bank as well. Seconded by Commissioner Long.

-Commissioner Legters let the board know they as well are fully protected.

-Chairperson Heissenberger said he thought this would be in the best interest of the district.

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

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

The motion passes.

Correspondence:

- EOP letter
- NFPA- 3 letters to the members.
- AARP ad with a free bag.
- Bank of Green County Ad
- CNB benefits for the credit card
- Spectrum phone ad
- Dish TV ad
- Metal Roof ad
- Leaf Filter ad

Apparatus: Preventative Maintenance was discussed at the last meeting but due to not enough commissioners in attendance a vote could not happen at that time.

-Chairperson Heissenberger suggested again to go with Churchville with their annual maintenance plan for the estimate of \$13,800.00.

-Brief discussion on the benefits and the benefits of keeping it local.

Motion to move forward with Churchville for preventative maintenance for the cost of \$13,800.00 made by Chairperson Heissenberger. 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.

711:

712:

752: **Annual Service & Pump Testing \$13,800.00**

741:

751:

Chief Vehicle – 70: Nothing at this time.

-Chief also said he will set up the maintenance for the trucks and will stagger it out. One of the concerns he wanted looked at in 752 was the seat belt sensors. And in the brush truck the door seal.

-Additionally, the Chief let the board know that Pat Thorpe would also be added to the LENS program.

Buildings: Commissioner Duvall not present but sent in his notes. He was given the information for the community room flooring by Secretary Barbaro.

-Commissioner Legters will look at an invoice and give it to Bruce to help reach out too.

Motion to contact Spot On through ARC to have them do the floors again 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.

-Grease trap cleaning company was not in the files that Secretary Barbaro could find. The board suggested Servpro to check the oil water separator. Bruce will look into this as well.

-Epoxy floors follow up: Options were CA Reed, Apollo and a third option Chief and Bruce are working on. This still needs to be on the action item list.

Leaf guards discussed as well as overall gutter maintenance. One of the gutters was plugged up and Larry Turner has cleaned it out.

-Another section is plugged up and Larry suggested Benson as they may have gutter cleaning in the past.

-Larry suggested screens.

- Chairperson Heissenberger suggested a wider capacity downspout. To hold more water and the wiring in the gutters can catch the leaves and clog them up.
- Joann brought up how it was suggested the gutters get flushed out.
- Commissioner Long said they should be cleaned once a year. As screens as his home were not always the best at times.
- Chairperson Heissenberger wondered how costly leaf guards would be. And suggested getting someone in here to clean out the gutters.
- Commissioner Long to look into Benson.
- Joann asked if this is something Bruce can work on and get quotes for.

Insurance: Claim for the elevator V the boiler will be looked into. Commissioner Kachmaryk is waiting to hear back from the adjuster. And the new boiler would need inspection.

- They would choose to handle the lower of the two and then there is the \$1,000 deductible. This may not be covered but he is still looking into this.
- They are waiting on McNeil.
- \$16,537.05 refund to cancel the one insurance since they changed on May 1st.
- Cancer Insurance will be discussed more at other meetings as well.
- Commissioner Long asked about the available training and if the Chief needed more information. At this time the Chief cannot see how to set up an account. There was no information to point him in that direction. So, Commissioner Kachmaryk will reach out to Joel Steele.
- Chief Koppmann now has the list for cancer coverage.
- One of the outlines explained it is 5 years passed the last day of service. And more details will be discussed later.
- For the injury list Commissioner Kachmaryk talked to Sherman and once the first injury is submitted the forms are easy to fill out and answer.
- Commissioner Kachmaryk to send Commissioner Long the link to the county information as the secondary contact due to the time sensitivities of the reporting. He and Commissioner Kachmaryk will get together and go over the county site.
- Chairperson Heissenberger suggested an "offline" meeting outside of the normal board meeting times to work this out.

IT Report/Computer/System: The website is live and Commissioner Long has seen 112 users! He will add the calendar.

- Secretary Barbaro to get access for and meeting minutes and agenda to be published for the town.
- Commissioner Long created a Custodian Password list in case the primary PW holder is unavailable
- Commissioner Long attended a seminar where they suggested business emails if ever given a FOIL request as all information would then be open if in a personal email.
- Also suggested in the meeting to minimize phone usage as the same thing could happen.

- There are two IT support companies that are local.
- The Wordcamp in Buffalo also provided useful suggestions.

Old Business: Nothing additional at this time.

New Business: Commissioner Long has talked with Mike from the Board of Elections to prepare for next year. It was brought up again how a list of election inspectors would be provided.

-The board agree the two last year that Secretary Barbaro picked were fine and trusted her judgement. It was also communicated the affidavit would be in place for those not on the roll call sheets. So there is not another issue like last election.

-Chief wanted to circle back to building and grounds. He asked about a master list for the building in general. Chairperson Heissenberger briefly went over the Year at a Glance paperwork he and Secretary Barbaro have created. It will be sent to the Chief for additions and suggestions.

-It was also suggested maybe to be on an excel sheet type of format.

-Chief let the board know there is foam that can no longer be used. He wondered if Clean Harbor would take this and what the potential fee would be.

-The board wondered if the county had any disposal days.

-Bruce was asked to get the cost estimates to safely get rid of roughly 50 gallons of Foam. (A triple F)

-Reminder this can't just be tossed out!

-Chief then wanted to jump back to procurement. He said there were the wrong tips on the nozzles, and he needed to have this corrected. There was water loss and in fire fighting it can make a difference.

-Estimated price was \$884 and this was in the equipment and gear budget already so Bruce will be looking into these for purchase.

| Vendor | Description | Price | Qty. | Total |
|---------------|--|--------|------|---------------|
| | TFT 1.5" Ball Shut-Off - F140FP | 461.00 | 1 | 461.00 |
| | Smooth Bore Tip - 15/16" x 1.5" NH - FSS12 | 141.00 | 3 | 423.00 |
| TOTAL: | | | | 884.00 |

-Extractor project update: Dave Starkin has been very busy, and it was suggested to maybe look into Superior Plumbing. The cost was lower at the time and the Chief will reach out and see if the estimate from before has changed.

Motion to change vendors if needed and not to exceed other cost estimates 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 | | | |

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|--------------------------|--|--|--|---|
| Commissioner Ryan Duvall | | | | X |
|--------------------------|--|--|--|---|

The motion passes.

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 8:42 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