

**EAST BLOOMFIELD FIRE DISTRICT**

**Meeting Minutes**

**Date: June 19th, 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\_\_

Additional guests: Steve Murnan\_\_X\_\_Seth Jonas\_\_X\_\_Joann Long\_\_X\_\_

**Public Comment:** Nothing currently.

**Fire Department:** Nothing at this time.

**Minutes:** Seeing no additions or corrections to the meeting minutes they were approved per Robert's Rules.

**Membership:** The junior corps members have all aged up and are considered to be a restricted status. They are able to do limited operations and SOG's will be confirmed they match the bylaws.

-The new member guidebook is done.

-The policies and information the district would need and they will be given a copy so the commissioners can read and see what is asked of the new members etc.

-Two years ago this month new member Joann Long was voted in, since she was also in attendance for this meeting the board congratulated her.

**Chiefs Report:**

<b>May 2023 Incident Report</b>	<b>Total</b>
MVA	4
EMS Assist	3
Cancel In Route (Cheshire IRA Home) 2 <sup>nd</sup> Alarm	1
Odor of Gas	2
Mutual Aid Tanker (Naples)	1
CO Alarm	1
Mutual Aid Barn Fire (Bristol)	1
Mutual Aid Fill-In (Victor)	1
Automatic Alarm	1
<b>TOTAL</b>	<b>15</b>

-2023 Total Calls: **70**

-For comparison: 2022 Total calls to date: **81**

**Events – Operations - Correspondence:**

- Marching Band Escort on Sat. 6/3/23
- 25th annual Town of Bristol Fun Days Parade 6/11/23. Engine 711 & Diamond T

**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 16<sup>th</sup>. 9:00 AM - 3:00 PM.
- Diamond T and one additional piece of apparatus

**Training:**

- Extrication College (Farmington NY). \$250.00 per student. Up to four (4) members
- Res-Q-Jack Stabilization University (Cortland, NY) \$325.00 per student. Up to four (4) members

The motion to send up to 4 people to each of the training courses for the two courses presented was made by Commissioner Legters. Seconded by Commissioner Long.

-Discussion included Commissioner Duvall asking if the Chiefs truck would be offered for the members who attend so they can use that and not have to get reimbursed for their own mileage. Chief and the board saw no problem with that use for the upcoming training dates.

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.

-Noted that County 30 is oil and stone now and people are not paying attention when driving.

**Testing/Maintenance:**

- Air quality testing after cascade valve repair (NFPA 1989)
- Air sample collected 4/29/23. Sent to lab for testing 5/1/23. Results received 6/5/23. PASS.
- Hose testing will be Aug./Sept. based on Waterway's current schedule.

**Procurement – Chief and Bruce Treat:**

Vendor	Description	Price	Qty.	Total
Churchville FE	TFT 1.5" Ball Shut-Off - F140FP	385.00	1	385.00
Churchville FE	Smooth Bore Tip - 15/16" x 1.5" NH – FSS12	125.00	3	375.00
BRYX	Annual station board subscription	250.00	1	250.00
Harbor Freight	Screwdrivers & T-Handle Allen Wrenches	25.06	1	25.06
Lowe's	PVC Pipe, Brackets & Hardware (Chief Truck)	57.72	1	57.72
			<b>TOTAL:</b>	<b>1,092.78</b>

**Extractor & Drying Cabinet Install:**

- Extractor & Drying Cabinet at Statewide Machinery (Batavia)
- Awaiting completion of plumbing work
  - Electrical Work completed 3/18/23

--Bruce had grease trap cleaned out.

-Kitchen stove was fixed. Annual maintenance and new batteries in the ignitor to be changed out manually once a year. It was determined Buildings and Grounds Commissioner would be in charge of this task.

-Jeff Harloff is retiring after 31 years. The walk out ceremony will be Thursday July 6<sup>th</sup> and there will be a ride from the training facility to Ionia where his home department is.

**Treasurer's Report:** The total for the bills this month was \$7,461.21.

**Summary for General Fund:** Noted that Martins Door came and fixed a wire stretched was causing an issue, and a longer cable was installed.

-The door switch by the ambulance was swapped out.

-Noted Chairperson Heissenberger went to use the tv in the district office and he was unable to get on and do what he needed. He has another Roku stick at home and will give it to the district.

-One additional bill for the total of \$280 from Utica.

-The new bill total is \$7,741.21.

Motion to pay the bills for the total of \$7,741.21 made by Commissioner Long. 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.

-Association of Fire Districts checks are not clearing. Commissioner Legters to follow up with this.

**Transfer from Gen. Fund savings to Gen. Fund checking:** Commissioner Legters suggested transferring over \$8,500.00 to cover the bills.

Motion made by Chairperson Heissenberger to transfer over \$8,500.00 from savings to checking to pay the bills. 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 Legters noted to the board the NY Class account has earned \$648.72 in interest, while the other savings account made \$71 in interest.

-Building payment is coming due with a total of \$105,000.00 for the principal. And interest is \$21,503.13.

-Motion made by Commissioner Legters to make the building payment. 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.

-Reminder budget meeting for next years budget is July 19<sup>th</sup> which is a Wednesday, and it will be 6 pm.

-Audit for 2023 still to be done in August. New RFP to be sent to the firm for this audit.

-The AUD is submitted and in process.

**Correspondence:** UA maintenance seal coating ad

-Staples credit card is being discontinued, letter with information on this.

-CNB credit card ad (a few of these)

-Grainger lighting catalogue

-Uline catalogs (about 8 of them)

**Apparatus:**

-Annual service and pump testing started on June 12, 20203. (\$13,800.00)

Apparatus	Date Out	Date In	Notes
711:	6/12/23	6/16/23	Coolant leak, replaced front intake valve. Windshield leak will repair with paint work on doors (warranty).
712:			
752:			

<b>741:</b>			
<b>751:</b>	6/16/23		
<b>Chief Vehicle - 70:</b>			

- Chief noted there is paint peeling and some rusting on one of the trucks and he is working with Pierce.
- Churchville is being sold to Fire Tech from NJ. Pierce is the overhead figure name, and our contract for maintenance is still in place.
- SCBA refill is fixed, and it passed the air quality testing.
- Hose testing in August or September.

**Buildings:**

- Chairperson Legters is going to meet with someone from Spot On Cleaning in regard to the floors in the community room. This will be Wednesday around 4:30 pm.
- Floors in the truck bay estimates still to be looked at as one was very high. At this time due to costs and the budget for other projects this will be held off for now.
- Elevator Pit: Bruce is working on this still with Clean Harbors.
- The insurance does not cover it.

Motion to move forward with the work but confirm costs first made by Chairperson Heissenberger. Seconded by Commissioner Duvall.

- Discussion of the one estimate being \$18,000.00 and change.
- Chief also suggested a spill company in Victor that he can reach out to. T and R Environment.
- Withdrawal of motion pending more information.

- Grease trap cleaned out by Servo Pro, but they wouldn't do the oil and water separator in the parking lot.
  - Gutter cleaning options for cleaning it out and potentially adding in a gutter guard. Commissioner Duvall will reach out to Bruce to touch base in regard to this.
  - Roof repair is still being looked into with Proctor. Commissioner Duvall will get an estimate for repair vs replacement.
- Derrick Legters asked about patch repair in order to save another 10 years out of the roof.

- Upstate was suggested by Steve Murnan and to do a stone coating.
- Landscaping company has now been paid as the check has cleared. It was noted however the remediation to the back grass where seed was spread did not take very well. May need to be reseeded with a sprinkler back there to keep the area wet. Access to hoses available toward back truck doors on the building. Extra hoses are by the work benches in the link area.
- Chairperson Heissenberger offered to buy some grass seed from Ace Hardware and will work on this project. Noted to buy a full sun type of grass seed.

**Insurance:** Discussion on potential use of a bounce house on property was discussed. Commissioner Kachmaryk had reached out to Joel Steele to get more information. If the company names East Bloomfield Fire District on their insurance, it would be fine. Then the email communication went on with a list of suggested events to not host or things to do and it included items like skydiving, bounce houses, and bungee on site.

-Derrick Legters as a citizen said he would love for the event to take place and have the bounce house as it is a good way to draw families in.

Motion made by Commissioner Legters to allow the bounce house and have it in the truck bay to help with any potential wind. 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 has been working with Sherman Manchester to get some information for reporting. He said they are receptive to being reached out to for any questions and will help to ensure deadlines for reporting are met. This is to help when Commissioner Kachmaryk being the first to report is not available.

-Chairperson Heissenberger said to be sure to always report and hope for word on approval.

-Discussion on when the coverage would end as many volunteers drive to the scene in their own cars. It was under general assumption that coverage would end after the call is complete and people are back at the station. If an incident occurred, then on the way home from the fire house it would not be covered.

-Chief asked for a potential breakdown of responding vs duty to respond.

**IT Report/Computer/System:** Commissioner Long has appointments next week with two recommended firms from the Association of Fire Districts of the State of New York.

--He will investigate a new operating system which would mean a new computer. He would also like to digitalize the files. The data would then be stored in the cloud and used through the district computer.

-Commissioner Long is now trained on the building security system for fobs and access.

-Salt delivery to be programmed again so someone does not have to be present at time of delivery.

-Secretary Barbaro brought up a project down the road to maybe include a picture and short bio description for the district web page. There would need to be a standard format.

**Old Business:** Steven Murnan wanted to confirm the bike race contact was reached out to in regard to use of the outside grounds for their upcoming event. The parking lot would hold a tent and some bathrooms.

-Joann Long reminded the board they would need to have insurance and be named on the insurance.

-Action items to have old, completed items then removed by Heather and updated to help keep track.

-AFFF Foam Disposal:

- o T & R Disposal. Victor NY
- o AFFF Qty.: Approximately 30 gal. and empty 55 gal. drum.

**New Business:** Date change to approve the moving of the meeting from Monday to July 17 to July 18<sup>th</sup> at the same start time of 6:30 pm.

-Chairperson Heissenberger shared he had no problems with this as long as Joyce from the department could update the sign-up front.

-Motion to move the meeting to July 18<sup>th</sup> at 6:30 pm. 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.

-Reminder of the budget work shop meeting on July 19<sup>th</sup>.

**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 8:31 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

## EAST BLOOMFIELD FIRE DISTRICT MEETING

DATE: July 18<sup>th</sup>, 2023

### Action Items:

<b>PROJECT/PROBLEM</b>	<b>GOAL &amp; DUE DATE</b>	<b>LEAD</b>
Floor Polishing	TBD	Commissioners Heissenberger
Leak in roof, mezzanine		Commissioner Duvall
Dryer Project		Chief Pete
Budget sessions	June and August with deadline in Sept.	
Gear extractor project		Chief Pete
Martins Door-electrical issue	COMPLETED	
Light switch by door	COMPLETED	
Landscaping-reseed		Chairperson Heissenberger
Grease Trap	COMPLETED	Bruce
Elevator Pit, oil		Bruce
RFP		Commissioner Legters
Gutter issue – clean & possible update	Recommendation August 21	Commissioners Long & Heissenberger

