

**EAST BLOOMFIELD FIRE DISTRICT**

**Meeting Minutes**

**Date: July 18<sup>th</sup>, 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\_\_

Procurement Officer Bruce Treat \_\_X\_\_-Just came a little later in the meeting.

Additional guests: Steve Murnan\_\_X\_\_Ben Murnan\_\_X\_\_Scott Murnan\_\_X\_\_Shane Clement\_\_X\_\_Derrick Legters\_\_X\_\_

**Public Comment:** Nothing currently.

**Fire Department:** It was shared by Joyce Koppmann, secretary of the fire department that Shane Clements training was completed, and a letter was provided from the department to the district. He was voted in December to take the spot of 704 by the department members and this was pending completion of an incident command course.

-Motion to approve 704 as Shane Clement 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.

-Joyce Koppmann also presented the board with information on a new printer for the building. The current one is 13 years old and in the past the department and district have split the yearly contract fee.

-The old fee was \$447 a year and the new total after replacing the printer would be \$276.

-The new copier/printer price is \$1,685.00 and the department asked the board to consider paying half of the costs as they utilize the printer as well.

-Motion to have the district pay for half (\$842.50) and half of the annual fee made by Commissioner Legters. 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 noted there was no blue ethernet cable, but this would be installed and the computers would be able to then also print directly to that printer. Installation time was roughly 3-4 weeks.

-Chairperson Heissenberger asked about old copier and if it would be traded in etc. And if any credit is applied, would it then go to the district.

-It was confirmed as of now the copier would remain in use in the building to then run out of supplies and toner. It was also noted the department paid for this printer on their own.

-Chairperson Heissenberger removed the question of asking for half of any profits then as the department paid for it out of pocket themselves.

-President of the Department, Steve Murnan, informed the board he has solved the problem with the garbage companies. There is a \$75 on call fee for the dumpster and recycle is \$20.

-He never heard back from Shanks or Casella. The new arrangement is with Finger Lakes Disposal.

-President Murnan was also informed by member Gary Bidwell that on occasion after the community room has been in use and cleaned out they are tossing their garbage in the dumpster out back or the town garbage.

-Chairperson Heissenberger would like to know after what events if possible and he will be clearer with those who rent the room that garbage is to be removed completely off site.

**Minutes:** Seeing no additions or corrections other than what was emailed they were approved per Robert's Rules.

-Noted to send to Chief and Procurement Officer.

**Membership:** There was no official meeting this past month.

-Chief Koppmann noted member Rich Nicholson is moving and has returned his gear.

-Terry Hall is moving to social membership.

-This now means the department is down 2 Fire Police.

-Secretary Barbaro given two physicals for members to file.

**Chiefs Report:**

June 2023 Incident Report	Total
MVA	2
EMS Assist	4
Mutual Aid Structure Fire (Bristol)	1
Mutual Aid Tanker (Manchester) Mulch fire	1
Tree down	1
Public service`	1
Automatic Alarm	4
<b>TOTAL</b>	<b>14</b>

- 2023 Total Calls: **84**
- For comparison: 2022 Total calls to date: **112**

**Events – Operations - Correspondence:**

- Thank you card from Fishers FD for storage of antique truck over winter.
- Car 1 Retirement Escort July 6<sup>th</sup>. From OCSTF to Ionia FD

**Summer Rec. Fire Prevention & Wet-Down**

- Veterans Park
- Thursday July 13<sup>th</sup> @ 10 am. (Apparatus departing 09:45)
- Eight (8) members participated.

**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 (in-service)

**Climb Aboard Victor**

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

**Training:**

- Ionia FD acquired structure. June 26, July 17, 24, 31

**Equipment/Gear Repairs:**

- Malfunctioning SCBA from Engine 712 to Churchville 6/28/23 for repair

**Testing/Maintenance:**

- Annual hydraulic rescue tool service scheduled for July 19<sup>th</sup>, 2023
- Annual SCBA service & flow testing scheduled for August 1<sup>st</sup>, 2023

Hose testing scheduled for September 5<sup>th</sup>, 2023

**Procurement – Chief and Procurement Officer:**

Procurement Officer presented the board with an RFQ for handyman services.

Motion to approve the RFQ by Chairperson Heissenberger. Seconded by Commissioner Duvall.

-This will be sent to Secretary Barbaro and Commissioner Long to post on the website, Penny Saver and potentially Facebook.

**Procurement For Approval:**

Vendor	Description	Price	Qty.	Total
	Milwaukee 18V 8.0 Ah Battery	200.00	1	200.00
	Action Line Gauge - 1.5" Part #A+153-15	150.00	3	450.00
	2W International Rain Parka Part# 736C-3 (2-MD, 2 LG, 4 XL, 2 XXL)	55.00	10	550.00
			<b>TOTAL:</b>	<b>1,250.00</b>

Motion by Commissioner Legters for the purchase of the needed items for the total of \$1,250.00. 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.

-Chairperson Heissenberger asked if there was a need for raincoats.

-Motion to add \$500 for rain coats made by Commissioner Legters. 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.

**Treasurer's Report:** The total for the bills this month was \$7,136.55.

**Summary for General Fund:** Additional bills for this month was:

-Fuel from the town \$555.20

-Churchville \$6,619.76

-This brings the new total to \$14,311.51

-Motion to pay 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:** Commissioner Legters suggested transferring over \$15,000.00.

Motion made by Chairperson Heissenberger to transfer over \$15,000.00 to pay the bills. 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.

-Commissioner Legters let the board know that Dawn cancelled previous Fire Association check since the most recent went through.

-He also noted the \$1,400.19 was made in interest for NY Class.

-Budget process meeting is tomorrow 7/19, and any are welcome to attend.

-Commissioner Legters informed the board that fuel usage was down some compared to last year. The training budget was lower. The legal notice budget was higher as well as the post office box cost.

Maintenance was also up a little more this year. He also completed a new budget worksheet to prepare for the meeting.

-Secretary Barbaro asked if the second budget meeting was picked out as of yet.

-The board picked August 23<sup>rd</sup> at 6 pm. This is a Wednesday.

-Rich from EFPR is working on the audit. It was emailed to Secretary Barbaro but there has been some email issues so Commissioner Legters will work on getting it back to her to work on. This will then be sent out to see if there are interested firms.

**Correspondence:**

-Town Newsletter with notice of volunteering with the department.

-Ambulance fund drive

-Van Bortel Ford coupon

-ALPS

-CNB credit card letter (x3)

-Midwest Fire promotions

-Utica National Bill \$280 -Commissioner Legters let us know this was a check sent back to district for overpayment.

-Daily Messenger follow up on billing: It was noted by the board at next year's meeting to make a change in publication companies due to issues with them in the past and changes in communication.

**Apparatus:**

<b>Annual Service and Pump Testing (\$13,800.00)</b>			
<b>Apparatus</b>	<b>Date Out</b>	<b>Date In</b>	<b>Notes</b>
<b>711:</b>	6/12/23	6/16/23	Coolant leak, replaced front intake valve. Leaking front windshield (warranty)
<b>712:</b>	7/10/23		Did not pass NY DOT inspection. Rear Springs. Going to Thruway Spring week of 7/17/23.
<b>752:</b>	7/5/23	7/7/23	Seat sensor and warning light on order. To be done at EBFD when parts arrive.
<b>741:</b>	6/23/23	6/28/23	
<b>751:</b>	6/16/23	6/23/23	
<b>Chief's Truck:</b>			

-Thanks to Chairperson Heissenberger and member Ben Murnan for bringing trucks out to Churchville.

-Chairperson Heissenberger can help take 712 for inspection if needed.

**Buildings:** Circuit breaker #21 (711 & 712) found tripped on 6/22. Trucks had not been washed or moved since 6/19.

-Retaining wall at truck bay west man door, leaning into walkway. Commissioner Duvall to reach out to someone and get estimate to fix.

-Floor Polishing update: Brian from Spot On has not gotten back to Commissioner Duvall yet with updated estimate on just the polishing.

Motion by Chairperson Heissenberger to approve the estimate when it comes in as its been discussed and budgeted for with Spot On for the full services so a polishing would be more cost effective. Seconded by Commissioner Legters.

-Proctor to give Commissioner Duvall a quote on the roof and gutters when they meet on 7/24.

-Elevator Pit update: T and R Environmental information sent to Commissioner Duvall's email for the district from the Chief. He has not fully set it up and will do that to get the information.

-Landscaping update: new seed is down in the back by the shed, and it looks a lot better. It was noted the stone beds were not weeded and Commissioner Duvall will follow up on this as it was supposed to be done.

-Chairperson Heissenberger added a 50-foot garden hose for use in the future if needed.

**Insurance:** Commissioner Kachmaryk was absent, and nothing was sent over from him this month.

Chief Koppmann wanted to share:

-Provided member info for set-up of Vector Solutions on-line training suite. 7/15/2023

-Initial admin training scheduled for 7/27/23

**IT Report/Computer/System:** Report and updates shared by Commissioner Long:

-Be sure to sign-off and turn-off District computer. The password was also updated. See him for more details.

-Noted that Procurement Officer is having trouble sending outbound emails from his account while at home.

-IT Improvement – purpose is to improve backup process and security.

Status:

Two companies recommended by AFDSNY – turned out to be local companies.

- Brite – Victor/Farmington
  - They visited & toured station on June 23.
  - Our next meeting with Brite offices is Friday July 21.
- Integris –Pittsford
  - Had Zoom meeting on June 30.
  - Cost expected @ \$1000/mo.
  - Next step is Technical Assessment at cost of \$500.

Possible path forward:

1. Visit Brite (July 21), based on that meeting, could proceed as follows:
  - a. Proceed with Integris, get technical assessment and drop/hold-off on Brite.  
(COST \$500)
  - b. Proceed with Brite and drop/hold-off on technical assessment with Integris.



(COST \$0 to \$600)

c. Proceed with both for further evaluation.

(COST \$500 to \$1100)

2. Make decision on recommendation for our August 21st meeting (or September meeting if scheduling problem).

-It was brought up in discussion it seemed redundant to have both companies if many of their services overlap.

-Chairperson Heissenberger suggested to wait as they still had to meet with the other company.

-It was mentioned a new computer should be in the future as it would need to house Windows 11. This would then also give individual access for logging in. Working on things at home would be easier and there would be technical support.

-Chief Koppmann wondered if they provide email services and others have in the past if needed. Additionally, he wondered about the legality of the district being a municipality and storing things on the cloud.

**Old Business:** From Chief Koppmann:

AFFF Foam Disposal

T & R Disposal. Victor NY

AFFF Qty.: Approximately 30 gallon and empty 55 gallon drum.

Waiting on price quote

### **Extractor & Drying Cabinet Install:**

Extractor & Drying Cabinet at Statewide Machinery (Batavia)

Switched plumbing vendors to Superior Plumbing Services

Superior plumbing to review and update quote.

Electrical Work completed 3/18/23.

-Update from Commissioner Long: Maximum 10% tax discount for volunteer 1st responders (Real Property Tax Law 466) is the responsibility of the Real Property Tax Dept. The directory left before the presentation to the County Board of Supervisors was made or preparation finished. The analysis, recommendation, and presentation are on hold until a new director is hired.

-Chairperson Heissenberger reminded board its up to 10% and there are many variables. The \$200 deduction in place now may be more beneficial. He suggests to continue to wait and see what the county and town does.

**New Business:** Something to think about from Chief Koppmann: Engine 712 replacement.

- The current truck is a 2007 (16 years old). 20-year replacement schedule
- New truck production 16-18 months

-Chairperson Heissenberger brought to the board's attention the growing number of absences by Commissioner Kachmaryk. 4 out of the last 7 meetings he has now been absent due to circumstances. Noted that many hands make light work to run the board. In the past with growing outside obligations others have stepped down. That is how Chairperson Heissenberger first stepped into the commissioner role.

-Read aloud from public officer's law Section 30 part 3: "When any member of a board, commission, committee or authority, holding office by appointment of the governor, fails to attend three consecutive regular meetings of such board, commissioner, committee or authority, unless such absence is for good cause and is excused by the chairman or other presiding officer thereof, or, in the case of such chairman or other presiding officer, by the governor, the office may be deemed vacant for purposes of the nomination and appointment of a successor."

Additionally, it was read" In 2011 a statute related to fire commissioner performance of duties was passed into law and became effective in 2012; Any fire commissioner may be removed for dereliction of duty. Dereliction of duty shall include, but not, excessive unexcused absences from regularly scheduled meetings. These criteria for removal are in addition to the criteria provided in section thirty-six of the public officer's law. Any removal pursuant to this section shall take place pursuant to the procedure for removal established in section thirty-six of the public officer's law. Town Law 176-c(McKinney)"

-Commissioner Duvall shared that Commissioner Kachmaryk has a lot going on and he talks with Commissioner Long regularly for insurance and he hopes he is able to come back.

-Commissioner Long set the record straight that he does not receive communication from Commissioner Kachmaryk. He has reached out, but he is hard to get ahold of.

-Chief Koppmann asked if Shane Clement, being a new assistant Chief can get his full building fob access.

-Chairperson Heissenberger confirmed Shane would also get the needed radios and lights and sirens needed for his vehicle.

**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 8:09 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	Polish	Commissioner Duvall
Leak in roof, mezzanine	Proctor	Commissioner Duvall
Dryer Project	July	Chief Pete
Budget sessions	July 19 <sup>th</sup> and August 23 <sup>rd</sup> with deadline in Sept.	Open to anyone
Oil Separator		Procurement Officer
Landscape Reseed	COMPLETED	Duvall
Fire Sprinkler Backflow valve	COMPLETED	Procurement Officer
Landscaping-reseed		Chairperson Heissenberger
Scan District Policies		Secretary
Elevator Pit, oil	Needs quotes from T and R Environmental	Commissioner Duvall
RFP	Annual	Commissioner Legters
Gutter issue – clean & possible update	August -Proctor	Commissioners Duvall

