

**EAST BLOOMFIELD FIRE DISTRICT**

**Meeting Minutes**

**Date: August 21st, 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\_\_

Additional guests: Steve Murnan\_\_X\_\_Seth Jonas\_\_X\_\_Derrick Legters\_\_X\_\_

**Public Comment:** Nothing currently.

**Fire Department:** Chairperson Heissenberger gave President Murnan a sample pen that was received in the mail.

Secretary Barbaro also thanked the board for the approval of the bounce house for the Open House.

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

**Membership:** Current discussion on the age of background checks. The age is currently 18 and with our restricted members able to take classes with parental permission at a younger age our bylaws are a conflict. The membership committee is talking with a lawyer to get a better understanding.

-There have been some personnel changes at the Sheriff's office so department will work with new Sheriff to touch base once there is more information from the lawyer.

-Chairperson Heissenberger also reached out to Pinsky in regard to the department using such rooms as the ready room, exercise room, and the sign out front. Pinsky is happy to provide a "memo of understanding" to help protect the department and district.

-Newsletter handed out from Fire Association of NY. Some notes to take away from this included the publication of the audit once completed.

-Commissioner Legters let the board know they are hoping to have the audit completed by 9/30.

-Just need to share that an audit was done and completed to be in compliance with the state.

-Chairperson Heissenberger also let the board know there is a stipend from the state coming where there would be payment upon completion of certain classes and trainings. More details to be released on August 31<sup>st</sup>. There is no information on how much would be offered or which classes fall under the stipend guidelines for reimbursement.

-Districts can do this as well to get the reimbursement but it was suggested to have the department go through the state instead.

-Chief Koppmann heard that it may be 4 classes but there will be more information to follow.

-Secretary Barbaro to also send Commissioner Long the public notice for the budget workshop.

-Reminder that on the 3<sup>rd</sup> Monday in October (which is October 16<sup>th</sup>) there will be the public budget meeting. It will be from 6-6:30pm with the normal monthly meeting starting right after.

-Proposed budget meeting in September with the meeting as mentioned above then in October.

-Once approved give to town and as a courtesy the village.

-There is a grant writing webinar on September 6<sup>th</sup> from 7-8pm.

-Chairperson Heissenberger attended a recent event where he spoke with Senator Pam Helming. They talked about potential grant writing as some projects are on the wish list and maybe there is something the state can help with. Some of the projects include newer body for the brush truck, new radios as many have been pieced together from other departments as they retire their equipment. And potential grant money for district purchase of an All-terrain utility vehicle for off road rescues such as Boughton park for example.

## **Chiefs Report:**

<b>July 2023 Incident Report</b>	<b>Total</b>
MVA	3
EMS Assist	1
Mutual Aid Fill-In/Stand-By	2
Flood Response	2
Wires Down	1
EMS ECHO (Cardiac Arrest)	1
<b>TOTAL</b>	<b>10</b>

-2023 Total Calls: **94**

-For comparison: 2022 Total calls to date: **125**

**Events – Operations - Correspondence:**

**Bloomfield Historical Society Car Parade 7/29/2023**

- Provided traffic control for classic car parade through town to Veterans Park
- Staffed Engine 711 at Historical Society event for public relations. 3.5 hours
- 19 members attended to assist with the parade and event staffing.

**Pallbearers Motorcycle Club Charity Ride**

- Provided traffic control Sat. Aug. 5. 11:00 am departed from Cheap Charlies Restaurant.

**Bloomfield Public Library Fire Prevention:**

- August 9, 2023. Thank you to Abbey Miller, Ben Murnan, John Norman

**Climb Aboard Victor**

- Saturday, September 16<sup>th</sup>. 9:00 AM - 3:00 PM.
- Diamond T and Engine 752

**Training:**

- Ionia FD acquired structure. June 26, July 17, 24, 31, Aug. 14
- Tour of Carver Creek Woodworks Aug. 7<sup>th</sup>

**Equipment/Gear Repairs:**

- Malfunctioning SCBA from Engine 712 to Churchville 6/28/23 for repair. Returned 7/26/23. Commissioner Legters should be getting an invoice soon.

**Testing/Maintenance:**

- Annual hydraulic rescue tool service completed July 19<sup>th</sup>, 2023.
- Annual SCBA service & flow testing completed August 1<sup>st</sup>, 2023.
- Annual hose & ladder testing scheduled for September 5<sup>th</sup>, 2023.

-There was a discussion on the Red Alert program. The base price is \$3,000 a year. Chief Koppmann let the board know our software is becoming obsolete and there is a push to have everything moved to new software. Chief Koppmann will be doing an online demonstration and asked Commissioner Long to attend with him. It will be Wednesday 8/23. It will be at 1 pm.

-Great benefit of the new software is the reporting is in compliance with the laws and makes the department eligible for grants, and the reports autofill a lot of the information and would save countless hours.

-Commissioner Long asked if Bryx has a module or if it would be included. And Chief Koppmann confirmed there was an additional cost.

**Procurement – Chief and Procurement Officer:**

The Procurement Officer provided chart in addition to the notes below to the board.

<b>Vendor</b>	<b>Description</b>	<b>Price</b>	<b>Qty.</b>	<b>Total</b>
Amazon	Milwaukee 18V 8.0 Ah Battery	184.95	1	184.95
Allen Fire	Action Line Gauge - 1.5" Part #A+153-15	141.00	3	423.00
Grainger	2W International Rain Parka Part# 736C-3 (2-MD, 2 LG, 4 XL, 2 XXL)	51.49	10	514.90
Turnout Express	TOG Alterations (H. Barbaro)	504.00	1	504.00
Finger Lakes Comm.	Portable Radio Antenna	24.40	2	66.80 w/ Shipping
First Out Rescue	Chainsaw Carbide Replacement Chain	346.54	1	346.54
			<b>TOTAL:</b>	<b>2,014.19</b>

**Procurement For Approval:**

<b>Vendor</b>	<b>Description</b>	<b>Price</b>	<b>Qty.</b>	<b>Total</b>
The Fire Store	Black Diamond X2 14" Structural Boot	322.00	1	322.00
EV Warning Systems	702 – POV Emergency Lights & Siren	2,971.50	1	2971.50
			<b>TOTAL:</b>	<b>3,293.50</b>

Motion made by Chairperson Heissenberger to approve the purchase of new boots for \$322.00. 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.

-For the handyman posting there was one response at this time from Ace Handyman. They are \$130 an hour and there is a trip fee of \$88. They would need a list of items and then they would come out after and work on them.

-Discussion to post again to get more responses. Secretary Barbaro let the board know her contact at the Penny saver had offered to do a buy one get one for the next ad posting due to them thinking there was a mistake for no end date to respond by.

-Chief Koppmann shared one of the bigger costs was the alterations on Secretary Barbaro's gear. This is the second set of alterations and once she gets down to her goal weight she will need to be measured for new gear.

-Chief Koppmann needs approval for past Chief Rick Rayburn to have his lights and radio removed from his personal truck to be moved over to Assistant Chief Brian Rayburn. Brian now lives in Bloomfield and will be able to respond to more calls in his role. The estimated cost was \$2,971.50.

-Chairperson Heissenberger asked about potential costs on Shane Clements truck. It was noted he had done most of the work himself. He will just need Finger Lakes Radio to complete some minor things to set up.

Motion to get radio and equipment work done to move equipment from Rick to Brian's truck 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.

-Commissioner Long asked Procurement Officer if he had reached out to T and R Environmental. Secretary Barbaro confirmed it was Commissioner Duvall who was going to follow up, and he had noted he would check his district email for the email from Chief Koppmann once it was set up.

**Treasurer's Report:** The total for the bills this month was \$36,547.12.

-Culligan is going to mail a paper bill since it got lost in the email thread.

-Noted that checks will have to be redone for Bruce and Heather at the end of the meeting.

**Summary for General Fund:** Commissioner Legters shared Ryan Heating and Plumbing had been overpaid so there was roughly \$2,000 applied as a credit.

There were 4 additional bills:

First Out- \$1,711.84

Johnston Paper- \$197.61

Regional Truck and Trailer- \$39.76

Toshiba- \$842.50

-The new total for the bills is \$39,339.83.

-Motion to pay the bills 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.

-President Murnan noted the town fuel systems were down August 4<sup>th</sup> when they tried to refill the Diamond T. Chairperson Heissenberger will report this.

**Transfer from Gen. Fund savings to Gen. Fund checking:** Commissioner Legters suggested transferring over \$40,000.00.

-Motion made by Chairperson Heissenberger to transfer over \$40,000.00 to pay the bills from savings to checking. 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 shared with the board that the NY Class account has made \$1,480.99 in interest. He suggested moving more money from the CNB accounts to gain more interest. He suggested moving everything except \$5,000.00.

-Motion to move all from savings to NY Class except for \$5,000.00 to remain in the CNB account made by Commissioner Legters. 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.

-President Murnan also confirmed the building payment had been made.

**Correspondence:**

-Letter donation for Don Gamble (this was handed to the department as he was a long-standing member)

-Ambulance Fund Drive Letter

-AARP gift and offer advertisement

-Advanced Heating and Cooling ad

-Van Bortel Ford Coupon

-Firefly ad and services flyer

-Uline Catalog

-Fire Prevention Magazine (given to Secretary Barbaro)

**Apparatus:**

Engine 711 – To Churchville (Leroy, NY Shop) for windshield and paint repair.

- Windshield is leaking at top (has been re-sealed previously)
- Paint blistering on both front doors under window trim. Covered under pro-rated paint warranty.
- Truck to Churchville 8/7/2023. LeRoy NY paint/body shop
- Truck back from Churchville 8/15/23.
- Delamination found on windshield. Working with Churchville on warranty replacement.

Engine 712

- To Regional Truck & Trailer (Geneva, NY) 8/17/23 to diagnose possible air brake chamber issue.
- No issue found, no charge.
- Recommend sending a truck to Milton Catapiller (Batavia, NY) to diagnose excessive exhaust smoke.

-Noted to the board the pump panel lighting needs to be fixed. There will be LED lights installed. The price quote was \$1,846,65.

-Chairperson Heissenberger made a motion to pay up to \$2,000.00 to fix the pump panel lights on 712. 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.

-Assistant Chief Korbyn Simmons took one of the trucks out to Geneva for exhaust concerns. Chief Koppmann would like to take to Caterpillar to get looked at as well.

-Reminder to get truck in replacement cycle well before the 20-year age out.

The other trucks are up to date at this time.

**Buildings:** Commissioner Duvall was not present at the time of the meeting and there was no report sent over.

-To be followed up on:

- Floor Polishing with Spot On
- Retaining wall by the Diamond T entrance
- Leaf Guard estimates
- Elevator Pit with T and R Environment
- Back siding by generator shed that was hit by landscaper
- Roof repair follow up

-Procurement Officer let the board know the back flow needs to be looked at due to a leak. It was noted it was the bigger of the valves.

-Commissioner Long noted there are weeds outside that still need to be addressed by the landscaper.

**Insurance:** Nothing much to report at this time from Commissioner Kachmaryk other than he is working to ensure cancer deadline coverage is met with Joel Steele.

From Chief Koppmann:

- Provided member info for set-up of Vector Solutions on-line training suite. 7/15/2023
- Initial admin training completed 7/27/23.



- Members lacking OSHA/PESH training to be notified and on-line training to be completed by 12/31/23.

-Chief Koppmann did circle back to the dryer and extractor project to add a note that he reached out again to Superior Plumbing for a new estimate. The original was \$3,250.00. The new estimate was \$3,450.00. They begin work on September 4<sup>th</sup>.

-Chairperson Heissenberger shared the truck committee has started to meet. The committee consists of Chief, Ben Murnan, Korbyn Simmons, Chairperson Heissenberger and Derrick Legters.

-They are looking into Pierce, E-One, KME and Subfin.

-Noted that diesel emissions may be changing guidelines in the future.

-There will be further discussion on potential costs.

**IT Report/Computer/System:** Commissioner Long shared with the board the following:

Comparison of IT Companies Recommended by AFDSNY

Cost Category	Technology Solutions by BRITE		INTEGRIS Managed IT Services	
	<u>Basis/Item</u>	<u>Cost*</u>	<u>Basis/Item</u>	<u>Cost*</u>
<b>Initial</b>	Onboarding Fee SW Configuration Fee	\$2500 \$1500	Technical Assessment	\$1000
<b>Annual</b>	Per email user per month, for 8 users at \$300/user (Asst. chiefs not included)	\$2400	Monthly cost determined by 3 items: Locations - 1 Workstations – ≤ 10 Servers - 0, no change with additional few	\$1000

\*Additional SW charges not included.

-Discussion once system is in place it would be set up for Procurement Officer to work from home as needed.

-There would be a plan in place for when equipment goes down and maybe to get a server down the road. The assessment would help with this plan.

-Commissioner Kachmaryk wanted to confirm with these companies potentially in place if the district would be protected.

-Procurement Officer asked about potential Windows updates and costs. He wondered if they would be included.

-Commissioner Long recommended the assessment fee with Integris for \$1,000 to see what is needed. Then the board will go over the results.

-Motion made to go with Integris for a one-time cost of \$1,000.00 for an assessment 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.

**Old Business:**

-AFFF Foam Disposal

- T & R Disposal. Victor NY. There was an estimate of \$1,201.76.
- AFFF Qty.: Approximately 30 gal. and empty 55 gal. drum.
- Price quote to Chairperson Heissenberger & Procurement Officer 7/19/23. Quote re-sent to Procurement Officer 8/21/23.

-Motion to contract T and R to dispose of foam for \$1,201.76 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.

-Procurement Officer has offered to help with this. Additionally, he mentioned some issues with emails and thought maybe it was due to including attachments.

-Commissioner Long and Procurement Officer to meet up and see what the problem is.

-Commissioner Long shared with the board rules on posting about meetings. These should be sent for publication one week in advance, shared on Facebook, the website and on the sign out front at least 72 hours in advance.

For reference this is where Commissioner Long found the information:

**“NYS §104. Public notice.** [<https://opengovernment.ny.gov/open-meetings-law>]  
 1. Public notice of the time and place of a meeting scheduled at least one week prior thereto shall be given or electronically transmitted to the news media

and shall be conspicuously posted in one or more designated public locations at least seventy-two hours before such meeting.  
and

6. When a public body has the ability to do so, notice of the time and place of a meeting given in accordance with subdivision one or two of this section, shall also be conspicuously posted on the public body's internet website."

-Reminder that elections are on the 2<sup>nd</sup> Tuesday in December.

**New Business:**

- Procurement Officer is working on a list/excel sheet for future position members.
- Chief Koppmann gave back the Staple's card to Commissioner Legters since the account is closed.

From Chief: AFG Grant: (SCBA's)

- o Research previous AFG grants.
- o Looking for System for Award Management (SAM.gov) account login info
- o DUNS number used previously. Now using Unique Entity ID
- o SAM.gov-Commissioner Legters to help look into any information on this as it may be as far back as 2010.
- Current SCBA's purchased new in 2010 (NFPA 1981 - 2007 Ed.) By the time we purchase new SCBA the standards would have had 4 new additions. This may be in our favor when applying for the grant.

**Adjournment:** Motion to adjourn made by Commissioner Legters. 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.

Meeting end time was 8:37 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

EAST BLOOMFIELD FIRE DISTRICT MEETING

DATE: August 21st, 2023

Action Items:

<b>PROJECT/PROBLEM</b>	<b>GOAL &amp; DUE DATE</b>	<b>LEAD</b>
Floor Polishing	Polish follow-up, Sept. 18	Commissioner Duvall
Leak in roof, mezzanine	Proctor, Sept. 18	Commissioner Duvall
Dryer Project	July – Sept. 18 Status Report	Chief Pete
Budget sessions	July 19 <sup>th</sup> and August 23 <sup>rd</sup> – Complete, Deadline to report Sept. 18	All Commissioners
Elevator Pit, oil	Quotes needed from T and R Environmental	Commissioner Duvall
Scan District Policies*	To be worked on	Secretary
RFP for annual audit	Report Sept. 18	Commissioner Legters
Gutter issue – clean & possible update	August -Proctor – Sept. 18	Commissioners Duvall
Damaged siding, back of building, by mower too close	Repair Sept. 18	Commissioner Duvall
NW building corner wall slanting	Status report Sept. 18	Commissioner Duvall
Clear weeds along walk on east side of building	Sept. 18	Commissioner Duvall
Handyman RFP	Status Sept. 18	Procurement Officer
Tech Assessment from Integris	Complete & report Sept. 18	Commissioner Long

