

EAST BLOOMFIELD FIRE DISTRICT

Meeting Minutes

Date: September 18th, 2023

Meeting may be recorded for note keeping purposes with the number in attendance

George Heissenberger	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__ Scott Murnan __X__ Joann Long __X__ Karen Naffziger __X__

Public Comment: Karen Naffziger from the local Boy Scout troop asked the board to have an onsite bottle collection site near the back shed. They would empty it out a few

times a week and it is one of their ongoing fundraisers. She will be bringing in a picture for the board next month as a follow-up. The rough size estimate is 4 feet by 4 feet.

-Commissioner Long asked about potential rodents or bugs. Discussion on it never being an issue before when they had their collection site at Big M. She was open to any ideas to help combat this if it occurred. Most people tightly bag up their bottles when donating so there have not been issues in the past.

-Chairperson Heissenberger suggested a nicer collection box and a potential trial period for 3 months. However, before this is done the board would like Karen to return on the next meeting which is October 16th with the plan and pictures.

-Reminder that next month there will be a public budget meeting from 6-6:30 pm on October 16th, 2023. This will be followed with the regular monthly meeting.

Fire Department: President Murnan wanted to confirm the email about the UPS package. The delivery was for patches he ordered and has been waiting on for the department.

-Also noted a Uline catalog was given to the department and was meant for the district. It came in the PO Box.

-Climb Aboard Victor event was a great success and it was estimated to have had 4,000 people for the event. The Diamond T was able to go for the community to see and appreciate.

-Commissioner Long has been looking for more information on the NY state fire reimbursement. Chief Koppmann has not received information on it either from the standpoint of an instructor.

-Noted that Commissioner Duvall had to leave soon so Chairperson Heissenberger wanted to move ahead with any of the business he needed to conduct.

Minutes: Noted there was a date change on page 2. Heather will update this from September 31st to 30th.

Motion to approve the minutes with the correction 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.

-Brief discussion on how postings in daily messenger just need to be a public notice and not necessarily a legal notice. Also, the use of the district website, and the front sign and postings on Facebook all help share the news of events/meetings.

Buildings: It was asked to skip ahead to the buildings portion of the meeting to accommodate Commissioner Duvall's reports before he had to step out.

-Gutters: The landscaper is willing to do as part of the fall clean up. And we will have an estimate by the next meeting.

-Siding: Commissioner Duvall took a look, and he doesn't think it can be proven the issue came from the landscaper. Chairperson Heissenberger let the board know there is extra siding upstairs and the repairs just have to be made.

-Floor Polishing: No response or communication back from Spot On. Brian has not responded back to Commissioner Duvall's communications. Discussed by the board Commissioner Duvall needs to find new companies to give estimates.

-Roof: Central Roofing and Repair still to be met with. There is not a planned date as of yet. Proctor has not gotten back to Commissioner Duvall. He also mentioned he reached out to some Mennonites and has had no luck.

-President Steve Murnan asked if Commissioner Duvall has reached out to Upstate Roofing per his suggestions in past meetings. At this time Commissioner Duvall has not. He also added many places don't seem to be doing commercial roofing.

- Elevator: Commissioner Duvall shared with the board there was no progress on this either at this time. He asked if he could touch base in a month and a half when things for him slow down.
- Procurement Officer Bruce asked him if he had any luck with reaching out to T and R Environmental. And there was not an update on this at this time. Commissioner Duvall asked for more time to discuss at the November meeting.
- Chairperson Heissenberger asked for follow up in October.
- Corner Wall Landscaping: There was one estimate from RJ Landscape. There were two breakdowns in which one had more of a general repair for \$2,500. The second was for a full replacement with new stone. This was roughly \$4,500. Additionally, they gave an estimate on the front wall by the main doors to have stone replaced to be more like the electronic sign out front and this was an estimate for \$6,500.
- Commissioner Legters asked if more estimates were given from any other companies as its typical to get 2-3 quotes to compare. Commissioner Duvall had only gotten this estimate at this time.
- Commissioner Duvall first wanted to confirm general thoughts on removal vs repair of what is existing with the current bricks. The board suggested just a general repair.
- Snow Removal: Commissioner Duvall shared with the board a few estimates he found to get a snowplow and salt system for the Chief's truck and the brush truck. Unicell had a plow for \$6,920 and the salter was \$2,150. Perinton RV had a plow for \$7,200 and the salter for \$2,200.
- Chairperson Heissenberger said at this time there is no plan to repurpose an emergency vehicle into a snowplow truck. If a truck came across for sale and seemed to be a good price for the district, he thinks they would be open to discussing that.
- Town has volunteered to help with salt for the winter. There would still need to be a volunteer to plow with this type of idea anyways.
- Chairperson Heissenberger has offered to mow the lawn in the spring whether he is a member of the board or not if the district purchased a self-propelled mower.
- Discussed how the plow has to be contracted at this time in order to best have it clear for the department members to be able to respond to calls.
- Commissioner Duvall shared there is a company called demo lawn that often has low-cost options for a potential lawn mower.

- It was noted the budget was trimmed from the Chief and the grounds lines.
- Mentioned someone would need to be responsible if it was a more in house task when it comes to landscaping/mowing.
- Commissioner Duvall shared he would be sending over the legal notices for the snowplow bids that would be opened and voted on for the October meeting. It was asked to have them written on the envelopes for the bids, that way they do not mistakenly get opened ahead of the meeting. Commissioner Duvall will include that as well.
- Secretary Barbaro to also send out the legal notice for the budget meeting set to take place before the normally scheduled Monday meeting in October. The time is set for 6pm to 6:30 pm. The regular meeting will follow.

Membership: They are still working with the lawyer to ensure the policies in place will match the requirements to have a background check for the Junior Corps. and restricted members. It was noted that at the age of 17 with parental approval they could enroll in some classes.

- Chief has gone to other departments for advice but many of them are run by the Scouts so it is a different set up all together.
- Chairperson Heissenberger asked if there would be any interest for the Scouts to be involved. And it was discussed that there would then be a cost factor. They are still working on options.
- Physicals and a return to duty letter handed to secretary to file. These were for members John Norman and Joann Long.

Chiefs Report:

August 2023 Incident Report	Total
MVA	2
EMS Assist	4
Vehicle Fire	1

Gas Odor	1
Wires Down	1
Smoldering tree	1
TOTAL	10

- 2023 Total Calls: **105**
- For comparison: 2022 Total calls to date: **140**

Events – Operations - Correspondence:

- 9/11 Remembrance (City of Canandaigua). Firefighter procession from courthouse to American Legion
- Controlled burn of house (6633-Wheeler Rd.) Date: TBD
- Controlled burn of barn debris (6817 Co. Rd. 30). Date: TBD

Climb Aboard Victor

- Saturday, September 16th. Diamond T

Training:

- Mutual aid rural water operations with Victor 8/28/23
- Auto Extrication: 9/25/23
- Tour of Ont. Co. 911 Center 10/2/23
- Mercy Flight Central Ground School 10/23/23 @ OCSTF

Testing/Maintenance:

- Annual hose & ladder testing completed September 5th, 2023.
 - Lost one length of 4" LDH (rack hose)

-Commissioner Legters was surprised that only one length was lost!

Budget: The board skipped to budget to have discussed before Commissioner Duvall had to leave.

-Commissioner Legters shared they are right under the budget cap, and it was a lower budget than planned at the first meeting.

-The Chief's budget is smaller than last year.

-Commissioner Duvall asked why there is a line item for the money for a membership dinner and why not have that go to the Chief's budget when there is other money and line items to get the membership dinner. Chairperson Heissenberger responded the membership dinner budget is small and would not be a significant addition to the Chief's budget.

-Chairperson Heissenberger shared with those in attendance that all of the commissioners had some hand in the planning of the budget.

-Commissioner Legters shared the budget is about \$14,000.00 higher in general.

-Motion to pass the preliminary budget 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.

-PDF copies will be printed and given to Secretary Barbaro to give to the town and village.

-Brief discussion on the needing to make a motion to override the tax cap should it need to come to that due to state regulations and guidelines.

-Motion by Commissioner Legters to increase the tax cap if needed. 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 was \$7,302.98.

Summary for General Fund: Commissioner Legters went over the report for the board.

-Discussion on back flow estimate and how its dated back to March. Procurement Officer Bruce will continue to work on this as it didn't specify the right leak.

-Additional bills that came in for the month included Witmer Public (for boots) in the total of \$322.00. The second bill was for Culligan for \$320.00.

-Noted that Chairperson Heissenberger needs someone to help let them into the building for the delivery. It will be Tuesday September 26th.

-Commissioner Legters shared with the board he saw a late fee of \$4.00. And Chairperson Heissenberger shared the dates of the invoices have not matched.

-The new total for the bill is \$7,949.06.

-Motion made by Chairperson Heissenberger 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			
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The motion passes.

Transfer from Gen. Fund savings to Gen. Fund checking:

-Motion to transfer over \$8,500.00 from NY Class to CNB checking 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.

-Commissioner Legters shared the report reflected on outstanding check that is going to be voided.

-He also reported NY Class earned interest last month in the total of \$1,773.86. The year to date is \$5,303.76.

-Motion made by Commissioner Legters to move all but \$5,000 to NY Class Capital Reserve. 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.

-Procurement Officer shared a proposal for Ace Handyman as it was the only proposal that came from the multiple postings and ads. There is an hourly rate and trip fee. It was suggested to lump jobs together to save on the trip fee. He shared they are called and then they help set up time to come out.

-Motion to secure Ace Handyman services 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.

-7:35 pm Commissioner Duvall had to leave the meeting.

-Commissioner Legters shared with the remaining board members that the audit is still being worked on and they are still on track with the completion date of 9/30/2023.

-Commissioner Legters waiting on RFP to send the final audit is completed as many companies will want that information as well.

-Commissioner Long shared that when looking over the meeting minutes back in March it was discussed that Secretary Barbaro would willingly help with the treasurer position in the meantime until the board hires someone. But it was never officially voted on. She was asked if she wanted to be treasurer or deputy treasurer given her other tasks with the District and the Department as she is also a member.

-Secretary Barbaro shared she would elect to be deputy treasurer.

-Motion made to have Heather Barbaro be deputy treasurer with the retroactive date to March 20th 2023 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.

Procurement – Chief and Procurement Officer:

Vendor	Description	Price	Qty.	Total
The Fire Store	Black Diamond X2 14" Structural Boot	322.00	1	322.00
			TOTAL:	XXX.XX

Procurement For Approval:

Vendor	Description	Price	Qty.	Total
Grainger	High-Vis Coat	102.05	3	306.15
Grainger	High-Vis Rain Pants	27.62	3	82.86
			TOTAL:	389.01

-Motion to approve parkas and pants not to exceed \$400 made by Chairperson Heissenberger. Seconded by Commissioner Legters.

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.

-Procurement officer Bruce shared a quote by Bison Elevator with the board. It was \$198 a month. There was annual and quarterly maintenance included.

-This was noted it was nearly \$1,000 more than what is in place with Otis.

-Hazmat removal of AFFF foam and barrel was completed, and the invoice is being sent over.

-Commissioner Long commented that invoices should have electronic copies saved.

-Procurement Officer shared with the board he will be out of town from October 17th, 2023, to October 27th, 2023. He also shared that he was still having outbound email issues and contacted Geek Squad.

-Commissioner Long reminded him subject lines are needed and this may be some of the issues.

-Procurement Officer shared from Geek Squad he was only given limited information and they suggested it was an issue with Outlook. He did pay out of pocket and would like to get reimbursement in the total of \$39.00. He handed the information over to Commissioner Legters.

Correspondence: This portion of the meeting was skipped due to the jumping around. After the meeting Commissioner Legters shared this after the meeting ended. He stated most were fliers.

Apparatus: 8/25/23 – 711

- Truck is losing water from on-board water tank at draft.

- Churchville service tech on-site. Replaced valve seats on tank fill/re-circulate valve (easiest/cheapest)
- Heavy corrosion on valve seat and scored ball valve was allowing water past valve.
- Tested at drill on 8/28. No loss of water from on-board tank at draft. Valve rebuild fixed the problem.

9/13/23 - 712:

- To American Equipment for engine diagnostics (smoking, lack of power) and air compressor
- Full engine test run, all engine "numbers" come back within normal operations
- Smoke may have been due to bad fuel
- Air compressor had a bad dryer relief valve and compressor governor is malfunctioning
- New governor on order. American Equipment can install new governor on site at EBHFD

712 – To Churchville for pump panel light replacement: Date IBD

751 – Leaking tank recirculate valve. Photos and size of valve to Firematic (Churchville) to order parts. Will be repaired on-site at EBHFD.

Insurance: Nothing much to report at this time from Commissioner Kachmaryk as he was not present and did not send the board a report.

-Commissioner Long was getting information on insurance coverage based on position.

IT Report/Computer/System: The invoice has not been received as of yet. Still in the estimate stage at this point.

-Commissioner Long shared a draft policy that was found from many years ago. Oddly enough Commissioner Legters created this! The wording would be updated to reflect "commissioners and officers."

-Commissioner Long shared with the board electronic storage should now all be on the One Drive.

-Chief Koppmann wanted to ensure member Ben Murnan still would have access to his driver training information he needs if there are individual, or department log ins made.

-This to maybe be added to Organizational Meeting if needed Chief suggested.

-Motion to approve policy providing changes 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.

Some notes from the Integris assessment included how the computer is 6 years old, there would be interface cloud storage, and the district would have an enterprise level software. There are additional security improvements, and the district Gmail accounts can be forwarded to the appropriate Outlook emails.

-Chief shared he would need a laptop at some point as he will not be using his personal computer for district or fire related business.

-Discussion on how there is no current fire wall. The Chief also asked if there was a list if not created already of approved senders. Chairperson Heissenberger shared this process is still in the early stages.

-President of the department, Steve Murnan wanted to confirm Kathy as the Treasurer would not have any interruptions to her work. This was confirmed it would not interfere and she would most likely not even know they were changed.

-The board is still waiting for the full report.

Old Business:

Updates from the Chief:

AFFF Foam Disposal:

- T & R Disposal. Victor NY
- AFFF Qty.: Approximately 30 gal. and empty 55 gal. drum.
- Foam picked up 9/14/23. Empty pails and empty 55 gal. drum taken.

Extractor & Drying Cabinet Install:

- Plumbing work: 9/13 – 9/15
- Electrical conduit cut when coring through wall for drain installation.
- Rob Dileiba (Electrician) on-site 9/15/23 for consultation
- Will be able to repair by using flexible conduit and new conductors.
- Extractor and dryer installation date: TBD.

Engine 712 Replacement

- Next step: Arrange preliminary vendor meeting to obtain initial pricing & production time.
 - Pierce (Churchville) meeting date: 9/19/23
 - E-One (Premier) meeting date: 9/20/23
 - Sutphen (Vander Molen equipment) meeting date: 9/27/23
 - KME (Gorman) meeting date: 9/28/23

From the board: There was a draft from Pinsky handed out with a potential agreement for the room space between the department and district. Everyone present was given a copy to share and go over line by line. There was a note this would be for an extended period of 5 years to then be renewed at that time.

-Joann Long joined the meeting.

-Derrick Legters asked why the cameras in the ready and unready room were still in place then if not really mentioned in this draft.

- Chairperson Heissenberger discussed how this is simply to get a draft for the department to then take back to the membership.
- Secretary Barbaro to take the draft policy and make the needed edits.
- Suggested to get this approved with the department with a goal date of December.
- Brief discussion on absent commissioners to send in reports for the meetings.

-Motion to have absent members to provide ahead of time before the meeting to secretary or Chairperson 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.

-Noted that Commissioner Long will send out information on grant writing. And someone suggested to reach out to Jack Harrington for any past log in information or resources.

New Business: From the Chief: Ontario County Hazzard Mitigation Plan Review

- Required by FEMA regulations.
- Chief 70 attended kick-off workshop/meeting 9/14/23
- Asked to post Public Survey and Public Meeting notice on District web site.

-Motion to approved as per the request to publish on the site when needed for the survey 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.

- Chairperson Heissenberger shared with the board there has not been much of an update on the tax deductions for firefighters. They have not heard anything from town officials.
- Victor did approve the 10% for members with a minimum of a two-year service.
- Commissioner Long will reach out to Fred Willie.
- As noted previously the school has turned this down.

Adjournment: Motion to adjourn 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.

Meeting end time was 9:06 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: September 18th, 2023

Action Items:

PROJECT/PROBLEM	GOAL & DUE DATE	LEAD
Floor Polishing	Moved to October meeting	Commissioner Duvall
Leak in roof, mezzanine	Moved to October meeting	Commissioner Duvall
Elevator Pit, oil	Quotes needed from T and R Environmental , Moved to October meeting	Commissioner Duvall
Scan District Policies*	To be worked on	Secretary
RFP for annual audit	Update for October meeting	Commissioner Legters
Gutter issue – clean & possible update	Moved to October meeting	Commissioners Duvall
Damaged siding, back of building, by mower too close	Moved to October meeting	Commissioner Duvall
NW building corner wall slanting	Moved to October meeting	Commissioner Duvall
Clear weeds along walk on east side of building	Moved to October meeting	Commissioner Duvall
Tech Assessment from Integris	Any outstanding report/invoice	Commissioner Long

