

**EAST BLOOMFIELD FIRE DISTRICT**

**Meeting Agenda**

**Date: January 15th, 2024**

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

Jeff Kachmaryk	Zach Legters	Ryan Duvall	Mike Long	John Cavagnaro
2024	2025	2026	2027	2028

**Called to Order:** Meeting was called to order at 6:30 pm. Meeting was held in the Commissioner's office.

**Attendance:**

	Present	Absent
Chairperson Zach Legters	X	
Commissioner Jeff Kachmaryk	X	
Commissioner Ryan Duvall	X	
Commissioner Mike Long	X	
Commissioner John Cavagnaro		X

Chief Pete Koppmann \_\_X\_\_

Bruce Treat\_\_\_\_X\_\_

Secretary Heather Barbaro \_\_X\_\_

Additional guests: Ben Murnan\_\_X\_\_Korbyn Simmons\_\_X\_\_Joann Long\_\_X\_\_George Heissenberger\_\_X\_\_

**Public Comment:** Nothing at this time.

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

**Minutes:** Chairperson Legters confirmed there were no further changes or corrections needed. Per Roberts Rules minutes were approved.

**Membership:** Secretary Barbaro was given a physical for Gina Brown, and the Oath of Office's the assistant Chiefs have signed. Noted just need the one from Assistant Chief Rayburn.

-Note that the membership committee is still working on the restricted members guidelines.

**Chief's Report:**

<b>December 2023 Incident Report</b>	<b>Total</b>
Odor investigation	2
Smoke Outside/Outdoor Fire	1
Public Service (Tree Lighting)	1
EMS Assist	4
MVA	2
Automatic Alarm	4
CO Alarm	1
Mutual aid Tanker (Mendon)	1
Wire/Pole Problem	1
<b>TOTAL</b>	<b>17</b>

-2023 Total Calls: **157**

-For comparison: 2022 Total calls to date: **202**

**Training:** Training and SOG for field decontamination and gear washing scheduled for 1/22/24

**Procurement:** Bruce provided the board with a procurement chart for reference. He shared the computer for the district office that was ordered from Amazon due to timing. Also shared the new name plates have been ordered.

**Procurement from Chief:**

Vendor	Description	Price	Qty.	Total
First Out Rescue Equipment	PAC Loop Hook Mount (total price includes shipping)	37.00	2	50.28
Harbor Freight	½" & ¼" Impact bits & sockets	240.93	1	240.93
Home Depot.	Cutoff wheels & Safety Glasses	56.85	1	56.85
			<b>TOTAL:</b>	<b>\$348.06</b>

-Shared with the board tool brackets and other safety items were purchased. Total was \$348.06 and this was all discussed before.

-Chairperson Legters shared there are many challenges under the current procurement policy. This has not been updated since 2010 and with the increase in costs it should be discussed.

He suggested to have the following with the totals:

Buildings to be \$1,500.

Emergency repairs \$4,500

Commissioners and Chief \$400

Secretary \$200

Procurement Officer \$2,000

-General discussion on how it would be a general unit and Commissioner Duvall shared how he thinks it would make it easier and he was fine with that.

-Commissioner Kachmaryk just suggested as always for spending to communicate as usual to the board.

Motion made to have the limits adjust to have the new procurement adjustments be Buildings to be \$1,500, Emergency repairs \$4,500, Commissioners and Chief \$400, Secretary \$200, Procurement Officer \$2,000 was made by Chairperson Legters.

Seconded by Commissioner Duvall.

Votes	AYE	NAY	ABSTAINED	ABSENT
Commissioner John Cavagnaro				X

Commissioner Zach Legters	X			
Commissioner Mike Long	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

- Chairperson Legters and Secretary Barbaro will work on the updating of the policy.
- The Procurement Officer gave advice on the purchase orders for terms and conditions. This was given to Chairperson Legters to share with the board. He thinks it will streamline the process.
- Chairperson Legters thought it would be best to bring Pinsky to review and clear up the language.
- Noted Graves Brothers would be out the next day to repair the roof.

**Treasurer's Report:** The total for the bills this month was \$26,161.38.

- Summary for General Fund:**
- Noted the Red Alert software was nearly up and running.
  - Commissioner Long is also waiting on information from Integris. There should be a credit and he will sort it out. The check will be held until Commissioner Long settles the discount.
  - George Heissenberger also wanted to share with the board for the previous mentions physical that Healthworks was following the state guidelines and no longer testing for Marijuana. Secretary Barbaro to confirm with Healthworks.
  - Chairperson Legters asked Bruce if the back flow preventor was updated since there was an invoice. George went and checked for the board and shared it was in an "off" position and does not appear to be fixed. Noted to the board the big valve was fixed but the smaller valve needs repair.
  - Additional bills that came in were for:
    - Hood for \$550.00
    - ALPS (Elevator inspection certificate) \$156.00
    - National Fuel \$245.10
    - Gannett \$144.44

Fuel from the town \$331.90

Brassie \$300.00

-This brings the new total to \$19,138.82. (There was a subtraction for \$8,000 for Integris at this point in time.)

Motion to pay the bills made by Commissioner Kachmaryk. Seconded by Commissioner Long.

Votes	AYE	NAY	ABSTAINED	ABSENT
Commissioner John Cavagnaro				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 \$21,000 from NY Class to CNB to pay the bills made by Chairperson Legters. Seconded by Commissioner Kachmaryk.

Votes	AYE	NAY	ABSTAINED	ABSENT
Commissioner John Cavagnaro				X
Commissioner Zach Legters	X			
Commissioner Mike Long	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

-Chairperson Legters shared there are just two outstanding checks still waiting to be cashed.

-The AFR is Due February 29<sup>th</sup> this year (being a leap year) but Chairperson Legters is going to see about the 60-day extension.

-Discussion on the report being given with page numbers and the software limitations of the QuickBooks program. Commissioner Long may be able to work on that to help.

-Noted Secretary Barbaro reached out to the list of accounting firms provided and very few companies even responded. EFPR the current company the board has been working with did reply back and is willing to continue doing so.

They have a breakdown of payment for the next 5 years. The first year would be \$9,500. The second year would be \$9,075. The third would be \$10,400. And the 5<sup>th</sup> year would be \$10,500.

Motion made to use EFPR for 5 years made by Chairperson Legters. Seconded by Commissioner Duvall.

Votes	AYE	NAY	ABSTAINED	ABSENT
Commissioner John Cavagnaro				X
Commissioner Zach Legters	X			
Commissioner Mike Long	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

-Overall agreement from the board this would be better for budget planning. Chairperson Legters would reach out to his contact there.

**Correspondence:** Van Bortel Ford Coupons

- Association of Fire Newsletter
- Village Newsletter
- Thank you care from Ace Handyman (give to Bruce)
- First Bank Card letting the board know George's credit card was cancelled.
- New representative from FireEnd was taped to the door,
- Uline Catalog

**Buildings:** Commissioner Long made a motion to hire a building supervisor who is hired annually who will have the task of servicing or employing a contractor to take care of building issues and station summer property landscaping. S/he will be paid at a rate of \$150 per month during landscaping months & \$80/month the other months. In addition, this year there will be a purchase of a lawn mower, to cut the Station House grass. The funds required will come out of the Ground's summer mowing budgeted fund of \$3500. Seconded by Chairperson Legters.

-Discussion to see if Commissioner Long had anyone in mind at this time. Shared that past Chairperson, and current member of the Department, George Heissenberger has offered to put his name out there. During his time in office as a commissioner, he was valuable to many of the buildings' needs and appointments with vendors. He played a critical role in a heating emergency just last month and has often helped around the building.

-Chairperson Legters asked if there was a job description.

-Chairperson Duvall said this should be put to the public to see if anyone else would be interested as well. He said it is better to have a set contractor in place and there is money for this.

-Commissioner Kachmaryk wanted to know about the insurance coverage aspect on this type of role.

-George shared that historically until the new building was built one of the commissioners had always cut the grass for the department in the past.

-Secretary Barbaro asked about the budget and how it was planned to cut the spending on the grounds with the idea going into 2024 that there would be the

purchase of a lawnmower for someone to internally take care of. This was all discussed at the budget hearings and passed in 2023.

-Commissioner Duvall said he was ok going over the budget like many other items due and allocating it from somewhere else to set up a contracted landscaper.

-Commissioner Kachmaryk asked if there was a general idea on costs. There was a little back and forth on past contracts.

-Chairperson Legters asked about moving forward to get a job description for the building management role.

-To be added to old business for next month at this time.

-Chief Koppmann tried to clear up the district coverage question and if that is then something that would fall under the umbrella for insurance coverage. Commissioner Kachmaryk will follow up and get some information on his end.

Also from the Chief:

- Circuit Breaker #21 (Engine 711 & 712) found tripped again.
- North gutter frozen. Ice creates hazard for responders entering and exiting station. Noted the heat tape was not working and never plugged in.

**Grounds:** Commissioner Duvall shared the retaining wall quote needed to be redone. He will send out the electronic version he has to Secretary Barbaro to send to the newspaper, published on Facebook, and the website.

### **Apparatus:**

All apparatus undercoated by Ultimate Undercoat between 12/26 – 1/3.

- Thanks to Ben Murnan & George Heissenberger for delivering and picking up apparatus.

**711:** Nothing additional at this time.

### **712:**

- Pump panel light replacement approved in 2023, work will be completed in 2024.



- Intermittent ignition issue last 2 months. The truck will not start. Needs to be power cycled.

**741** – Nothing additional at this time.

**751** – Nothing additional at this time.

**752** – Nothing additional at this time.

**70 Chief** – New battery installed 1/2/2024. Garber Chevrolet. Covered under warranty. 2024 Annual Maintenance and Pump Testing. Have used Firematic (Churchville) in the past. Commissioner Cavagnaro to solicit bids.

-Noted there is the special election for the truck on January 23<sup>rd</sup>.

-George Heissenberger shared if the vote fails, he thinks it would be a great idea to have those who voted no, to come and share with the truck committee, and commissioners their thoughts and opinions. With a truck being 20-21 years old there are going to be many issues and it's suggested to work on replacing them.

-Commissioner Long asked Commissioner Duvall because he himself voted no to the truck on why he himself as a commissioner voted against the new truck.

-Commissioner Duvall said "I did. I think that we should look at a different option, a cheaper option. Not necessarily a million-dollar truck. Not a cookie cutter truck. I think there's cheaper options out there and they should be explored."

-Commissioner Long asked if he knew of those cheaper options than for the truck committee.

-The board moved on and Secretary Barbaro wanted to confirm payment to the election workers for their time for the truck vote on January 23<sup>rd</sup>.

Motion to pay the election workers their set rate which is \$70 made by Chairperson Legters. Seconded by Commissioner Kachmaryk.

Votes	AYE	NAY	ABSTAINED	ABSENT

Commissioner John Cavagnaro				X
Commissioner Zach Legters	X			
Commissioner Mike Long	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

-Secretary Barbaro spent the time going to the board of Elections again and got the new list printed out and is ready for the election. All postings were done and submitted as well.

**Insurance:** Commissioner Kachmaryk talked to Joel and the policy is Due in March. He hasn't gotten the new forms yet so they will be ready by the next meeting.

**IT Report:** Commissioner Long considering security of the Wi-Fi as it is open to everyone and the community room. Noted printer copier is handled by the department and if there is an issue please call Steve and Joyce. Though Integris is 24/7, with a back up printer in the Commissioner Office.

-Confirmed when Chief will be ready for the Windows 11 update on his computer This is on hold until the Red Alert System is in place. He should know within the next week or so after the data migration takes place.

-Building access computer is Windows Pro and is all set for now.

**Unfinished Business:** From the Chief:

2023 DEC Wildland Fire Equipment Grant:

- Grant application submitted 11/15/23. Grant award notice received 12/28/23.
- Purchasing in process.
- Fire District agreed in 2023 to reimburse Fire Dept. for purchase.

**AFG Grant: (SCBA's)**

- Current SCBA's purchased new in 2010 (NFPA 1981 - 2007 Ed.)
- NFPA 1981 Editions: 2007, 2013, 2019 (current)
- Expected release of NFPA 1970 is early 2024.
  - Research previous AFG grants.
  - Looking for System for Award Management (SAM.gov) account login info
  - DUNS number used previously. Now using Unique Entity ID. SAM.gov

**Red Alert NMX Software**

- Quote signed electronically by Chief 70: 11/27/23.
- Initial software meeting w/ Alpine 12/6/23
- New system scheduled to be installed 1/16 or 1/17

-DEC wildland grant that was approved. Reminder the district has agreed to reimburse the department for the \$2,500. Noted that some of the pricing has gone down.

-Chief Wagner from Shortsville is helping work on SCBA grants for the future.

**New Business:** Chairperson Legters reminded the board the interest payment for the building is coming due. The total is \$20,321.88 with Seed and Company.

-Motion to transfer from the unreserved account at NY class to CNB made by Chairperson Heissenberger. Seconded by Commissioner Kachmaryk.

Votes	AYE	NAY	ABSTAINED	ABSENT
Commissioner John Cavagnaro				X
Commissioner Zach Legters	X			
Commissioner Mike Long	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

**Adjournment:** Motion made by Chairperson Legters to adjourn. Seconded by Commissioner Kachmaryk.

Votes	AYE	NAY	ABSTAINED	ABSENT
Commissioner John Cavagnaro				X
Commissioner Zach Legters	X			
Commissioner Mike Long	X			
Commissioner Jeff Kachmaryk	X			
Commissioner Ryan Duvall	X			

The motion passes.

Meeting end time was 7:37 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.

\_\_\_\_\_

Secretary

EAST BLOOMFIELD FIRE DISTRICT MEETING DATE:

January 22<sup>nd</sup>, 2024

Action Items:

PROJECT/PROBLEM	GOAL & DUE DATE	LEAD
-----------------	-----------------	------

Floor Polishing	Moved to January meeting *Noted this still hasn't been completed, and has been on list for several months	Commissioner Duvall
Leak in roof, mezzanine	Moved to January meeting *Noted this still hasn't been completed, and has been on list for several months	Commissioner Duvall
Scan District Policies*	DONE!	Secretary
Gutter issue – clean & possible update	Moved to January meeting *Noted this still hasn't been completed, and has been on list for several months	Commissioners Duvall
Damaged siding, back of building, by mower too close	Moved to January meeting *Noted this still hasn't been completed, and has been on list for several months	Commissioner Duvall
NW building corner wall slanting	Moved to January meeting *Noted this still hasn't been completed, and has been on list for several months	Commissioner Duvall