St. Paul Boulevard Fire District
Minutes of the 2026 Organizational Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
January 07, 2026

The 2026 Organizational Meeting was called to order at 5:00 PM by Acting Chairperson Zubrzycki.

Attendance:
Commissioner Skelton, Commissioner Gartland, Commissioner Wise, Commissioner Weaver, Commissioner Shafer, Secretary/ Treasurer Zubrzycki, Chief Stavalone, Asst. Business Manger Ben Skelton, and Battalion Chief Dewitt, Lieutenant MTO O'Neal, and Firefighters Metcalfe, Rhoney, and Reddy.

Excused:

Pledge: The pledge of allegiance was led by Commissioner Weaver.

Public Appearances: Al Sienkiewicz, Don Roberts

Acting Chairperson Treasurer/Secretary Zubrzycki opened the meeting and asked for nominations for the office of Chairperson of the board of 2026. Commissioners Skelton and Wise nominated Commissioner Weaver for Chairperson of the Board for 2026. This motion carried 5-0.

Chariperson Weaver assumed the Board Chair.

Chairperson Weaver administered the Oath of Office of Fire Commissioner to Skelton. The Oath is included in these minutes.

Chairperson Weaver administered the Oath of Office of Fire Chief to Ken Stavalone for the year 2026.

Fire Chief Stavalone presented to the board the list with his recommendations for Acting Lieutenants for the year 2026. Commissioners Skelton and Gartland moved that the following career firefighters be appointed Acting Fire Lieutenants for 2026. Those Firefighters are: Rob Rinck, Cameron Shafer, Eric Bell, and Bob Metcalfe. This motion carried 5-0.

Commissioner Weaver moved that Igor Zubrzycki be appointed to the position of Treasurer/Secretary/Business Manager for the year 2026. This motion carried 5-0.

Commissioners Gartland and Wise moved that Ben Skelton be appointed to the position of Deputy Treasurer for the year 2026. This motion carried 5-0.

Commissioners Wise and Gartland moved that Igor Zubrzycki be appointed to the position of Secretary/District Administrator and Record Management Officer for the year 2026. This motion carried 5-0.

Commissioners Gartland and Skelton moved that Jim Turner be appointed to the position of Deputy Secretary for the year 2026. This motion carried 5-0.

The Oath of Office was then administered to the Board of Commissioners, Igor Zubrzycki, Chief Stavalone, Jim Turner, and Ben Skelton. The Oaths are included with these minutes.

The Code of Ethics/Conflict of Interest for the St. Paul Blvd. Fire District was re-adopted and signed by all Board members and Officers of the Board. The original document is included with these minutes.

Chairperson Weaver moved the 2026 RESOLUTION Sub-Agenda for action on the following:

Resolution 1.1 on Official Regular Meetings.
Resolution 1.2 on Official Depository.
Resolution 1.3 on Official Investment Institutions.
Resolution 1.4 on Official News Media.
Resolution 1.5 on Legal Services.
Resolution 1.6 on Ambulance Services.
Resolution 1.7 on Medical Services.
Resolution 1.8 on Employee Assistance Plan Services.
Resolution 1.9 on Insurance Services.
Resolution 2.1 on Pre-Payment of Bills.
Resolution 2.2 on Salary of Treasurer/Business Manager.
Resolution 2.3 on Salary of Deputy Treasurer.
Resolution 2.4 on Salary of District Administrator/Secretary.
Resolution 2.5 on Salary of Deputy Secretary.
Resolution 2.6 on Salaries of Fire Safety, Child Seat & Expl. Post Advisor & Associates.
Resolution 2.7 on Official Tort Claims.
Resolution 2.8 on Known Meetings.
Resolution 2.9 on Travel Events.
Resolution 3.1 on Travel Reimbursements.
Resolution 3.2 on use of Procurement Policy. The Board of Commissioners voted to raise the approved dollar amount to spend prior to board approval to not exceed $750.00. See resolutions for further information.
Resolution 3.3 on Membership Borders. The Board of Commissioners voted to extend the maximum radius for available membership to a 10-mile radius of the Cooper Road Fire House for volunteer flexibility. See resolutions for further information.
Resolution 3.4 on Board Assignments.

Complete text of the above adopted Resolutions is included and filed with these minutes.

Commissioners Weaver and Gartland moved that the Treasurer of the St. Paul Boulevard Fire District is authorized to pay, in advance of audit by the Board of Fire Commissioners, any such claims related to the following:

1. Utility claims for gas, electric, telephone, internet services, worker's compensation and other such bills which may include discounts and come due at the first part of the month such as:
2. Payment for employee payroll.
3. Payment for postage expenses.
4. Payment for freight delivery charges.
5. Payments for insurance installment premiums, including health & dental plans.
6. Payments for recurring building services such as trash removal, floor mats and extermination services.
7. Payments for diesel fuel and gasoline for the vehicles and equipment.
8. Payment for our annual contribution to the New York State Retirement System.
9. Payments for approved training courses.
10. Payments of Special District fees.

The claims must be presented at the next meeting of the Board for audit. The Resolution was adopted 5-0.

The Chairperson reviewed the following 2026 Board assignments as moved in the above Resolution 1.1. (Detailed descriptions of assignments are included with these minutes).

Primary:
Personnel: Commissioner Shafer
Liaison to IAFF Local 4176 & International: Commissioners Shafer and Gartland
Apparatus & Equipment: Commissioner Wise
Finance: Commissioner Gartland
Communications: Commissioner Weaver
Buildings & Grounds: Commissioner Skelton
Liaison for Capital Improvements: Commissioner Gartland
Interface with Monroe Ambulance: Chief Stavalone & Commissioner Skelton
Health & Wellness: Commissioner Gartland
Strategic & Long-Term Planning and Research: Commissioner Gartland

Secondary:
Annual Inspection: Commissioner Shafer
Delegate to Monroe County Fire Dist. Off.: Commissioner Wise
Delegate to Assoc. of Fire Dist. of State of NY: Commissioner Skelton
Delegates to County Safety Committee: Chief Stavalone & Commissioner Weaver
Municipal Training Officer: Lieutenant O'Neal

The Secretary was appointed Records Management Officer for the year 2026 and the records management manual MU-1 issued pursuant to article 57A of the Arts and Cultural Affairs Law was adopted as the official retention guide.

At this time, Igor Zubrzycki handed out the year end 2025 fiscal report and summary of the bank accounts of the St. Paul Blvd. Fire District to the Board members. After a brief review and entertainment of questions, the reports were filed with these minutes.

Other Business:

New Business:

- Chief Stavalone extended his thanks toward Commissioner Skelton for his time as chairman.
- Chief Stavalone proposed adding Don Roberts to the building committee for further community input and expertise in communications. The Board approved of this action, and no motion nor action was necessary.
- One meeting date has been noted as it is an exception to the standard last Monday of every month. The May 2026 Commission meeting will be held on Monday, May 18th due to Memorial Day.

Adjournment:
There being no further business, the January 7, 2026 Organizational Meeting was moved for adjournment by Commissioner Shafer and second by Commissioner Gartland at 5:48pm. Motion was carried 5-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger