St. Paul Boulevard Fire District
Minutes of the 1252th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
July 27, 2026

The meeting was called to order at 5:00 PM by Chairperson Weaver.

Attendance:
Chairperson Weaver, Commissioner Shafer, Commissioner Gartland, Commissioner Wise, Commissioner Skelton, Secretary/Treasurer Zubrzycki, Chief Stavalone, and Asst. Business Manger Ben Skelton, Battalion Chief McMahon, Captain MTO O'Neal.

Excused: None

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

Public Appearances: None

Moment of Silence: A moment of silence was held in memory of all past members of the St. Paul Blvd. Fire District.

Prior Minutes:
The minutes of June 29, 2026 commission meeting have been distributed previously and are in the Board members' folders. Chairperson Weaver moved to dispense with the reading of the minutes and asked if the Board members had sufficient time to review the minutes prior to tonight. All members responded affirmatively. Chairperson Weaver asked for a motion to approve the minutes. A motion was made by Commissioner Shafer and second by Commissioner Skelton to approve the minutes of June 29, 2026. This motion was carried 5-0.

Correspondence and Petitions:

Incoming:

- An anonymous letter was received regarding the posting of meeting minutes. After discussion, the Board would like to advise viewing the district website, stpaulfireny.gov. A link for this website is also available on the St. Paul Blvd Fire Association website, spbfd.com.
- St. Paul Blvd Fire District received a letter from Bob Floyd informing the department that he has sold his Pump Testing equipment and will no longer be providing this service.
- An anonymous letter was received regarding water usage at the firehouse.

Outgoing: None

Chief's Report:
Chief Stavalone reported on the following items:

- 1,215 calls ytd. There was one call of significance since the last meeting; St. Paul responded with mutual aid to the fire at Bauman's Farm Market.
- Chief Stavalone received a list of items to be surplused before the transfer of items to the Training Facility. These items include CPR equipment (9 adult CPR mannequins, 10 child CPR mannequins, 5 infant CPR mannequins, various CPR mannequin replacement

parts), EMS equipment (various used EMS bags, 3 non-disposable mega movers, N95 Fit testing kit, vacuum splint kit), and Fire Prevention supplies (fan vent cover for safety trailer, interactive 911 simulator, assorted fire prevention videos & DVDs, Dewalt drill case). A motion was made to surplus these items by Commissioner Gartland and seconded by Commissioner Skelton. This motion carried 5-0.

- A draft of a lease agreement for a rental unit during the construction of the new firehouse for the administrative staff has been sent to St. Paul's attorney and returned with notes on the legislation and clauses within the contract. This lease agreement would save the District roughly $70,000 compared to the rental of a construction trailer over the course of the proposed building time. A request for a motion was made to sign this lease pending the final approval of the attorney. A motion was made by Commissioner Skelton and seconded by Commissioner Wise. This motion was carried 5-0.
- The annual Inspection Banquet is scheduled for September 24th, with details and invitations currently being put together.
- Chief Stavalone and Treasurer/Secretary Zubrzycki have been reviewing and investigating different options for retirement healthcare plans, with the current recommendation being to leave in the current healthcare consortium.
- Chief Stavalone spoke with Irondequoit Fire District Chief Metcalfe regarding the departure of mechanic Ken Bell from Irondequoit. A new mechanic will be starting in August 2026.
- Chief Stavalone approached Seabreeze Fire Department regarding the housing of Irondequoit Ambulance during the construction of the new firehouse and is waiting to hear a decision from the Commission.
- Chief Stavalone approached the Board seeking approval to send up to 6 firefighters, 4 career and 2 volunteer, to the Nozzle 4 Training from October 25th to October 28th not to exceed $6,000.00. A motion was made by Commissioner Skelton and seconded by Commissioner Gartland. This motion was carried 5-0.

Report of the Attorney: No Report.

Report of Secretary: No Report

Communications & Information Technology:
Commissioner Weaver reported on the following items:

- Battalion Chief Warth provided the Board with an update on the FirstDue software change, which is going smoothly and as planned.
- Battalion Chief Warth is collaborating with the Building Committee to determine technology needs for the new firehouse.

Apparatus, Equipment & Insurance:

Commissioner Wise reported on the following items:

- There has been a delay in the design and construction of Rescue 158 due to material and engineering issues. The process has been continued, with an expected start date to build mid-August and an expected delivery date of mid-September.

Personnel: No Report

Strategic and Long-Term Planning and Research: No Report

Building & Grounds: No Report
Commissioner Skelton reported on the following items:

- The property line has been surveyed, and Commissioner Skelton will begin gathering quotes for fencing options.

Building Master Plan and Long-Term Planning:
Commissioner Gartland reported on the following items:

- A draft for the new firehouse has been distributed to the Board.
- The key items that have been changed in this draft include the redesign of the large meeting room for conversion ability into a multipurpose room consisting of a divider for usage of full room or two smaller rooms. Some bathrooms have been relocated to the lower floor for added convenience of decontamination and showering. The truck bays have also been extended to allow for the parking of Chief and Lieutenant vehicles.
- The projected end date for the Training Facility is the end of September.
- It was found that the gravel was dug incorrectly for the foundation of the Training Facility as well as some framing issues. The framing is to be repaired on August 7th.
- Battalion Chief Warth is working with the Building Committee to address the technology needs of the Training Facility. Commissioner Gartland made a motion not to exceed $30,000.00 for technology change orders for the Training Facility. This motion was seconded by Commissioner Skelton. This motion was carried 5-0.

Reading of the Bills:

Treasurer Zubrzycki presented abstract #13 and abstract #14 to be approved for payment (copy filed with these minutes).

The total expenses for the month were $501,824.50. Notable expenses for this month to bring to the Board's attention were $128,639.50 to LMC Industrial Contractors for plumbing progress in the Training Facility and $64,125.00 to Kaplan-Schmidt Electric, Inc. for electrical progress in the Training Facility.

Treasurer Zubrzycki also reviewed the income revenue for the month which totaled $24,839.62 which included $24,171.45 revenue from NY Class interest earned. Also $617.55 revenue from T-Mobile Cell Tower rental income.

After a review of the abstracts by the Treasurer and with the Board's review, a motion by Commissioner Shafer and seconded by Commissioner Wise to approve the bills after proper auditing by the Board was carried 5-0.

Old Business:

- IAFF physicals have been completed. A list of benefits and concerns will be put together regarding the process and outcomes for future years.
- 3-month CDs are at a rate of 3.6% and are due in September.
- There was a meeting held with BPD 2 weeks ago regarding financing and funding for the new firehouse construction, and the following week a checklist was provided which has been completed.

New Business:

- Cancer screenings will take place September 8th through September 10th through the healthcare consortium. This is covered for career members but is available to volunteer members for a charge.
- Battalion Chief Dewitt is looking to purchase gear lockers for the Training Facility to accompany the previous purchased lockers. This is a sole-source vendor, and therefore no additional quotes are required to be gathered. A request for a motion was made to purchase 12 lockers not to exceed $9,000.00. A motion was made by Commissioner Shafer and seconded by Commissioner Wise. This motion was carried 5-0.
- St. Paul Blvd Fire District's current insurance provider has been reached out to regarding a policy for the lease agreement for the renting of office space during the construction of the new firehouse.
- Treasurer/Secretary Zubrzycki presented the first draft of the 2027 budget to be review and discussed.

Executive Session:

Commissioner Weaver then moved the meeting to an Executive Session for three medical items and one compensation package item. The Executive Session started at 6:52pm. This Executive Session was terminated at 7:26pm.

After Executive Session, two items were voted on.

- Commissioner Gartland made a motion to begin having a second monthly Commission Meeting beginning in August and continuing for the duration of 2026 to allow for more frequent building updates and votes. These meetings will be held on the second Tuesday

of every month. This motion was seconded by Commissioner Wise. This motion was carried 5-0.

- After discussion in Executive Session regarding a medical personnel matter, Commissioner Gartland made a motion to reimburse the firefighter for these expenses. This motion was seconded by Commissioner Wise. This motion was carried 3-1 with one abstained vote.

Adjournment:
There being no further business, the July 27, 2026 meeting was moved for adjournment by Commissioner Gartland and second by Commissioner Wise at 7:31pm. The motion was carried 4-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger