St. Paul Boulevard Fire District
Minutes of the 1253th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
August 11, 2026

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

Attendance:
Chairperson Weaver, Commissioner Shafer, Commissioner Gartland, Commissioner Skelton, Secretary/Treasurer Zubrzycki, Chief Stavalone, Asst. Business Manger Ben Skelton, and Battalion Warth.

Excused: Commissioner Wise

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

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 July 27, 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 July 27, 2026. This motion was carried 4-0.

Correspondence and Petitions:

Incoming: None

Outgoing: None

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

- Chief Stavalone participated in the functional exercise held at West Irondequoit High School.
- Tomorrow, August 12, 2026, Chief Stavalone will give ____ a tour of the fire house at 4pm.
- Invitations for the Inspection Dinner have been ordered and will go out after they are received.
- The attornies representing St. Paul Blvd Fire District and the proposed rental offices for the duration of the new firehouse construction have signed off on the lease agreement and language. A final lease is being drafted and will be issued to the necessary parties to be signed.
- Chief Stavalone declared he has one issue for new business and one issue for executive session.

Report of the Attorney: No Report.

Report of Secretary: No Report

Communications & Information Technology:
Battalion Chief Warth reported on the following items:

- The software transition process is running as planned and is expected to maintain the original outlined timeline.

Apparatus, Equipment & Insurance: No Report

Personnel: No Report

Strategic and Long-Term Planning and Research: No Report

Building & Grounds:
Commissioner Skelton reported on the following items:

- Commissioner Skelton has contacting several potential contractors for the proposed fence to be built along the property line with only one response. Commissioner Skelton will meet with Highland Contactors to receive estimates for this project.

Building Master Plan and Long-Term Planning:

- Battalion Chief Dewitt confirmed that the concrete slab for the Training Facility was poured last week. There are change orders that are in the process of being discussed and proposed.
- Battalion Chief Warth is investigating the logistics of connecting fiber optics to the Training Facility.
- _____has been communicating with the site crews to maintain a more organized and professional looking site during construction.
- The Training Facility is on course to be completed by its proposed completion date.
- Commissioners Gartland and Skelton met with Christa Construction today to clarify roles and expectations moving forward with the Training Facility project as well as the new firehouse project. Discussion was held among the Board about potentially bringing in a third-party representative to aid in these issues, such as quality control and streamlining communication pathways.
- On August 25th there will be a bid opening for sitework regarding electrical work and utilities for both the Training Facility and the new firehouse.
- Commissioner Gartland addressed the board regarding the preferred procedure when reviewing change orders for the construction projects. An agreement was met that the

change orders will be allowed using the allotments in each construction category, and they will be brought to the Board for approval if they exceed the previous procurement policy limit and/or are not allotted for.

Reading of the Bills: No Report

Old Business:

- Chief Stavalone informed the Board that firefighter Dizmang will be attending the Nozzle 4 class discussed in the previous Board of Fire Commissioners meeting.

New Business:

- Treasurer/Secretary Zubrzycki informed the Board that on August 6th the public notice for the August 25th bid opening was posted on the District website and was sent out to be posted in the Rochester Business Journal and The Daily Record.
- The 2027 proposed budget was presented to and reviewed with the Board.
- The Training Facility budget progress was presented to and reviewed with the Board.

Executive Session:
Chairman Weaver then moved the meeting to an Executive Session for one personnel item. The Executive Session started at 6:08pm. This Executive Session was terminated at 6:21pm.

Adjournment:
There being no further business, the August 11, 2026, meeting was moved for adjournment by Commissioner Shafer and second by Commissioner Gartland at 6:22pm. The motion was carried 4-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger