St. Paul Boulevard Fire District
Minutes of the 1254th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
August 31, 2026

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

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

Excused: Commissioner Shafer, Chief Stavalone

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

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 and Sandy Doran, wife of Past Chief Doran.

Prior Minutes:
The minutes of August 11, 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 Skelton and second by Commissioner Gartland to approve the minutes of August 11, 2026. This motion was carried 4-0.

Correspondence and Petitions:

Incoming:

- Chief Stavalone received a letter from Superintendent Johnson thanking the Chief and St. Paul Blvd Fire Department for the ongoing partnership between the fire department and the school, and for Chief Stavalone's attendance to WICSD's recent functional annex exercise.

Outgoing: None

Chief's Report:
Secretary/Treasurer Zubrzycki reported on the following items:

- St. Paul Blvd Fire District's attorney has been in contact with American Tower to discuss liability and financial obligation for the removal and/or movement of the tower.
- St. Paul Blvd Fire District met with RG&E and Verizon to make plans for site transfer prior to the demolition of the current firehouse.
- The building committee met and discussed some potential auxiliary items that may need to be changed. These items fall within the allotted allowances for their respective budget categories, and therefore should not result in any significant responsibility or financial expenditure.

- The lease for the office spaces during construction of the new firehouse has been signed by Chief Stavalone.
- Chief Stavalone has discussed the potential for Captain MTO O'Neal to take the District vehicle home with him due to limited parking space at the training facility. A motion was requested by Treasurer/Secretary Zubrzycki to approve of this. The motion was made by Commissioner Gartland and seconded by Commissioner Wise. This motion was carried 4-0.
- Battalion Chief Dewitt approached the Board, Chief Stavalone, and Treasurer/Secretary Zubrzycki regarding a change order regarding concrete bollards and adding an additional bollard on the order of $10,148.00. The dollar amount is within the allowances but is above the approval limit and therefore needs Board approval. A motion to approve of these changes was made by Commissioner Gartland and seconded by Commissioner Skelton. This motion was carried 4-0.
- Chief Stavalone received a quote for asbestos testing for $4,500.00 if this is required. The Board will be updated if this is a required procedure.

Report of the Attorney: No Report.

Report of Secretary: No Report

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

- Battalion Chief Warth received a quote for $25,000.00 from TSG to install door fobs and cameras for the Training Facility. A motion to move forward with this was made by Commissioner Gartland and seconded by Commissioner Skelton. This motion was carried 4-0.
- Battalion Chief Warth has been assessing administrative and operational needs with Commissioner Gartland and Battalion Chief Dewitt.
- The FirstDue software changeover is going as planned.

Apparatus, Equipment & Insurance:
Commissioner Wise reported on the following items:

- Rescue 158 is being constructed, and paint swatches have been exchanged for the finishing processes.

Personnel: No Report

Strategic and Long-Term Planning and Research: No Report

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Building & Grounds:

Commissioner Skelton reported on the following items:

- Commissioner Skelton met with a representative from All State Fencing, and quotes are to be delivered for both cedar and vinyl fencing options.
- Commissioner Skelton was contacted by a neighboring resident regarding a tree removal company working on St. Paul Blvd Fire Department property to remove a tree from said resident's yard. Secretary/Treasurer Zubrzycki requested that a copy of their liability insurance is obtained prior to this action.

Building Master Plan and Long-Term Planning:

Commissioner Gartland reported on the following items:

- The Training Facility is progressing as planned with an expected completion date by the end of September. Currently there are framing issues being deliberated by the engineering team.
- Bids for sitework to supply power to the Training Facility and to provide power for the construction of the new firehouse. The lowest bid was $2,535,000.000 from Bayside Construction. A motion was made by Commissioner Gartland to move forward with this bid. This motion was seconded by Commissioner Skelton. This motion was carried 4-0.

Reading of the Bills:

Treasurer Zubrzycki presented abstract #15 and abstract #16 to be approved for payment (copy filed with these minutes).

The total expenses for the month were $714,559.17. Notable expenses for this month to bring to the Board's attention were $89,170.80 to UDN, Inc for Training Facility construction progress and $57,827.40 to Passero Architecture for civil engineering and design work for the new firehouse.

Treasurer Zubrzycki also reviewed the income revenue for the month which totaled $23,104.45 which included $617.55 revenue from T-Mobile cell tower rental income. Also $22,087.14 revenue from NYClass CD interest earned.

After a review of the abstracts by the Treasurer and with the Board's review, a motion by Commissioner Wise and seconded by Commissioner Skelton to approve the bills after proper auditing by the Board was carried 4-0.

Old Business:

- 3-month CDs are coming due September 15th, Treasurer/Secretary Zubrzycki will explore the best course of action for after this date of maturity.

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- UDS Cancer screenings will take place from September 8th to September 10th. These screenings will also be offered to new volunteers, which will be covered by the St. Paul Blvd Fire Association.
- Tomorrow, September 1st, Spectrum will be going to the offices for internet installation.

New Business:

- Secretary/Treasurer Zubrzycki will contact BPD to discuss financing options for the sitework package.
- Secretary/Treasurer Zubrzycki distributed a resolution to add a bond indebtedness account to the firehouse budget to allow for the paying down of bonds and debt related to the construction of the new firehouse. Secretary/Treasurer Zubrzycki requested a motion to approve of this addition. A motion was made by Commissioner Gartland and seconded by Commissioner Skelton. This motion was carried 4-0.
- The 2027 proposed budget was presented to and reviewed with the Board of Commissioners and will be reviewed again next meeting.
- Commissioner Gartland informed the board that Battalion Chief Warth is seeking approval for technology purchases not to exceed $5,000.00 to allow for end-to-end encryption between the firehouse, Training Facility, and offices. A motion was made by Commissioner Skelton and seconded by Commissioner Wise. This motion was carried 4-0.

Executive Session:
There was no executive session held.

Adjournment:
There being no further business, the August 31, 2026, meeting was moved for adjournment by Commissioner Wise and second by Commissioner Gartland at 6:03pm. The motion was carried 4-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger

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