St. Paul Boulevard Fire District
Minutes of the 1255th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
September 15, 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 Chief McMahaon, Captain MTO O'Neal, and Firefighters Spatola, Recino.

Excused: Commissioner Wise

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 August 31, 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 Gartland to approve the minutes of August 31, 2026. This motion was carried 4-0.

Correspondence and Petitions:

Incoming: None

Outgoing: None

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

- 1,514 calls ytd.
- Phase 1 Environmental Study was completed today to assess any warning items prior to the demolition of the current firehouse.
- Tomorrow, September 16th, Chief Stavalone will meet with Chief Metcalfe of Irondequoit Fire Department and Captain MTO O'Neal to discuss potential joint volunteer trainings during the construction of the new firehouse.
- Due to two long-term injuries at, Chief Stavalone has been investigating methods to prevent firefighter burnout, to maintain appropriate staffing, and to incentivize firefighters to pickup more overtime shifts. The primary method that has been deduced is a limited time vacation buy-back program with parameters to be more clearly defined following approval from the Board of Commissioners. The total cost of this buy-back program would be $35,000.00, however, this would save money in additional overtime

costs, therefore would not place an undue financial burden on the District. The Board gave Chief Stavalone approval to investigate this program in further depth.

- The administrative staff is now working out of the rental offices. Chief Stavalone extended his thanks to the firefighters who assisted in this moving process.
- Chief Stavalone has been accepted into the Fire Investigator Course, which will take place January 11th-15th, January 25th-29th, and February 1st-5th. Following the completion of this course, Chief Stavalone will complete his ride time with the Monroe County Fire Bureau. Once Chief Stavalone has completed his ride time with the Monroe County Fire Bureau, future ride times can be completed in-house.
- Chief Stavalone met with Irondequoit Ambulance regarding their operating logistics during the construction of the new firehouse. This will be accommodated through a hybrid approach, which involves working out of the Training Facility and Point Pleasant during the day, and will be followed by responding from the Norton St. station, with more details to be discussed regarding the appropriate time for this response location change-over to happen. Commissioner Skelton suggested a reassessment time after 60 days to gather feedback from Irondequoit Ambulance.
- Chief Stavalone has been constructing a resolution with the district attorney, which is further discussed in Treasurer/Secretary Zubrzycki's report.
- Chief Stavalone addressed the Board regarding Standard Operating Guidelines. Chief Stavalone requested approval of these guidelines so that they may be rolled out, reviewed, and updated for further approval by the Board. After a discussion was held regarding the logistics and procedure of this rollout, the Board granted their approval.
- Chief Stavalone had 1 personnel item for executive session.

Report of the Attorney: No Report.

Report of Secretary: No Report

Communications & Information Technology: No Report

Apparatus, Equipment & Insurance: No Report
Chief Stavalone reported on the following items:

- Commissioner Wise has been in communication regarding the construction of Rescue 158. Commissioner Wise and Chief Stavalone will visit and investigate the progress of 158.

Personnel: No Report

Strategic and Long-Term Planning and Research: No Report

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

- Commissioner Skelton recently met with All State Fencing to gather a quote, however, All State Fencing would not provide a quote without a retaining wall being installed. The homeowner on the connecting side of the fence is having their fence put up by All Pro Fencing, subsequently Commissioner Skelton will inquire about receiving a quote from All Pro Fencing as well.
- The neighbor approached Commissioner Skelton regarding using stone as a barrier rather than fencing. The neighbor will gather quotes for this option.

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

- Interior framing will be completed this week and into next week, and the overhead doors will be installed.
- A change order for the rear outside sidewalk to the order of $2,000 was approved by Battalion Chief Dewitt, as this change order is within the approval limit and falls within the allowances.
- The projected completion date for the Training Facility has been updated to the middle through the end of October.
- The offices at 572 Titus are being operated out of by the administrative staff.
- Battalion Chief Dewitt and Chief Stavalone are coordinating the moving of items to the Training Facility as well as long-term storage units on Hudson Avenue.
- The projected demolition date of the current firehouse is November 1st, but this is subject to be extended.
- Bids for the steel and foundation for the new firehouse will go out November 17th and will be received by mid December. The rest of the bids will go out following the steel and foundation bid.
- Current bids are coming in aligned with the estimated values as well as with accurate cost estimate targets.
- The demolition of the current firehouse may take place prior to receiving all of the bids, which is a factor in staggering the release of the bids.

Reading of the Bills: No Report

Old Business:
Treasurer/Secretary Zubrzycki reported on the following items:

- UDS Cancer screenings have been completed and the participating members have begun to receive their results.
- Treasurer/Secretary Zubrzycki and Jim Mastin have provided feedback to the IAFF Physical provider for different procedures for 2027.
- Treasurer/Secretary Zubrzycki will be meeting with vendors for insurance and medical renewals.

- CDs came due today and have been renewed for another set of 90-day CDs.
- The Equipment Reserve funds have also been dispersed into a 90-day CD, which will come due in December.

New Business:
Treasurer/Secretary Zubrzycki reported on the following items:

- Due to lofty expenses for architectural designs, Treasurer/Secretary Zubrzycki will reassess certain budgeted line items to investigate flexibility within these line items in order to alleviate some of the fees.
- Battalion Chief McMahon suggested that a new District Pickup Truck may be purchased in 2027 to maintain the current replacement schedule.
- Canandaigua National Bank has projected rates at 4%+, therefore some funds may be redistributed to NY Class for improved liquidity. More information will follow.
- Updates to the Investment Policy have been discussed with Commissioner Gartland. A more comprehensive and in depth policy is being drafted to allow for more thorough and clear procedures, as this policy was last updated in 2017.
- Treasurer/Secretary Zubrzycki presented the proposed 2027 Budget. After deliberation, the budget will be reassessed and review again on the September 28th meeting.
- Treasurer/Secretary Zubrzycki distributed a Resolution for Project Exemption from Zoning Code to the Board. This resolution was reviewed and discussed amongst the Board. A motion was requested to approve of this resolution. A motion was made by Commissioner Shafer and seconded by Commissioner Gartland. This motion was passed 4-0.
- Commissioner Gartland requested a motion for the purchase of a backup generator for the Training Facility during the construction of the new firehouse not to exceed $60,000. After the completion of the firehouse, this generator will be surplused and sold. This motion was seconded by Commissioner Shafer. This motion was carried 4-0.

Executive Session:
Chairman Weaver then moved the meeting to an Executive Session for one personnel item. The Executive Session started at 7:11pm. This Executive Session was terminated at 7:29pm.

Adjournment:
There being no further business, the September 15, 2026, meeting was moved for adjournment by Commissioner Shafer and second by Commissioner Gartland at 7:33pm. The motion was carried 4-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger