St. Paul Boulevard Fire District
Minutes of the 1256th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
September 28, 2026

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

Attendance:
Chairperson Weaver, Commissioner Gartland, Commissioner Wise, Commissioner Skelton (attended online via Teams), Secretary/Treasurer Zubrzycki, Chief Stavalone, and Asst. Business Manger Ben Skelton, Battalion Chief Christian, Lieutenant Mackaravitz, and Firefighters Metcalfe, Reddy, Rhoney.

Excused: Commissioner Shafer

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.

Prior Minutes:
The minutes of September 15, 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 Gartland and second by Commissioner Wise to approve the minutes of September 15, 2026. This motion was carried 4-0.

Correspondence and Petitions:

Incoming: None

Outgoing: None

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

- During the construction of the new firehouse parking and vehicle space will be limited. With this in mind, Chief Stavalone reminded the Board of the vehicle replacement schedule and noted that to keep in line with this schedule, the beginning of 2027 should bring about the purchasing of a new utility vehicle. Prior to this, Chief Stavalone proposed that the district sell vehicle 156 at the end of the fire prevention season with the school district, at which time Rescue 158 is expected to be delivered. After discussion, the Board decided to investigate the logistics of this plan and revisit this at the next Board of Commissioners meeting.
- Three updated Operating Guideline policies were distributed to the Board of Commissioners prior to this meeting for the Board to review. Battalion Chief Christian discussed these updates with the Board and recommended that section 2.2 of the Operating Guidelines be removed, as the revised section 2.0 encapsulates the information detailed in section 2.2. After discussion among the Board, Chief Stavalone and Battalion

Chief Christian, a motion was requested to approve this amendment to the Operating Guidelines, contingent on that section 2.0 is aligned with language outlined in the CBA contract. A motion was made by Commissioner Wise and seconded by Commissioner Gartland. This motion was carried 4-0.

- Chief Stavalone distributed the document pertaining to the proposed one-time vacation buy-back prior to the meeting to the Board of Commissioners for review. A motion was requested to approve of this plan. A motion was made by Commissioner Wise and seconded by Commissioner Gartland. This motion was carried 4-0.
- Chief Stavalone and Lieutenant Recino have been looking into a gym membership for members during the construction of the new firehouse. The selected gym is the RGH fitness center. This would cost $120 a month and would allow for up to six members to use the facilities at a time. A motion was made to approve of this by Commissioner Gartland and seconded by Commissioner Wise. This motion was carried 4-0.
- Chief Stavalone has two personnel items for executive session.

Report of the Attorney: No Report.

Report of Secretary: No Report

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

- The FirstDue software testing will begin next month.
- The ordering and implementation of communication equipment for the Training Facility is running according to the expected timeline.

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

- Engine 155 has returned and is back in service.
- Rescue 158 updates have been posted at the firehouse. Rescue 158 painting and mounting is to be completed this week and next week. Updates were made to accommodate four SCBA tanks.

Personnel: No Report

Strategic and Long-Term Planning and Research: No Report

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

- The neighbor involved in the fencing of the property line has provided quotes for fencing and stone options, which are to be reviewed and discussed at the next Board of Commissioners meeting.

Building Master Plan and Long-Term Planning:

Commissioner Gartland reported on the following items:

- A change order was requested for $10,000 due to delay in project timing resulting in increase of union wages. This change order will be negotiated and discussed further at the next building meeting.
- A potential generator has been located in Liverpool, NY. This generator option is to be investigated and upon proper pricing and logistics will be purchased.
- Overhead doors and main doors will be installed in the Training Facility next week.
- There have been two meetings with Verizon and American Tower to discuss the relocation of the cell tower.
- A second meeting will be held for bond counseling.
- The building committee met today for discussion about design and interior layout for the new firehouse.

Reading of the Bills:

Treasurer Zubrzycki presented abstract #17 and abstract #18 to be approved for payment (copy filed with these minutes).

The total expenses for the month were $62,157.29. Notable expenses for this month to bring to the Board's attention were $216,043.07 to UDN, Inc for continued finishing and interior work for the Training Facility and $62560.00 to Passero Architecture for civil and engineering drawings for the new firehouse and change orders for the Training Facility.

Treasurer Zubrzycki also reviewed the income revenue for the month which totaled $34,614.92 which included $13,564.24 revenue from Canandaigua National Bank CD income. Also $20,433.13 revenue from NY Class Interest earned.

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

Old Business:

- Treasurer/Secretary Zubrzycki met with administrator Jim Mastin at Irondequoit Fire Department last week to discuss the IAFF Physical exam process and what changes can be made to improve this process for 2027.

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New Business:

- Funds have been reinvested into 3-month CDs at 3.49%, which will mature in December. 3-month CDs were utilized instead of longer term CDs to allow for accessibility of funds.
- After a NYS Insurance payroll audit, there was an increase in insurance premium of $6,376.00.
- Due to internal structure changes with the District's current LOSAP provider, Treasurer/Secretary Zubrzycki will inquire about potential changeover, which will be discussed at the next meeting.
- Tier 6 rates for NYSLRS are decreasing .25%-1% for employee contributions.
- Treasurer/Secretary Zubrzycki will have meetings with current and prospective insurance and retirement vendors to discuss renewal options or a change in providers.
- Treasurer/Secretary Zubrzycki presented and discussed the proposed 2027 budget to the Board. A motion was requested to approve of the budget. A motion was made by Commissioner Gartland and seconded by Commissioner Skelton. This motion was carried 4-0.
- Treasurer/Secretary Zubrzycki, Chief Stavalone, and Commissioners Gartland and Skelton met with BPD Municipal Finance Company on Friday to discuss initial financing options after receiving the first round of bids for the new firehouse construction. BPD recommended an initial borrowing amount of $6,500,000 for short term borrowing during the period of September 1, 2026 through June 1, 2027. $270,000 to be set aside for interest payments for the borrowed amount. The net deficit to the district is $114,000-$115,000 after accounting for the investing income from the borrowed monies.
- The quote provided by BPD were based on a 4.5%-5% interest rate, though this is subject to change.
- The 2027 budget hearing will take place October 20, 2026 at the Cooper Road Firehouse at 5:00pm.

Executive Session:
Chairman Weaver then moved the meeting to an Executive Session for three personal matters. The Executive Session began at 5:54pm. This Executive Session was terminated at 6:15pm.

Adjournment:
There being no further business, the September 28, 2026 meeting was moved for adjournment by Commissioner Gartland and second by Commissioner Wise at 6:15pm. The motion was carried 4-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger