St. Paul Boulevard Fire District
Minutes of the 1257th Regular Meeting of the Board of Fire Commissioners
Cooper Road Firehouse, 433 Cooper Road
October 13, 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 McMahon and Captain MTO O'Neal.

Excused:

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

Public Appearances:

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 28, 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 September 28, 2026. This motion was carried 5-0.

Correspondence and Petitions:

Incoming: None

Outgoing: None

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

- 1547 calls ytd.
- The results for the Phase 1 Environmental Study and the Asbestos Study that were conducted at the Cooper Road Firehouse were received. The asbestos study results were clear, and there must be a Phase 2 Environmental Study to further verify results.
- Chief Stavalone has been in communication with executives from American Tower to attempt to expedite the communication and documentation required prior to the moving of the cell tower.
- Chief Stavalone is seeking permission from the Board to publish a permissive referendum for the surplus of the district vehicle 156 at the end of the month of October 2026, which aligns with the end of the Fire Prevention Season of 2026. Additionally, this is aligned with the vehicle replacement schedule. A motion was made by Commissioner Shafer and seconded by Commissioner Gartland. This motion was carried 5-0.

- West Webster Fire Department has offered to store St. Paul Fire Department's deep reserve apparatus during the winter due to limit space at the Training Facility during that time.
- The Vacation Buy-Back Program has been implemented and is thus far effective and going according to plan.
- Registration for the FDIC Conference has opened up for April 2027. Chief Stavalone requested permission to register firefighters Schoedel, Bell, Reddy, and Dizmang. A motion was made by Commissioner Skelton and seconded by Commissioner Gartland. This motion was carried 5-0.
- Chief Stavalone met with the Battalion Chiefs to discuss the transition to the Training Facility, what morale concerns are anticipated at this time, and what can be done to alleviate these concerns.

Report of the Attorney: No Report.

Report of Secretary: No Report

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

- Chairman Weaver had one item for executive session.

Apparatus, Equipment & Insurance: No Report
Commissioner Wise reported on the following items:

- Commissioner Wise and Lieutenant Mackaravitz will be travelling to inspect the progress of Rescue 158 and any errors that need to be fixed.

Personnel: No Report

Strategic and Long-Term Planning and Research: No Report

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

- Commissioner Skelton received two quotes for fencing and received one quote for stone from the neighbor to be placed on the western property line. Commissioner Skelton recommended using All Pro Landscaping with the quote of $15,550. After discussion among the Board, Commissioner Skelton made a motion to proceed with installing a cedar fence with All Pro Landscaping not to exceed $15,550.00, pursuant that St. Paul Blvd Fire District will not be liable for upkeeping maintenance on said fencing. This motion was seconded by Commissioner Gartland, and was carried 5-0.

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

- LMC Plumbing submitted a request for a change order for an increase in payroll due to the delayed start date of the Training Facility project and an increase in union wages. The decision among the building committee is to split the cost 50% with LMC Plumbing.
- The completion date for the Training Facility will be the end of October, at which point the move-in process will begin. The operational go-live date will be mid-November to early December. Sitework is still being completed and is awaiting on Town and Monroe County approval.
- The generator has been secured and is being serviced. The generator should arrive Friday, October 16 to be set up.
- The Association and District are in the process of removing their respective contents from storage at the Cooper Road Firehouse.
- The removal of the ventilation system has begun. This will go into long-term storage and will be used in the new firehouse.
- The BAN (Bond Anticipation Note) of $6.5 million is moving forward.
- The fit and finishing design portion of the new firehouse plans are being completed.
- Steel and Foundation bids will be going out mid-November to December.

Reading of the Bills: No Report

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

- First Due software is operational and in use.
- Preparation for the annual audit has begun.
- The 2027 Budget Hearing will take place October 20th at 5:00pm at the St. Paul Boulevard Firehouse.
- Records and Retention from the firehouse storage has been largely completed, with the exception of some historic files which are to be reviewed.
- Election inspectors for the upcoming Commissioner elections will be determined and a list will be provided at the next Board of Commissioners meeting. A public notice of elections will go out on November 4th. The vote will take place on December 8th from 3:00pm to 9:00pm, and the location is still to be determined due to the ongoing construction process at the Cooper Road Firehouse.
- The 2027 proposed budget has been adopted and filed with the Town of Irondequoit. This has been posted on the District website and at Irondequoit Town Hall.
- On October 23rd a most recent voter registry will be obtained.
- Election inspectors will be appointed October 26th.
- Documentation for the first term of The BAN has been distributed to the necessary parties. The BAN amount will be $6.5 million for the period of November 18th, 2026 through June 10th, 2027.
- The draft for the bond from BPD will be sent to the district attorneys for review.

- On November 4th there will be a bid opening to award the notes to the low-bidder for the BAN notes.
- Between November 9th and November 13th closing documentation will be executed.
- November 18th will be the official closing date for the BAN.
- June 10th, 2027 bond anticipation notes will be mature, and between April and May of 2027, the process for the next funding period will begin to ensure there is no overlap with funding.

Executive Session:
Chairman Weaver then moved the meeting to an Executive Session for one personnel item. The Executive Session started at 6:22pm. This Executive Session was terminated at 6:28pm.

Adjournment:
There being no further business, the October 13, 2026, meeting was moved for adjournment by Commissioner Shafer and second by Commissioner Gartland at 6:28pmpm. The motion was carried 5-0.

Respectfully submitted,
Ben Skelton
Asst. Business Manger