

Brockport Fire District Commissioners
Regular Meeting
April 19, 2021 6:30 pm
Brockport Fire District Station #3
191 West Avenue, Brockport NY 14420

Present: Commissioners: Patricia Connors, Debra Bax, Bill Bird, Allyn Hammel, David Georgiev;
Treasurer Debra Kuhn, Deputy Chief Scott Wainwright; Attorney Ray DiRaddo

Excused: Chief Michael Menear, Assistant Chief Jose Medina

Others Present: Harold Mundy, Gordon Bemis, Alex Cervini

Present Via Zoom: Pete Detoy, John Rombaut

Meeting called to order by Chairwoman Connors at 6:30 pm

Pledge Moment of Silence

Public Comments – none

Approval of April 5, 2021 Regular Meeting Minutes

Motion by Commissioner Hammel seconded by Commissioner Georgiev to approve with one correction. **5 Yes 0 No**

Chief's Report

- Reviewed submitted report.
- DC Wainwright indicated that the tablets that the Chiefs have in their vehicles log out after every job or have no connection.

Deputy Chief's Report

- Reviewed submitted report.
- Had to move the training that was scheduled at Station 5 to the junkyard on Drake road as they needed more cars.
- Saturday, April 24, 2021 is the last of the Harassment in-house training.
- Discussion regarding scheduling the second EAP Workshop. Suggested scheduling in September and November as trying to hold one in the summer would be difficult to get members to attend.

Assistant Chief's Report

- No report was submitted.

Motion by Commissioner Bird seconded by Commissioner Hammel to accept the Chiefs' Reports. **5 Yes 0 No**

Treasurer's Report

- Reviewed Statement of Financial Position by Fund, Statement of Activity, and Encumbrances.

- Commissioner Hammel inquired if we are doing better with NY Class. Treasurer Kuhn will do an analysis.

Motion by Commissioner Bird seconded by Commissioner Hammel to accept the Treasurer's Reports. **5 Yes 0 No**

- Discussion regarding employee timesheets.
 - Timesheets are due on Mondays by noon.
 - Employees received a list of payroll periods and when timesheets need to be submitted.
 - The district responsibility as the employer is to pay the employee even without a timesheet.
 - Attorney DiRaddo indicated that an authorization should be put on the timesheet to be signed by the employee that any payment of hours that were not worked can be deducted from the next paycheck.
 - Attorney DiRaddo suggested to double check with the state before we do anything.

RESOLUTION: 2021-39 **Payment of Bills**

BE IT RESOLVED, that the Treasurer is approved to transfer from the General Fund Money Market Account \$46,451.70 for the regular bills (which included Workers Comp. and Insurance) and \$2,416.99 for payroll and deposit all into the checking account to pay the bills and payroll totaling \$48,868.69.

Motion by Commissioner Hammel seconded by Commissioner Georgiev to approve. **5 Yes 0 No**

Secretary's Report

- Harassment Training – due 4/30/2021.
- Physicals are Thursday, May 13 and Saturday, May 15. A sign-up sheet is on the table outside of the commission office.
- IT Projects – need to meet again regarding the cameras and phones.
- New position (laborer) – need to review what our needs are.
- Gym Equipment – Attorney DiRaddo had suggested that we need to put together a resolution regarding the gym equipment use.
- Membership
 - Need arson form for Robert Smith.
 - Need change form for Sherry Keck moving to Support.

BVFA REPRESENTATIVE

- Alex Cervini – next month will be the Awards Presentation at the Monthly Meeting.

New Business

- Commissioner Connors would like to move forward with a reopening plan for Station 3 and have this available by May 1, 2021. DC Wainwright and Commissioner Bird will work with Commissioner Connors on this project.

- Commissioner Georgiev – discussion regarding a Marketing Campaign.
 - Came back with a new quote from Face Head Digital for \$20,000.
 - Commissioner Hammel indicated that we would need to do an RFP.
 - Attorney DiRaddo suggested contacting FASNY as a resource and other counties as well.
 - Commissioner Georgiev reached out to Tom Clark in Spencerport. They do 2 recruit classes per year (spring and fall).

Attorney DiRaddo

- Nothing

Commissioner Reports

Commissioner Hammel

- Increte is coming to look at the truck bay floor at Station 3 on Friday.
- Instead of a Bunk-In Program we may want to look at a Scholarship Program.
- Spoke with Al Way regarding the picture board.

Commissioner Bird – nothing

Commissioner Georgiev

- Met with the Capen Hose members regarding the 911 program this year. Since it is the 20th Anniversary, they would like to reach out for assistance to help with a few work details.

Commissioner Bax – nothing.

Commissioner Connors

- Reminder that there is no smoking in any of the district buildings.

Motion by Commissioner Hammel seconded by Commissioner Bird to adjourn.

5 Yes 0 No

Meeting adjourned at 7:40 pm.

Respectfully submitted,
Debra L. Bax, Secretary
Brockport Fire District