

**Brockport Fire District Commissioners**  
Regular Meeting  
September 20, 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; Chief Michael Menear, Deputy Chief Scott Wainwright, Assistant Chief Jose Medina; Attorney Ray DiRaddo

**Others Present:** Cheryl Wiest, Tina Pazyck, Scott Cleere, James Perreault

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

Pledge Moment of Silence

**Public Comments** - none

**Approval of September 7, 2021 Regular Meeting Minutes**

**Motion** by Commissioner Hammel seconded by Commissioner Georgiev to approve as read.

**5 Yes 0 No**

**Approval of August 13, 2021 Special Meeting Minutes**

**Motion** by Commissioner Bird seconded by Commissioner Georgiev to approve as read.

**3 Yes 0 No 2 Abstained (Commissioners Bax and Hammel were not in attendance)**

**Chief's Report**

- Reviewed submitted report.
- Commissioner Bird thanked everyone for a great job at the 911 Memorial.

**Deputy Chief's Report**

- Reviewed submitted report.
- Only 5 people are signed up for the EAP Presentation on Thursday.

**Assistant Chief's Report**

- Reviewed submitted report.
- Work is completed on truck 234.

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

**BVFA**

- Cameras – will be discussed under New Business.
- James Perreault – thanked the fire police for their assistance on 911.

### **Treasurer's Report**

- Reviewed Statement of Position by Fund, Statement of Activity, and Encumbrance Worksheet.
- Sent an email to Lisa Reiver-French, BVFA Treasurer, regarding the bottle return money. Will need documentation for the file.
- Payroll calculation – should be rounded to the quarter hour. Each supervisor will address with the employee affected.
- Work hours are now 9 am – noon.
- A capital reserve account should be set up for miscellaneous equipment. This would be a new broad equipment capital reserve for equipment over \$5,000.
- Capital Planning – need to set up a separate meeting to plan for a 3 to 5-year plan.
- We have a 5-year contract with Account Sean Hucko.
- Commissioner Hammel inquired if we know if the unemployment insurance is going up.

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

- Reviewed 2022 Budget Summary. Secretary Bax indicated that we would be voting on the 2022 Proposed Budget and then we adopt the 2022 Budget after the Budget Hearing on October 19, 2021.

### **RESOLUTION 2021-61**

### **Approval of 2022 Proposed Budget**

**BE IT RESOLVED** that the Board of Fire Commissioners approves the 2022 Proposed Budget as presented.

**Motion** by Commissioner Bax seconded by Commissioner Hammel to approve.

**5 Yes 0 No**

### **RESOLUTION: 2021-62**

### **Payment of Bills**

**BE IT RESOLVED**, that the Treasurer is approved to transfer \$13,011.28 for the regular bills and \$2,520.13 for payroll and deposit all into the General Checking Account to pay the bills totaling \$15,531.41.

**Motion** by Commissioner Bird seconded by Commissioner Hammel to approve.

**5 Yes 0 No**

### **Secretary's Report**

- IT Services RFP – will be posted in the newspapers next Sunday. Using the information that we currently have to put in the packets.
- Physical RFP – will be posted in the newspapers next Sunday. Looking at the former RFP that we used.

- Legal Notice to Expend for Purchase of 3 new single band radios.

**RESOLUTION 2021:63**

**Purchase of 3 Radios**

**BE IT RESOLVED** that the commission has approved the purchase of 3 new Motorola Single Band radios at a total cost not to exceed \$20,000.00 with the money to come from the Communications Capital Reserve Fund and that the secretary is approved to advertise the legal notice for a permissive referendum to expend the money.

**Motion** by Commissioner Hammel seconded by Commissioner Georgiev to approve.

**5 Yes 0 No**

- RedNMX Data Entry is going well.
- Camera Installations
  - Tina Pazyck indicated that there is a concern about a camera being installed in the lounge area. Commissioner Bax indicated that this did not come from the commission and that there had been discussion about only having a camera near the workout equipment. James Perreault expressed concerns about this as well as the audio being on the cameras. Commissioner Bax indicated that the audio is turned off on all of the cameras and that we are not putting a camera in the lounge.
  - James Perrault and DC Wainwright expressed concerns about the camera at Station 2 in the common area. Commissioner Connors indicated that we will revisit this and get back to the Board of Directors.
  - Commissioner Hammel indicated that there needs to be a written policy for the cameras.

**New/Old Business**

- Station 1 – circulating pump needs to be replaced. Will be ordered through Triple 0 at a cost of \$996.92. Also need to have Triple 0 use the camera and snake the plumbing problem area in the truck bay at a cost of \$1,402.40.
- Station 1 heaters in the truck bay – Churchville Electric will service all 7 of the heaters.
- Harris Portable Radios – offer from Murray Joint Fire District to purchase at a cost of \$1,500.

**RESOLUTION 2021-64**

**Sale of Harris Portable Radios**

**BE IT RESOLVED** that the 6 Harris Portable Radios and 1 mobile base station with accessories be sold to the Murray Joint Fire District at a cost of \$1,500.00 per their offer.

Discussion: Commissioners Georgiev and Bird felt that the district should donate the radios to the Murray Joint Fire District. Commissioner Hammel indicated that we need to follow our policy and that the radios do have value.

**Motion** by Commissioner Hammel seconded by Commissioner Connors to approve.

**3 Yes 2 No**

- Station 1 – fire bell in the bunkroom.
  - DC Wainwright will follow-up with Ken Rombaut to get a pager put in there. Commissioner Bird spoke with MRB and they will go back and look in their prints.
- Gear Dryer
  - Treasurer Kuhn indicated that the account is set up with the Fire Store and the gear dryer has been ordered and confirmed that the money is coming from the Gifts and Donations Account.
- Missing Fire Police Radio
  - Police report was filed.
  - Commissioner Hammel inquired if this is covered under our insurance. Commissioner Bird will contact the insurance company.
  - Treasurer Kuhn will need to know how much they will cover, what is the deductible, and what is the depreciation.
- Station 3 Truck Bay Floor
  - Commissioner Bird received 3 quotes: \$6,158.00, \$14,000.00 (20-year guarantee), \$8,000.00 (7-year guarantee).
  - Need to decide what we want to do.
  - Treasurer Kuhn, need to do spreadsheets to compare quotes.
- Station 1 – on-demand water tank.
  - Triple O quote - \$11,002.82
  - RWJ - \$12,000.00
  - Waiting for another quote from Hometown Energy.
  - Will send everything to Treasurer Kuhn to compare quotes.
- Insurance coverage for the 1887 ladder cart for the museum.
  - Commissioner Bird indicated that it is already on our insurance.
- COVID Vaccine Requirements – question from the Chief’s Office.
  - Is the district going to require vaccinations? Agreed not unless mandated by the state.
  - Do we fall under medical professionals? We do not transport to hospitals; we assist patients at the scene, and they are transported by an ambulance service.
  - Masking requirement should remain when dealing with patients.
  - There are places for members to go if they want to be tested.

### **Attorney DiRaddo**

- Masks – the district did pass a policy regarding Communicable Diseases which should be reviewed.
- Camera Policy – if anything that is a disciplinary action of a member, an investigator should be involved in that and not the Board of Fire Commissioners.
- Missing radio – recommend the member receives a receipt of the equipment which needs to be signed and outlines the responsibilities of receiving the equipment.

### **Commissioner Reports**

Commissioner Georgiev

- Due to budgeting will push off the roofs to 2023.
- Leak at Station 5. Commissioner Hammel will speak with KJ Roofing.

- Website – waiting on pictures from the BVFA and waiting on PIO Martin regarding permission access for the district social media page to link to the website.

Commissioner Bax – nothing.

Commissioner Bird

- Station 3 furnace is to be serviced.

Commissioner Hammel

- Station 1 – overhead door painting is to be started the first week in October.
- District Map – hydrants in the village and college are not on the maps. Chief Menear will send a map of the hydrants for the college to Commissioner Hammel. DC Wainwright would like to have a map that can be rolled up and put in each of the Chief's vehicles. Commissioner Hammel will order 5 more.

Commissioner Connors – nothing.

**Motion** by Commissioner Bird seconded by Commissioner Georgiev to adjourn.

**5 Yes 0 No**

Meeting adjourned at 8:14 pm.

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