

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

Others Present: None

Meeting called to order by Chairwoman Connors at 6:30 pm
Pledge Moment of Silence

Public Comments - none

Approval of October 19, 2021 Regular Meeting Minutes

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

5 Yes 0 No

Chief's Report

- Reviewed submitted report.
- Commissioner Bird indicated that Chief Menear suggested that we should keep Truck 235 until the bridge work on Main Street is completed.
- Commissioner Bird inquired if any surveys were received. DC Wainwright indicated that they had received about 10 and will review at an officer's meeting.
- Oswego Fire District is looking into a bunk-in program.
- Chief Menear indicated that, in previous years, we had received some money from SUNY Brockport.

Deputy Chief's Report

- Reviewed submitted report.
- There was a call at the Hampton Inn over the weekend with people stuck in an elevator. No keys were available so DC Wainwright is submitting a purchase requisition for 6 keys which can open elevator doors.
- Chief Menear indicated that SUNY Brockport inquired if there is training for elevator rescues.
- DC Wainwright inquired if there is a possibility of hiring someone to assist the Chiefs with equipment, etc. and was asking if this was budgeted for. Commissioner Bax indicated that we budgeted for a clerical person for 10 hours per week. Commissioner Georgiev indicated that we have 10 hours per week budgeted for the website, but those hours aren't all being used. Commissioner Bax suggested that this individual could possibly do the training and points data entry into RedNMX. DC Wainwright will write up a proposal for this position.

BVFA

- The camera in the common area at Station 2 will be moved in an area of the truck bay.

Treasurer's Report

- Discussed bonding for those who should be bonded. Treasurer Kuhn will follow-up with our insurance agent to review who should be bonded and for what dollar amount.

Motion by Commissioner Hammel seconded by Commissioner Bax to adjourn for the 2021 Budget Hearing for the 2022 Proposed Budget. **5 Yes 0 No**

Regular Meeting adjourned at 6:55 pm.

Regular Meeting resumed at 7:10 pm.

Treasurer's Report (continued)

- Proposed 2022 Budget
Motion by Commissioner Hammel seconded by Commissioner Georgiev to adopt the 2022 Proposed Budget as presented. **5 Yes 0 No**
- Reviewed the Statement of Financial Position by Fund, the Statement of Activity, and the Encumbrance Worksheet.
- Treasurer Kuhn will do budget adjustments in November so that nothing is over expended.

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

- Discussion regarding setting up a new capital reserve fund for miscellaneous equipment and furnishings which are not covered in the other district capital reserve funds. Attorney DiRaddo will work on the wording, and it will need to be advertised and voted on at a Special Election (held on the same day as the Annual Election) on December 14, 2021.

RESOLUTION: 2021-68

Payment of Bills

BE IT RESOLVED, that the Treasurer is approved to transfer \$9,031.40 from the Buildings and Facilities Capital Reserve Fund for the parking lot sealing at Station 1, to transfer \$930.00 from the Communications Capital Reserve Fund for the new SCBA laptop, and to transfer \$24,371.13 for the regular bills and \$2,339.69 for payroll and deposit all into the General Checking Account to pay the bills totaling \$36,672.22.

Motion by Commissioner Bird seconded by Commissioner Bax to approve.

5 Yes 0 No

Secretary's Report

- Camera Policy – reviewing several policies and will work on putting a policy together.
- Code of Ethics Policy – Attorney DiRaddo went through our current policy and put together a more thorough policy. It was decided to hold for a vote at the next meeting so that everyone can have time to review it.
- Received 2 FOIL requests; one for the Wellington Woods Fire and one for the accident on County Line Road.
- Annual Election Calendar was sent to everyone for review.

- Annual Election Inspectors

BE IT RESOLVED that the 2021 Annual Election and Special Election Inspectors will be Gordon Bemis, Phyllis Brudz, and Lynn Rawleigh and they are to be paid \$100 each.

Motion by Commissioner Hammel seconded by Commissioner Connors to approve.

5 Yes 0 No

- IT RFP – one RFP was received from Gartland Tech and there was a request for the information from Byrd Computers in Hilton. RFP's are due November 4, 2021 at 4:00 pm.
- Medical RFP – Northern Star has already submitted their RFP. The information was also sent to WorkFit, U of R, and Fingerlakes. WorkFit requested information on what we are currently paying for services. Attorney DiRaddo indicated that they can FOIL this information in order for us to give it to them.
- Clerical Position for 2022 – needs further discussion regarding the position that the chiefs would like to have.
- Website – Debra Bax, Greg Gartland, and David Georgiev had a phone conference with Justin Bradshaw about transitioning to the new website.
- Resolutions for the command vehicle and pumper will be voted on at the November 1, 2021 Regular Meeting.
- Attorney DiRaddo asked what date the Organizational Meeting will be held in January 2022. It was decided that January 3, 2022 will be the Organizational Meeting.

Membership

- New member was approved by the BVFA pending the appropriate paperwork being received. (Last name is Bullwinkle).
Motion by Commissioner Bax seconded by Commissioner Georgiev to approve pending the appropriate paperwork being received. **5 Yes 0 No**

New/Old Business

- Discussion regarding the Inter-Municipal Agreement for Snow Plowing with the Village of Brockport. Attorney DiRaddo will work on the changes in the policy and send out to the commissioners.

Assistant Chief Medina entered the meeting at 7:43 pm.

- EMT Policy – Commissioner Georgiev sent out a draft EMT Policy. Discussion regarding how do we know how to budget for the EMT Courses? DC Wainwright indicated that the cost of the EMT Courses should come out of the training budget and also noted that a member must pass the course in order to have the course paid for by the district. Treasurer Kuhn indicated that the district should pay the agency and not the person. Notification for approval of a member to take the EMT Course comes from the Chief’s Office. Commissioner Georgiev will send a copy to the Chiefs for their review and make some additions to the policy and resend to everyone.
- Commissioner Connors indicated that she just received a confirmation from Greg Gartland that the camera in the common room at Station 2 was already relocated to the truck bay area.

Assistant Chief’s Report

- Reviewed submitted report.
- Squad – EVR could not find anything wrong with the lights.
- The missing fire police portable was located and was reactivated and reissued to Al Hoy.

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

Commissioner Reports

Commissioner Hammel

- Station 1 - Garage overhead doors were painted. The damaged panel may need to be replaced if it can’t be repaired.
- Station 3 - Roof at the walk-in door in the truck bay needs to have work done to it. KJ Roofing has been contacted.
- Station 5 – Waiting for an estimate for the roof.
- Thanked the chiefs and members for all that they are doing.

Commissioner Bird

- The new hose dryer will be delivered Friday.
- A part was ordered for the urinal in the truck bay.
- Need to order a new work bench from Lowes online.

Commissioner Georgiev

- Farmers Market – had a discussion letting them know the issues with not leaving the west end of the parking lot open. There will be a meeting in February to discuss future plans.

Motion by Commissioner Hammel seconded by Commissioner Bird to adjourn to Executive Session to discuss a personnel matter. **5 Yes 0 No** Moved to Executive Session at 8:07 pm.

Motion by Commissioner Hammel seconded by Commissioner Georgiev to move from Executive Session back to Regular Session. **5 Yes 0 No** Moved to Regular Session at 8:35 pm.

Motion by Commissioner Bird seconded by Commissioner Hammel to adjourn. **5 Yes 0 No** Meeting adjourned at 8:14 pm.

Respectfully submitted,

Debra L. Bax, Secretary Brockport Fire District