

**Brockport Fire District Commissioners**  
Regular Meeting  
December 6, 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 November 15, 2021 Regular Meeting Minutes.**

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

**5 Yes 0 No**

**Approval of November 30, 2021 Special Meeting Minutes.**

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

**5 Yes 0 No**

**Chief's Report**

- Reviewed submitted report.
- Commissioner Bird inquired about the new county system not working on the tablets. A letter expressing concerns regarding the new system will be formulated and sent to Ken Bowers at the Monroe County Association of Fire Districts. Commissioner Georgiev volunteered to formulate a letter to send.

**Deputy Chief's Report**

- Reviewed submitted report.
- The shed from Lowes to be installed at station 5 will be a 10' x 10' and Jeff Denmark will be building it.
- The cap for the chief's new truck will cost \$3,662 from Alliance Fleet in Henrietta. There is a 16-week lead time to receive it. Alliance Fleet is requesting a 50% down payment. Treasurer Kuhn will contact them and discuss this.
- FDIC – everything is all set.

**Assistant Chief's Report**

- Reviewed submitted report.
- Code 4 will be doing the preventative maintenance on the eTools and Hydraulic tools.
- Lights will be installed on the pickup this week.

- UTV – can we trade it in for credit when purchasing the new UTV next year? It was agreed that this can be done if we receive fair market value for it.

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

**Treasurer's Report**

- Reviewed Statement of Financial Position by Fund and the Statement of Activity.
- A list of requested budget transfers was submitted for approval.

**RESOLUTION 2021-78**

**Budget Transfers**

**BE IT RESOLVED** that the Treasurer is approved to make the appropriate budget transfers outlined in the attached report.

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

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

- Churchville Agency would like to stop by Station 1 Thursday morning at 11:30 am. Commissioner Bax will be available to meet them.
- Discussion regarding the Firefighter Cancer Program. In the past we have used the Enhanced Plan and not the Basic Plan. It was agreed to continue using the Enhanced Plan.
- Attended a Fund Balance Webinar. Discussion regarding the use of Fund Balance. Attorney DiRaddo suggested that we may want to hire a consultant to do a Feasibility Study for the projects which we need to have completed. Commissioner Hammel indicated that the Chiefs and Officers need to be involved in decisions regarding building projects.

**RESOLUTION: 2021-79**

**Payment of Bills**

**BE IT RESOLVED**, that the Treasurer is approved to transfer \$100.00 from the Gifts and Donation Account for the gift card that was purchased and to transfer \$40,380.07 for the regular bills and \$2,416,65 for payroll and deposit all into the General Checking Account to pay the bills totaling \$42,896.72.

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

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

## Secretary's Report

- Reviewed the 2022 Meeting Dates. Since fire districts can now hold their Budget Hearing anytime during the week of October 17, 2022, it was suggested that we change the Budget Hearing and Meeting from Tuesday, October 18, 2022 to Monday, October 17, 2022.

**Motion** by Commissioner Bird seconded by Commissioner Hammel to approve the change of the date for the 2022 Budget Hearing. **5 Yes 0 No**

- Medical RFP – previously approved Northern Star. Discussion regarding a 3-year contract.

**Motion** by Commissioner Bird seconded by Commissioner Hammel to approve a 3-year contract with Northern Star. **5 Yes 0 No**

- IT RFP – previously approved Gartland Technologies. Discuss regarding the 5-year contract. We will sign and date his proposal to serve as the contract.
- SAM Registration is current.
- New Posting for Laborer – will post in-house only.
- Policies priority for review for changes: EMT, Video Surveillance, Code of Ethics, Drug and Alcohol (Marijuana), Vehicle Use Policy
- Discussion regarding Harassment Training for 2022. Treasurer Kuhn will check into some on-line training for us to use.

## New/Old Business

- New Phone System - Greg Gartland will work with his associate to review the system for evaluation. Discussion with the chiefs and officers is needed to assure where they would like to have house phones available.
- ISO – Commissioner Hammel is working on this.
- Boiler at Station 1 – need to decide if we are going to move forward with replacing it.
- Portable Radios – DC Wainwright will supply a list of who the radios are assigned to after the first of the year in order for the information to be updated in the database.

## Attorney DiRaddo

- Discussed 2010 State Legislation regarding the Real Property Tax Law allowing Volunteer Firefighters and EMS to receive 10% off of their assessment. Monroe County is one of the counties now included. This is not an automatic; the school district, county, towns, village, and fire district must grant an exception under a resolution. Each taxing jurisdiction would need to adopt this by the end of February 2022. Eligible volunteers do not automatically receive this. 466.B of the Real Property Tax Law.

## Commissioner Reports – None

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

Meeting adjourned at 8:16 pm.

Respectfully submitted,

Debra L. Bax, Secretary

Brockport Fire District

**Brockport Fire District**  
**Budget Transfer**  
**Approved Dec 6 2021**

<b>Code</b>	<b>Description</b>	<b>Current Budget</b>	<b>Change</b>	<b>New Budget</b>
3415	Event Reporting	21,483.00	-12,000.00	9,483.00
3535	Software	14,000.00	2,000.00	16,000.00
3720	Repairs Maint	25,500.00	7,000.00	32,500.00
3740	Telephone	24,600.00	1,000.00	25,600.00
3745	Website, Cable	10,000.00	2,000.00	12,000.00
3520	Travel Expense	5,000.00	-2,300.00	2,700.00
3630	Legal Notices	1,000.00	700.00	1,700.00
3730	Lawn Land	0.00	800.00	800.00
3735	Alarm Access	6,000.00	800.00	6,800.00
3750	Trash removal	4,000.00	-500.00	3,500.00
3705	Electric	15,000.00	500.00	15,500.00
3820	Firefighter Equip	88,000.00	-20,700.00	67,300.00
3910	P235	6,600.00	200.00	6,800.00
3915	P233	2,000.00	1,600.00	3,600.00
3925	R238	4,354.00	2,000.00	6,354.00
9040	VBFL Ins Work Comp	80,000.00	16,900.00	96,900.00
3825	EMS	5,000.00	-4,500.00	500.00
3955	DOV2337	3,000.00	-2,500.00	500.00
3920	P234	10,000.00	7,000.00	17,000.00
3940	BFD1	3,000.00	-1,500.00	1,500.00
3945	BFD2	3,000.00	1,500.00	4,500.00
3980	FPV2357	3,000.00	-1,500.00	1,500.00
3971	BFD6	2,000.00	1,500.00	3,500.00
4210	Gym Membership	1,000.00	-1,000.00	0.00
4205	Personnel Rehab	3,000.00	1,000.00	4,000.00
4305	Public Education	4,000.00	-1,500.00	2,500.00
3830	Uniforms	5,000.00	1,500.00	6,500.00
3525	Office Equip Capital	64,700.00	-13,100.00	51,600.00
4005	Fire Apparatus Capital	24,500.00	13,100.00	37,600.00
<b>Net Change</b>			<b>0.00</b>	



## **Brockport Fire District Meeting Agenda**

December 6, 2021 (in-person only)

6:30 PM

*Meeting Facilitator:* Patricia Connors, Chair

1. Pledge of Allegiance.
2. Moment of Silence to honor Brockport Fire District members who are no longer with us, as well as all First Responders and members of our Military.
3. Public Comment
4. Approval of Minutes from the Regular Meeting of November 15 and the Special Meeting of November 30\*
5. Chief's Reports \*
6. BVFA representative
7. Treasurer's Report:
  - Monthly Reports\*
  - Budget Transfers
  - Cancer Program Billing
  - Fund Balance Webinar
  - Payment of Bills \*
8. Secretary's Report:
  - 2022 Meeting Dates
  - Medical RFP Comparison
  - Contract with Gartland Technologies
  - SAM Registration Renewal
  - New Position Posting and Start Date
  - Policies
  - Harassment Training 2022
9. New/Old Business:
  - Phone System Evaluation
  - ISO
  - Portable Radios
  - Boiler at Station 1
10. Attorney Ray DiRaddo
11. Commissioners Reports
12. Executive Session –
13. Motion to adjourn. Meeting adjourned at \_\_\_\_\_ PM.

(\*Motion to approve)





# Brockport Fire District

## Office of the Fire Chief

38 Market Street • P. O. Box 131

Brockport, NY 14420

Chief Michael Menear

Deputy Chief Scott Wainwright

Assistant Chief Jose Medina

### Fire Chief's Report

Period of: 11/14/21 - 12/05/21

Calls to Date: 1000

Last Year at this time:

2020    2021

Calls as of last meeting: 48

Nov.    730    978 between 01/01 and 11/30

Total Calls last month: 72

Fire Reports Due: 7

### Calls for the Month:

Many calls for MVAs and several calls EMS assist with Forcible Entry or CPR

11/14 – 4873 Lake Rd, Fire Alarm going off-no smoke /fire seen- public bathroom, AMTCA

11/14 – 29 Union St, Wires on pole are sparking, STRCTB

11/15 – 870 East Ave, Less than 10' (wires down/arcng/fire), WIREA

11/16 – 60 East Ave, Ped Struck (MVA with INJ- ALS Emergent), 29D02I

11/16 – 6265 BKPT-Spencerport Rd, 2 mvaa w/ injuries, 29D05U

11/16 – 6265 BKPT-Spencerport Rd, One veh into pole- adv on Meds, MVAA-Fluid/Smoke/Pole

11/16 – 175 Lyell Ave Spencerport, Fill-in req for Quint, FILLIN

11/17 – 40 King St, Nbr has Type of Alarm going off inside Loc. Unk if Fire or CO alarm, FUMSA

11/17 – 104 Student Ln, Stove Fire (smoke or odor/ no fire), STRCTB

11/18– 6357 BKPT-Spencerport Rd, Witness single MVA into pole Appox 1 mile E/O Animal Hosp., MVAA – Fluid/Smoke /Pole

11/18 – 76 Main St, Amb precautionary to ck over 6 mo in veh during MVA, MVAIB

11/18 – 19 McCormick Ln, Smoke Alarm going off- no smoke/ fire seen-Adv to wait outside, AMTCA

11/18 – 8349 W Ridge Rd, Smoke Alarm going off all night, no smoke/fire seen, AMTCA

11/19 – 19 McCormick Ln, Auto Alarm- house smoke detectors- NA, AMTCA-Residential

11/19 – 4433 Blk Redman Rd, Says Dpty's O/S- Disconnected (MVA w/ Injuries), MVAIB

11/20 – 62 Monroe Ave, Odor of something burning in the house, STRCTB

11/21 – 995 Transit Way, Just 1 Occupant, Male OCC (MVA), MVAB-Fluid/Smoke/Pole

11/21 – W Sweden Rd/ Fourth Section Rd, 678C- Req FD for traffic- No need for AMB, MVAIA

11/21 – 90 West Ave, F fell, hip pain, 17A02

11/22 – 102 Woodlands Way, Amb ER loc Req Fd non emerg for lift asst for Bariatric Pt, FIREB

11/23 – M.A. to MJFD 16880 Lynch Rd, Reading in Middle School Area (odor of Nat. Gas), FUMSA



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### Calls for the Month (Cont):

- 11/23 – M.A. from SPEF 102 Woodlands Way, M sweaty and dizzy, 26A05
- 11/23 – M.A. from SPEF 102 Woodlands Way, M sweaty and dizzy, FIREA
- 11/23 – 2636 Redman Rd, Veh Smoking, MVAA-Fluid/Smoke/Pole
- 11/23 – 21 Leanna Cres, Revs up Snowmobiles/ daily night thing/a lot of smoke in area, FUMSA
- 11/24 – 5270 Redman Rd, Fire Alarm- Burg interior monitor, ALRMA
- 11/24 – 1521 Lake Rd Hamlin Sta 1, Fill-in, FILLIN
- 11/24 – 625 West Ave, CO Detector going off- irregular, FUMSB
- 11/24 – 102 Woodlands Way, Amb Req FD for lift asst- Amb brining M back to his home, FIREB
- 11/25 – 34 Cloverwood Dr, MONE unable to Cover, FIREA-ASSTA
- 11/25 – 16 Alice Ln, CO Detector going off, FUMSB
- 11/25 – 248 West Ave, Auto Alarm- Party Room-No Key holder at this time, AMTCA-Commercial
- 11/25 – 22 Keystone Ct, Odor of Smoke inside house-No Smoke /Fire Seen, STRCTB
- 11/26 – 577 Gallup Rd, to the right of 577, WIREA
- 11/27 – 90 West Ave, Resd Have syncope episode, ALSA
- 11/27 – 404 West Ave, Father Fell, 17B01
- 11/27 – 8412 W Ridge Rd, M Deceased inside Loc, 09E01
- 11/27 – 102 Woodlands Way, 52 yo M fell, 17A04G
- 11/28 – 24 Cherry Dr, CO Detector going off- No Sickness rpted - Adv clr to wait outside-clr is off duty BROF, FUMSB
- 11/28 – 124 Sugar Tree Cir, Wife having a Heart Attack, 10D04
- 11/29 – 850 W Sweden Rd, Req FD Emergent for Lift Assist, FIREA
- 11/29 – 14 Hickory Way, Fem fell on ice, 17A02G
- 11/29 – 90 Owens Rd,Clr's Blk Honda Accord vs Gry Nissan Sentra- Fluids leaking, MVAA-Fluid/Smoke/Pole
- 11/30 – 3356 Lake Rd, Caller left stove on overnight, odor of Nat Gas inside, FUMSA
- 11/30 – 4828 Lake Rd Running Pk Lot, Fluids Leaking (MVA), MVAB-Fluid/Smoke/Pole
- 11/30 – 219 Royal Gardens Way, MONE from 390/490, FIREA
- 11/30 – 15 McCormick Ln, CO Detector Activation, FUMSB
- 12/01 – 196 Main St, Car hit Pt arm kept going 10 min ago- arm feels numb, 29D02m
- 12/01 – East Ave/Sweden Walker Rd, Brush Fire, FIREA
- 12/01 – 100 Isla Way, Auto Alarm- audible/Fire-Smoke/Commercial. AMTCA-Commercial
- 12/01 – 117 Monroe Ave Lathrup Hall, EMS Response/Field Gen Intox Student, EMS
- 12/02 – East Ave/Sweden Walker Rd, A lot of smoke in Area from woods, FIREA
- 12/02 – 481 Ladue Rd, tree across Rd on power lines, FIREA
- 12/02 – Sweden Walker Rd/East Ave, Smoke in Area of Vacant lot, FIREA
- 12/02 - 6510 BKPT-Spencerport Rd, in parking lot behind McDonalds (Truck on Fire), VFIRE
- 12/03 – 6660 Fourth Section Rd, in Front of Wegmans in turning lane, MVAA-Fluid/Smoke/Pole
- 12/04 – 230 Residence Dr. MacVicar Hall, Req for EMS (Panic Attack), EMS





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### **Calls for the Month (Cont):**

12/04 – 420 Residence Dr. Bramley Hall, Fire Alarms going off & Elevator stuck, STRCTB

12/04 – 3884 Sweden Walker Rd, Smoke from Field, FIREA

12/04 – 400 Residence Dr. Briggs Hall, Wheezing Field Gen by UPD, EMS

### **Miscellaneous/Current Projects:**

We are working with Lowes on getting the shed built over at station 5.

We are taking part in the Brockport Holiday Lights Parade and Fire Works display on Sunday night 12/05. Thank you to Capt. T. Smith and V.P. R. Sabernick for heading up the float and decorations. Also, Thank You to the Fire Police for assisting the Brockport PD with the event.

We are taking part in the Good Night Lights Event at Strong Hosp. this month, a truck will be going the next 3 Wednesday nights watch for pages.

The Line Officers met with Derek Hardy from the County Fire Bureau and discussed some of the issues with Pre-Alerting and some of the things to do with the MPS App on the tablets. He suggested that the Chiefs office send a letter to the County in regards to what we talked about. Which I sent to Car 800.

### **Additional Information:**

We should receive the 10 new SCBA bottles that were ordered a couple of months ago on Monday 12/6.

Michael Menear

BFD Fire Chief



# Brockport Fire District

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Brockport, NY 14420

Chief Mike Menear

Deputy Chief Scott Wainwright

Assistant Chief Jose Medina

**Deputy Chief's report**  
**December 6, 2021**

### District Training:

#### December Training

- 12/7 Cold water/Ice rescue powerpoint
- 12/9 Election Dinner Meeting
- 12/14 Cold water/Ice rescue Hands on
- 12/21 No drill
- 12/28 No drill

### Monroe County Training:

- Nothing

### Genesee County Training:

- Strategy and Tactics for first arriving companies. Capt Laggett and FF Stratton taking this class

### New York State Training:

- Nothing

### Out of State Training:

- Nothing

### Deputy Chief's report

- Remember: Train like your life depends on it, because it does!

Training committee for 2021:

Recruit trainers will be:

Past Chief Scott Smith, Captain Chris Mros

Trainers Committee members:

Past Chief Scott Smith, Captain Chris Mros

Captain Adam Leggett, Captain Tim Smith

Captain Brian Smith, FF Jim Juby

FF Jim Perreault

If anyone has questions or concerns they'd like to talk about, please feel free to call or email me. Have a nice day

Respectfully submitted,  
Deputy Chief Scott Wainwright



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Deputy Chief Scott Wainwright

Assistant Chief Jose Medina

## Assistant Chiefs report

December 6, 2021

### Truck/District Vehicle Maintenance

#### 2367

- Will be going out to have lights installed on 12/10

#### 236

- 236 is next to go out for PM's

#### 235

- 235 is having an issue with the high idle and is going to Churchville Monday

All the trucks are getting there PM's done over the next month. Please read your pages as trucks are moved around

### Gear/Gear Inspection

- Ship date is the 12/9 so hopefully we will see it before Christmas

### Preventive Maintenance/ Maintenance items

- Meter will be getting there 6 month calibration in December

### FIRE PREVENTION

- N/A

### District Details

- N/A

### Yearly Inspections

- 2021 ladder testing will be 1/22.
- Ladder testing went well. We had some ropes fail and some roof belts are going to be outdated this year.
- Meter was ordered and should be here soon.

## Other

- After all calls the trucks need to be washed with soap.
- Pack checks need to be done every Tuesday before drill.

Any questions feel free to call or email me  
Respectfully Submitted,  
Assistant Chief Jose Medina