

**Brockport Fire District Commissioners**  
**Regular Meeting**  
**April 17, 2023 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 Jose Medina, Attorney Ray DiRaddo

**Others Present:** Greg Gartland, Gordon Bemis, Alex Cervini, Zach Alexander

**Excused:** Deputy Chief Tim Smith, Assistant Chief Adam Leggett

Meeting called to order by Chairwoman Connors at 6:30 pm Pledge Moment of Silence  
**Public Comment** –none

**Approval of 4/3/23 Regular Meeting Minutes**

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

**5 Yes 0 No**

**Presentation by Greg Gartland, IT Provider**

- Reviewed information regarding replacing the current computers.
  - At the end of 2025 Windows 10 will no longer be supported and most of our computers cannot support the upgrade to Windows 11.
  - Suggesting that we purchase 10 each of Intel i5 Computers, 16gb RAM, 512gb SSD, Ethernet/Wireless, Windows 10 Pro (free upgrade to Windows 11 Pro at a cost of \$550 each.
  - Additional equipment would be new monitors for where they are needed (8 total), 8 mounts, wireless keyboards and wireless mice.
  - The commission asked if Greg would obtain 2 more quotes for the computers.
  - Treasurer Kuhn indicated that the mounts, wireless keyboards and wireless mice can be purchased from the regular budget.
  - A Special Meeting is set up for 4/20/2023 at 9:30 am at Station 1 to review the quotes and do a Resolution to expend the money from the Communications Capital Reserve Fund for a Permissive Referendum to purchase the computers.
- Reviewed information regarding needing to replace the POE Switches (Power Over Ethernet) at Stations 2, 3, and 5.
  - The current switches are sending error messages and are underpowered.
  - Discussed purchasing an 8 port POE Switch at a cost of \$200 each for each building and the possibility of a larger switch at a cost of \$600 each.
  - Treasurer Kuhn suggested that we roll this into the camera project once that is finalized.
- Commissioner Bax indicated that the Chief's Office inquired about having a TV set up with Bryx at Station 3.
  - Greg indicated that he will need to check with Bryx regarding the cost and various ways that we could move forward with this. Currently we have Bryx Station Master at Station 1 which costs the district \$1,000/year.

## **BVFA**

- Smoke Detector Program
  - Chief Medina indicated that Harris Reed has the information and will attend the May 1, 2023 Meeting to review it.

## **Chief's Reports**

- No report submitted.
- Leroy filled in for the banquet.
- Indicated that Deputy Chief Smith had nothing for the meeting.
- Indicated that Assistant Chief Leggett received information from the county that they will be coming to Station 1 on May 3, 2023 at 11:00 am to look at our bunk room regarding a possible Bunk-In Program.
- Shared information regarding the gear and equipment that was damaged at the Bergen Fire.
  - The gear repair costs are \$295.
  - The equipment that was damaged (a speaker mike and antenna for a 6000 portable radio replacement cost is \$492.47).
  - Treasurer Kuhn indicated that we will need to pay the bills since they are in our name and she can send an invoice to Bergen Fire Department for them to reimburse the district. Chief Medina will make the Bergen Fire Chief aware of this.
- Commissioner Hammel indicated that he is having difficulty getting into the Harassment Training Module.
  - Chief Medina indicated that he will need to use his Brockport Fire District email.
  - Chief Medina also indicated that they plan to hold an in-house training session either this coming Saturday or the next Saturday.

## **Deputy Chief's Report**

- No report submitted.

## **Assistant Chief's Report**

- No report submitted.

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

## **Treasurer's Report**

- Received a check from People Inc. written to the district in the amount of \$75.00. This will be deposited into the Gifts and Donations Account.
- Unassigned Fund Balance
  - Would like to change the date for the commission to determine the Fund Balance to be April 30 each year instead of April 1 due to the fact that the auditor normally can't have this information completed by April 1. The commission had no problem with this. Secretary Bax will make the change in the policy.

- Treasurer Kuhn will not transfer the \$32,700 from the sale of the van through Auctions International into the reserve account but leave it in the checking account for the Fund Balance.
- Commissioner Bax confirmed with Treasurer Kuhn that we still use 5 Star Bank which is the information listed in SAM regarding any grants that we may receive.
  - Treasurer Kuhn indicated that someone needs to be reviewing any grants that are submitted by the grant writer before they are submitted to assure our information is accurate. Commissioner Bax agreed with this and Treasurer Kuhn will contact G&G regarding the request.
- Treasurer Kuhn indicated that we have 2 accounts at 5 Star Bank that were not set up for wire transfers. Commissioners Hammel and Bax will be set up for this and Treasurer Kuhn will obtain the appropriate paperwork to be signed.
- Treasurer Kuhn reviewed the financial reports with the commission.

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

**RESOLUTION: 2023-32                      Payment of Bills**

**BE IT RESOLVED** that the Treasurer is approved to transfer \$33,180.52 for the regular bills and \$2,552.67 for payroll from the General Fund Money Market Account and move all into the General Checking Account to pay the bills and payroll totaling \$35,733.19.

**Motion** by Commissioner Hammel seconded by Commissioner Georgiev to approve the payment of the bills **5 Yes 0 No**

- Commissioner Hammel inquired about the assessment that we received for Station 1. Treasurer Kuhn will contact Sharon Kuhn at Churchville Agency regarding if this affects our insurance.

**Secretary's Report**

- Policies for Approval
  - The policies that the committee reviewed and updated will be sent to the committee, assistant chief and president for review regarding the changes.
- SAM Approval
  - Was updated before the deadline of 6/5/2023.
- Permissive Referendum to purchase new computers
  - Will be discussed at a Special Meeting on 4/20/2023.
- BVFA Member Application
  - Application from Lisa Poyloyvich for Fire Police only.
 

**Motion** by Commissioner Hammel seconded by Commissioner Georgiev to approve pending receiving the approved documentation **5 Yes 0 No**
  - Secretary Bax indicated that there needs to be completed membership information signed by the BVFA President, Secretary and Chief before the Commission can approve an application.

**New/Old Business**

- Roof Reconstruction at Station 5.

**RESOLUTION 2023-33**

**Reconstruction of Roof at Station 5**

**BE IT RESOLVED** that the Brockport Fire District approves the Resolution to Expend from the Brockport Fire District Buildings and Facilities Capital Reserve Fund for the Reconstruction of the Roof at Station 5, located at 80 Owens Road, Brockport NY 14420 and the Secretary is approved to advertise a Legal Notice.

Patricia Connors, Chairwoman, Commissioner	Yes	Willard Bird, Commissioner	Yes
Allyn Hammel, Vice Chairman, Commissioner	Yes	Debra Bax, Commissioner	Yes
David Georgiev, Commissioner	Yes		

- 2023 Annual Meeting of the Association of Fire Districts of the Sate of NY.
  - Commissioner Connors would like to attend for 2 days at a cost of \$250 and Commissioner Hammel would like to attend for 1 day at a cost of \$150.

**Motion** by Commissioner Bird seconded by Commissioner Bax to approve. **5 Yes 0 No**

**Commissioner Reports**

Commssioner Bird

- Would need a FOB on the Lounge Door at Station 3 due to the change in responses when the main street bridge goes up. Will contact Churchville Electric to work on this.
- Auctions International will be out a week from Tuesday and give us a list of items that we can declare surplus at our meeting on 5/1/2023.

Commissioner Georgiev

- LaBella will be at Station 1 tomorrow to do measurements for the boiler project at Station 1.

**Motion** by Commissioner Bird seconded by Commissioner Hammel to adjourn to Executive Session at 8:15 pm. **5 Yes 0 No**

**Motion** by Commissioner Hammel seconded by Commissioner Hammel seconded by Commissioner Bird to adjourn Executive Session and so back to Regular Session. **5 Yes 0 No**

**Motion** by Commissioner Hammel Seconded by Commissioner Bird to adjourn. **5 Yes 0 No**

Meeting adjourned at 8:45 pm.

Respectfully submitted,  
Debra L. Bax, Secretary  
Brockport Fire District  
Board of Fire Commissioners



# **Brockport Fire District Meeting Agenda**

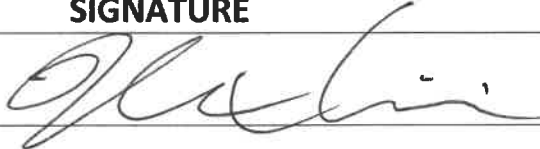


April 17, 2023  
6:30 PM

1. Pledge of Allegiance by all present.
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 April 3<sup>rd</sup>\*
5. Greg Gartland, IT Contractor – Computer upgrades & camera issues
6. BVFA representative
  - Smoke detectors – any other information?
7. Chief's Reports \*
8. Treasurer's Report:
  - Fund Balance discussion
  - Monthly report\*
  - Payment of Bills \*
9. Secretary's Report:
  - Policies for approval
  - SAM Renewal
  - Permissive Referendum to Expend Money for Computers
  - Nozzle Standardization resolution
  - BVFA Member Application
  - Website Update
10. New/Old Business:
  - Roof at Station 5 – Quote from Rocket Roof
  - 2023 Annual Meeting Assoc. of Fire Districts (May 18-20)
11. Attorney Ray DiRaddo
12. Commissioners Reports
13. Executive Session – No.
14. Motion to adjourn by \_\_\_\_\_ seconded by \_\_\_\_\_  
Meeting adjourned at \_\_\_\_\_ PM

(\*Motion to approve)

Brockport Fire District  
Regular Meeting  
April 17, 2023 6:30 pm  
Brockport Fire District Station #3  
191 West Avenue, Brockport NY 14420

Sign-In Sheet

PRINTED NAME	SIGNATURE
Alex Cervini	
Zach Alexander	
Gordon Dennis	

**Brockport Fire District - Statement of Financial Position by Fund**  
**April 30, 2023**

	<u>This Year</u>	<u>Last Year</u>	<u>Change</u>
<b>Assets</b>			
<b>General Cash</b>			
AA.0200.000.000 Cash, 5-Star	120,374.91	139,787.43	(19,412.52)
AA.0201.000.000 Cash in Time Deposits, General Fund, 5-Star	0.89	579,570.82	(579,569.93)
AA.0201.001.000 Cash in Time Deposits, Gifts & Donations, 5-Star	0.00	2.63	(2.63)
AA.0201.003.000 Cash in Time Deposits, Gifts & Donations, NYClass (003)	61,750.80	69,727.42	(7,976.62)
AA.0201.004.000 Cash in Time Deposits, General, NYCLASS (004)	827,805.92	0.00	827,805.92 General fund deposit to NY Class
	1,009,932.52	789,088.30	220,844.22
<b>Reserves</b>			
AA.0230.001.000 Cash Spec Reserve, Command Vehicles, 5-Star	73,666.04	63,725.31	9,940.73
AA.0230.002.000 Cash Special Reserve, Vehicle & Equip, 5-Star	0.00	1.10	(1.10)
AA.0230.005.000 Cash Special Reserve, Communication Equip, 5-Star	42,109.14	91,679.22	(49,570.08)
AA.0230.006.000 Cash Special Reserve, Repair, 5-Star	50,182.77	50,144.23	38.54
AA.0230.007.000 Cash Special Reserve, Misc, 5-Star	12,013.59	50,005.81	(37,992.22) Will close out with next purchases/not set up for wire transfer
AA.0232.001.000 Cash Reserve, Buildings & Facilities (0001), NYClass	1,005,259.84	1,007,242.11	(1,982.27)
AA.0232.002.000 Cash Reserves, Vehicle & Equip (0002), NYClass	817,402.08	560,559.99	256,842.09
AA.0232.005.000 Cash Reserve, Communications Equip NYCLASS (005)	30,037.81	0.00	30,037.81 Deposit of tax levy to NY Class new account
AA.0232.006.000 Cash Reserve Misc Equip, NYCLASS (006)	210,264.59	0.00	210,264.59 Deposit of tax levy to NY Class new account
	2,240,935.86	1,823,357.77	417,578.09
<b>Other Assets</b>			
	0.00	0.00	0.00
<b>Total Assets</b>	<b>3,250,868.38</b>	<b>2,612,446.07</b>	<b>638,422.31</b>
<b>Liabilities and Net Assets</b>			
<b>Liabilities</b>			
AA.0600.000.000 Accounts Payable	33,937.34	2,951.56	30,985.78
<b>Total Liabilities</b>	<b>33,937.34</b>	<b>2,951.56</b>	<b>30,985.78</b>
<b>Net Assets</b>			
AA.0878.000.000 Capital Reserve	1,686,454.52	1,119,021.67	567,432.85 Offset to prepaid expenses
AA.0913.000.000 Committed Fund Balance	272,000.00	9,830.78	262,169.22 Capital Reserve amount at the end of the prior year
AA.0917.000.000 Unassigned Fund Balance	44,346.47	696,997.73	(652,651.26) Fund balance at the end of the prior year (adjustments made)
Fund Balance - Current Year	1,214,130.05	783,644.33	430,485.72 Net Revenue for the current year
<b>Total Net Assets</b>	<b>3,216,931.04</b>	<b>2,609,494.51</b>	<b>607,436.53</b>
<b>Total Liabilities and Net Assets</b>	<b>3,250,868.38</b>	<b>2,612,446.07</b>	<b>638,422.31</b>

**Brockport Fire District - Statement of Activity - MTD and YTD by Classification**  
**April 30, 2023**

	<u>M-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Variance</u>	<u>YTD % of</u> <u>Budget April =33.33%</u>
<b>Revenues</b>					
AA.1001.000.000 Real Property Taxes	0.00	1,416,756.44	1,416,179.00	577.44	(100.04)
AA.1081.000.000 Other Payments In Lieu of Taxes	0.00	0.00	921.00	(921.00)	0.00
AA.2401.000.000 Interest And Earnings	0.00	18,930.34	0.00	18,930.34	0.00
AA.2410.000.000 Rental of Real Property	0.00	200.00	0.00	200.00	0.00
AA.2665.000.000 Sales of Equipment	0.00	40,970.00	0.00	40,970.00	0.00
AA.2701.000.000 Refunds of Prior Year	0.00	284.14	0.00	284.14	0.00
<b>Total Revenues</b>	<b>0.00</b>	<b>1,477,140.92</b>	<b>1,417,100.00</b>	<b>60,040.92</b>	<b>(104.24)</b>
<b>Personnel Expenses</b>					
AA.3405.100.000 Treasurer	287.33	2,201.24	11,686.38	9,485.14	18.84
AA.3410.100.000 Secretary	561.84	3,932.88	14,608.49	10,675.61	26.92
AA.3415.100.000 Event Reporting/Administrative	870.85	6,096.53	33,243.25	27,146.72	18.34
AA.3420.100.000 Custodial	611.28	4,516.68	16,984.70	12,468.02	26.59
<b>Total Personnel Expenses</b>	<b>2,331.30</b>	<b>16,747.33</b>	<b>76,522.82</b>	<b>59,775.49</b>	<b>21.89</b>
<b>Contractual Expenses</b>					
AA.1950.400.000 Taxes Assessments Municipal Properties	0.00	873.36	500.00	(373.36)	174.67 budget spread
AA.3505.400.000 Office Supplies, Postage	179.00	2,005.93	5,000.00	2,994.07	40.12 Will move funds if needed
AA.3510.400.000 Travel Expense	0.00	263.43	500.00	236.57	52.69 budget spread
AA.3515.400.000 Association Dues	145.00	1,822.00	2,000.00	178.00	91.10 budget spread
AA.3525.400.000 Office Equipment non-Capital, Contr Exp	99.98	298.97	5,000.00	4,701.03	5.98
AA.3530.400.000 Election Expenses	0.00	0.00	500.00	500.00	0.00
AA.3535.400.000 Software	12.00	7,657.67	22,000.00	14,342.33	34.81 budget spread
AA.3540.400.000 Public Drill, Parades, Inspect	0.00	0.00	9,000.00	9,000.00	0.00
AA.3605.400.000 Accountants	1,226.67	4,906.68	20,500.00	15,593.32	23.94
AA.3610.400.000 Legal	0.00	4,243.75	10,000.00	5,756.25	42.44 2022 exp paid in 2023 being corrected
AA.3615.400.000 Medical (Physicals)	5,220.00	5,492.00	15,000.00	9,508.00	36.61 budget spread
AA.3620.400.000 IT Services	8,250.00	32,250.00	99,000.00	66,750.00	32.58
AA.3625.400.000 A&E Consulting	0.00	0.00	25,000.00	25,000.00	0.00
AA.3626.400.000 Marketing Consultants	0.00	0.00	13,000.00	13,000.00	0.00
AA.3630.400.000 Legal Notices	329.70	(3,575.16)	1,000.00	4,575.16	(357.52) Will correct when adjustment to legal is made
AA.3635.400.000 Office & Comp Equip Maint Lease	43.77	610.95	2,500.00	1,889.05	24.44
AA.3640.400.000 Insurance	(1,492.05)	59,312.95	45,000.00	(14,312.95)	131.81 correction being made to VBFL code error
AA.3705.400.000 Electric	0.00	0.00	17,000.00	17,000.00	0.00
AA.3710.400.000 Gas	0.00	9,822.24	16,000.00	6,177.76	61.39 higher costs
AA.3715.400.000 Water	346.52	1,621.60	4,000.00	2,378.40	40.54 higher costs
AA.3720.400.000 Repairs & Maintenance	1,584.79	5,091.62	30,000.00	24,908.38	16.97
AA.3725.400.000 Maintenance Supplies	115.00	328.66	4,000.00	3,671.34	8.22
AA.3735.400.000 Alarm/Access Systems	0.00	0.00	7,000.00	7,000.00	0.00
AA.3740.400.000 Telephone	1,323.08	5,952.02	16,740.00	10,787.98	35.56 higher costs



**Brockport Fire District - Statement of Activity - MTD and YTD by Classification**

April 30, 2023

	<u>M-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Variance</u>	<u>YTD % of</u> <u>Budget</u> <u>April =33.33%</u>
AA.3745.400.000 Web Site, Internet Access, Cable	38.58	3,401.93	19,000.00	15,598.07	17.90
AA.3750.400.000 Trash Removal	0.00	743.39	2,400.00	1,656.61	30.97
AA.3805.400.000 Radios & Pagers	0.00	0.00	2,000.00	2,000.00	0.00
AA.3810.400.000 Hoses (Maint/Test)	0.00	0.00	6,000.00	6,000.00	0.00
AA.3820.400.000 Firefighter Equip non-Capital	2,300.94	9,476.50	44,000.00	34,523.50	21.54
AA.3821.400.000 Firefighter Equipment Maintenance	3,799.50	18,491.75	44,000.00	25,508.25	42.03 overexpending
AA.3825.400.000 EMS Supplies	214.54	3,296.51	2,500.00	(796.51)	131.86 PADZ expense will move funds to cover
AA.3830.400.000 Uniforms	248.00	1,662.00	4,000.00	2,338.00	41.55 Overexpending
AA.3835.400.000 Fire Police	0.00	0.00	4,000.00	4,000.00	0.00
AA.3840.400.000 Explorers	0.00	0.00	12,500.00	12,500.00	0.00
AA.3910.400.000 P235 (3921)	0.00	629.29	5,000.00	4,370.71	12.59
AA.3915.400.000 P233 (1151)	0.00	0.00	5,000.00	5,000.00	0.00
AA.3920.400.000 P234 (4651)	1,001.08	1,150.82	5,000.00	3,849.18	23.02
AA.3925.400.000 R238 (2146)	0.00	376.51	5,000.00	4,623.49	7.53
AA.3930.400.000 V2317 BFD7 (2364)	0.00	0.00	5,000.00	5,000.00	0.00
AA.3935.400.000 SQ2327 (2161)	583.45	3,104.05	5,000.00	1,895.95	62.08 Repairs needed
AA.3940.400.000 BFD1 (7837)	21.00	429.32	5,000.00	4,570.68	8.59
AA.3945.400.000 BFD2 (2281)	0.00	64.95	5,000.00	4,935.05	1.30
AA.3950.400.000 BFD5 (8154)	0.00	64.95	5,000.00	4,935.05	1.30
AA.3955.400.000 DOV2337 (2586)	0.00	466.56	5,000.00	4,533.44	9.33
AA.3960.400.000 Multivehicle	745.27	812.98	1,500.00	687.02	54.20 Repairs needed
AA.3965.400.000 Q230 (0744)	0.00	1,029.46	10,000.00	8,970.54	10.29
AA.3971.400.000 BFD6 Utility/Squad (1497)	0.00	0.00	3,921.00	3,921.00	0.00
AA.3975.400.000 T236 (3541)	0.00	2,670.72	5,000.00	2,329.28	53.41 Repairs needed
AA.3980.400.000 BFD3 (7425)	766.30	766.30	5,000.00	4,233.70	15.33
AA.3981.400.000 BFD4 (7145)	0.00	74.95	5,000.00	4,925.05	1.50
AA.3985.400.000 Fuel and Oil	1,757.48	3,607.83	20,000.00	16,392.17	18.04
AA.4205.400.000 Personnel Rehab Supplies/Equip	460.60	2,340.49	5,000.00	2,659.51	46.81 Overexpending
AA.4305.400.000 Public Education	0.00	0.00	2,000.00	2,000.00	0.00
AA.4310.400.000 Training	2.43	249.93	16,000.00	15,750.07	1.56
<b>Total Contractual Expenses</b>	<b>29,322.63</b>	<b>193,889.86</b>	<b>634,061.00</b>	<b>440,171.14</b>	<b>30.58</b>
<b>Employee Benefits Expenses</b>					
AA.9030.800.000 Social Security	178.33	1,141.14	5,300.00	4,158.86	21.53
AA.9040.800.000 Workers Compensation and VFBL	0.00	17,833.50	100,000.00	82,166.50	17.83
AA.9050.800.000 Unemployment Insurance	48.95	539.44	2,000.00	1,460.56	26.97
AA.9055.800.000 Disability Insurance	(5.94)	(122.83)	350.00	472.83	(35.09)
AA.9089.800.000 EAP/D&D/CANCER	195.75	8,754.00	26,000.00	17,246.00	33.67 budget spread
<b>Total Employee Benefits Expenses</b>	<b>417.12</b>	<b>28,145.25</b>	<b>133,650.00</b>	<b>105,504.75</b>	<b>21.06</b>
<b>Capital Expenses</b>					

**Brockport Fire District - Statement of Activity - MTD and YTD by Classification**  
**April 30, 2023**

	<u>M-T-D</u> <u>Actual</u>	<u>Y-T-D</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Variance</u>	<u>YTD % of</u> <u>Budget</u>
AA.3525.200.000 Office Equipment, Cap Equip Outlay	0.00	3,289.00	34,400.00	31,111.00	9.56
AA.4007.200.000 Fire Equipment, Capital, Reserve	0.00	0.00	200,000.00	200,000.00	0.00
AA.4008.200.000 Fire Equipment, Capital, Non-Reserve	8,061.93	8,061.93	0.00	(8,061.93)	0.00
AA.4020.200.000 Command Vehicles - Capital	0.00	0.00	55,000.00	55,000.00	0.00
AA.4025.200.000 Turnout Gear - Capital	0.00	12,877.50	35,000.00	22,122.50	36.79
AA.4030.200.000 SCBA, Capital	0.00	0.00	15,000.00	15,000.00	0.00
AA.4105.200.000 Station 1 - Market Street	0.00	0.00	300,000.00	300,000.00	0.00
AA.4110.200.000 Station 2 - Lake Road	0.00	0.00	65,000.00	65,000.00	0.00
AA.4115.200.000 Station 3 - West Ave	0.00	0.00	32,000.00	32,000.00	0.00
AA.4120.200.000 Station 5 - Owens Road	0.00	0.00	115,000.00	115,000.00	0.00
<b>Total Capital Expenses</b>	<b>8,061.93</b>	<b>24,228.43</b>	<b>851,400.00</b>	<b>827,171.57</b>	<b>2.85</b>
<b>Operating Expenses</b>	<b>32,071.05</b>	<b>238,782.44</b>	<b>844,233.82</b>		
<b>Plus Non Reserve Capital</b>	<b>8,061.93</b>	<b>20,939.43</b>			
<b>Plus Encumbrances</b>		<b>8,336.79</b>			
<b>Total Operating</b>	<b>268,058.66</b>	<b>844,233.82</b>	<b>576,175.16</b>		<b>31.75%</b>
<b>Capital Expenses</b>	<b>8,061.93</b>	<b>24,228.43</b>	<b>851,400.00</b>		
<b>Plus Capital Expense Encumbrance</b>		<b>72,243.48</b>			
<b>Less Non Reserve Capital</b>	<b>8,061.93</b>	<b>20,939.43</b>			
<b>Total Capital Expense</b>	<b>75,532.48</b>	<b>75,532.48</b>	<b>851,400.00</b>	<b>775,867.52</b>	<b>8.87%</b>
<b>Total Expenses</b>	<b>40,132.98</b>	<b>343,591.14</b>	<b>1,695,633.82</b>	<b>1,352,042.68</b>	<b>20.26%</b>

**Brockport Fire District  
 Encumbrance Worksheet 2023  
 Requisitions and Approvals not Posted to Expenses  
 Apr-23**

<b>Date</b>	<b>Vendor</b>	<b>Requestor</b>	<b>Item</b>	<b>Cost</b>
12/5/2022	Skywave	Medina	Radio Firmware Upgrades	4,699.00
2/1/2023	Fire Service Safety Test	Henry	Lanyard Model 827	760.00
1/24/2023	Churchville Fire	Henry	Jumbo Siamese Storz	1,195.00
3/24/2023	Emergency Medical Prod	Smith	Medical Supplies	1,682.79
<b>Total</b>				<b>8,336.79</b>

<b>Encumbrances Capital</b>				
1/24/2023	Churchville Fire Equip	Henry	Hose	7,865.00
1/16/2023	EV Warning	Medina	Lighting	3,850.00
3/1/2023	Churchville Fire Equip	Henry	Hose Gladiator	39,592.00
3/27/2023	Churchville Fire Equip	Henry	Gloves Hoods	4,302.00
3/28/2023	MES	Henry	Hurst Tool	12,406.40
3/22/2023	Lewis Tires	Henry	Tires 235	4,228.08
<b>Total</b>				<b>72,243.48</b>

### Brockport Fire District Fund Balance 2023

	<b>Balance</b>	<b>% of Budget</b>
AUD Unassigned Fund Balance	25,480.00	1.50%
Unassigned fund Balance Accu Fund	44,346.47	2.62%
Expense Budget 2023	1,695,633.82	
8% of Budget	135,650.71	

**Accounting and Controls Policy Fund Balance** On or before April 1 in any year, the Board will determine the unassigned fund balance in the prior year's budget via the AUD. The Fire District will keep up to 8% of the Total Appropriations as recorded on the Budget Summary for the current budget. This will ensure funds are available for expenses incurred prior to the receipt of the Tax Levy in March.

The Board will review Unassigned Fund Balance in excess of 8% of the Total Appropriations and decide on one of the following courses of action:

- 1) Allow the fund balance to exceed the threshold, or
- 2) Provide funds to reduce the tax levy, or
- 3) Provide for a Capital Project, or
- 4) Appropriate funds to Fire District reserve funds, or
- 5) Any other legal course of action

## Brockport Fire District Abstract of Audited Vouchers from 4/04/2023 to 4/17/2023

Claimant	Invoice Date	Invoice	Voucher #	Description	Distribution Acct	A/P Owed	Check #	Chk Date
<b>Voucher Type: Online</b>								
Frontier Communication								
	4/01/2023	585-637-1017	6,373	Telephone April 2023	AA.3740.400.000	231.12	ACH	4/10/2023
	4/01/2023	585-637-1034		Telephone April 2023	AA.3740.400.000	50.91	ACH	4/10/2023
	4/01/2023	585-637-1049		Telephone April 2023	AA.3740.400.000	121.92	ACH	4/10/2023
	4/01/2023	585-637-1052		Telephone April 2023	AA.3740.400.000	91.81	ACH	4/10/2023
	4/01/2023	585-637-3359		Telephone April 2023	AA.3740.400.000	95.24	ACH	4/10/2023
		Frontier Communication Total				<u>591.00</u>		
		<b>Total for Voucher Type: Online</b>				<b>591.00</b>		
<b>Voucher Type: Payroll</b>								
ADP								
	3/25/2023	PR 04.14	6,403	04/14 Payroll	AA.3405.100.000	287.33	PR 04.14	4/14/2023
	3/25/2023	PR 04.14		04/14 Payroll	AA.3410.100.000	561.84	PR 04.14	4/14/2023
	3/25/2023	PR 04.14		04/14 Payroll	AA.3415.100.000	870.85	PR 04.14	4/14/2023
	3/25/2023	PR 04.14		04/14 Payroll	AA.3420.100.000	611.28	PR 04.14	4/14/2023
	3/25/2023	PR 04.14		04/14 Payroll	AA.9030.800.000	178.33	PR 04.14	4/14/2023
	3/25/2023	PR 04.14		04/14 Payroll	AA.9050.800.000	48.95	PR 04.14	4/14/2023
	3/25/2023	PR 04.14		04/14 Payroll	AA.9055.800.000	-5.91	PR 04.14	4/14/2023
		ADP Total				<u>2,552.67</u>		
		<b>Total for Voucher Type: Payroll</b>				<b>2,552.67</b>		
<b>Voucher Type: Prepaid</b>								
SIPTrunk, Inc.								
	4/01/2023	37531931	6,368	Telephone	AA.3740.400.000	82.25	ACH	4/04/2023
		SIPTrunk, Inc. Total				<u>82.25</u>		
		<b>Total for Voucher Type: Prepaid</b>				<b>82.25</b>		
<b>Voucher Type: Regular</b>								
1st. Responder Newspaper								
	3/31/2023	55872 (2023)	6,391	Subscription	AA.3515.400.000	145.00		
		1st. Responder Newspaper Total				<u>145.00</u>		
Board of Water Commissioners								
	4/01/2023	OM2-400011 01	6,383	Station #3 water usage	AA.3715.400.000	23.69		
	4/01/2023	OM2-400013 01		Station #1 water usage	AA.3715.400.000	75.05		
	4/01/2023	OM2-400016 01		Station #5 water usage	AA.3715.400.000	51.37		
		Board of Water Commissioners Total				<u>150.11</u>		

## Brockport Fire District Abstract of Audited Vouchers from 4/04/2023 to 4/17/2023

Claimant	Invoice Date	Invoice	Voucher #	Description	Distribution Acct	A/P Owed	Check #	Chk Date
Churchville Electric, Inc.	4/07/2023	4508	6,376	Station 3 - install new cord drop	AA.3720.400.000	648.75		
	4/07/2023	4510		Station 1 - repair plug on truck	AA.3720.400.000	392.50		
	4/07/2023	4513		Station 1 - fix plugs	AA.3720.400.000	275.08		
<b>Churchville Electric, Inc. Total</b>						<b>1,316.33</b>		
Churchville Fire Equipment	4/04/2023	204566	6,400	Ponn Conquest 2-1/2" 100' hose and couplings	AA.4008.200.000	8,081.93		
	4/04/2023	204567		Batteries for StreamLight	AA.3820.400.000	680.54		
<b>Churchville Fire Equipment Total</b>						<b>8,742.47</b>		
Crystal Rock Water	4/08/2023	21179939 040823	6,385	water bottles	AA.4205.400.000	242.74		
							242.74	
<b>Crystal Rock Water Total</b>						<b>242.74</b>		
EFPR Solutions, LLC	3/31/2023	336079	6,380	Accounting services	AA.3605.400.000	1,226.67		
<b>EFPR Solutions, LLC Total</b>						<b>1,226.67</b>		
Gartland Technologies, LLC	4/01/2023	1633	6,392	Monthly support contract	AA.3620.400.000	8,250.00		
							8,250.00	
<b>Gartland Technologies, LLC Total</b>						<b>8,250.00</b>		
Jim's Service	3/24/2023	32101	6,388	Repair driver's seat air bag - 2009 E One Pumper	AA.3920.400.000	1,001.08		
<b>Jim's Service Total</b>						<b>1,001.08</b>		
Lowe's (Accounts Receivable CC)	4/02/2023	2023.04	6,378	TruFuel and Vacuum	AA.3960.400.000	13.27		
	4/02/2023	2023.04		TruFuel and Vacuum	AA.3720.400.000	268.46		
<b>Lowe's (Accounts Receivable CC) Total</b>						<b>281.73</b>		
Monroe County Water Authority	3/28/2023	79872 (2023.04)	6,386	Water usage	AA.3715.400.000	196.41		
							196.41	
<b>Monroe County Water Authority Total</b>						<b>196.41</b>		
Northern Star Medical Billing and	3/31/2023	7738	6,394	Physicals	AA.3615.400.000	5,220.00		
							5,220.00	
<b>Northern Star Medical Billing and Collections Total</b>						<b>5,220.00</b>		
Northside Service Center	2/10/2023	128453	6,401	State inspection - 2011 Chevy Tahoe	AA.3980.400.000	21.00		
	3/29/2023	129101		State inspection BFD-5	AA.3940.400.000	21.00		
	4/07/2023	129258		Charge light on - 2022 Ford F550	AA.3935.400.000	583.45		
<b>Northside Service Center Total</b>						<b>625.45</b>		
Regional Distributors	4/07/2023	S1964966.001	6,377	Repair for floor machine	AA.3725.400.000	115.00		
<b>Regional Distributors Total</b>						<b>115.00</b>		

## Brockport Fire District Abstract of Audited Vouchers from 4/04/2023 to 4/17/2023

Claimant	Invoice Date	Invoice	Voucher # Description	Distribution Acct	A/P Owed	Check #	Chk Date
	<b>Tolls by Mail</b>		<b>6,381</b>				
	4/02/2023	2023.04	Travel	AA.4310.400.000	2.43		
	<b>Tolls by Mail Total</b>				2.43		
	<b>Turnout Express</b>		<b>6,397</b>				
	3/30/2023	204458	Cleaning and inspection	AA.3821.400.000	1,957.50		
	<b>Turnout Express Total</b>				1,957.50		
	<b>Uniform Express</b>		<b>6,389</b>				
	3/25/2023	49129	Nameplate	AA.3830.400.000	10.00		
	3/25/2023	49155	Shirt, Cap, stripes, flag	AA.3830.400.000	238.00		
	<b>Uniform Express Total</b>				248.00		
	<b>URMC Dept of Psychiatry</b>		<b>6,396</b>				
	4/03/2023	BFD0423	EAP Services for April	AA.9089.800.000	195.75		
	<b>URMC Dept of Psychiatry Total</b>				195.75		
	<b>Village of Brockport DPW</b>		<b>6,379</b>				
	4/06/2023	2023.04	March fuel usage	AA.3985.400.000	1,757.48		
	<b>Village of Brockport DPW Total</b>				1,757.48		
	<b>W L Construction Supply, Inc.</b>		<b>6,393</b>				
	3/16/2023	32432	Wood Cutting rescue master blade; Reciprocating	AA.3820.400.000	408.12		
	<b>W L Construction Supply, Inc. Total</b>				408.12		

# Brockport Fire District Abstract of Audited Vouchers from 4/04/2023 to 4/17/2023

Claimant	Invoice Date	Invoice	Voucher #	Description	Distribution Acct	A/P Owed	Check #	Chk Date
		We Cut The Glass, LLC	6,395	RHYNO battery charger	AA-3960.400.000	425.00		
	4/01/2023	2730				425.00		
		We Cut The Glass, LLC Total				32,507.27		

**Total:**

Payroll Vouchers Total  
 2,552.67  
 33,180.52  
 35,733.19

I certify that the vouchers listed above were audited by the Board of Fire Commissioners of the Brockport Fire District and allowed in the amounts shown. You are hereby authorized and directed to pay each of the claimants the amount opposite his name. The treasurer is also authorized to transfer to the General Fund checking account the following amounts:

**Department:**

General Payroll Total  
 33,180.52  
 2,552.67  
 35,733.19

4/17/2023

Date

*Debra Bax*

Debra Bax, Secretary Brockport Fire District