

## **Brockport Fire District Commissioners**

**Regular Meeting**

**April 4, 2022 6:30 pm**

**Brockport Fire District Station #3**

**191 West Avenue, Brockport NY 14420**

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

**Others Present:** County Legislator Jackie Smith, Tina Pazyck, Alex Cervini

Meeting called to order by Commissioner Connors at 6:30 PM

Pledge            Moment of Silence

County Legislator Jackie Smith addressed the commission:

- Began working on the Tax Exemption for firefighters and EMS in 2020 with Mike Zale.
- Met with Larry Vaughan regarding the upcoming National Fallen Firefighters Golf Tournament. County Legislator Smith is working with Monroe County on a plan to dedicate a road (not rename it) on Clarkson-Parma Townline Road.
- Working on bringing Veteran's Services to the west side. There will be a Veterans Outreach Program on May 14, 2022 from 10 am – noon at the Hamlin VFW.
- Commissioner Hammel inquired if there would be doing anything for the Veterans regarding Tax Exemption.
- The Mobile DMV will be coming back to Brockport and will probably be held at the State Street Village of Brockport location. It will not be as often as it previously was.

### **Approval of March 21, 2022 Regular Meeting Minutes**

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

**4 Yes    0 No**

### **BVFA**

Tina Pazyck indicated all set regarding the insurance bill.

### **Chief's Report**

- Reviewed submitted report.
- 312 calls from 1/1/2022 – 3/31/2022 and 135 calls for March 2022.
- Reviewed information from a meeting regarding the Arts Festival and the Farmers Market and are working on arrangements for location changes in order to safely get the trucks out for calls.
- Will have a special meeting after the BVFA Meeting tomorrow night to review plans for the upcoming speaker event at the college.
- Discussion regarding having the PIO take the Bloodborne and Hazmat in addition to the Harassment Training.

Commissioner Georgiev entered the meeting at 6:53 pm and Alex Cervini entered at 6:55 pm.

#### **Deputy Chief's Report**

- Reviewed submitted report.

#### **Assistant Chief's Report**

- Reviewed submitted report.
- Truck 235 was sent out to Detroit Diesel for an issue with the ECM.
- Hose testing is scheduled for 7/21/2022 in the X lot at the college.
- Treasurer Kuhn inquired about which truck hit the railroad pole. Assistant Chief Smith indicated that it was Truck 230. Received a bill from the railroad in the amount of \$4,800.
- Chief Wainwright indicated the backing policy will be in place as of tomorrow night's BVFA meeting. Assistant Chief Smith and Captain Scott Smith will be working on a disciplinary procedure.

#### **Treasurer's Report**

- Reviewed Semi-Monthly Account Detail Report. The 2021 expenses still need to be removed.
- Reviewed SIP Trunk regarding charges for porting over our numbers. Currently we owe \$86. We must keep a positive balance in our account to avoid interruption. Can only deposit in round numbers.

**Motion** by Commissioner Hammel seconded by Commissioner Georgiev to approve the Treasurer to have the ability to add money from the General Checking Account and deposit into the SIP Trunk Account in the amount of \$100, higher than the bill owed them, as needed to pay the bill.

**5 Yes 0 No**

#### **RESOLUTION 2022-30**

#### **Payment of Bills**

**BE IT RESOLVED** that the Treasurer is approved to transfer \$9,875.82 for regular bills and \$2,019.72 for payroll from the General Fund and deposit all into the General Checking account for a total of \$12,695.54.

**Motion** by Commissioner Hammel seconded Commissioner Bax to approve the payment of the bills.

**5 Yes 0 No**

- Treasurer Kuhn inquired about the size of the shed going up at Station 5. The size is 10' x 14'.

#### **Secretary's Report**

- Physicals 2022 – quite a few have already signed up. Will send out another reminder as we may need to add more slots to the schedule.
- Harassment Training 2022 – DC Medina will hold an in-house session on 4/16/22.
- Discussed Windows 11 and the need to replace 21 computers by the end of 2025 due to the fact that they will not run Windows 11. Treasurer Kuhn indicated that we could purchase 7 new computers for the next 3 years for this upgrade.

- Reviewed changes to the Procurement Addendum of the Procurement Policy, the Recording Policy, and the Capital Assets Policy.

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

**5 Yes 0 No**

- Next policies to review will be EMS Policy, Vehicle Use Policy, Substance and Alcohol Use Policy, and Tobacco Use Policy. Additionally, we should look at a Marijuana Use Policy and we could combine the Substance and Alcohol and Tobacco Policies together with a Marijuana Policy.
- Reviewed the information regarding responsibilities in RedNMX. There is a lot of work that must be done in the inventory module. Greg Gartland has the technology equipment, radios, and pagers entered properly. Mike Henry is assisting with the data inventory for the radios and pagers and following the process that Greg set up.
- Bryx 911 – request from Mike Henry and Adam Leggett to research if there are pre plans and site plans in Bryx 911. This is okay with the Chief.
- Members – received 2 applications from President Toole for Matthew Edick and Zach Alexander. The BVFA will need to approve these at their meeting on Tuesday, April 5, 2022.  
**Motion** by Commissioner Bax seconded by Commissioner Bird to approve both applications pending the BVFA approval, Arson/Sex Offender check, and physical before they can become active.

**5 Yes 0 No**

Deputy Chief Medina entered the meeting at 7:30 pm.

**New/Old Business**

- Discussion regarding the removal of the asbestos abatement of the fittings of the hot water tank at Station 1. Reviewed quotes that were submitted for the work. Treasurer Kuhn will do a spreadsheet before a decision is made on which company to hire. Treasurer Kuhn suggested that we do a legal notice for the asbestos abatement at a cost not to exceed \$10,000.

**RESOLUTION 2022-31**

**Asbestos Abatement of Hot Water Tank Fittings at Station 1**

**BE IT RESOLVED** for the approval of placing a legal notice for the asbestos abatement of the hot water tank fittings at Station 1 at a cost not to exceed \$10,000 pending a Permissive Referendum with the money being expended from the Buildings and Facilities Capital Reserve Account.

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

**Note:** Legal Notice attached to the minutes.

- Commission Office Renovation
  - Discussed having a new countertop installed and removal of the tall cabinet.  
**Motion** by Commissioner Hammel seconded by Commissioner Georgiev to approve at a cost not to exceed \$3,500 with the money to come from the operating budget. **5 Yes 0 No**
- Commissioner Bird indicated that John Rombaut would like to move the stone that is at the Exempts and put it between the two flagpoles at Station 5. The commission had no problem with this.

- Commissioner Georgiev indicated that we could have a reduced amount for the cost of the website (WIX) if we purchase at a cost of \$19 per month down from \$23 per month for a 2-year period. **Motion** by Commissioner Georgiev seconded by Commissioner Bax to approve the purchase for a 2-year period at a cost of \$19 per month. **5 Yes 0 No**
- Commissioner Bird indicated that Kevin Smith inquired if a Cub Scout Troop could use Station 3 on Thursday nights and also could we sponsor a Cub Scout Troop. They can use Station 3 on Thursdays with the exception of the 3<sup>rd</sup> Thursday of the month since the Auxiliary meets on those dates so they could move to Station 5 on the 3<sup>rd</sup> Thursday of the month. Attorney DiRaddo suggested that it should be the BVFA who would sponsor the group and not the district.

### **Commissioner Reports**

#### Commissioner Hammel

- Has a meeting on Thursday 4/14/22 at 9:00 am to meet with the Town of Clarkson Building Inspector at Station 2 for the mandatory annual inspection.

#### Commissioner Georgiev

- There is a meeting with the Grant Writer on Thursday, 4/14/22 at 4:00 pm. Commissioners Georgiev and Hammel will attend, as well as Deputy Chief Medina, BVFA Vice President Sabernick and Firefighter Alan Hoy.

#### Deputy Chief Medina

- David Stratton would like to attend a Thursday, 6/16/22 class at State Chiefs at a cost of \$345.
- Mike Menear would like to attend State Chiefs Wednesday, 6/16/22 – Saturday, 6/18/22 and would like to request to stay at a hotel for those dates. Treasurer Kuhn indicated that the appropriate forms need to be completed in order for the commission to approve both.

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

Meeting adjourned at 7:52 pm.

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

**BROCKPORT FIRE DISTRICT**  
**LEGAL NOTICE**

**RESOLUTION 2022-31**

**Asbestos Abatement of Hot Water Tank Fittings at Station 1**

The following resolution was adopted by the Board of Fire Commissioners of the Brockport Fire District on April 4, 2022.

Resolution to expend from the Brockport Fire District Buildings and Facilities Capital Reserve Fund for the asbestos abatement of the current hot water tank fittings at Brockport Fire District Station 1 located at 38 Market Street, Brockport, NY 14420.

**WHEREAS**, pursuant to General Municipal Law §6-g, the Brockport Fire District (Fire District), Towns of Sweden and Clarkson, County of Monroe, State of New York, did establish the "Brockport Buildings and Facilities Capital Reserve Fund" a capital reserve fund to finance all or part of the cost of acquisition or the construction, reconstruction, remodeling, refurbishment, acquisition or upgrading of existing Fire District buildings or facilities; to pay or provide for structural improvements or to pay or provide for upgrades to the replacement of the HVAC systems, security, smoke and fire protection services for those buildings or facilities. Fire District facilities include the Fire District training grounds.

**WHEREAS** there is a need to replace the current hot water heater at Fire District Station 1 located at 38 Market Street, Brockport, NY 14420. In order to remove the current hot water heater, it is necessary to do an asbestos abatement of the hot water heater fittings to prepare for the installation of the 2 new Tankless High Efficiency On-Demand Hot Water Heaters.

**WHEREAS** the above-mentioned work is to be financed from monies in the above-referenced "Brockport Buildings and Facilities Capital Reserve Fund", and it is the purpose of said capital reserve fund to fund the asbestos abatement of the current hot water heater fittings at Fire District Station 1 located at 38 Market Street, Brockport, NY 14420.

**NOW BE IT RESOLVED THAT**, the Fire District is hereby authorized to expend from the "Brockport Buildings and Facilities Capital Reserve Fund" an amount not to exceed \$10,000.00 for the purpose of this asbestos abatement at District Station 1 located at 38 Market Street, Brockport, NY, and,

**BE IT IS FURTHER RESOLVED** that this resolution is subject to a permissive referendum and shall not take effect until 30 days has elapsed after its adoption, or unless approved at a special election of the qualified voters of the Brockport Fire District after a proper petition calling for such special election is filed with the secretary of the Brockport Fire District within the time permitted by law.

The adoption of the foregoing resolution was duly put to a vote and upon roll call the vote was as follows:

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

The resolution was thereupon duly declared to have been adopted subject to a permissive referendum.

Dated: April 4, 2022

Debra L. Bax, Secretary

Board of Fire Commissioners

Brockport Fire District

PO Box 131 38 Market Street Brockport NY 14420



## ***Brockport Fire District Meeting Agenda***

April 4, 2022 (in-person only)  
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. Approval of Minutes from the Regular Meeting of March 21\*
4. BVFA representative
5. Chief's Reports \*
6. Treasurer's Report:
  - Semi-Monthly Report
  - SIP Trunk Phone Payment Issue
  - Payment of Bills \*
7. Secretary's Report:
  - Physicals 2022
  - Harassment Training 2022 – In-house class
  - Windows 11 – computer issues
  - Policies for Approval – Procurement Addendum, Recording, Capital Assets
  - RedNMX Responsibilities
  - Bryx 911
8. New/Old Business:
  - Asbestos Abatement Quotes – hot water tank
  - New countertop in Commissioner's office
9. Attorney Ray DiRaddo
10. Commissioners Reports
11. Executive Session – No
12. Motion to adjourn by \_\_\_\_\_ seconded by \_\_\_\_\_  
Meeting adjourned at \_\_\_\_\_ PM

(\*Motion to approve)

Brockport Fire District  
Regular Meeting  
April 4, 2022 6:30 pm  
Brockport Fire District Station #3  
191 West Avenue, Brockport NY 14420

Sign-In Sheet

PRINTED NAME	SIGNATURE
Tina Rzyck	Tina Rzyck
Jackie Smith	J Smith



# Brockport Fire District

## Office of the Fire Chief

38 Market Street • P. O. Box 131  
Brockport, NY 14420

Chief Scott Wainwright  
Deputy Chief Jose Medina  
Assistant Chief Tim Smith

### Fire Chief's report April 4, 2022

#### Fire Calls:

Year to Date Fire Calls: 1/1/22 – 3/31/22: 312  
Fire Calls for March: 3/1/22 - 3/31/22: 135 (Unofficial)  
Prev. year comparison: 2021 2022 2021 2022

JAN:	68	84	JULY:	
FEB:	80	95	AUG:	
MARCH:	100	135	SEPT:	
APRIL:			OCT:	
MAY:			NOV:	
JUNE:			DEC:	

#### Number of calls per category:

EMS:	14
MVC:	16
STRUCT A:	5
STRUCT B:	0
CO/FUMES:	7
AUTO ALARMS:	15
M/A GIVEN:	3
SERVICE CALLS:	65
RECREATIONAL FIRES:	3

#### Missing Fire Reports:

Notes: I have the Incident sheet that shows all the call from the above numbers if anyone wishes to look at it.

#### DISTRICT DETAILS:

- Fire Departments in the county were asked by the NFFF to supply the use of vans or busses for the wellness conference that runs May 17-20<sup>th</sup> for the families of fallen firefighters. The vehicles will be used to transport the families around for the day so they are not stuck in the hotels. They also asked for the use of the UTV for the NFFF golf tournament like in the past. Dave Stratton offered to take both the van and UTV for the 2 details. Thanks Dave!



- The Ladies auxiliary asked for a pumper to come down for the Easter egg hunt on Saturday April 16<sup>th</sup>. LT. Matt Nauerth will handle this detail. Thanks Matt!

General information:

- Mike Henry attended a meeting for me on Monday 4/4 at the college for the upcoming protest at the college on 4/6. We will have a special meeting after the regular monthly meeting on Tuesday to go over the details of what will be going on.
- I had a meeting with 2 representatives from the village about the upcoming arts fest in August and I had a long talk with them about the farmers market. I will have a report from this meeting at the Tuesday meeting.
- Skywave will be doing a firmware update on all the radios on Wed 4/6 starting at 07:00.
- Murray will be filling in for us for our banquet on 4/29. They will be in quarters 17:30-24:00
- We need to think whether or not we want to march in parades this year. Spencerport's parade in June 9<sup>th</sup>.
- I will be out of town next Monday 4/11-4/13 late at night. The wife and I are going to North Carolina to help move my son and his wife back to Brockport. Yes Chase has been in the Marines for 4 years already.
- I heard today that the tentative date for the bridge on Main St to go down is Sept. 6<sup>th</sup>.

Any questions on this report feel free to call or email me.

Respectfully Submitted,  
Fire Chief Scott Wainwright



# Brockport Fire District

## Office of the Fire Chief

38 Market Street • P. O. Box 131  
Brockport, NY 14420

Chief Scott Wainwright  
Deputy Chief Jose Medina  
Assistant Chief Tim Smith

4/4/22

- 235 was sent out to Detroit Diesel to get an issue with the ECM fixed
  - Tuesday night's training we noticed it running poorly and it was sent to Churchville, they sent it to get the problem fixed with the ECM hopefully it will be back in about a week
- **When backing trucks into the bays the spotter and the driver should be checking overhead hazards along with checking a clear path behind the truck.**
  - **There was a close call with 238 backing into its bay door the other day when the bay door did not open fully.** The crew from another truck noticed the door was not fully open and notified 238 before any damage was done.
  - Close calls like this are good learning tools and should be told to an officer for all to learn from and record in case of future incidences
  - Great job watching your surroundings and maintaining great situational awareness.
- Mike and I met with Matt Hull to get the holders made for the pumps in the back of 2367 and a binder holder for 2328's front seat. He plans on getting a quote to us sometime this week.
  - The holder for the pumps is going to run along the front of the box holding 4 pumps with room for minimum of 4 rolls of hose
- Hose testing is scheduled for 7/21 in the X lot at the college
- I would like to get an account set up for fire prevention materials so that we can maintain a supply for use at the fire hall and on the fire trucks.
  - We currently only buy about once a year for school fire prevention materials and in reality we are doing this year round

- Truck checks and pack checks are falling behind
  - Pack checks should be done weekly prior to the start of drill and truck checks need to be done Bi-monthly according to the schedule, please let the truck officer know that you will not be able to complete the check before it is due so that they can make arrangements to get it covered
- I would like to ask all of our active membership to make every effort to attend the monthly meetings. These meetings are where you can make your voice heard and make suggestions to try and better the department.
  - If you are unable to attend but have ideas to increase activity or any other suggestions, feel free to reach out to your line officer, the head of recruitment and retention, or a board member.



## **Brockport Fire District**

### **Office of the Fire Chief**

38 Market Street • P. O. Box 131

Brockport, NY 14420

Chief Scott wainwright

Deputy Chief Jose Medina

Assistant Chief Tim Smith

April 4<sup>th</sup> 2022

### **March training**

4/5 meeting

4/12 Extrication power point

4/19 Extrication hands on

4/26 first 90 seconds

I want to thank everyone that has been coming out to drills and for getting their mandatories done. FDIC is at the end of this month. Mandatories are coming along well with only a few people that still need them. The sexual harassment class seems to be working well. I'm looking at 4/16 to do a in house sexual harassment class. As I receive classes they are posted on the training board and I will continue to send them by email as well. If there are any question, feel free to reach out.

Any questions feel free to call or email me

Respectfully Submitted,

Deputy Chief Jose Medina



# Brockport Fire District Abstract of Audited Vouchers from 3/22/2022 to 4/04/2022

Claimant	Voucher #	Description	Distribution Acct	A/P Owed	Check #	Chk Date
<b>Voucher Type: &lt;none&gt;</b>						
ADP	2,633	4/1/22 Payroll	AA.3405.100.000	463.30	4/1 DD	4/01/2022
		4/1/22 Payroll	AA.3410.100.000	545.50	4/1 Tax	4/01/2022
		4/1/22 Payroll	AA.3415.100.000	895.32	4/1 Tax	4/01/2022
		4/1/22 Payroll	AA.3420.100.000	643.11	4/1 DD	4/01/2022
		4/1/22 Payroll	AA.9030.800.000	194.86	4/1 Tax	4/01/2022
		4/1/22 Payroll	AA.9050.800.000	84.06	4/1 Tax	4/01/2022
		4/1/22 Payroll	AA.9055.800.000	-6.43	4/1 DD	4/01/2022
				<u>2,819.72</u>		
				<b>2,819.72</b>		
<b>ADP Total</b>						
<b>Total for Voucher Type: &lt;none&gt;</b>						
<b>Voucher Type: Online</b>						
Cardmember Services	2,634	Statement Date: 03/22/2022 ...	AA.3505.400.000	179.00		
		Statement Date: 03/22/2022 ...	AA.3720.400.000	130.53		
		Statement Date: 03/22/2022 ...	AA.3740.400.000	56.70		
		Statement Date: 03/22/2022 ...	AA.4205.400.000	388.87		
		Statement Date: 03/22/2022 ...	AA.4310.400.000	165.00		
				<u>920.10</u>		
				<b>920.10</b>		
<b>Cardmember Services Total</b>						
<b>Total for Voucher Type: Online</b>						
<b>Voucher Type: Prepaid</b>						
Time Warner Cable BC	2,630	Cable Mar Apr 2022 Station 3	AA.3745.400.000	72.95	ACH	3/23/2022
		Cable Mar Apr 2022 - Station 2	AA.3745.400.000	72.95	ACH	3/28/2022
		Cable Mar Apr 2022 Station 3	AA.3745.400.000	38.47	ACH	3/28/2022
		Cable Mar Apr 2022 Station 1	AA.3745.400.000	538.00	ACH	3/23/2022
				<u>722.37</u>		
				<b>722.37</b>		
<b>Time Warner Cable BC Total</b>						
<b>Total for Voucher Type: Prepaid</b>						
<b>Voucher Type: Regular</b>						
Churchville Electric, Inc.	2,638	Cord reels in bay area	AA.3720.400.000	817.00		
		Service call - fuse for washer	AA.3720.400.000	120.00		
				<u>937.00</u>		
				<b>937.00</b>		

## Brockport Fire District Abstract of Audited Vouchers from 3/22/2022 to 4/04/2022

Claimant	Invoice Date	Invoice	Voucher # Description	Distribution Acct	A/P Owed	Check #	Chk Date
Churchville Fire Equipment	3/17/2022	197323	2,640 Replace batteries in R238	AA.3925.400.000	1,277.83		
	3/21/2022	197376	Fireade 2000 foam concentrate	AA.3820.400.000	475.00		
<b>Churchville Fire Equipment Total</b>					<u>1,752.83</u>		
Danny's Decals	1/30/2021	1778	2,641 Graphics on S-2327; small reflective decals;	AA.3830.400.000	210.00		
	1/30/2021	1778	Graphics on S-2327; small reflective decals;	AA.3935.400.000	450.00		
<b>Danny's Decals Total</b>					<u>660.00</u>		
De Lage Landen Financial Services,	3/20/2022	75832090	2,644 Copier lease - 03/15 - 04/14	AA.3525.400.000	145.44		
<b>De Lage Landen Financial Services, Inc. Total</b>					<u>145.44</u>		
EFPR Solutions, LLC	3/23/2022	318038	2,635 Accounting services	AA.3605.400.000	1,226.67		
<b>EFPR Solutions, LLC Total</b>					<u>1,226.67</u>		
Fire Service Safety Testing, Inc.	3/16/2022	3162201	2,648 Harness inspections	AA.3820.400.000	920.00		
<b>Fire Service Safety Testing, Inc. Total</b>					<u>920.00</u>		
Grainger	3/10/2022	885125757	2,645 Plug-in Utility Pump	AA.3820.400.000	1,440.09		
	3/14/2022	9242899673	Fire Hose Adapter	AA.3820.400.000	124.12		
<b>Grainger Total</b>					<u>1,564.21</u>		
Triple-O Mechanical	3/17/2022	43764383	2,646 Sloan flush valve	AA.3720.400.000	214.50		
<b>Triple-O Mechanical Total</b>					<u>214.50</u>		
Uniform Express	3/16/2022	48137	2,643 White Dress uniform w/ stripes	AA.3830.400.000	203.00		
<b>Uniform Express Total</b>					<u>203.00</u>		
Utica National Insurance Group	3/11/2022	100922178	2,642 Policy Renewal:	AA.3640.400.000	502.00		
<b>Utica National Insurance Group Total</b>					<u>502.00</u>		

# Brockport Fire District Abstract of Audited Vouchers from 3/22/2022 to 4/04/2022

Claimant	Invoice Date	Invoice	Voucher #	Description	Distribution Acct	A/P Owed	Check #	Chk Date
Westside News, Inc.	3/13/2022	123525	2,647	Legal notice - replace hot water tank at Station 1	AA.3630.400.000	107.70		
Westside News, Inc. Total						107.70		
<b>Total for Voucher Type: Regular</b>						<b>8,233.35</b>		

**Total:**  
 Vouchers 12,695.54  
 Total 12,695.54

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 9,875.82  
 Payroll 2,819.72  
 Total 12,695.54

4/4/2022  
 Date

Debra Bax  
 Debra Bax, Secretary Brockport Fire District



## **RedNMX Responsibilities 4/4/2022**

**Personnel Module and Roster – Deb**

### **Inventory**

- Technology Equipment – Greg and Deb
- Gear – Zach and Pom
- Radios and pagers – Greg additionally but Mike H. is updating changes
- We are well aware that the inventory needs a lot of work in many areas. For this reason, Greg did the initial entering of the technology equipment, radios and new pagers. New equipment inventory will need to be entered using the process Greg has set up. Mike H. will work with Greg on these entries.
- Need to set up a meeting to assure a process for entries that are needed for the reports the treasurer needs.

**NFIRS and Fire Reports – Mike V.**

**Attendance in NFIRS – Mike H.**

**Training and Events – Mike H.**

### **System Administrators**

- Greg, Deb, Mike V.