

Brockport Fire District Commissioners
Regular Meeting
February 7, 2022 6:44 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, Assistant Chief Tim Smith; Attorney Ray DiRaddo

Excused: Deputy Chief Jose Medina

Others Present: Adam Leggett, John Rombaut, Harold Mundy, Chris Martin, Gordon Bemis, Alex Cervini

Meeting called to order by Commissioner Connors at 6:44 PM

Pledge Moment of Silence

Public Comments – None

Approval of January 17, 2022 Minutes

Motion by Commissioner Hammel seconded by Commissioner Georgiev to approve the minutes of January 17, 2022 as read.

4 Yes 0 No 1 Abstained (Commissioner Bax was not in attendance)

Chief's Report

- Reviewed submitted reports.
- 100% of fire reports are completed.
- There will be an upcoming Fallen Firefighters Golf Tournament and will need the UTV again and for the Wellness Conference use of the van to transport personnel.
- Submitted a requisition for 6 additional pagers totaling \$4,023.
Motion was made by Commissioner Bird with no second for approval until the Treasurer can verify where the money will come from since only \$2,000 was budgeted for 2022 in this line item.
- Reminder that the digital pagers for the Deputy Chief and Assistant Chief need to be canceled since they are not using them. The Chief's pager is paid for by the county.

Deputy Chief's Report

- Reviewed submitted report.
- No questions at this time.

Assistant Chief's Report

- Reviewed submitted report.
- No questions at this time.
- Treasurer Kuhn indicated that a report will be provided at the next meeting regarding the truck repairs as we are already over budget for 2022.

Motion by Commissioner Hammel seconded by Commissioner Bird to accept the Chiefs' reports.

5 Yes 0 No

Treasurer's Report

- Backup 5G Cellular Internet – discussion regarding purchasing 1GB plan from For2Fi at a cost of \$25/month. This backup would be in place if the fiber were to go down. It is unlikely that this would happen but important to have the back-up, especially if we were in a storm mode situation where the internet was needed.

Motion by Commissioner Hammel seconded by Commissioner Bax to approve the purchase of the 1GB plan from For2Fi at a cost of \$25 per month. **5 Yes 0 No**

- Treasurer Kuhn reviewed additional budgeting items and inquired about the true monthly costs for phones. It was noted that we have to keep the POT lines, as well as the monthly tablet and cell phone fees.
- G&G Municipal Consulting and Grant Writing Meeting – Commissioner Connors would like to get a meeting set up which would include a representative from the Chief's Office and the BVFA. Commissioner Hammel indicated that we should be sending a letter to the county asking if there is any available money for COVID expenses. Commissioner Connors also indicated that it was suggested by Mr. Grasso of G&G Municipal Consulting and Grant Writing that we should be submitting a letter to our assembly member and senator.
- Discussion regarding the report from Paradigm Environmental for the asbestos testing in the boiler room. This report provides information for any future projects such as replacing the furnace and hot water heater. There was further discussion regarding the possibility of cleaning up or replacing the water heater.
- Commissioner Georgiev discussed his meeting with Labella Associates regarding their engineering services for a feasibility study at a cost of \$25,000. Commissioner Georgiev suggested that we discuss this with G&G Municipal Consulting and Grant Writing at our upcoming meeting as they mentioned that there may be an available grant to cover this.
- Commissioner Bird – several items to discuss
 - Indicated that the faucets and valves in the downstairs bathrooms need to be replaced.
 - Waiting for repairs to the urinals.
 - Has nothing against a new phone system or pagers but expressed concerns regarding replacing the furnace at Station 1. Treasurer Kuhn indicated that we have not budgeted this project in this year's budget. Commissioner Connors indicated that this is something we need to discuss with the grant writer and Treasurer Kuhn indicated that we should be getting quotes to replace both the furnace and hot water heater.
 - Commissioner Georgiev inquired as to how long are we planning to keep Station 1 and not replace it. Commissioner Connors indicated that this would require a public referendum.
- PIO Chris Martin – discussed the issues with snow around the hydrants and the fact that those who have hydrants on their property should assist by cleaning around them as this is not something that is always done by the firefighters. Possibly neighbors could be assisting neighbors who would be unable to do this.

Attorney DiRaddo

- Reviewed Legislative Updates
 - Minutes should be posted within 2 weeks and video, audio and written unabridged minutes can substitute.
 - Reviewed 3 symbols of hate that are not allowed to be part of the fire department or the fire service.
 - VFBL Benefits are at \$650 per week.
 - Partial Tax Exemption Law 466-K requires a minimum of 2 years of active service and permanent exemption for anyone with 20 plus years of service in order to be eligible.
- Who will be attending the commissioner training from Brockport with Attorney DiRaddo as the presenter in Brighton?
 - Commissioners Connors and Hammel and Assistant Chief Tim Smith will attend the training.

Commissioner Reports

- Commissioner Georgiev inquired if anything needs to be done regarding hosting the Monroe County Fire District Officers Association Meeting in April to be held in Brockport. Commissioner Connors made arrangements with the Brockport Veterans Club for use of their building and dinner arrangements.
- Commissioner Hammel indicated that, during the Fallen Firefighter Wellness Conference, there may be individuals who want to visit the museum in Brockport. John Rombaut indicated that this is a possibility. Commissioner Hammel suggested that there should be better lighting on the memorial at the museum. John Rombaut indicated that, at one point, there was the start of a proposal with National Grid for some better lighting by placing a light on a pole on Park Avenue. That information was passed along to the BVFA.
- Commissioner Hammel – status of the sign board in the main hallway and will it be worked on?




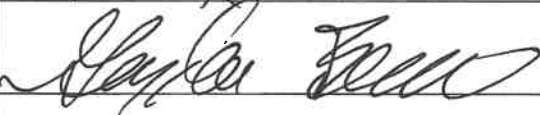


Motion by Commissioner Hammel seconded by Commissioner Bird to adjourn. **5 Yes 0 No**

Meeting adjourned at 8:03 pm.

Respectfully submitted,
Debra L. Bax, Secretary

Brockport Fire District
~~Public Hearing~~ Regular Meeting
February 7, 2021 ~~6:30 pm~~ 6:44pm
Brockport Fire District Station #3
191 West Avenue, Brockport NY 14420

Sign-In Sheet

PRINTED NAME	SIGNATURE
HAROLD MUNDY	
CHRISTOPHER MARTIN	
John Rombaut	
Gordon Bemis	
Adam Leggett	
Alex Corvini	



Brockport Fire District Meeting Agenda

February 7, 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. Open Public Hearing – “Partial Tax Exemption Real Property Tax Law §466-k”
4. Resume Regular Meeting
5. Approval of Minutes from the Regular Meeting of January 17*
6. BVFA representative
7. Chief’s Reports *
8. Treasurer’s Report:
 - Semi-Monthly Report
 - Lowes card for Maintenance
 - Interest Comparison Report 2021
 - PO and Requisition Process write up
 - Payment of Bills *
9. Secretary’s Report:
 - Physicals 2022
 - Harassment Training
 - Policies
10. New/Old Business:
 - Resolution for Phone System Quotes
 - Motion for redundant internet (backup 5G Cellular Internet)
 - Set up meeting with G&G Municipal Consulting & Grant Writing
 - Results from Paradigm for Asbestos testing in Boiler Rm. at Station 1.
 - LaBella Proposal for Feasibility Study & Pre-Referendum Services.
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

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 February 1, 2022

Fire Calls:

Year to Date Fire Calls: 1/1/22 - 1/31/22: 84
Fire Calls for January: 1/1/22 - 1/14/22: 36
Prev. year comparison: 2021 2022 2021 2022

JAN:	68	84	JULY:	
FEB:			AUG:	
MARCH:			SEPT:	
APRIL:			OCT:	
MAY:			NOV:	
JUNE:			DEC:	

Number of calls per category:

EMS: 17
MVC: 27
STRUCT A: 0
STRUCT B: 3
CO/FUMES: 4
AUTO ALARMS: 20
M/A GIVEN: 1
SERVICE CALLS: 10
RECREATIONAL FIRES: 2

Missing Fire Reports: 2

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

The Chiefs office would like to thank everyone that covered the jobs for the Month of January. Your time and dedication is very much appreciated. To go along with this it would be nice to see some fresh faces on the trucks taking calls and attending drills to help carry the load of all these calls this district runs. Our numbers keep going up year after year. Remember many hands make lite work.

DISTRICT DETAILS:

- Nothing at this time

General information:

- The station assignments for 2022 is as follows:
St1 & 5 Captain Adam Leggett / Brian Smith
Lieutenant Alex Cervini
St 2 & 3 Captain Scott Smith
Lieutenant Matt Nauerth

If anyone finds any issues with the trucks or the stations please start with notifying the station Captains and Lieutenants and they will take the issues to the proper people.

- I received a letter from the Veterans Outreach Center thanking us for our participation in the funeral procession for Gary Beikirch on Saturday January 8th.
- We were given 150 rapid covid test kits from the County. If anyone would like one please see an Officer as they are in the Line Officers Office.
- Mike Vergari did up the final report for the Brockport Fire District for the year 2021. I have it if anyone wants to see it.
- Please remember to keep the trucks cleaned and straightened up. Make sure there is no masks, bailout bags, water bottles and rubber gloves laying all over the inside of the trucks.
- It would be nice if everyone that has a gear locker at a station go through and straighten it up and make it look presentable. We get other firefighters that come in for gear and equipment inspections and you would hate have the firehouses look a mess.
- I will be putting in a requisition to purchase 6 new voice pagers. I have already talked to the next 5 firefighters on the list that will be getting the pagers. I am also looking at putting a pager in the bunk room because of the issues with the bell system in the bunk room.
- All the Chiefs at the Executive Chiefs meeting needed to fill out a questionnaire of who had vans or buses and off road vehicle that the county could use to shuttle families of fallen firefighters around for the wellness conference that runs May 17-20. I offered up the van for shuttling families and the off road for the golf tournament.

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

February training

2/1 meeting

2/5 make up class

2/8 hands on bailout at Spencerport st 1 /make ups

2/15 ice water rescue hands on

2/22 truck maintenance

Right now we have firefighters signed up for classes in both Monroe and Genesee county. The sexual harassment on line class will be sent out via email soon. 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.

I will be out of town from 20th of February until the 25th of February

Any questions feel free to call or email me

Respectfully Submitted,

Deputy Chief Jose Medina



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

Assistant Chief Report 2/1/22

- Ladder and life safety inspection was completed on everything except the Quint because it was due out for PM at the time of inspection.
 - All the ladders passed
 - The water rescue rope on R238 failed. It has been replaced with new rope already.
- So far most of the gear that has come back from inspection has passed, we have not lost a lot of gear other than what is out dated
 - The 10 people getting fitted for new gear have been notified and should be fitted by the end of the week so that it can be ordered. They are looking at a very long ship date, possibly over a year.
- 230 is back in service from Churchville, I have not gotten the final bill for that.
- 238 had a burning odor that was noticed on start up, it was caused by loose battery terminal connections
 - 6 batteries had to be replaced because the loose connections ruined the batteries.
 - The sensor for the rear step has been ordered once again and will be replaced as soon as it comes in.
- Trucks are finishing up PM work, now that they have all been done through Churchville Fire hopefully going forward we will have less problems and less work found during future PM.
- Mike Henry has been a huge help with getting the work on the Q230 done and getting us the updates we are looking for such as quotes. While Churchville is still without a service manager it has not been the easiest to get a hold of or contact.

Phone System Comparison

Vendor	Phone Type	Upfront Cost	Monthly Cost
Upstate Communications	On premises Yeastar S50 phone system: Includes 11 T53W phones, 1 CP965 Conference phone, 3 portables.	\$6,120.50	\$51.00
EasyCom	On premises Yeastar phone system: includes 11 T43u phones, 1 CP960 Conference phone, 3 W56P portables	\$4,800.46	\$326.07
Just Solutions	On premises Starbox phone system: includes 11 T46U phones, 1 CP930W Conference phone, 3 W60P portables	\$7,262.95	\$298.43

5 year cost

Notes

\$9,180.00

This quote also includes work to combine redundant lines in stations 1, 2 and 3

\$24,364.30

There would be additional charges to move lines that need to be moved.

\$25,168.75

There would be additional charges to move lines that need to be moved.

February 1, 2022

David Georgiev
Commissioner
Brockport Fire District
38 Market St,
Brockport, NY 14420

Re: Proposal for Feasibility Study & Pre-Referendum Services
Proposal Number: P2201084

Dear Mr. Georgiev:

LaBella Associates, DPC appreciates the opportunity to submit a fee proposal for Architectural and Engineering Services for the Fire District Feasibility Study to be located within the Village of Brockport, N.Y. We are confident that the LaBella team is ideal to assist the Fire District in completing all projects related to its current and future goals.

Scope of Work:

We understand that the Brockport Fire District will be looking into options for either renovation of the existing four stations and/or the potential construction of a new facility on the existing site or a site nearby that will be located within the Village of Brockport.

Expenses for any Site and Building Surveying, Environmental/Hazardous Material Testing and Air Monitoring (if required), SWPPP/Associated Reporting, Environmental Building Surveying, Grant Writing, Traffic Studies, and other standard reimbursables, will be provided as an additional services fee not part of our base services.

Our professional services will consist of three phases. Below are the breakdown of these services and the scope of each:

- **A – PROGRAMMING AND FEASIBILITY STUDY:**

1. LaBella will work with the Fire District and provide a feasibility study, deficiency list and a report of any proposed potential renovations to the existing four stations as well as the potential construction of a new facility.
2. Determine program requirements for both options, renovation vs. new build.
3. Provide SEQRA process and documentation for the renovation portion. Separate fee for new build portion.
4. Provide proposed new site evaluation should the program analysis define the need for one.
5. Deliverable will be a bound report with all findings.

- **B – PREPERATION FOR REFERENDUM:**

1. Provide an estimate of overall project/construction costs for the selected options determined from the feasibility study.
2. Provide conceptual design site plan, floor plans and elevations.



- 3. Develop building massing/rendering.
- 4. Deliverables will be documents listed above.

• **C – PUBLIC SUPPORT CAMPAIGN:**

- 1. LaBella will work with the Fire District to develop a plan to present to the public and convey the importance of the project moving forward. We will work together to create a schedule of public forums along with required advertisements and press releases.
- 2. Lead public meetings/presentations (likely 3).
- 3. Work with your financial advisor to determine tax impacts.
- 4. Deliverables will include a package of referendum documents and analysis for distribution to the Department Members.

Contract Exclusions:

- 1. Remedial building materials survey and testing as part of site/building renovations/demolition.
- 2. Traffic Studies and associated Traffic light study.
- 3. Geo-Technical Engineering.
- 4. Site Survey and associated grading plan.

Additional A/E Services:

Additional services, when authorized by the Fire District, will be invoiced on a cost-plus reimbursable basis or as negotiated. The hourly rates schedule is outlined below:

- Reimbursables: Due to the nature of the work LaBella Associates, DPC recommends carrying a reimbursement allowance to be utilized for milage, postage and copying. The recommended allowance is: **\$2,500**
- Building Surveying for disturbance of Asbestos, Lead or PCB materials and testing
The recommended allowance is: **Hourly Rate plus Expenses**

• **2022 Hourly Rate Schedule**

Personnel Classification	Rate
Principal	\$ 150
Project Manager	\$ 140
Sr. Engineer/Architect	\$ 110
Project Engineer/Architect	\$ 105
Engineer/Architect	\$ 90
Interior Designer	\$ 80
Environmental Analyst/Tech III	\$ 85
Sr. Designer/Technician	\$ 85
Designer/Junior Engineer	\$ 70
Drafter/Tech II	\$ 65
Drafter/Tech I	\$ 50
Administrative Support	\$ 45

Invoices:



Invoices for Service Phases will be issued monthly based on our hourly time for work completed and/or percentage of phased completion. The invoices are to be paid within 30 days of the invoice date.

Fee Cost:

To properly provide a fee associated with the work, LaBella Associates has broken the estimated fee into the below four-part categories:

	Fee
1) Program and Feasibility Study	\$ 14,300
2) Preparation for Pre-Referendum Services	\$ 4,600
3) Public Support Campaign	\$ 3,600
4) Reimbursables (Allowance)	<u>\$ 2,500</u>
TOTAL	\$ 25,000
 5) SEQRA Fee – If Required for Proposed New Site Option.	 \$ TBD

Acceptance:

If the terms and conditions of this agreement are acceptable, please execute by signing below and return it to our office.

LaBella Associates, DPC Acceptance:

Brockport Fire District:

Signature

Signature

Daniel A. Pieters, AIA
Name

David Georiev
Name

Vice President
Title Date

Title Date

We appreciate the opportunity to serve your professional design needs and look forward to working with you toward a successful completion of this project. If you have any questions, please do not hesitate to contact me at (585) 287-9106.

Respectfully Submitted,
LABELLA ASSOCIATES, DPC

David M Kaye, AIA
Sr. Project Manager