Brockport Fire District Commissioners Organizational Meeting Minutes

January 3, 2024 6:30 pm
Brockport Fire Station #3
191 West Avenue, Brockport NY 14420

Present: Commissioners Patricia Connors, Allyn Hammel, Michael Koss; Treasurer Debra Kuhn;

Secretary Debra Bax; Attorney Ray DiRaddo

Excused: Commissioner Bill Bird; Commissioner David Georgiev

Others Present: See Attached Sign-in sheet

Meeting called to order by Treasurer, Debra Kuhn at 6:30 pm.

Pledge

Moment of Silence

Treasurer Debra Kuhn opened the floor for nominations for Chairman and Vice Chairman of the Board of Fire Commissioners.

Oath of Office for new Commissioner - Michael Koss

Appointment of Chair and Vice Chair of the Board of Fire Commissioners

Motion by Commissioner Hammel seconded by Commissioner Koss to approve Commissioner Patricia Connors as Chairwoman for 2024. **3 Yes 0 No**

Chairwoman Connors continued with the meeting.

Motion by Commissioner Connors seconded by Commissioner Koss to approve Commissioner Hammel as Vice Chairman for the year 2024. 3 Yes 0 No

RESOLUTION: 2024-1

Administration of the Oath of Office for the Brockport Volunteer Firefighters Association Officers for the year 2024 administered by Attorney DiRaddo:

Chief Jose Medina, Deputy Chief Tim Smith, Assistant Chief Adam Leggett

Fire Captains: Brian Smith, Scott Smith, Jim Juby

Fire Lieutenants: Matthew Nauerth Fire Police Captain: Cheryl Wiest Safety Officer: Michael Henry

Oaths of Office Administered by Attorney Ray DiRaddo

Oath of Office Captain Jim Juby
Oath of Office Assistant Chief Adam Leggett
Oath of Office Deputy Chief Tim Smith
Oath of Office Chief Jose Medina

Oath of Office Secretary Debra Bax
Oath of Office Treasurer Debra Kuhn

RESOLUTION: 2024-2 Appoint Secretary and Approve Salary

BE IT RESOLVED, that Debra Bax is hereby appointed secretary of the Brockport Fire District for the year 2024.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve Debra Bax as Secretary and to receive a stipend of \$15,046 as approved in the 2024 Budget for the year 2024, paid in bi-weekly installments. **3 Yes 0 No**

RESOLUTION: 2024-3 Appointment Treasurer and Approve Salary.

BE IT RESOLVED, that Debra Kuhn is hereby appointed Treasurer of the Brockport Fire District for the year 2024.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve Debra Kuhn as the Treasurer and to receive a stipend of \$20.06 per hour as approved in the 2024 Budget for the year 2024, paid in bi-weekly installments. **3 Yes 0 No**

RESOLUTION: 2024-4 Appoint Attorney

BE IT RESOLVED, that Ray DiRaddo is hereby appointed the attorney for the Brockport Fire District for the year 2024.

General Counsel for the fire district provides legal services under a legal services contract, which legal services involves specialized skills and expertise in the area of Fire District Law and how it relates to the other areas of law impacting the fire service, a license to practice law in the state and special in-depth knowledge of the issues involved in representing a fire district. Moreover, legal service contracts are professional service contracts that frequently involve a relationship of personal trust and confidence between the Board and the Counsel. Accordingly, the board is of the opinion that the appointment of fire district counsel and the contract for legal services is exempt from the competitive bidding mandate. Legal services are not the type of "public work" which may be properly the subject of general competition based solely upon compliance with an objective, uniform standards set forth in specifications, with an award to the lowest responsible bidder. The board believes that it would be an unreasonable interpretation of the bidding statute to apply it to a contract for legal services for the fire district.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve.

3 Yes 0 No

RESOLUTION: 2024-5 Appointment of Public Information Officer

BE IT RESOLVED, the Board of Fire Commissioners appoints Christopher Martin as the Public Information Officer for the Brockport Fire District.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve. 3 Yes 0 No

RESOLUTION: 2024-6 Appoint Official Newspaper

BE IT RESOLVED, that the <u>Suburban News (Westside Edition) and Hamlin Clarkson Herald, as well as the Democrat and Chronicle and the Rochester Business Journal</u> be the designated official newspapers of the Brockport Fire District for the year 2024. The publications are in general circulation within the district.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve. 3 Yes 0 No

RESOLUTION: 2024-7 Meeting Dates 2024

BE IT RESOLVED, that the regular meetings of the Brockport Fire District will be held at the Brockport Fire District Station #3 at 191 West Avenue, Brockport NY on the first and third Mondays of the month at 6:30 pm unless otherwise noted:

January 3,15 October 7

February 5,19 October 15 Budget Hearing 6:30 pm March 4, 18 Regular Meeting 7:00 pm

April 1, 15 November 4, 18 May 6, 20 December 2

June 3, 17 December 10 (Tuesday) Annual Election 5:00-9:00 pm

July 1, 15 Station #3 – 191 West Avenue

August 5, 19 December 16

September 3 (Tuesday), 16

Motion by Commissioner Hammel seconded by Commissioner Koss to approve the

2024 Meeting Dates. 3 Yes 0 No

RESOLUTION: 2024-8 Bank

BE IT RESOLVED, that the Brockport Fire District use the Five Star Bank and NY Class Government Investment Pool as its official banks for the year 2024 or any other commercial bank within the fire district.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve. 3 Yes 0 No

RESOLUTION: 2024-9 Memberships

BE IT RESOLVED, that the Brockport Fire District will maintain membership in the following organizations for the year 2024:

Association of Fire District of the State of New York (AFDSNY)

Monroe County Association of Fire District Officers

New York State Fire Chief's Association

Volunteer Fire Police Association of the State of New York

Motion by Commissioner Hammel seconded by Commissioner Koss to approve.

3 Yes 0 No

RESOLUTION: 2024-10 Authorized Payments by Treasurer

BE IT RESOLVED, that the Treasurer of the Brockport Fire District is authorized to pay, in advance of an audit by this Board of Fire Commissioners of the District, the following claims. Such claims must be presented to the next meeting of the Board of Fire Commissioners of the District for audit:

Utility payments for electricity, heat
 Telephone payment
 Water Bill payments

- Payment to the US Postmaster for postage - Any other contractual periodic payments

- Payment for freight or delivery charges

- Salaries

Motion by Commissioner Hammel seconded by Commissioner Koss to approve. 3 Yes 0 No

RESOLUTION: 2024-11 Annual Update Document (AUD)

BE IT RESOLVED, that the Brockport Fire District Treasurer is hereby authorized, within 60 days after the end of the fiscal year, to submit to this Board of Fire Commissioners a copy of the Annual Report required by General Municipal Law §30, in lieu of a written statement showing the receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect from year to year until rescinded by this Board of Fire Commissioners.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve. 3 Yes 0 No

RESOLUTION: 2024-12 Treasurer Surety Bond

BE IT RESOLVED, that the surety bond for the Treasurer is in effect until later in the year, when the Policy renews, and will be reviewed by the Board of Fire Commissioners at that time. **Motion** by Commissioner Hammel seconded by Commissioner Koss to approve. **3 Yes 0 No**

RESOLUTION: 2024-13 Policies and Procedures

BE IT RESOLVED, that the Brockport Fire District reapprove the Policies and Procedures for 2024 as approved in 2023.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve. 3 Yes 0 No

RESOLUTION: 2024-14 Committees and Duties of the Fire Commissioners

BE IT RESOLVED, that the Committees and Duties of the Fire Commissioners be approved. **Motion** by Commissioner Hammel seconded by Commissioner Koss to approve. **3 Yes 0 No**

RESOLUTION: 2024-15 Town Law 176

BE IT RESOLVED, that the Board acknowledges their obligations under Town Law Section 176 and will take additional action as may be necessary at future meetings.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve. 3 Yes 0 No

RESOLUTION: 2024-16 General Obligations Law

BE IT RESOLVED, that the provisions of Section 178D of the Town Law and Section 18 of the Public Officers Law, providing for the defense and indemnification of fire district officers, employees, fire department officers, and volunteer firefighters be applicable to the Brockport Fire District and Brockport Volunteer Firefighters Association; and

BE IT RESOLVED, that the resolution shall remain in force and effect until rescinded.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve. 3 Yes 0 No

End of the Organizational Meeting Items Portion of the Agenda

Brockport Fire District Commissioners Regular Meeting Minutes

January 3, 2024

Public Comments - none

Approval of December 18, 2023 Minutes

 Approval of the minutes will be held until the next meeting as Commissioner Koss had not yet been voted in at that time and only Commissioners Connors and Hammel could vote so there were not enough for a quorum.

BVFA – nothing

Chief's Report

- 1201 calls to date.
- Planning for the April 8, 2024 eclipse.
- Al Hoy was nominated for Firefighter of the Year by the American Legion Post 379. PIO
 Chris Martin indicated that this was a local award and will be submitted to Monroe
 County.

Deputy Chief's Report

- Mandatory trainings are beginning.
- Would like to plan for a large scale high rise drill in June or July.

Assistant Chief's Report

- Reviewed submitted report.
- Turnout gear was received.
- Will be doing one-on-one meetings regarding turnout gear preferences with the Interior and Exterior Firefighters.
- Would like to purchase several trial sets of different gear.
- No estimate yet on when the new fire hose will be received.
- Lost 1100 feet of large diameter hose off of 232.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve the Chiefs' Reports. 3 Yes 0 No

Treasurer's Report

Asked the Chiefs if they would like any specific reports that would be helpful to them.

RESOLUTION: 2024-17 Payment of Bills

BE IT RESOLVED, that the Treasurer is approved to transfer from the Vehicle and Equipment Capital Reserve Account \$382,815 to pay for the chassis for the 2025 Pierce Pumper, transfer from the Building and Facilities Capital Reserve Account \$25,319.11 for the Boiler at Station 1, to transfer \$33,639.09 to pay the Regular Bills and \$3,119.95 for Payroll from the General Fund Money Market Account to pay the regular bills and payroll and transfer all into the General Checking Account to pay the bills and payroll totaling \$384,893.15.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve. 3 Yes 0 No

Secretary's Report

- Tax Exemption It was agreed that the resolution to hold the Public Hearing will be done
 at the next meeting in January.
- 2024 Physicals working on additional avenues for after-hours testing.
- Email groups there were not many to change this year.
- Need to purchase a new ID Printer and Printer for the Commission Office plus bring the current printer in the Commission Office to Station 3.
- Need to request and review the agreement for pricing from Alpine.

Attorney DiRaddo - nothing

New Business/Commissioners

Commissioner Hammel

- Waiting to hear back from Jim Gaze regarding the Exempts property.

Treasurer Kuhn

- Is the boiler project complete? Commissioner Koss indicated that there are still items to be looked at regarding the project.

Chris Martin

 The bricks for the National Fallen Firefighters Foundation were paid for and acknowledged.

Chief Medina

- Inquired about Bryx for the outlying stations. Chairwoman Connors indicated that the project was approved but it was agreed to wait until after the first of the year then all 3 stations could be completed (Stations 2, 3, and 5).

Assistant Chief Leggett

 Inquired what will be done with the Tahoe that is being replaced? Can it be used for rehab?

Motion by Commissioner Hammel seconded by Commissioner Koss to adjourn. 3 Yes 0 No Meeting adjourned at 7:15 pm.

Debra L. Bax, Secretary Brockport Fire District 38 Market Street Brockport NY 14420

Brockport Fire District ntative) Meeting Agenda

January 3, 2024 6:30 PM

1.	Public Comment
2.	Approval of Minutes from the Regular Meeting of December 18.
3.	BVFA representative
4.	Chief's Reports *
5.	Treasurer's Report: • Semi-Monthly reporting – information needed • Payment of Bills *
6.	Secretary's Report: Tax Exemption Public Hearing Physicals 2024 After-hour testing for drugs/alcohol Email groups
7.	New/Old Business/Commissioner Reports: •
8.	Attorney Ray DiRaddo —
9.	Executive Session – No.
10.	Motion to adjourn by seconded by Meeting adjourned atPM

(*Motion to approve)

Brockport Fire District Regular Meeting January 3, 2024 6:30 pm Brockport Fire District Station #3 191West Avenue, Brockport NY 14420

Sign-In Sheet

SIGNATURE PRINTED NAME

BROCKPORT FIRE DISTRICT

Organizational Meeting Agenda January 3, 2024

Meeting called to order by Treasurer, Debra Kuhn Pledge Moment of Silence

Once the Chair and Vice Chair are selected, the meeting will continue with the newly elected Chair.

Organizational Meeting Items

- Oath of Office for new Commissioner
- Selection of Chair
- Selection of Vice Chair
- Appoint and Oath of Office for 2024 BVFA Line Officers RESOLUTION 2024-1

•	Appoint Secretary and Approve Salary	RESOLUTION 2024-2
•	Approve Treasurer and Approve Salary	RESOLUTION 2024-3

•	Appoint Attorney	RESOLUTION 2024-4
•	Appoint Public Information Officer	RESOLUTION 2024-5
•	Appoint Official Newspapers	RESOLUTION 2024-6
•	Approval of 2024 Meetings	RESOLUTION 2024-7
•	Approve Official Bank	RESOLUTION 2024-8

Memberships (approve maintaining memberships in organizations for 2024) RESOLUTION 2024-9

•	Resolution for Authorized Payments by the Treasurer	RESOLUTION 2024-10
•	Annual Update Document (AUD)	RESOLUTION 2024-11
•	Treasurer Surety Bond	RESOLUTION 2024-12
•	Policies and Procedures	RESOLUTION 2024-13
•	Committees and Duties of the Fire Commissioners	RESOLUTION 2024-14
•	Town Law 176	RESOLUTION 2024-15
•	General Obligations Law	RESOLUTION 2024-16

Oath of Office for Secretary and Treasurer

The above ends the Organizational Meeting Items Portion of the Agenda



Brockport Fire District

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

Chief: Jose Medina
Deputy Chief: Tim Smith
Assistant Chief: Adam Leggett

Assistant Chiefs Report
Date: 1/2/24

Apparatus Maintenance: Per Mike Henry's report

Equipment:

Turnout gear-Order is in. Please get with Zach and Pom once it is inventoried and to make sure it fits.

I will be doing one on one meetings about turnout gear preferences with the interior FFs and exterior FFs.

Hose-No ETA at the moment.

New chief's truck- Going to EV this week.

Personnel:

The Recruitment and Retention committee is meeting on the second Monday each month. We encourage all to come and bring forward any ideas.

Personnel Improvement Initiatives

Standby Firefighter Program- If you know of any FFs from other agencies who would like to come and get more calls with us please let them know this is an option.

Nothing new to report.

Bunk-In/Live-In Program:

Nothing new to report.

Explorers/Junior FFs-



Brockport Fire District

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

Chief: Jose Medina
Deputy Chief: Tim Smith
Assistant Chief: Adam Leggett

The SOG is being finalized for the program. The BVFA will need to adopt a bylaw change for minimum membership of age 16. The District is adding the needed insurance coverage for juniors. Once these items are in place we will start actively recruiting for it. We do have a couple of kids that are already interested.

Current Active Personnel Status

Officers	Interior FF	Exterior FF	Recruit/Probie	Fire Police	EMT/CFR
					13 EMT
8	21	5	13	5	3CFR

Details

1/31-Girlscouts tour 1530

April 8 2024- Total Eclipse - All hands on deck. If you don't already have the day off of work please try to take it off. All schools will be closed and travel throughout the region will be very difficult that day and evening. The Monroe Co Fire Bureau is aware of Brockport being a hot spot for this event and will be supporting us. They are bringing in 7 ALS ambulances from outside the region to Monroe Co for the day before, day of, and the day after, but the EMS system will likely still be strained that day. We are starting to plan where to pre-positioning our resources for directly after the event.

Physicals 2024

April 11 and 13- save the dates.

LEGAL NOTICE BROCKPORT FIRE DISTRICT 2024 MEETING DATES

All meetings will be held at Brockport Fire District Station #3, 191 West Avenue, Brockport NY 14220, unless otherwise noted.

Meetings are held on the first and third Monday of the month at 6:30 pm, unless otherwise noted.

January 3 Organizational Meeting (Wednesday)

January 15

February 5

February 19

March 4

March 18

April 1

April 15

May 6

May 20

June 3

June 17

T 1 4

July 1

July 15

August 5

August 19

September 3 (Tuesday)

September 16

October 7

October 15

Budget Hearing

6:30 pm

Regular Meeting

7:00 pm

November 4

November 18

December 2

December 10 (Tuesday)

Annual Election 5:00 pm - 9:00 pm

Station #3 - 191 West Avenue

December 16

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

Coucher # Coucher #	Brockport Fire District ted Vouchers from 12/19/2023 to	o 1/03/2024	
PR 2023.12.16 12/22 Payroll AA.3405.100.000 PR 2023.12.16 12/22 Payroll AA.3415.100.000 PR 2023.12.16 12/22 Payroll AA.345.100.000 PR 2023.12.16 12/22 Payroll AA.345.100.000 AA.345.100.000 PR 2023.12.16 12/22 Payroll AA.9050.800.000 PR 2023.12.16 12/22 Payroll AA.9050.800.000 PR 2023.12.16 12/22 Payroll AA.9056.800.000 PR 2023.12.16 12/22 Payroll AA.9056.800.000 PR 2023.12.16 12/22 Payroll AA.9056.800.000 PR 2023.12.16 12/22 Payroll AA.3740.400.000 AA.3740.400.000 AA.3740.400.000 AA.3745.400.000 AA.3720.400.000		A/P Owed Check #	Chk Date
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12/18/2023 1774 Enter drops for Cameras and TV AA.3620.400.000 5.250.00 6artland Technologies, LLC Total 5.250.00	l,	250.00	

Run: 12/28/2023 at 7:36 AM

Abstract of Audited Vouchers from 12/19/2023 to 1/03/2024

	Abstract of Addited Voucilers In	Irom 12/19/2023 to	23 to 1/03/2024	2024	
Claimant	Voucher #				
Invoice Date Invoice	Description	Distribution Acct	A/P Owed	Check #	Chk Date
GVC Industries 12/03/2023 3086-2596 GVC Industries Total	6,960 Shine On (6 Gallon) pails	AA.3960.400.000	2,949.05	\	
Haun Welding Supply, Inc 12/20/2023 3321765 Haun Welding Supply, Inc Total	6,948 Oxygen cylinders	AA.3825.400.000	41.98		
Jim's Service 12/14/2023 32773 Jim's Service Total	6,955 Oil change on T236	AA.3975.400.000	952.78	_ `	
LaBella Associates 11/30/2023 213796 LaBella Associates Total	6,949 Station 1 Boiler replacement	AA.4105.200.000	3,200.00		
Landry Mechanical Contractors 12/22/2023 Payment #4 12/26/2023 Pmt App 3 Landry Mechanical Contractors Total	6,961 Boiler Replacement Payment application #4 Boiler replacement payment application #3	AA.4105.200.000 AA.4105.200.000	20,611.92		
Lewis General Tire, Inc. 12/07/2023 177553 Lewis General Tire, Inc. Total	6,959 New tires	AA.3975.400.000	7,726.78		
Northside Service Center 12/20/2023 134133 12/27/2023 134250 Northside Service Center Total	6,951 Tires for 2020 Tahoe Oil Change - 2022 Silverado 2500HD	AA.3940.400.000 AA.3981.400.000	1,038.00 85.95 1,123.95		
Raymond S. DiRaddo Esq. 12/26/2023 23531 Raymond S. DiRaddo Esq. Total	6,963 Legal services for 2023	AA.3610.400.000	6,020.00		
Triple-O Mechanical 11/22/2023 81709842 Triple-O Mechanical Total	6,964 Cascade tankless water heater error code	AA.3720.400.000	233.00		
Village of Brockport 12/13/2023 2023.21 Village of Brockport Total Total for Voucher Type: PriorYear	6,952 Electric service - November 2023	AA.3705.400.000	1,239.94 1,239.94 56,955.16		
Voucher Type: Regular					
Firematic Supply Company, Inc 12/21/2023 2023.12 Firematic Supply Company, Inc Total	6,953 Deposit on new Pierce Saber Pumper	AA.4007.200.000	322,815.00		

Run: 12/28/2023 at 7:36 AM

Page: 3

Abstract of Audited Vouchers from 12/19/2023 to 1/03/2024

Claimant	Invoice Date Invoice	Invoice	Voucher # Description	Distribution Acct	A/P Owed	Check #	Chk Date
ب ر	Local Government Support Services 11/01/2023 1031 Local Government Support Services	Local Government Support Services 11/01/2023 1031 Local Government Support Services LLC	6,941 Accountants Nove 2023 C Total	AA.3605.400.000	1,226.67	0006489	12/19/2023
5 5	Utica National Insurance Group 12/12/2023 100922178 Utica National Insurance Group Total	ational Insurance Group 12/12/2023 100922178 ational Insurance Group Total	6,954 Commerical Package and Auto Commercial policy	AA.3640.400.000	143.00		ê
W. We Total for V	Westside News, Inc. 12/17/2023 13494 Westside News, Inc. Total Total for Voucher Type: Regular	134943 Total egular	6,950 Legal Notice - 2024 Meeting Dates	AA.3630.400.000	76.20 76.20 324,260.87		
			Total:				
			Payroll Vouchers Total		3,119.95 381,773.20 384,893.15		

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:

Building Rsv (Legal Notice) General Payroll Vehicle Rsv (Legal Notice) Total

25,319.11 Boiler Pampanish # 3 # 4.
33,639.09
3,119.35
322,815.00 Chassis Payment Flore Pimper 2025
384,893.15

Debra Bax, Secretary Brockport Fire District