

Brockport Board of Fire Commissioners
Regular Meeting
September 3, 2024 6:30 pm
Brockport Fire District Station #3
191 West Avenue, Brockport NY 14420

Present: Commissioners Patricia Connors, Allyn Hammel, Bill Bird, Mike Koss, David Georgiev; Secretary Debra Bax; Treasurer Debra Kuhn; Chief Jose Medina, Deputy Chief Tim Smith, Assistant Chief Adam Leggett; Attorney Ray DiRaddo

Others Present: None

Regular Meeting called to order by Vice Chairwoman Connors at 6:30 pm.

Pledge Moment of Silence.

Public Comments – none

Approval of August 19, 2024 Regular Meeting Minutes

Motion by Commissioner Georgiev seconded by Commissioner Koss to approve as read.

4 Yes 0 No 1 Abstained (Commissioner Connors was excused from this meeting)

BVFA - nothing

Chief's Report

- The motorcycle ride will be Saturday 9/7 or Sunday 9/8 depending on the weather. They will be riding past the monument but will not be stopping this year.
- New EMS Program – since there is a need for some additional support for the program, Zachary Alexander is willing to do some of the work during his regular 20 hour work week. The commission did not have a problem with this as long as he feels he will have time to do this.
- Chief Medina thanked Commissioners Bird and Koss for taking care of the bottled water issue during the Sunnking fire. Commissioner Bird indicated that John Rombaut also assisted them.

Deputy Chief's Report

- Two Firefighters will be attending the IFO Class in Ontario County (FF Matt DeLucia and Mike McCracken). They will use a district vehicle to attend the classes.

Assistant Chief's Report

- 230 aerial testing will be tomorrow.
- The RollNrack has arrived.

Motion by Commissioner Hammel seconded by Commissioner Koss to accept the Chiefs' Reports.

5 Yes 0 No

Treasurer's Report

RESOLUTION: 2024-42

Payment of Bills

BE IT RESOLVED that the Treasurer is approved to transfer \$2,005.79 from the Buildings and Facilities Capital Reserve Fund for the flooring in the Chief's Office; \$6,749.61 from the Miscellaneous Capital Reserve Fund for the Station 5 front entrance concrete project and the Chief's Office Furniture, \$4,921.78 for the regular bills and \$3,178.50 for payroll from the General Fund Savings Account and deposit all into the General Fund Checking Account to pay the bills totaling \$16,855.58.

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

- Discussion regarding the Budget Hearing on Tuesday, October 15, 2024 at 6:30 pm with the Regular Meeting to follow at 7:00 pm. After further discussion, the commission decided to cancel the October 7, 2024 Regular Meeting with the only Regular Meeting in October 2024 to be on October 15 at 7:00 pm after the Budget Hearing. Then the next Regular Meeting will be held on November 4, 2024 which will put our meetings back on schedule for the remainder of the year.

Secretary's Report

- Physicals
 - Five people have submitted member applications which still need BVFA approval. The commission indicated that their arson/sex offender forms can be sent out once the applications have been received but the physical forms will not be put out until after the BVFA approves the applications.
- Cancer Benefit Program
 - The reporting process is twofold; the insurance company requires that a report be filed which they usually notify us of in October and the report for OFPC is Due December 1 of each year. The reports are different so one cannot be used for another.

New/Old Business/Commissioner Reports

- Discussion regarding the Station 2 Roof Project and accepting the proposal by Oaks Roofing and Siding. Attorney DiRaddo suggested that we get information regarding proof of insurance and Treasurer Kuhn indicated that payment will be made upon completion of the job after inspection.
Motion by Commissioner Hammel seconded by Commissioner Bird to approve Oaks Roofing and Siding for the roof project at Station 2 pending proof of insurance information. Additionally, awarding the contract to Oaks Roofing and Siding at a cost of \$27,436.95 was based on the criteria of a 50 year shingle warranty, 25 year workmanship, and replacement of vinyl siding and missing fascia. **5 Yes 0 No**
- Paving at Station 3
 - Commissioner Bird indicated that the milling will be done tomorrow and blacktop will be done on September 11 or 18. Trucks are to stay off of the blacktop for a week.

- Preventative maintenance for furnaces and air conditioning.
Motion by Commissioner Bird seconded by Commissioner Koss to approve Triple O for the furnace and air conditioning maintenance for the district. **5 Yes 0 No**

Commissioner Bird

– Truck 235 is being fixed once parts are located and ordered for it.

Commissioner Koss

- Will look at some type of recognition for the project that Jacob Rombaut did at Station 5 for a future presentation.

Motion by Commissioner Hammel seconded by Commissioner Bird to adjourn Regular Session and move to Executive Session for discussion under Public Officers Law Article 7

Section 105 (1) h. **5 Yes 0 No**

Moved to Executive Session at 7:10 pm.

Motion by Commissioner Hammel seconded by Commissioner Georgiev to leave Executive Session and move back to Regular Session.

Moved back to Regular Session at 7:31 pm.

- **Motion** by Commissioner Hammel seconded by Commissioner Georgiev to deem the list of items presented as scrap and waste and of no value to the district. **5 Yes 0 No**

As there was no further business to come before the Board, Commissioner Hammel made a motion to adjourn the meeting, seconded by Commissioner Bird. **5 Yes 0 No**

Meeting adjourned at 7:33 pm.

Respectfully submitted,
Debra L. Bax, Secretary
Brockport Fire District

- 2 - Folding Chair Racks
- 3 - Square Café Tables
- 39 - Metal Folding Chairs
- 4 - Horizontal 2 Drawer Filing Cabinets
- 1 - Metal Shelf

9/3/24 Regular Meeting

Motion to ~~determine~~ deem
these items as scrap with
no value to the district

Allyn Stimmel

David Geoghegan

5 yes 0 no



Brockport Fire District (Tentative) Meeting Agenda

September 3, 2024

6:30 PM

1. Pledge of Allegiance by all present at 6:30 PM.
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. Recognition of Jacob Rombaut for Eagle Scout Project at Station 5.
5. Approval of Minutes from the Regular Meeting of August 19.
6. BVFA representative
7. Chief's Reports *
8. Treasurer's Report:
 - Semi-Monthly Report
 - Payment of Bills *
9. Secretary's Report:
 - Physicals
 - Cancer Benefit
 - Legal Notice approval for Budget Hearing & 2024 Calendar for 2025 Budget.
10. New/Old Business/Commissioner Reports:
 - Roof for Station 2
 - Paving at Station 3
 - Preventive Maintenance by Triple O
11. Attorney Ray DiRaddo –
12. Executive Session – Yes. (Public Officers Law—Article 7, Section 105(1)(h) – proposed acquisition, sale or lease of real property.)
13. Motion to adjourn.

(*Motion to approve)



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: 9/3/24

Apparatus Maintenance: Per Mike Henry's report.

Chief's office: We are finishing up sorting through the old items.

Equipment:

Turnout gear- We received Scott Smith's new set of gear. It was ahead of the others due to being a standard measurement with no alterations needed. The others should be arriving shortly.

Lucas CPR Machine- The Exempts are considering purchasing and donating a Lucas Machine and then donating it to the district. They will have a demonstration on sept 9 before their meeting if anyone would like to attend and learn more about it.

RollNRack- Ordered

Personnel:

Recruitment and Retention- Meat raffle completed and the winners are posted on facebook.

Bunk-In/Live-In Program:

MCC- Nothing new

Grant- Nothing new

Junior/Youth FFs-

I've received their policies and have passed them along to the other interested parties to review. After I return from vacation I plan to have a meeting to finalize our policies in order to start recruiting efforts, possibly get into the school and actively recruit.



Brockport Fire District

38 Market Street • P. O. Box 131

Brockport, NY 14420

Chief: Jose Medina

Deputy Chief: Tim Smith

Assistant Chief: Adam Leggett

Current Active Personnel Status

Officers	Interior FF	Exterior FF	Onboarding	Fire Police	EMT/CFR
9	18	4	13	5 3R	13 EMT 3CFR

4 FFs on leave.

Details

Sept 7 - Motorcycle Ride

Sept 11- Vigil

Sept 27 -1400-1600 Seymour Library Truck Rodeo

Sept 28 1200-1500 Community Services Fair- Recruiting event.

Physicals 2024

Completed. Follow ups are being completed case by case.

**Brockport Fire
District**

Deb Bax <dbax@brockportfire.org>

Status

1 message

Michael Henry <mhenry@brockportfire.org>

Tue, Sep 3, 2024 at 1:01 PM

To: Active Members <active@brockportfire.org>, District Executive Board <districtexecutiveboard@brockportfire.org>

All,

09/03/2024

Out of service

- **P-235** - Out of service for accident damage, at Firematic for repair, waiting on parts

Current issues with equipment:

- **Q-230** -
 - Fuel tank is slow to go between 1/2 and full tank. Sending unit issue needs more help to work on
 - Officers side handle by rear step is scraped up but working. Will have replaced on next maintenance.
- **P-233**- Driver side rear door has dent.
- **P-235** - On hold
 - Officers side scene light not working, unrepairable needs to be replaced
 - Officers side inlet missing handle
- **P-234** -
 - Small Leak from front suction drain, EVS ordered a new drain
- **R-238** -
 - The camera is in bad shape and needs to be replaced. EVS ordered a part, still waiting.
 - Small leak from passenger front Hurst tool controller. EVS needs to investigate who should repair.

Inspections scheduled:

- **S-2337 DO Vehicle** - due for Inspection, Oil Change and tire rotation
Monday 9/9
- **Q-230** - Annual Aerial Testing 9/4 at Firematic

Completed



Notes:

Future Maintenance:

- R-238 - Submitted a paint warranty claim to Rosenbauer on body issues on the Officers side
- Inspections due in September: R-238, P-233, P-234, S-2367
- Pump Tests due in September: P-233 and P-234

Mike Henry

Administrative Assistant to Chiefs Office

Safety Officer / Past Chief

Brockport Fire District

Office#: 585-637-1036

Mobile#:585-260-6100

**Brockport Fire District
Station 2 Roofing Estimates 2024**

Vendor	Workscope	Cost	Terms	Warranty	Comments Questions
Oaks Roofing	Horizon Loc Metal roof and edging Tear off 1 layer to decking (additional layers will increase price) Replace plywood if needed (additional cost per sheet \$75) On site dumpster Tarps for roof debris Rake and Magnetic sweep High temp ice and water shield Pipe flashing and boots to seal existing pipes 1.4 inch boot Snow Guards - cleat style Replace step flashing	56,332.00	cash	5 year labor warranty through contractor	What is manufacturer warranty? (if we are interested in this option) If interested in metal we will need two additional quotes
Oaks Roofing	Shingles - Owens Corning Tru Definition Duration Metal roof edge Replace plywood if needed (additional cost per sheet \$75) On site dumpster Tarps for roof debris - clean gutters at completion Rake and Magnetic sweep OC Weatherlok Flex ice and water barrier 3 ft valleys 6 ft eaves OC Deck Defense roof underlayment OC starter strip shingles at edges Install Ridge Vent Install Hip and Ridge Caps Install pipe flashing /boots 1.4 inch boot Replace all step flashing Install missing fascia trim on front peak Replace up to 5 pieces of vinyl siding - missing on front below peak and roof	27,436.95	cash	25 year algae and stain resistance 130 MPH wind warranty 50 year shingle warranty for manufacturing defects 25 year workmanship	We will pay at completion and final inspection - clarify this with them
Navarro	Owens Corning Shingles Tear off to deck replace any wood damage Synthetic underlayment Install 6 ft ice and water system to include heated eaves, penetrations, valleys, sidewalls Replace Pipe boots Install new ridge vent Install new drip edge Clean up	23,833.00	Payment on completion and final inspection	Materials by Owens Corning 10 year labor warranty through contractor	Is there a charge for additional plywood sheets if needed?
TRC	Install 50 year architectural shingles GAF Timberline HD Tear off existing roof material (additional charge for plywood if needed \$75/sheet) Install starter strip shingles and F5 aluminum drip edge Install ice and water shield 3 ft at valleys and roof to wall transitions, 6 ft at eaves Install waterproof advance roof deck protection on remaining deck Vent Pipe boots replaced, flashed and wrapped with water ice shield Install ridge vents and cap shingles Remove and dispose of all job related debris	44,900.00		50 years manufacturer	is there a labor warranty separate from manufacturer?

Budget Hearing Calendar

September 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Budget Meeting 5:00 pm Regular Meeting 6:30 pm Approve Secretary to advise Legal Notice for Budget Hearing					
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	Regular Meeting 6:30 pm					
22	23	24	25	26	27	28
		Day 21 Approve Budget Before This Date	Post Proposed Budget on Website and Send to Towns	Send Notice of Public Hearing to Newspaper		
29	30					
Advertise Legal Notice of Public Hearing (at least 5 days prior to hearing)	Have copies of Proposed Budget and Estimate of Fund Balance available for public review Tuesday – Thursday 1 - 4 pm					

Budget Hearing Calendar

October 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Regular Meeting 6:30 pm	8	9	10	11	12
13	14	15 Budget Hearing 6:30 pm Regular Meeting 7:00 pm	16 Complete Secretary Affidavit after Budget Hearing	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Within 3 days after the final budget is adopted, Deliver 2 Certified Copies of the Adopted Budget to the towns	Final Budget must be adopted by 11/4/2024 and delivered to 2 Towns by 11/7/2024

Brockport Fire District Abstract of Audited Vouchers from 8/20/2024 to 9/03/2024

Claimant

<u>Invoice Date</u>	<u>Invoice</u>	<u>Voucher #</u> <u>Description</u>	<u>Distribution Acct</u>	<u>A/P Owed</u>	<u>Check #</u>	<u>Chk Date</u>
Jackson Welding & Gas Products 8/16/2024	0070037416	7,482 Oxyadm & Oxygen USP Medical	AA.3825.400.000	122.92 122.92		
Jackson Welding & Gas Products Total						
ProCarpet 8/21/2024	2024.08.21	7,487 Labor and materials per proposal dated 5/9/2024	AA.3520.200.000	2,005.79 2,005.79		
ProCarpet Total						
Torch Remodeling and Construction 8/16/2024	166	7,481 Demo current concrete	AA.3520.200.000	2,857.00 2,857.00		
Torch Remodeling and Construction Total						
ULine 8/16/2024	181925487	7,483 L Shape desk	AA.3520.200.000	3,892.61 3,892.61		
ULine Total						
Village of Brockport 8/13/2024	202413	7,484 Electric Services July 2024	AA.3705.400.000	2,044.24 2,044.24		
Village of Brockport Total						
WellNow Urgent Care 8/09/2024	118957	7,485 Urine drug screen - Allen Hoy	AA.3615.400.000	200.00 200.00		
WellNow Urgent Care Total						
Total for Voucher Type: Regular				13,274.38		

Total:

Payroll	3,234.67
Vouchers	13,621.01
Total	16,855.68

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)	2,005.79	<i>Chief's Office Carpet</i>
General	4,921.78	<i>Sta 5 concrete base, Chief's Furniture. \$3892</i>
Misc Reserve	6,749.61	
Payroll	3,178.50	
Total	16,855.68	

9/3/23
Date

Debra Bax
Debra Bax, Secretary Brockport Fire District