

Brockport Board of Fire Commissioners
Regular Meeting
November 4, 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; Secretary Debra Bax; Treasurer Debra Kuhn; Chief Jose Medina, Deputy Chief Tim Smith, Assistant Chief Adam Leggett; Attorney Ray DiRaddo

Others Present: Jake Vergari, Harris Reed, Zach Alexander

Excused: Commissioner David Georgiev

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

Pledge Moment of Silence.

Approval of October 15, 2024 Budget Hearing Minutes and October 15, 2024 Regular Meeting Minutes

Motion by Commissioner Hammel seconded by Commissioner Koss to approve with 1 correction.

4 Yes 0 No

BVFA - nothing

Chief's Report

- Year to date approximately 1100 calls. Last month there were 123 calls.
- The American Legion Award will be presented to Cheryl Wiest at the BVFA Meeting tomorrow night.
- Next week will be meeting with the DOT regarding emergency work that they will be doing on the Park Avenue Bridge which will require some confined space work.
- What are the plans for getting rid of an engine or two engines? Commissioner Bird indicated that, when the main street bridge work is done, then one engine will go away. The Chiefs expressed concerns regarding this. They would like to see 234 off the road.

Deputy Chief's Report

- Working on the SOP for Station 5 inside training facility. A Safety Officer will be assigned each time that it is used. Commissioner Koss indicated that the inside training facility SOP needs to be completed before the facility is put in use. Commissioner Hammel would like to see the Chiefs follow-up on the SOP and Chairwoman Connors asked if they could complete the SOP for the next commission meeting.
- Would like to send 2 people to FDIC which is April 7-12, 2025. Treasurer Kuhn inquired if the registration could be done next year. Deputy Chief Smith indicated that the sooner they get the reservations in the better it is. The cost of registration for the training is \$1,280/person. The paperwork will be put together for the next meeting.

Assistant Chief's Report

- Reviewed submitted report.
- Assistant Chief Leggett will be entering the meeting later as he was dealing with a call.
- Chief Medina indicated that the gear and medic bags were delivered.
- They are purchasing additional helmets since there are not enough for the new people.

Motion by Commissioner Bird seconded by Commissioner Hammel to approve the Chiefs' Reports. **4 Yes 0 No**

Treasurer's Report

- G&G Contract. Treasurer Kuhn had a question regarding the additional administrative cost of \$75/hour. Treasurer Kuhn will contact Jay Grasso at G&G Consulting to discuss a few items in the contract.

- EAP Contract which is the same as it was last year.

Motion by Commissioner Hammel seconded by Commissioner Bird to continue with the EAP Contract which is a 2-year contract for 2025-2027. **4 Yes 0 No**

- Auctions International Contract which is the same as last year.

Motion by Commissioner Bird seconded by Commissioner Koss to continue with the Auctions International Contract which is a 1-year contract for 2026. **4 Yes 0 No**

- New York State Volunteer Cancer Benefit. There is a Basic Plan at a cost of \$6,519.80 and an Enhanced Plan at a cost of \$8,348.92. We have always chosen the Enhanced Plan for the better coverage.

Motion by Commissioner Hammel seconded by Commissioner Koss to purchase the Enhanced Plan, which is a 1-year plan, at a cost of \$8,348.92. **4 Yes 0 No**

- Grant Contract

- Debra will create a spreadsheet of what we need to do and will meet with Ray.
- A committee should be put together to work through this grant. The committee should include 2 Commissioners, 1 from the Chief's Office, the District Treasurer, the District Secretary, a BVFA Representative, and Attorney DiRaddo.
- The Grant goes for 5 years and quarterly reports will need to be done.
- The auditors will review the Grant when it ends.
- Commissioner Hammel suggested that the other departments who are involved should be at the first two meetings.

RESOLUTION: 2024-46

Payment of Bills

BE IT RESOLVED that the Treasurer is approved to transfer \$26,958.99 from the Buildings and Facilities Capital Reserve Fund for the concrete at Station 5 and the roof at Station 2; \$8,716.01 for the regular bills and \$3,156.10 for payroll from the General Fund Savings Account and deposit all into the General Fund Checking Account to pay the bills totaling \$38,831.10.

Motion by Commissioner Bird seconded by Commissioner Hammel to approve. **4 Yes 0 No**

Secretary's Report

- Annual Election
 - The Legal Notice is ready and will be advertised on 11/10/2024.
 - The Board of Elections was notified to send the voter rolls.
- Cancer Bill – was sent to the insurance company and is due at OFPC by 12/1/2024.
- VFA Grant is due November 15, 2024.
- SAM Renewal – Jay Grasso will be meeting with me on 12/18/2024 at 2:00 pm to assist with the renewal since many items have changed in the program.
- A call will be made to clarify what we are to do since the class for Fire Police has not been scheduled.
- Credit Card Policy – Page 3, Paragraph 9.
 - Attorney DiRaddo, decide what to do if the member doesn't pay. Do you want to take them off of the credit card?
 - Treasurer Kuhn, if a member does not fill out the missing receipt form, is the commission going to take the member off of the credit card?
 - Chief Medina, if there is a rehab issue, then the Chiefs need to be made aware of it. Commissioner Connors, yes the Chiefs will be made aware of this and the BVFA will be notified if there are any issues with members regarding the missing receipts. Notification will be made by a Commissioner.
 - Attorney DiRaddo asked what if a person uses their personal credit card, how would that be handled?
 - This policy will be discussed at the next policy meeting.
- Website
 - There needs to be more discussion regarding setting up a Member Section. This was not developed in the previous website so it will be an additional cost to have this section developed.
 - Commissioner Hammel indicated that Greg will manage the website but there needs to be people who will be responsible for the information that needs to be posted on the website. This led to a discussion regarding the picture board. The TV is set up but pictures need to be taken of the new members as well as older pictures of members which should be updated.
- 3 Member Applications
 - Tyler Maycumber – Interior, Travis Smallwood. Interior, Angel Porter, Exterior
Note: on Angel's application she checked Interior but the physical paperwork came back listing her as Exterior. Secretary Bax will contact Northern Star for clarification on her status.
Motion by Commissioner Bird seconded by Commissioner Hammel to approve all 3 applications. **4 Yes 0 No**

New/Old Business/Commissioner Reports

- Commissioner Koss reviewed the SOP's for the training facility inside Station 5 since Assistant Chief Leggett was not at this part of the meeting due to finishing up a call.

- Commissioner Hammel reviewed the Passero structural assessment report and roof at Station 1.
 - The structure is fine for the age of the building.
 - The northwest corner of the roof is not draining properly.
- Commissioner Connors reviewed the door quotes.
 - Alliance Door quote is \$11,934 and Rochester Colonial quote is \$19,511, still waiting on a quote from Genesee Glass.
- Commissioner Bird
 - Small Rescue Truck, can we purchase it next year? Treasurer Kuhn reviewed the money that could be available either in 2026 or 2027 to purchase the small rescue.
 - Truck 235 is at Firematic for the repairs from an accident. Treasurer Kuhn asked how are they being paid and the same question for the payment of repairs to the Tesla accident? Commissioner Bird will follow-up with our insurance agent.
 - The boilers and furnaces will be checked on Tuesday.
- The Chiefs are requesting access to the cameras. Commissioner Bird indicated that a policy will need to be put in place. Commissioner Koss shared concerns regarding people having access to the cameras and noted that we need to be careful of how this is handled. A policy meeting is set for Thursday, November 14, 2024 at 10:00 am.

Attorney DiRaddo

- One thing our district is doing well is filing our Oaths of Office with the two towns.
- We received the Notice of Claim regarding the Tesla accident which was forwarded to our insurance agent. There is a 60-day window of filing to have a hearing.
- Regarding posting of documents, suggested that the author of the SOP, etc. be responsible for posting the document.

Assistant Chief Leggett

- The EMS computer is outdated and needs replaced. Zach Alexander indicated that the AED software issue is no longer a problem as he has the most updated software version.

Motion by Commissioner Koss seconded by Commissioner Bird to adjourn Regular Session and move to Executive Session to discuss a personnel matter. **4 Yes 0 No**

Moved to Executive Session at 8:10 pm.

Motion by Commissioner Bird seconded by Commissioner Koss to adjourn Executive Session and move back to Regular Session. **4 Yes 0 No**

Moved back to Regular Session at 8:34 pm.

As there was no further business to come before the Board, Commissioner Bird made a motion to adjourn the meeting, seconded by Commissioner Koss. **4 Yes 0 No**

Meeting adjourned at 8:34 pm.

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



Brockport Fire District (Tentative) Meeting Agenda

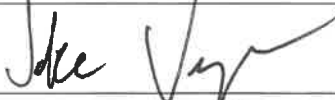

November 4, 2024
6:30 PM

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. Approval of Minutes from the Budget Public Hearing and Regular Meeting of October 15.
4. BVFA representative
5. Chief's Reports *
6. Treasurer's Report:
 - Contracts (UR Medicine EAP & Online Auction)
 - Monthly Report*
 - Payment of Bills *
7. Secretary's Report:
 - Annual Election
 - Cancer Bill
 - VFA Grant
 - SAM renewal
 - Policies (also Credit Card Policy paragraph 9)
8. New/Old Business/Commissioner Reports:
 - Station 5 sops (Commissioner Koss)
 - Passero structural assessment report & roof at Station 1 (Commissioner Hammel)
 - Handicapped accessible door & door repairs at Station 1 (Commissioner Connors)
 - Small Rescue Truck, Pumper 235, Furnaces & Boiler (Commissioner Bird)
9. Attorney Ray DiRaddo –
10. Executive Session – Yes. * (Article 7, Section 105(1)(h) – regarding the proposed acquisition, sale or lease of real property.)
11. Motion to adjourn.

(*Motion to approve)

Brockport Fire District
Regular Meeting
November 4, 2024 6:30 pm
Brockport Fire District Station #3
191 West Avenue, Brockport NY 14420

Sign-In Sheet

PRINTED NAME	SIGNATURE
Jacob Vergari	
Harris Reed	



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: 11/4/24

Apparatus Maintenance: Per Mike Henry's report.

Equipment:

Turnout gear- All sets of gear for 2024 have been delivered.

With the high numbers of new recruits we are getting short on helmets. A new order has been placed, but in the meantime if anyone has a second helmet they are willing to turn in to issue to a new recruit please do so.

Personnel:

Recruitment and Retention- Any ideas are welcome. All members are welcome to attend the RR meetings.

Bunk-In/Live-In Program:

MCC- Nothing new

Grant- Nothing new

Junior/Youth FFs-

The Juniors group will be meeting to finalize the policies soon. One of the new things that will be expected with this is that all members will need to take youth protection training. The details on this are being worked out, but it will be mandatory just like the harassment training.

Current Active Personnel Status

Officers	Interior FF	Exterior FF	Recruits	Fire Police	EMT/CFR
8	24	1	16	8	16 EMT 2CFR

2 FF on leave.

Details

12/7 Winter Market

12/8 Holiday Lights Parade. 1530 line up 1700 start

12/11 1830- Goodnight Lights arrive at SMH by 1800

12/18 1830- Goodnight Lights arrive at SMH by 1800



Brockport Fire District

38 Market Street • P. O. Box 131

Brockport, NY 14420

Chief: Jose Medina

Deputy Chief: Tim Smith

Assistant Chief: Adam Leggett

Physicals 2024

Completed.

Point Requirements:

Interior Fire/FP and Exterior Fire/FP:

0-4 years of service:

59 Total points plus training hours; 55 Alarm points; 4 Association meetings; 30 Training hours.

5-9 years of service:

49 Total points plus training hours; 45 Alarm points; 4 Association meetings; 30 Training hours.

10-14 years of service:

39 Total points plus training hours; 35 Alarm points, 4 Association meetings, 30 Training hours.

15-19 years of service:

29 Total points plus training hours; 25 Alarm points, 4 Association meetings, 30 Training hours.

Life members (Interior Fire/FP, Exterior Fire/FP)

20 years of service and above:

24 Total points plus training hours; 20 Alarm points; 4 Association meetings; 30 Training hours.

Brockport Fire District Abstract of Audited Vouchers from 10/16/2024 to 11/04/2024

Claimant

<u>Voucher #</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Distribution Acct</u>	<u>A/P Owed</u>	<u>Check #</u>	<u>Chk Date</u>
7,588	10/25 Payroll	10/19/2024	P.R 10.25	AA.3405.100.000	320.96	PR 10.25 DD	10/25/2024
7,588	10/25 Payroll	10/19/2024	P.R 10.25	AA.3410.100.000	578.69	PR 10.25 DD	10/25/2024
1,245.32	10/25 Payroll	10/19/2024	P.R 10.25	AA.3415.100.000	1,245.32	PR 10.25 DD	10/25/2024
752.00	10/25 Payroll	10/19/2024	P.R 10.25	AA.3420.100.000	752.00	PR 10.25 DD	10/25/2024
221.61	10/25 Payroll	10/19/2024	P.R 10.25	AA.9030.800.000	221.61	PR 10.25 DD	10/25/2024
44.22	10/25 Payroll	10/19/2024	P.R 10.25	AA.9050.800.000	44.22	PR 10.25 DD	10/25/2024
-6.70	10/25 Payroll	10/19/2024	P.R 10.25	AA.9055.800.000	-6.70	PR 10.25 DD	10/25/2024
					<u>3,156.10</u>		
					3,156.10		

ADP Total

Total for Voucher Type: Payroll

Voucher Type: Prepaid

7,588	10/04/2024	287302269023x101	Telephone	AA.3740.400.000	41.82	ACH	10/28/2024
7,611	10/09/2024	2002-335-124	Gas Sept Oct 2024 Station 3	AA.3710.400.000	13.86	ACH	10/30/2024
	10/09/2024	2002-3361-049	Gas Sept Oct 2024	AA.3710.400.000	10.96	ACH	10/30/2024
	10/10/2024	2002-4885-368	Gas Sept Oct 2024	AA.3710.400.000	43.35	ACH	10/30/2024
					<u>68.17</u>		

RG&E Total

Total for Voucher Type: Prepaid

7,580	10/07/2024	142100701100724	Cable Oct Nov 2024 Station 1	AA.3745.400.000	538.00	ACH	10/28/2024
	10/07/2024	14405270100724	Cable Oct Nov 2024 Station 3	AA.3745.400.000	149.98	ACH	10/28/2024
	10/14/2024	144052801101424	Cable Oct Nov 2024 Station 2	AA.3745.400.000	149.98	ACH	10/28/2024
	10/21/2024	141408401102124	Cable Oct Nov 2024 Station 3	AA.3745.400.000	46.67	ACH	10/28/2024
	10/21/2024	141716501102124	Cable Oct Nov 2024 Station 1	AA.3745.400.000	56.17	ACH	10/28/2024
	10/21/2024	144395501102124	Cable Oct Nov 2024 Station 5	AA.3745.400.000	149.98	ACH	10/28/2024
					<u>1,090.78</u>		
					1,200.77		

Total for Voucher Type: Regular

Voucher Type: Regular

7,579	9/18/2024	658	Website Development	AA.3620.400.000	4,000.00	0006800	10/28/2024
					<u>4,000.00</u>		
7,592	10/22/2024	5026	Owens Road - Install switch and outlets for	AA.3720.400.000	820.50		

Voided

Brockport Fire District Abstract of Audited Vouchers from 10/16/2024 to 11/04/2024

<u>Claimant</u>	<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>
<u>Churchville Electric, Inc. Total</u>	11/01/2024	5035		Station 1 chief office	AA.3720.400.000	1,094.00 1,914.50		
<u>CopierFax Business Technologies, Inc. Total</u>	10/08/2024	833189	7,594	Copy coverage period - 10/15/2024-11/14/2024	AA.3635.400.000	94.59		
<u>Crystal Rock Water</u>	10/19/2024	21179939 101924	7,603	10/03/2024 Water delivery	AA.4205.400.000	217.79		
<u>Crystal Rock Water Total</u>						217.79		
<u>Danny's Decals</u>	10/07/2024	1870	7,609	Reflective logos for vehicles 2c23 & 2c33	AA.3960.400.000	255.00		
<u>Danny's Decals Total</u>						255.00		
<u>Garland Technologies, LLC</u>	10/12/2024	1943	7,593	TV Mount for association TV in Hallway	AA.3620.400.000	79.00		
	10/20/2024	1954		Replacement Laptop Screen for Mike Menear	AA.3620.400.000	124.00		
<u>Garland Technologies, LLC Total</u>						203.00		
<u>Grainger</u>	10/15/2024	9281554981	7,605	EMS Supplies	AA.3825.400.000	174.24		
<u>Grainger Total</u>						174.24		
<u>Jackson Welding & Gas Products</u>	10/03/2024	0070044354	7,598	EMS Supply	AA.3825.400.000	170.35		
<u>Jackson Welding & Gas Products Total</u>						170.35		
<u>Jim's Service</u>	10/10/2024	33491	7,590	2002 Ford F550 - Maint	AA.3935.400.000	203.45		
	10/14/2024	33496		2020 Pierce Sabre - Maint	AA.3915.400.000	513.64		
<u>Jim's Service Total</u>						717.09		
<u>Lowe's (Accounts Receivable CC)</u>	10/02/2024	2024.10.02	7,589	October 2024 - Supplies	AA.3720.400.000	512.32		
<u>Lowe's (Accounts Receivable CC) Total</u>						512.32		
<u>Monroe County Fire District Officer</u>	10/27/2024	2024.10.27	7,604	For meeting held on 9/19/2024	AA.3515.400.000	92.00		
<u>Monroe County Fire District Officer Asso Total</u>						92.00		
<u>New York State Association of Fire</u>	10/28/2024	13916 2024.10	7,596	2025 Department Renewal	AA.3515.400.000	200.00		
<u>New York State Association of Fire Chiefs Total</u>						200.00		
<u>Northside Service Center</u>	10/17/2024	140151	7,610	2024 Chevy Silverado 2500 HD	AA.3951.400.000	108.87		
<u>Northside Service Center Total</u>						108.87		

Brockport Fire District Abstract of Audited Vouchers from 10/16/2024 to 11/04/2024

<u>Claimant</u>	<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>
Oaks Roofing & Siding	9/30/2024	Oak6341-1	7,597	Building Improvement Project - Station 2	AA.4110.200.000	13,718.48	Sta 2 Roof	
<u>Oaks Roofing & Siding Total</u>						13,718.48		
Town of Sweden	10/22/2024	SWEDDOT 24-12	7,601	Owens Road Firehall Concrete pad.	AA.4120.200.000	13,240.51	Sta 5 concrete	
<u>Town of Sweden Total</u>						13,240.51		
Tri Air Testing, Inc.	10/08/2024	INV01050474	7,608	Replacement Media - Cascade System	AA.3821.400.000	20.00		
<u>Tri Air Testing, Inc. Total</u>						20.00		
Triple-O Mechanical	10/28/2024	95550589	7,599	Commercial Services	AA.3720.400.000	620.68		
	10/28/2024	95702044		Commercial Services - Invoice dated 7/11/2024	AA.3720.400.000	150.12		
<u>Triple-O Mechanical Total</u>						770.80		
Uniform Express	10/26/2024	51119	7,607	PROPPER I.C.E Polo	AA.3830.400.000	100.95		
<u>Uniform Express Total</u>						100.95		
Village of Brockport DPW	10/09/2024	Fuel 2024.09	7,595	Fuel Usage Service Period - 09/01/2024-	AA.3985.400.000	1,963.74		
<u>Village of Brockport DPW Total</u>						1,963.74		
Total for Voucher Type: Regular						38,474.23		

Total:

Payroll Vouchers Total
 3,156.10
 39,675.00
 42,831.10

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
 Total

26,958.99
 12,716.01
 3,156.10
 42,831.10
 Sta 5 concrete, sta 2 roof
 -4000 void = 38,831.10

11/4/24
 Date

Debra Bax
 Debra Bax, Secretary Brockport Fire District

LEGAL NOTICE

ANNUAL ELECTION OF THE BROCKPORT FIRE DISTRICT

On Tuesday, December 10, 2024

NOTICE IS HEREBY GIVEN that the Annual Election of the Brockport Fire District will take place on Tuesday, December 10, 2024 between the hours of 5:00 p.m. and 9:00 p.m. at the Brockport Fire District Station #3, 191 West Avenue, Brockport, New York 14420 for the purpose of electing one (1) Commissioner for a five (5) year term, commencing January 1, 2025 and ending December 31, 2029.

Only residents registered to vote with the Monroe County Board of Elections on or before **November 18, 2024**, shall be eligible to vote.

Qualified Candidates for District Office must file their names and their intent to seek the position of Fire District Commissioner, indicating the office and term for which they wish to run, with the Secretary of the Brockport Fire District, Debra Bax, at P.O. Box 131, Brockport New York 14420, no later than **November 20, 2024**. Candidates must be resident electors of the Brockport Fire District at the time of the election.

Dated: November 4, 2024

**Debra Bax, Secretary
BOARD OF FIRE COMMISSIONERS
BROCKPORT FIRE DISTRICT
P.O. 131
38 Market Street
Brockport, New York 14420**