

Brockport Board of Fire Commissioners
Regular Meeting
December 2, 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: Zach Alexander, Scott Cleere

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

Pledge Moment of Silence.

Approval of November 18, 2024 Regular Meeting Minutes

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

5 Yes 0 No

BVFA – nothing

Chief's Report

- Requested to have the TV in the truck bay at Station 3 moved from the west side of the bay to the east side of the bay. Commissioner Hammel will check the location and let Greg Gartland know about this project.

Deputy Chief's Report

- Nothing to report.
- Commissioner Bird asked if the county could be contacted about holding some training classes in Brockport since we have so many new people. Deputy Chief Smith said possibly they could hold the BEFO class but not the IFO class. The Chiefs and Commissioner Hammel will reach out to the county regarding the need for classes.

Assistant Chief's Report

- Would like to purchase the F500 Foam for the water cans. The cost would be approximately \$1,700 and AC Leggett will have a requisition completed for the purchase.
- Would like to have Greg Gartland begin working on the picture board.
- So far there are 10 members signed up for the Stair Climb in Buffalo. The fee is \$15 or if a late entry it is \$25.
- Reviewed the upcoming events per his report.

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

5 Yes 0 No

Treasurer's Report

- Indicated that there is no deductible for truck glass.
- Would like to purchase one E-ZPass and will put \$50 on the pass. The commission had no problem with this.

RESOLUTION: 2024-48

Payment of Bills

BE IT RESOLVED that the Treasurer is approved to transfer \$35,721.11 for the regular bills and \$3,128.53 for payroll from the General Fund Savings Account and deposit all into the General Fund Checking Account to pay the bills totaling \$38,849.64.

Motion by Commissioner Hammel seconded by Commissioner Georgiev. **5 Yes 0 No**

- Chief Medina indicated that there is a need to order more pagers
- Commissioner Koss inquired about the Bryx alerting. Chief Medina indicated that there was no plan for doing this at this time.

Secretary's Report

- Meeting Dates
 - Change Budget Hearing from Tuesday, October 21 to Monday, October 20. Budget Hearing 6:30 pm Regular Meeting 6:45 pm.

Motion by Commissioner Bird seconded by Commissioner Koss to approve with the change. **5 Yes 0 No**
- Policies – will be updated in the notebooks.
- Annual Election – still need another election clerk. Will check with Al Hoy.
- Cancer Benefit – updated and sent in.
- Website Posting – Greg provided a video to teach me how to post on the website.
- SAM Renewal – the system was down and Jay will be coming out to assist with the updating.
- Applications – discussed the process for member applications. Would like to see applicants, who are college students, note this on their application.
- Member Applications – all paperwork is completed.
Cody Jacobson, Kameron Mages, Brent Gibbs – all Recruit FF
Motion by Commissioner Bird seconded by Commissioner Georgiev to approve for membership. **5 Yes 0 No**

New/Old Business/Commissioner Reports

- Station 3 Roof
 - Commissioner Hammel reviewed a Service Agreement from Oaks Roofing for repairs to the roof at Station 3. Estimated 6 hours of work with a cost between \$700 - \$1,000 but not to exceed \$1,000.

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

- Station 1 Door Project – repairs
 - Alliance Door \$11,934.48, Genesee Glass \$15,616.63, Rochester Colonial \$19,501.00
Motion by Commissioner Bird seconded by Commissioner Georgiev to approve Alliance Door to do the work after the first of the year. **5 Yes 0 No**

- Website
 - Commissioner Georgiev expressed concerns about the look of the current website. Commissioner Hammel indicated that the initial cost was to transfer the website from WIX to Word Press and now it is up to us to indicate what changes we want to see. Email Commissioner Hammel with any changes that members would like to see and he will communicate this to Greg Gartland.

- Station 1 Heaters
 - Commissioner Bird indicated that Churchville Electric will be out to check the heaters in the truck bay and ambulance bay to see if they can get them working or if they need to be replaced.

- Station 5
 - Commissioner Koss indicated that National Grid repaired the light on the pole.
 - There was a nice write-up for the presentation regarding the inside project for training.

Motion by Commissioner Hammel seconded by Commissioner Koss 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 7:28 pm.

Motion by Commissioner Bird seconded by Commissioner Koss to move from Executive Session back to Regular Session. **5 Yes 0 No**
 Moved back to Regular Session at 7:50 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. **5 Yes 0 No**
 Meeting adjourned 7:50 pm.

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



Brockport Fire District (Tentative) Meeting Agenda

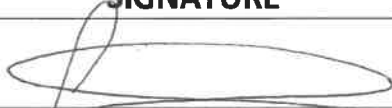
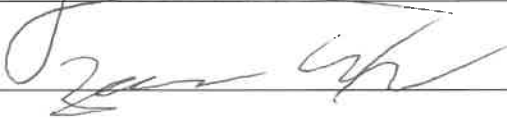
December 2, 2024
6:30 PM

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 Regular Meeting of November 18.
4. BVFA representative
5. Chief's Reports *
6. Treasurer's Report:
 - Semi-Monthly Report
 - Payment of Bills *
7. Secretary's Report:
 - Meeting Dates for 2025
 - Policies
 - Annual Election
 - Cancer Benefit
 - Website Posting, etc.
 - SAM Renewal
8. New/Old Business/Commissioner Reports:
 - Station 1 roof
 - Door repairs at Station 1
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
December 2, 2024 6:30 pm
Brockport Fire District Station #3
191 West Avenue, Brockport NY 14420

Sign-In Sheet

PRINTED NAME	SIGNATURE
SCOTT CUEERE	
Zach Alexander	



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: 12/2/24

Apparatus Maintenance: Per Mike Henry's report.

Equipment:

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

Mike Coddington is willing to come out and take measurements for a 2025 order of gear and hold the order placement until the first of January if that is something we would like to do. I will speak with the assistant chief elect in December.

F500- Demo. If there is some left over money for this year's budget I would like to get a few 5 gallon pails to use in our water cans to enhance their effectiveness. Each pail is \$177.

Personnel:

Onboarding: Please instruct/direct Greg to move forward with the picture board. I have talked with him multiple times and he has access to a large number of photos.

Stair climb- There is a team being formed for the Buffalo Stair Climb and we have been given access to practice at Mortimer just like last year. The difference this year is that the entry fee was from donations for the event, but this year they are requiring a 15 or 25 dollar entry fee depending on when the person signed up. This was a great PR event for us last year, would the district be willing to pay/reimburse the entry fees for the FFs?

Truck bay info board- What needs to happen to move forward. It is my understanding that Alpine would be extra cost and more difficult to get the program to display Bryx. Personally I am in favor of whatever works. Again we need a decision or for Greg to be directed by the commission to move forward.

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



Brockport Fire District

38 Market Street • P. O. Box 131

Brockport, NY 14420

Chief: Jose Medina

Deputy Chief: Tim Smith

Assistant Chief: Adam Leggett

Christmas parade- we are doing the theme of the polar express. The plan is to plastic wrap 2367 and 2347 and build a locomotive cab in the bed of the truck. Any help is appreciated. We will be mostly doing the prep work on Saturday and Sunday before the parade.

Bunk-In/Live-In Program:

MCC- Nothing new

Grant- Nothing new at this time but there is movement forward.

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	2	16	8	16 EMT 2CFR

1 FF on medical

Details

12/7 Winter Market - Open house and station tours.

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

Physicals 2024

Completed.

Point Requirements:

Interior Fire/FP and Exterior Fire/FP:

0-4 years of service:



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Chief: Jose Medina

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Assistant Chief: Adam Leggett

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.

LEGAL NOTICE
BROCKPORT FIRE DISTRICT
2025 MEETING DATES

All meetings will be held at Brockport Fire District Station #3, 191 West Avenue, Brockport NY 14420 unless otherwise noted.

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

January 6	Organizational Meeting	
January 20		
February 3		
February 17		
March 3		
March 17		
April 7		
April 21		
May 5		
May 19		
June 2		
June 16		
July 7		
July 21		
August 4		
August 18		
September 2 (Tuesday)		
September 15		
October 6		
October 20	Budget Hearing	6:30 pm
	Regular Meeting	6:45 pm
November 3		
November 17		
December 1		
December 9 (Tuesday)	Annual Election	5:00 pm – 9:00 pm
	Station #3 – 191 West Avenue	
December 15		

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

**Brockport Fire District
Automatic Door Project 2024**

Vendor	Description	Cost	Notes
Alliance Door and Hardware	Automatic Operator	11,934.48	Prevailing wage
	TR10 Door Side?		Price subject to review on
	Stairwell Front		ordering
	Ambulance Bay		
	Boiler Room		
Rochester Colonial	Ambulance Bay to Bunk House Door	1,485.00	Warranty by Manufacturer
	Rear Entrance Power Operator	9,984.00	1 year by Vendor
	Offices to Truck Bay Door	5,860.00	
	Stairwell Upper Door	792.00	
	Boiler Room Door	1,390.00	
	Total	19,511.00	
Genesee Glass	3 Doors	15,616.63	
	3 hinges		
	1 closer		

Brockport Fire District Abstract of Audited Vouchers from 11/19/2024 to 12/02/2024

<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>
Voucher Type: Payroll								
ADP	11/16/2024	PR 11.22	7,682	11/22 Payroll	AA.3405.100.000	356.07	PR 11.22	11/22/2024
	11/16/2024	PR 11.22		11/22 Payroll	AA.3410.100.000	578.69	PR 11.22	11/22/2024
	11/16/2024	PR 11.22		11/22 Payroll	AA.3415.100.000	1,309.20	PR 11.22	11/22/2024
	11/16/2024	PR 11.22		11/22 Payroll	AA.3420.100.000	640.00	PR 11.22	11/22/2024
	11/16/2024	PR 11.22		11/22 Payroll	AA.9030.800.000	220.62	PR 11.22	11/22/2024
	11/16/2024	PR 11.22		11/22 Payroll	AA.9050.800.000	30.30	PR 11.22	11/22/2024
	11/16/2024	PR 11.22		11/22 Payroll	AA.9055.800.000	-6.35	PR 11.22	11/22/2024
						<u>3,128.53</u>		
						3,128.53		

ADP Total

Total for Voucher Type: Payroll

Voucher Type: Prepaid

AT&T Mobility	11/04/2024	287302269023x111	7,658	Telephone	AA.3740.400.000	41.82	ACH	11/21/2024
AT&T Mobility Total						<u>41.82</u>		
RG&E	11/11/2024	2002-3355-124	7,655	Gas Oct Nov 2024 Station 3	AA.3710.400.000	118.78	ACH	11/21/2024
	11/11/2024	2002-3361-049		Gas Oct Nov 2024 Station 2	AA.3710.400.000	90.78	ACH	11/21/2024
	11/11/2024	2002-4885-368		Gas Oct Nov 2024 Station 5	AA.3710.400.000	107.41	ACH	11/21/2024
RG&E Total						<u>316.97</u>		
Time Warner Cable BC	11/07/2024	142100701110724	7,659	Cable Nov Dec 2024 Station 1	AA.3745.400.000	538.00	ACH	11/21/2024
	11/07/2024	144052701110724		Cable Nov Dec 2024 Station 3	AA.3745.400.000	149.98	ACH	11/21/2024
	11/14/2024	144052801111424		Cable Nov Dec 2024	AA.3745.400.000	149.98	ACH	11/25/2024
Time Warner Cable BC Total						<u>837.96</u>		
						1,196.75		

Total for Voucher Type: Prepaid

Voucher Type: Regular

Association of Fire Dist of the State	11/25/2024	10620	7,670	2025 membership dues	AA.3515.400.000	500.00		
Association of Fire Dist of the State of NY Total						<u>500.00</u>		
CopierFax Business Technologies,	11/12/2024	836093	7,674	Copier usage	AA.3635.400.000	96.97		
CopierFax Business Technologies, Inc. Total						<u>96.97</u>		

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<u>Fire Districts of NY Mutual Ins., Inc.</u>	12/01/2024		7,669 3rd Installment Insurance	AA.3640.400.000	164.75		
	12/01/2024	2025.01.01	3rd installment - Firefighters Benefit Law Policy #	AA.3640.400.000	15,303.00		
<u>Fire Districts of NY Mutual Ins., Inc. Total</u>					15,467.75		
<u>Firematic Supply Company, Inc</u>	11/18/2024	INFEV10071	7,683 Fire extinguisher inspection	AA.3821.400.000	2,022.00		
					2,022.00		
<u>Firematic Supply Company, Inc Total</u>							
<u>Gartland Technologies, LLC</u>	11/19/2024	1973	7,676 UPC Batteries for server room	AA.3525.400.000	1,600.00		
					1,600.00		
<u>Gartland Technologies, LLC Total</u>							
<u>Jackson Welding & Gas Products</u>	11/14/2024	0070050652	7,671 Oxygen cylinders	AA.3825.400.000	88.14		
					88.14		
<u>Jackson Welding & Gas Products Total</u>							
<u>Municipal Emergency Services</u>	11/15/2024	IN2154075	7,665 Rescue Tool service call	AA.3821.400.000	4,909.86		
					4,909.86		
<u>Municipal Emergency Services Total</u>							
<u>New York State Association of Fire</u>	11/15/2024	2025	7,675 2025 Membership	AA.3515.400.000	45.00		
					45.00		
<u>New York State Association of Fire Chiefs Total</u>							
<u>Triple-O Mechanical</u>	10/28/2024	98228926	7,673 Faucet repair	AA.3720.400.000	1,592.84		
	11/07/2024	98108740	Preventative maintenance Bi-Annual Air-side	AA.3720.400.000	626.00		
	11/07/2024	98110979	Preventative maintenance	AA.3720.400.000	383.00		
	11/07/2024	98111228	Preventative maintenance	AA.3720.400.000	142.50		
	11/07/2024	98112169	Clean furnace and replace fillers	AA.3720.400.000	454.00		
	11/07/2024	98115674	Boiler preventative maintenance	AA.3720.400.000	533.00		
	11/22/2024	110375003	Upgrade hanging heater venting and gas pipe to	AA.3720.400.000	460.22		
11/22/2024	110378014	Replace 125K BTU hanging heater unit	AA.3720.400.000	4,779.28			
<u>Triple-O Mechanical Total</u>					8,970.84		
<u>Uniform Express</u>	11/09/2024	51139	7,677 Polo shirt	AA.3830.400.000	75.00		
	11/14/2024	51165	Trousers	AA.3830.400.000	65.95		
<u>Uniform Express Total</u>					140.95		
<u>Utica National Insurance Group</u>	11/11/2024	100922178	7,681 Commercial package	AA.3640.400.000	614.00		
					614.00		
<u>Utica National Insurance Group Total</u>							

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Westside News, Inc.	11/10/2024	140256	7.678	Legal notice - Annual Election	AA.3630.400.000	68.85		
Westside News, Inc. Total						68.85		
Total for Voucher Type: Regular						34,524.36		

Total:	
Payroll Vouchers	3,128.53
Total	35,721.11
	38,849.64

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	35,721.11
Payroll	3,128.53
Total	38,849.64

12/2/24
Date


Debra Bax, Secretary Brockport Fire District