

Brockport Board of Fire Commissioners
Regular Meeting 6:30 pm
March 3, 2025
Brockport Fire District Station #3
191 West Avenue, Brockport NY 14420

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

Others Present: Zach Alexander, Scott Cleere

Excused: Commissioner Mike Koss

Pledge Moment of Silence

Approval of February 17, 2025 Regular Meeting Minutes

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

4 Yes 0 No 1 Abstained (Commissioner Georgiev was not at this meeting)

BVFA – nothing

Chief's Report

- Reviewed submitted report.
- 240 calls to date (61 were EMS calls).
- The Truck Committee has met for the light rescue and quint.
- Working on updating the SOP's.
- Inquired regarding the tax cap. Treasurer Kuhn reviewed the process to override the tax cap. This brought up a discussion regarding updating the truck replacement spreadsheet.

Deputy Chief's Report

- Reviewed submitted report.
- Five recruits are in the BEFO Class.
- Has not heard anything from Monroe County regarding the classes that are needed so that our members do not have to go to another county.
- Will have an in-house Harassment Training in April for those who will need it.

Assistant Chief's Report

- Reviewed submitted report.
- AC Wainwright provided a list of items that they want to dispose of.
BE IT RESOLVED that the Board of Fire Commissioners approves the request to get rid of the equipment listed on the report provided as the equipment is surplus and no longer useful to the district.
Commissioner Connors Yes Commissioner Hammel Yes Commissioner Bird Yes
Commissioner Georgiev Yes Commissioner Koss Absent

- Reviewed a list of EMS Supplies to be purchased.
- Need to purchase 8 (45 minute) SCBA Bottles and 1 (60 minute) SCBA Bottle at a cost of \$13,600.
- Working with Harris Reed regarding speakers and will follow-up with him to get more information.

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

4 Yes 0 No

Treasurer's Report

- Corrine Cummings will need a Visa and BJ's card as she is assisting Zach and Pom DeLaney with the refreshments. The commission had no problem with this.
- Reviewed the Capital Summary 2025. There will be \$140,000 to reallocate.
- Commissioner Hammel indicated that he met with Brian Bush and the engineer from Bryx and they did a walk-through of Station 1 regarding the alerting system. Brian will be sending a quote.

RESOLUTION: 2025-26

Payment of Bills

BE IT RESOLVED that the Treasurer is approved to transfer \$13,494.74 for the regular bills and \$3,314.18 for payroll from the General Fund Savings Account and deposit all into the General Fund Checking Account to pay the bills totaling \$16,808.92.

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

Motion by Commissioner Hammel seconded by Commissioner Georgiev to accept the Treasurer's Reports. **4 Yes 0 No**

Secretary's Report

- Website Posting is not going well.
- Physical paperwork will be put out this week. Northern Star recommended that the members who had a physical from October to December 2024 will still need to get their physical in April so that everyone is on the same schedule for physicals.
- Harassment Training – if people are still having problems they need to let us know.
- Roster Updates – indicated that, if a change is made in a member's status, could an email be sent so that I have a record to change it. Example: Recruit changed to Exterior/Probationary or Interior/Probationary and so on.
- Working on 3 FOIL Requests (2 for Morgan Manning and 1 for Edward Lane).

New/Old Business/Commissioner Report

Commissioner Hammel

- 52 Market Street
 - Items were cleaned out.
 - There is still some junk to be removed.
 - The apartment is clean and move-in ready.
 - There was evidence of mice in the basement.

- Spoke with Dave Miller, who is a driver for a dumpster company, and they will place one in the driveway at 52 Market Street so that we can continue cleaning out the house.
 - Attorney DiRaddo suggested that we get an email requesting permission to toss out the remainder of the items.
 - Received a quote from a site management company and they can do a Phase 1 Environmental Audit with a turnaround time of 3 weeks at a cost of \$1,850.
 - Attorney DiRaddo indicated that he received the Title Report.
- Waiting for a quote from Bryx.
 - Spoke with Greg Gartland regarding the TV for the truck bay at Station 1. Greg had to order a larger mount due to the size of the TV.

Commissioner Georgiev

- Received 1 quote for the signs for Stations 1,2,3, and 5. Treasurer Kuhn indicated that the money will come from a Capital Reserve Account and will need a 30-day notice. Commissioner Georgiev will get 2 additional quotes.

Commissioner Bird

- All of the generators were serviced. The generator at Station 1 has an exhaust leak.

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

Meeting adjourned 7:40 pm.

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



Brockport Fire District (Tentative) Meeting Agenda

March 3, 2025

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 February 17.
4. BVFA representative
5. Chief's Reports *
6. Treasurer's Report:
 - Credit Cards for Corrinne Cummings
 - Capital Reallocation Summary
 - Payment of Bills *
7. Secretary's Report:
 - Website posting
 - Physicals
 - Harassment Training
 - Roster updates
 - FOIL requests
8. New/Old Business/Commissioner Reports:
 - 52 Market Street
 - Bryx and Market Street Station Board in Truck Bay
9. Attorney Ray DiRaddo –
10. Executive Session – No.
11. Motion to adjourn.

(*Motion to approve)



Brockport Fire District

Office of the Fire Chief

38 Market Street • P. O. Box 131

Brockport, NY 14420

Chief Tim Smith

Deputy Chief Adam Leggett

Assistant Chief Scott Wainwright

Fire Chief's report

Fire Calls:

Year to Date Fire Calls: 1/1/25-2/28/25 : 240

Year to Date EMS Calls: 1/1/25-2/28/25: 61

Prev. year comparison: 2024 2025 2024 2025

JAN.	136	118	JULY	126	
FEB.	116	126	AUG.	105	
MARCH	97		SEPT.	112	
APRIL	93		OCT.	123	
MAY	84		NOV.	102	
JUNE	107		DEC.	112	

Calls of Significance:

- 1/14/25 – 151 Main St Morgan Manning House
- 1/15/25 – 875 Block LaDue Rd Fatal MVA
- 1/22/25 – 12 East Ave House fire – Murray
- 1/25/25 – 2863 Redman Rd Chimney Fire
- 1/27/25 – 16395 Fourth Section Rd House fire – Clarendon
- 2/10/25 – 701 White Rd Chimney Fire
- 2/20/25 – 297 Block Holley St Vehicle fire
- 2/27/25 – 5550 Brockport Spencerport RD Person trapped under seat of bus

GENERAL INFORMATION:

- Truck committees have met a few times setting up specs for a new light rescue and new quint
- SOPs are being updated, Duty Officer and Duty Medic have been updated and will be posted at Headquarters near the sign up calendar in the hallway
- With all the new faces coming on, we need to get them comfortable with how we operate on scenes and show them what is expected. Use the accountability system on every call, appropriate PPE for the call, get crews on the truck with them so they can see how we respond and communicate for each different situation. They are cleared to ride trucks but on the job training needs to happen **on the job**.

- Thank you to everyone that has been coming out to help cover calls, so far this year has been on track with last year and I don't see it slowing down.
- We would however like to see some of the less familiar faces getting back on trucks to help cover some of the calls. Many hands make light work.

Any questions, comments, or concerns please reach out to me or stop in the office anytime I am there.



Brockport Fire District

38 Market Street • P. O. Box 131

Brockport, NY 14420

Chief: Tim Smith

Deputy Chief: Adam Leggett

Assistant Chief: Scott Wainwright

Deputy Chief Report

Date: 3/2/24

Annual Firefighter Requalifications

They are available in a file folder at the watch desk and officers have access to print new ones in the training folder on the server. All interior and exterior FFs are responsible for their JPR sheets. Officers are responsible for checking them off the google sheet. Once the JPR is completed please put them in the chiefs mailbox so they can be scanned into Red Alert. FFs should hold onto their JPRs for proof of completion.

BEFO/IFO registrations

Recruits Mundorff, Smallwood, and Rautenstrauch have started the Orleans Co BEFO on 2/3/25. They will need a pumper and operator on 3/19 for class.

Recruits Maggard and Milligan are starting BEFO in Livingston Co on 2/18 with Recruit Matthews being on the waitlist.

The last email I received from Monroe Co was 3 weeks and had said the BEFO rosters would be confirmed that past weekend. I have not heard anything further.

Harassment Training-

-The emails have been sent out to get into Vector to complete the Harassment training. This is required for all members and it is due by **May 1, 2025**. Please let me or Deb Bax if you are having trouble logging in.

In person training- I have 5 people at this time requesting in person harassment training. Please reach out to me if you would also like to attend this. It will likely be a Saturday morning session in April

District Drills -

- 2/18 Ice and Cold Water ppt
- 2/25 Ice and Cold Water evolutions
- 3/11 VEIS
- 3/18 FF Survival



Brockport Fire District

38 Market Street • P. O. Box 131

Brockport, NY 14420

Chief: Tim Smith

Deputy Chief: Adam Leggett

Assistant Chief: Scott Wainwright

-3/22 NYS Safe Boater Class - email Mike Henry to sign up

-3/25 Hazmat/BBP

-4/8 Forced Entry evolutions/Thru the lock

Pumper for BEFO

-3/19 Pumper to Orleans Co

-3/29 Pumper to Livingston Co

NY state Boater Safety Course

We will be hosting a NY Boater safety course on Saturday 3/22. This is a requirement starting this year for any one operating a boat or personal watercraft in NYS. If you want to be a boat operator and have not already taken this class please plan to attend this session.

Email Mike Henry to register for the class. It is limited to 30 people.

Training Grounds

The officers for station 5 are Capt S Smith and Lt Doerrer. We will be working on ways to improve the training grounds/prop.

Recruit Class-

Currently underway with Capt Scott Smith as the Recruit Class officer, assisted by Safety officer Mike Henry and Lt Doerrer.

Driver training (2C93, Mike Menear)

Working on reviewing SOPs and updating the process along with train the trainer for new officers.

If you are interested in becoming an apparatus operator please let your Captain/Lt know so they can start your training.



Brockport Fire District

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Brockport, NY 14420

Chief: Tim Smith

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Bunk in Program

I have spoken to Murray and Hamlin directly and they are still on board. I will be reaching out to Churchville and Bergen to make sure they are still on board, update them with the house purchase, and make sure they have policy in place for Mutual Aid members.

I haven't been able to sit down and revise the SOP further. Please send me any suggestions from the draft that I sent prior.



Brockport Fire District

38 Market Street • P. O. Box 131

Brockport, NY 14420

Chief: Tim Smith

Deputy Chief: Adam Leggett

Assistant Chief: Scott Wainwright

Assistant Chiefs Report

Date: 3/3/25

Maintenance Issues:

- See Mike Henrys maintenance status report that he puts out on Mondays.

Monthly EMS report:

- See Lt Zach Alexanders monthly ems report

Fire District Details:

- SUNY asked us if we could bring a firetruck over to the SERC on Sunday 4/6 from 11:00-12:15 for a kids Easter egg hunt. Lt Ryan Grasso and I will be handling this detail.

Misc. Information:

- Tour of St1 at 17:30 on Tuesday 3/4 for a Girl Scout Troop. Lt Harris Reed and Al Way will be handling this detail.
- Gear inspection will be starting on 3/10. Captains and Lieutenants will be getting in touch with their personnel in their groups to get their gear to St 1 the Sunday before the gear will be picked up.
- Captain Scott Smith will be going over some changes to the district running assignments at the association meeting.
- After the meeting on Tuesday we will finish getting 234 ready for pick up by Fort Covington FD later in the week. We have older equipment we will be sending with it and we have to take the gaffrey valves off. It should be a very quick detail.

- I will bring this up again. Anyone that is riding a truck and puts an air pack on, when you are done with the call or drill, **YOU ARE TO MAKE SURE THE STRAPS ON THE AIRPACKS AND MASKS ARE PULLED OUT FOR THE NEXT FIREFIGHTER TO USE. NO MASKS ARE TO BE LEFT ATTACHED TO THE REGULATORS AND NOT LAYING ON THE FLOOR OF THE TRUCKS!!** This can cause damage to the rubber seal on the regulator and also to the plastic on the mask that holds the regulator on. We are still finding this problem on all the trucks. Please take care of this very expensive piece of equipment.
- We will be putting in a purchase request for more SCBA bottles. Mike Menear has older bottles that need to be rotated out of our stock and replaced with new ones. A quote will be coming and we will have more to come on this.
- I am still working with the insurance adjuster for replacement of 2 ground ladders for Spencerport that was damaged beyond repair at the Morgan Manning Fire.

Any questions feel free to get in touch with me.

Respectfully Submitted,
Assistant Chief Scott Wainwright



Brockport Fire District

38 Market Street, Brockport NY, 14420

Office of the EMS Coordinator

Date: 03/01/2025

Overview of February:

- MVA W/ Injuries – 9, Accidents where EMS was provided prior to ambulance arrival.
- Med 500 – 2, Full codes
- Amb. Coming from a Dist.– 21, EMS calls for care when ambulance either mutual aided or coming from a distance.
- Assist the Amb. – 11, Either lift assist or other calls with ambulance already on scene.
- 980 – 1
- Total – 44, total EMS calls Where some type of patient care provided.
- Avg. wait time – 16 min., Average time from first unit on scene to ambulance on location.

Updates:

- In the process of getting district signed up for ePCR's using Imagetrend. State provides free version for BLSFR agencies.
- Currently going through SOG's to review and potentially update outdated guidelines as well as add additional SOG's. Will bring up at next officers meeting.

CPR:

- Will be running a refresher class on March 13th for anyone who needs it. Inst. M. Smith will be handling this class. This is to catch some of the new people as well as anyone who is overdue/ up for renewal soon. Would like to get a better cycle of renewal for members so it is less sporadic and on a more even rotation.



Brockport Fire District

38 Market Street, Brockport NY, 14420

Office of the EMS Coordinator

Equipment:

- Bag checks have been going well overall, few not getting done.
- All bags should be up to date on any expiration dates as well as being fully stocked.
- Will be getting dimensions for shelves for 232, 233, and future 234 ems compartments to better organize ems supplies.
- Placed EMS decon cabinet out by watch desk. This can be used for cleaning equipment after calls as well as houses spare decon equipment for all apparatus (Hand Sanitizer, and Sani-Cloths).

Future:

- Will be looking into and purchasing more suction units for the district to better prepare ourselves on EMS calls. Working with Asst. Chief Wainwright on purchase req.
- Will be purchasing addt'l EMS bag to have as a spare set up to use for calls where bags get severely used. That way truck can go right back in service without downtime for restock.
- Would like to find a solution to the equipment on 2367. If we could get some type of organizer or tote to house everything so it is not kicked around and thrown around back of pickup. Any ideas welcome.

**Brockport Fire
District****Scott Wainwright** <swainwright@brockportfire.org>**Fwd:**

3 messages

Michael Henry <mhenry@brockportfire.org>
To: Assistant Chief <Assistantchief@brockportfire.org>

Mon, Mar 3, 2025 at 11:23 AM

[Here is the list.](#)[Mike Henry](#)[Administrative Assistant to Chiefs Office](#)
[Safety Officer / Past Chief](#)
[Brockport Fire District](#)
[Office#: 585-637-1036](#)
[Mobile#:585-260-6100](#)

----- Forwarded message -----

From: **Allan Hoy** <ahoy@brockportfire.org>
Date: Mon, Mar 3, 2025 at 9:54 AM
Subject: Fwd:
To: Michael Henry <chiefsadmin@brockportfire.org>

----- Forwarded message -----

From: **Allan Hoy** <allanhoy3744@gmail.com>
Date: Mon, Mar 3, 2025 at 9:40 AM
Subject: Items to go with P234
To: Allan Hoy <ahoy@brockportfire.org>

Mike, on this table are possible items that can go with P234 (on the table in the Mez).

- *Hard suction strainer
- *Deck gun fog nozzle
- *Deck gun base platform
- *2 steamer caps
- *2 Brooms
- *1 flat shovel
- *1 spade shovel
- *1 foam fill hose
- *1 bolt cutter
- *spanner wrenches
- *2 box lights
- *1 long pry bar
- *1 attic ladder
- *1 6" steamer to 2-21/2"
- *4 older "tele" lights
- *1 pick axe
- *1 flat axe
- *8 Fiberglass hooks
- *5 Plastic cribbing bags

Regards,

Allan



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3083K

Scott Wainwright <swainwright@brockportfire.org>
To: Michael Henry <mhenry@brockportfire.org>

Mon, Mar 3, 2025 at 11:25 AM

AI add 2 cutters edge saws to that list.

Scott Wainwright
Assistant Chief 2C-33
Brockport Fire District
Cell: 585-507-8065
[Email:swainwright@brockportfire.org](mailto:swainwright@brockportfire.org)
[Quoted text hidden]

Michael Henry <mhenry@brockportfire.org>
To: Scott Wainwright <swainwright@brockportfire.org>

Mon, Mar 3, 2025 at 11:26 AM

okay

Mike Henry

Administrative Assistant to Chiefs Office
Safety Officer / Past Chief
Brockport Fire District
Office#: 585-637-1036
Mobile#:585-260-6100

[Quoted text hidden]

Brockport Fire District Capital Summary 2025

Projects to Complete	Budget	Actual Cost	Funds Available to		Fund Source
			Reallocate	Additional Funds Needed	
Truck	329,235	329,235	0	0	
Chief Vehicle	45,000	75,000	0	30,000	Sinese Foundation
TFT Extend Gun	15,000				
ST1 Signage	5,000				
ST2 Signage	5,000				
ST3 Signage	5,000				
St5 Roof Prop	60,000				
St5 Paving	75,000	190,000	0	115,000	Canceled Projects
St5 Shed	15,000				
St5 Signage	5,000				
St 1 Roof	?				
Alert system for bunk room	?				
Total	559,235	594,235	0	145,000	

Canceled Projects	Budget	Actual
ST1 Handicapped Doors	50,000	NA
St1 Alarm	40,000	hold
St1 Fans	10,000	hold
ST2 roof	30,000	NA
ST3 Paint	7,000	NA
Total To Reallocate	130,000	

Brockport Fire District

Abstract of Audited Vouchers from 2/18/2025 to 3/03/2025

Claimant	Invoice Date	Invoice	Voucher # Description	Distribution Acct	A/P Owed	Check #	Chk Date
CopterFax Business Technologies, 2/12/2025 843609	2/12/2025	843609	7,888 Copier usage - 01/15/25 - 02/14/25	AA.3635.400.000	96.03		
					96.03		
			<u>CopterFax Business Technologies, Inc. Total</u>				
Emergency Vehicle Service 2/21/2025 0202171	2/21/2025	0202171	7,879 Pump and connectors for P233	AA.3915.400.000	451.57		
			2/21/2025 0202172	AA.3965.400.000	703.54		
			2/21/2025 0202173	AA.3910.400.000	1,178.87		
<u>Emergency Vehicle Service Total</u>					2,333.98		
Firematic Supply Company, Inc 2/12/2025 INTSLR10006	2/12/2025	INTSLR10006	7,878 Repair collision damage on BFD7	AA.3951.400.000	95.52		
					95.52		
			<u>Firematic Supply Company, Inc Total</u>				
Jim's Service 2/06/2025 33754	2/06/2025	33754	7,877 Oil change and repair leaking exhaust gaskets on	AA.3910.400.000	2,920.86		
			2/13/2025 33794	AA.3965.400.000	1,003.51		
			<u>Jim's Service Total</u>				
Medina, Jose 2/26/2025 Runnings	2/26/2025	Runnings	7,882 Starter rope and grip	AA.4205.400.000	7.49		
					7.49		
			<u>Medina, Jose Total</u>				
Northside Service Center 2/19/2025 142517	2/19/2025	142517	7,887 Oil change 2024 Silverado 2500HD	AA.3951.400.000	88.92		
					88.92		
			<u>Northside Service Center Total</u>				
Village of Brockport DPW 2/10/2025 Fuel 2025.01	2/10/2025	Fuel 2025.01	7,893 Fuel - January 2025	AA.3985.400.000	2,004.91		
					2,004.91		
			<u>Village of Brockport DPW Total</u>				
Westside News, Inc. 2/09/2025 141585	2/09/2025	141585	7,890 Legal notice - Purchase of 52 Market St	AA.3630.400.000	81.45		
			2/09/2025 141586	AA.3630.400.000	107.70		
			2/09/2025 141598	AA.3630.400.000	123.45		

Brockport Fire District

Abstract of Audited Vouchers from 2/18/2025 to 3/03/2025

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Voucher #</u>	<u>Description</u>	<u>Distribution Acct</u>	<u>A/P Owd</u>	<u>Check #</u>	<u>Chk Date</u>
	2/09/2025	141599		Legal notice - 2009-E-1 Pumper	AA.3630.400.000	75.15		
						387.75		
						10,222.27		

Westside News, Inc. Total

Total for Voucher Type: Regular

Total:

Payroll
Vouchers
Total

3,314.18
13,494.74
16,808.92

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
Total

16,808.92
16,808.92

3/3/25
Date

Debra Bax

Debra Bax, Secretary Brockport Fire District