

Brockport Fire District Commissioners
Organizational Meeting Minutes
January 6, 2025 6:30 pm
Brockport Fire Station #3
191 West Avenue, Brockport NY 14420

Present: Commissioners Patricia Connors, Allyn Hammel, Michael Koss David Georgiev, Bill Bird;
Treasurer Debra Kuhn; Secretary Debra Bax; Attorney Ray DiRaddo

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

Pledge Moment of Silence

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

Oath of Office for new Commissioner – Willard “Bill” Bird

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

Motion by Commissioner Hammel seconded by Commissioner Georgiev to approve Commissioner Patricia Connors as Chairwoman for 2025. **5 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 2025. **5 Yes 0 No**

RESOLUTION: 2025-1

Administration of the Oath of Office for the Brockport Volunteer Firefighters Association Officers for the year 2025 administered by Attorney DiRaddo:

Chief Timothy Smith, Deputy Chief Adam Leggett, Assistant Chief Scott Wainwright

Fire Captains: James Juby, Matthew Nauerth, Scott Smith (one open position)

Fire Lieutenants: Zachary Alexander, Ryan Grasso, Harris

Reed, Patrick Doerrer

Fire Police Captain: Cheryl Wiest

Safety Officers: Michael Henry, Michael Menear

RESOLUTION: 2025-2 **Appoint Secretary and Approve Salary**

BE IT RESOLVED, that Debra Bax is hereby appointed secretary of the Brockport Fire District for the year 2025.

Motion by Commissioner Hammel seconded by Commissioner Georgiev to approve Debra Bax as Secretary and to receive a stipend of \$15,497.38 as approved in the 2025 Budget for the year 2025, paid in bi-weekly installments. **5 Yes 0 No**

RESOLUTION: 2025-3 **Appoint Treasurer and Approve Salary.**

BE IT RESOLVED, that Debra Kuhn is hereby appointed Treasurer of the Brockport Fire District for the year 2025.

Motion by Commissioner Hammel seconded by Commissioner Koss to approve Debra Kuhn as the Treasurer and to receive a stipend of \$21.28 per hour as approved in the 2025 Budget for the year 2025, paid in bi-weekly installments. **5 Yes 0 No**

RESOLUTION: 2025-4 Appoint Attorney

BE IT RESOLVED, that Ray DiRaddo is hereby appointed the attorney for the Brockport Fire District for the year 2025.

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 Bird to approve. **5 Yes 0 No**

RESOLUTION: 2025-5 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 Bird seconded by Commissioner Koss to approve. **5 Yes 0 No**

RESOLUTION: 2025-6 Appoint Official Newspaper

BE IT RESOLVED, that the Suburban News (Westside Edition) and Hamlin Clarkson Herald, as well as the Democrat and Chronicle and the Rochester Business Journal be the designated official newspapers of the Brockport Fire District for the year 2025. The publications are in general circulation within the district.

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

RESOLUTION: 2025-7 Meeting Dates 2025

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 6 Organizational Mtg.
- and January 20
- February 3, 17
- March 3, 17
- April 7, 21
- May 5, 19
- June 2, 16
- July 7, 21
- August 4, 18
- September 32 (Tuesday), 16
- October 6
- October 20 Budget Hearing 6:30 pm
- Regular Meeting 6:45 pm
- November 3, 17
- December 1
- December 9 (Tuesday) Annual Election 5:00-9:00 pm
- Station #3 – 191 West Avenue
- December 15

Motion by Commissioner Bird seconded by Commissioner Georgiev to approve the 2025 Meeting Dates. **5 Yes 0 No**

RESOLUTION: 2025-8

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 2025 or any other commercial bank within the fire district.

Motion by Commissioner Hammel seconded by Commissioner Georgiev to approve.

5 Yes 0 No

RESOLUTION: 2025-9

Memberships

BE IT RESOLVED, that the Brockport Fire District will maintain membership in the following organizations for the year 2025:

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.

5 Yes 0 No

RESOLUTION: 2025-10

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
- Payment to the US Postmaster for postage
- Payment for freight or delivery charges
- Salaries
- Copier Lease payment
- Water Bill payments
- Any other contractual periodic payments

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

RESOLUTION: 2025-11

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

RESOLUTION: 2025-12

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. **5 Yes 0 No**

RESOLUTION: 2025-13

Policies and Procedures

BE IT RESOLVED, that the Brockport Fire District reapprove the Policies and Procedures for 2025 as approved in 2024.

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

RESOLUTION: 2025-14 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 Georgiev to approve.

5 Yes 0 No

RESOLUTION: 2025-15 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. **5 Yes 0 No**

RESOLUTION: 2025-16 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. **5 Yes 0 No**

End of the Organizational Meeting Items Portion of the Agenda

Brockport Fire District Commissioners
Regular Meeting Minutes
January 6, 2025

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

Others Present: John Rombaut, Zach Alexander, Scott Cleere

Approval of December 16, 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

- 1,313 calls for 2024.
- Discussed the need for ambulance coverage since the department is covering a lot of EMS calls. Commissioner Connors suggested that a meeting be set to meet with the Towns and the Village.
- Discussion regarding the Brockport Police Department will be purchasing a drone which will be available 24/7. Chief Smith suggested that the district might want to consider selling or donating one of our vehicles that we will be replacing.

Deputy Chief's Report

- Working on annual requalification process for firefighters.
- Station 5 Training Grounds – the back fan in the bay needs removed, only leave one fan in there.
- Discussion regarding the roof prop but the money that could be available may be needed for the roof at Station 1.
- FDIC – holding off for this year.
- Commissioner Koss inquired about EVOC Course. Jake Buzard is going to a class.

Assistant Chief's Report

- Each officer will be assigned a group of people.
- Will be meeting with the support personnel.
- Discussed the new gear and changes that are being made with it.
- Discussed the R&R Message Board in the truck bay. Commissioner Hammel indicated that there needs to be a discussion with Greg Gartland.

Motion by Commissioner Bird seconded by Commissioner Georgiev to approve the Chiefs' Reports. **5 Yes 0 No**

Treasurer's Report

- Reviewed submitted report.

RESOLUTION: 2025-18

Payment of Bills

BE IT RESOLVED, that the Treasurer is approved to transfer from the General Fund Money Market Account \$58,854.54 to pay the Regular Bills and \$3,285.60 for Payroll and transfer all into the General Checking Account to pay the bills and payroll totaling \$62,140.14.

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

Secretary's Report

- VFA Grant – we did not get approved for 2024 but will continue to submit this grant each year.
- Cancer Benefit Proof of Benefits – form was filed by the deadline of 1/1/2025.
- Cancer Benefit Files – continuing to update the files for the respective reporting.
- Email Groups – sent out the groups and so far no corrections or changes.

New Business/Commissioners

- Discussion regarding Truck 234. Commissioner Koss indicated that there is an air leak in the back breaks. Need to get it to Thruway Springs for repairs.
- New printer for the Commission Office and one for Station 3. Treasurer Kuhn will order the printers.
- Commissioner Hammel sent a text regarding the roofs at Station 1 and 5.
- Commissioner Connors indicated that the door repairs were completed at Station 1 and there was an issue with one of the fire doors.
- Deputy Chief Leggett indicated that the door at Station 2 into the truck bay needs a new exterior door and also a FOB key pad.

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 8:40 pm.

Motion by Commissioner Hammel seconded by Commissioner Georgiev to move from Executive Session back to Regular Session. **5 Yes 0 No** Moved back to Regular Session at 8:55 pm

- **Motion** by Commissioner Bird seconded by Commissioner Georgiev to vote for Commissioner Hammel to have approval to sign the Purchase Offer for the Market Street property subject to the final approval by the Commission. **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 Koss. **5 Yes 0 No** Meeting adjourned 9:00 pm.

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



Brockport Fire District (Tentative) Meeting Agenda

January 6, 2025

Following Organizational Meeting

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 December 16.
4. BVFA representative
5. Chief's Reports *
6. Treasurer's Report:
 - Payment of Bills *
7. Secretary's Report:
 - VFA Grant
 - Cancer Benefit Proof of Benefits
 - Cancer Benefit Files
 - Email Groups
8. New/Old Business/Commissioner Reports:
 - 234
 - Website
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
Organizational Meeting Agenda
January 6, 2025

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 – Willard “Bill” Bird
- Selection of Chair
- Selection of Vice Chair

- Appoint and Oath of Office for 2025 BVFA Line Officers **RESOLUTION 2025-1**

- Appoint Secretary and Approve Salary **RESOLUTION 2025-2**
- Approve Treasurer and Approve Salary **RESOLUTION 2025-3**

- Appoint Attorney **RESOLUTION 2025-4**
- Appoint Public Information Officer **RESOLUTION 2025-5**
- Appoint Official Newspapers **RESOLUTION 2025-6**
- Approval of 2025 Meetings **RESOLUTION 2025-7**
- Approve Official Bank **RESOLUTION 2025-8**
- Memberships (approve maintaining memberships in organizations for 2024) **RESOLUTION 2025-9**
- Resolution for Authorized Payments by the Treasurer **RESOLUTION 2025-10**
- Annual Update Document (AUD) **RESOLUTION 2025-11**
- Treasurer Surety Bond **RESOLUTION 2025-12**
- Policies and Procedures **RESOLUTION 2025-13**
- Committees and Duties of the Fire Commissioners **RESOLUTION 2025-14**
- Town Law 176 **RESOLUTION 2025-15**
- General Obligations Law **RESOLUTION 2025-16**

Oath of Office for Secretary and Treasurer

The above ends the Organizational Meeting Items Portion of the Agenda

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**

Deb Bax <dbax@brockportfire.org>

Maintenance Status

Michael Henry <mhenry@brockportfire.org>

Tue, Dec 31, 2024 at 9:56 AM

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

12/31/2024

Out of service

P-235 - **Out of service** for accident damage, at Firematic for repair.

- Straightening and Body work is completed
- Then moved to Paint booth at paint booth

Current issues with equipment:

- **Q-230** -
 - The Officer's side handle by rear step is scraped up but working. Will be replaced on next maintenance.
 - The Officer's side light under the bucket is out. - EVS ordered Bulb
- **P-232** -
 - Small crack in windshield - will monitor
- **P-234** - EVS to repair:
 - Small Leak from front suction drain -
 - Low coolant alarm - coolant full, EVS to replace coolant sensor
- **P-235** - **On hold**
 - Officers side scene light not working, unrepairable needs to be replaced
 - Officers side inlet missing handle - EVS has handle.
 - Manifolds leak - to be fixed prior to return by Jim's
- **R-238** -
 - Small leak from passenger front Hurst tool controller.
 - Chain came off the Hurst tool reel. EVS has the chain and will order replacement.
 - Drivers door difficulty shutting, intermittent issue - EVS to work on door assembly
- **T-236** -
 - Need protective coating on the side of the truck where the dump tank is to prevent scratching.

Inspections scheduled:

P-235 - Pump service and test, and NYSI

Completed:

- **P-234**
 - Small leak from pump packing redone, EVS will be adjusting for drip
 - Driver side scene light not working, EVS replaced bulb
 - Battery tray is loose, EVS replaced tray
- **T-236** - Pump panel light not working, EVS replaced toggle switch

Future Maintenance:

- R-238 - Submitted a paint warranty claim to Rosenbauer on body issues on the Officers side, This will be repaired in April 2025 time frame.

Notes:

Mike Henry

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