

**Brockport Board of Fire Commissioners**  
**Regular Meeting 6:00 pm**  
**November 3, 2025**  
**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; Deputy Chief Adam Leggett, Assistant Chief Jim Juby; Attorney Ray DiRaddo  
**Others Present:** Zach Alexander, John Rombaut, Corrine Cummings, Deb Hoy  
**Excused:** Chief Tim Smith, Treasurer Debra Kuhn

Pledge                      Moment of Silence

**Approval of October 20, 2025 Regular Meeting Minutes**

**Motion** by Commissioner Hammel seconded by Commissioner Georgie to approve as read.

**5 Yes 0 No**

**BVFA**

- President Sabernick
  - Will be conducting personnel interviews differently. Possibly taking in members at different times during the year rather at the time they apply. This is still a process to be discussed.
  - Bunkrooms – there were 5 females who wanted to bunk in and only 4 beds in the women’s bunkroom. After discussion it was decided that the bunkrooms would change from Women’s and Men’s to Bunkroom 1 and Bunkroom 2. Attorney DiRaddo indicated that a set of ground rules should be set up. President Sabernick noted that members must be cleared on a truck in order to bunk in.

**Chief’s Report**

- Reviewed submitted report.

**Deputy Chief’s Report**

- Reviewed submitted report.
- Reviewed calls of significance from the Chief’s Report.
- More members are around the hall for drills and calls.
- Onboarding for next year – more orientation to get them to ride and get ready for BEFO.
- JPR’s going well.
- Roof prop vent will not be put on for the winter months.
- Reviewed drills.
- Emily Weaver had to drop out of the BEFO class due to illness of her child. The new rule is that, if one class isn’t attended, then the person must be dropped from the entire class.
- Stair Climb - \$15 fee for members. There are a few members signed up. Commissioner Bird indicated that the district should pay for this and, if necessary, rent a larger van if a lot of members plan to participate.

- 52 Market Street – is there Spectrum cable yet? Commissioner Hammel was not sure if that was completed. Commissioner Georgiev indicated that it was installed.
- Station alerting is not working properly. Commissioner Hammel will discuss with Greg Gartland.

#### **Assistant Chief's Report**

- Reviewed submitted report.
- Maintenance report was sent out.
- 230 work detail yesterday by Harris Reed.
- Gear – ordered 5 sets before the end of the year.
- 12/7/25 is the Holiday Parade.
- Varsity football is in the finals at Brockport State.
- Ordered 2 multi phone charging stations for HQ.

**Motion** by Commissioner Hammel seconded by Commissioner Koss to accept the Chiefs' Reports.  
**5 Yes 0 No**

**Treasurer's Report** – excused from the meeting.

#### **Secretary's Report**

- Member application for Joseph Caudle for FF – all paperwork has been received.

**Motion** by Commissioner Koss seconded by Commissioner Georgiev to approve.

**5 Yes 0 No**

- Member application received by the BVFA for Amy Woodward as Mutual Aid. At this time the letter from her Chief has not been received so she was not yet approved by the BVFA.
- Cancer Benefit Program – continuing to update information and the report is due 12/1/2025.
- Personnel files – need to set up folders for the new members. Older files need to be purged and put in storage.
- FOIL Request – no request form was ever returned, so 3 follow-up calls were made with no response.

- Annual Election reviewed.

**Motion** by Commissioner Bird seconded by Commissioner Koss to advertise the Annual Election in the newspapers and on the website. The Annual Election is to be held on Tuesday, December 9, 2025 from 5-9 pm at Brockport Fire District Station #3.

**5 Yes 0 No**

#### **New/Old Business/Commissioner Report**

- 52 Market Street
    - Reviewed the Advertisement for Bid
- Bid documents obtained beginning 11/10/2025 at 9:00 am from Passero Associates  
 11/25/2025 at 9:00 am Pre-Bid Meeting and Walk Through  
 Receive bids until 12/4/2025 at 2:00 pm with Bid Opening immediately following.

- Station 1 Roof Repair – Commissioner Koss indicated the roof work will begin and, if necessary, the materials may need to be put inside depending on the weather.
- Lowes has a 10 x 10 shed that they would like to donate. At this time, we do not have space for another shed. Possibly the Vets Club could use it.
- EMS Policy – Commissioner Georgiev reviewed the process. Indicated that they should submit the request to the Chief's Office for approval and once approved based on the budget that, if they fail the first time, then they do not have to pay for the class but, if they fail the class the second time, then the member pays for the class. DC Leggett indicated that a mentor will be assigned to a member who is planning to take the class. The EMS Policy should again be reviewed in the future.
- Commissioner Bird – working on the Preventative Maintenance Contract for the boilers and air conditioners.
- Women's Bunkroom (Bunkroom #2), will install solid doors.
- Commissioner Koss – The EMS Office needs ceiling work plus new cabling. Estimated cost approximately \$1,000.

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 7:20 pm.

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