

Brockport Fire District Commissioners
Organizational Meeting Minutes
January 5, 2026 6:00 pm
Brockport Fire Station #3
191 West Avenue, Brockport NY 14420

Present: Commissioners Patricia Connors, Allyn Hammel, Michael Koss, Bill Bird, Brian Frew;
Treasurer Debra Kuhn; Attorney Ray DiRaddo

Excused: Secretary Debra Bax

Meeting called to order by Treasurer Kuhn at 6:00 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 – Brian Frew

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

Motion by Commissioner Hammel seconded by Commissioner Koss to approve
Commissioner Patricia Connors as Chairwoman for 2026. **5 Yes 0 No**

Chairwoman Connors continued with the meeting.

Motion by Commissioner Connors seconded by Commissioner Bird to approve
Commissioner Hammel as Vice Chairman for the year 2026. **5 Yes 0 No**

RESOLUTION: 2026-1

Administration of the Oath of Office for the Brockport Volunteer Firefighters Association

Officers for the year 2026 administered by Attorney DiRaddo:

Chief Adam Leggett, Deputy Chief Jose Medina, Assistant Chief Jim Juby

Fire Captains: Scott Smith (Harris Reed, Zach Alexander - not in attendance)

Fire Lieutenants: Patrick Doerrer, Ryan Grasso (not in attendance)

Fire Police Captain: Cheryl Wiest

Fire Police Lieutenant: Donnie Rhoades

RESOLUTION: 2026-2 **Appoint Secretary and Approve Salary**

BE IT RESOLVED, that Debra Bax is hereby appointed secretary of the Brockport Fire District for the year 2026.

Motion by Commissioner Koss seconded by Commissioner Hammel to approve Debra Bax as Secretary and to receive a stipend of \$15,962.00 as approved in the 2026 Budget for the year 2026, paid in bi-weekly installments. **5 Yes 0 No**

RESOLUTION: 2026-3 **Appoint Treasurer and Approve Salary.**

BE IT RESOLVED, that Debra Kuhn is hereby appointed Treasurer of the Brockport Fire District for the year 2026.

Motion by Commissioner Bird seconded by Commissioner Koss to approve Debra Kuhn as the Treasurer and to receive a stipend of \$25.75 per hour as approved in the 2026 Budget for the year 2026, paid in bi-weekly installments. **5 Yes 0 No**

Oath of Office for Treasurer – Debra Kuhn

RESOLUTION: 2026-4 Appoint Attorney

BE IT RESOLVED, that Ray DiRaddo is hereby appointed the attorney for the Brockport Fire District for the year 2026.

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: 2026-5 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 Hammel seconded by Commissioner Bird to approve. **5 Yes 0 No**

RESOLUTION: 2026-6 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 2026. The publications are in general circulation within the district.

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

RESOLUTION: 2026-7 Meeting Dates 2026

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 6:00 pm unless otherwise noted:

Motion by Commissioner Bird seconded by Commissioner Hammel to approve the 2026 Meeting Dates. **5 Yes 0 No**

January 5 Organizational Mtg., January 19, February 2, February 16, March 2, March 16, April 6, April 20, May 4, May 18, June 1, June 15, July 6, July 20, August 3, August 17, September 8 (Tuesday), September 21, October 19 (Budget Hearing 6:00 pm, Regular Mtg. 6:15 pm), November 2, November 16, December 7, December 8 (Tuesday, Annual Election 5 – 9 pm, Station # 3- 191 West Avenue), December 21

RESOLUTION: 2026-8**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 2026 or any other commercial bank within the fire district.

Motion by Commissioner Bird seconded by Commissioner Koss to approve.

5 Yes 0 No

RESOLUTION: 2026-9**Memberships**

BE IT RESOLVED, that the Brockport Fire District will maintain membership in the following organizations for the year 2026

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 Koss seconded by Commissioner Hammel to approve.

5 Yes 0 No

RESOLUTION: 2026-10**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 Bird seconded by Commissioner Frew to approve. **5 Yes 0 No**

RESOLUTION: 2026-11**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 Hammel to approve. **5 Yes 0 No**

RESOLUTION: 2026-12**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 Koss seconded by Commissioner Frew to approve. **5 Yes 0 No**

RESOLUTION: 2026-13**Policies and Procedures**

BE IT RESOLVED, that the Brockport Fire District reapprove the Policies and Procedures for 2026 as approved in 2025.

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

RESOLUTION: 2026-14 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 Frew to approve.

5 Yes 0 No

RESOLUTION: 2026-15 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 Frew seconded by Commissioner Koss to approve. **5 Yes 0 No**

RESOLUTION: 2026-16 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 Bird seconded by Commissioner Frew to approve. **5 Yes 0 No**

End of the Organizational Meeting Items Portion of the Agenda

**Brockport Fire District Commissioners
Regular Meeting Minutes
January 5, 2026**

Present: Commissioners Patricia Connors, Allyn Hammel, Michael Koss, Bill Bird, Brian Frew; Treasurer Debra Kuhn; Attorney Ray DiRaddo; Chief Adam Leggett, Deputy Chief Jose Medina, Assistant Chief Jim Juby

Excused: Secretary Debra Bax

Approval of December 15, 2025 Regular Meeting Minutes

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

4 Yes 0 No 1 Abstained (Commissioner Frew was not yet a commissioner)

BVFA

- President Deb Hoy
- Indicated that the coolers used for rehab need to be replaced. Two large ones are \$160 each and one small one is \$100 each. Discussion by Treasurer Kuhn regarding purchasing through Walmart vs Costco (more expensive at Walmart).
Motion by Commissioner Bird seconded by Commissioner Hammel to approve an expenditure of up to \$500 to purchase the coolers **5 Yes 0 No**
- Banquet – how does the deposit get made? Treasurer Kuhn indicated that the BVFA pays all of the expenses then they are reimbursed by the Commission. The budget for 2026 is \$10,000 per Treasurer Kuhn. Commissioner Bird indicated that the commission authorized \$11,000. Treasurer Kuhn indicated that it was \$8,000 and went up \$2,000 to \$10,000 for 2026.
- Discussed some public safety announcements, etc. and how we can post information. The commission noted that anything that gets posted on social media must go through the Public Information Officer, Chris Martin.

Chief's Report – Chief Adam Leggett

- 15 calls to date
- Total calls for 2025 were 1,234.
- There will be a Line Officer's Organizational Meeting tomorrow night after the BVFA Meeting.
- There was a fill in at Spencerport for a house fire and a call for a stabbing.

Deputy Chief's Report – Deputy Chief Jose Medina

- Nothing at this time for this meeting.

Assistant Chief's Report – Assistant Chief Jim Juby

- The tracks were installed on the UTV.
- Holley Fire District signed the Memorandum of Agreement for the Bunk-In Program.
- Should receive the new gear at the end of the month. Morning Pride will be out tomorrow at 5:00 pm to show what gear they have available.
- The Breakfast with Santa was a success and there was a good turnout for the Parade.
- Commissioner Koss commented on EMS calls that the firefighters are covering. Chairwoman Connors would like to have numbers in order to address the situation.

- Issues with Uniform Express. Bills were paid and no evidence that we received the items. They have lost many of our orders. Ordered Class B's and A's in October and they have no record of it. Will be looking at alternatives.

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

Treasurer's Report

- Received a call regarding the Recruitment and Retention Grant. We cannot begin the Grant until we have an executed contract and it is run through E-Grants. Deb Bax was listed as the Fiscal Contact, David Georgiev as the Primary Contact and Debra Kuhn as the Signatory. These need to be updated.
- Needs to be a discussion regarding the position that was created for Zach Alexander. Discussion regarding on-call vs overtime. After further discussion, the following motion was made:

Motion by Commissioner Koss seconded by Commissioner Bird to approve Zach Alexander for 30 hours per week to maintain the district properties. **5 Yes 0 No**

RESOLUTION: 2025-17

Payment of Bills

BE IT RESOLVED, that the Treasurer is approved to transfer from the General Fund Money Market Account \$31,222.38 to pay the Regular Bills; \$3,291.80 for Payroll, and \$13,157.25 from the Miscellaneous Equipment Account for the Extend-A-Gun and to transfer all into the General Checking Account to pay the bills and payroll totaling \$47,671.43.

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

Secretary's Report

- Roster updates – not clear on who is doing what and what my responsibilities are. Will plan to meet with President Hoy and Jake Vergari to review this.
- Email accounts – working on making the various changes needed.
- Website – will need to update information with Greg's assistance.
- May need to fill out an on-line form with Civil Service to change Zach Alexander's hours from 20 to 30 but he is still considered Part-Time.
- E-Grants, not aware that I was listed in this grant as I have not worked in it.

New Business/Commissioners

- Commissioner Hammel
- Bids for 52 Market Street are to be received by 2:00 pm tomorrow. The bids will go back to Passero and a letter will be sent by Passero to the 3 bidders. The Bid Opening will be the following Tuesday at 9:00 am and the bid award will be sent by Passero by January 19, 2026.
- Quint Discussion with Attorney DiRaddo which also leaded into a discussion regarding going over the tax cap. Attorney DiRaddo indicated that the district needs to look over the options that are available and to get some true numbers from the vendor. There was also further discussion regarding which vehicles will need replaced and when. Treasurer Kuhn will get the spreadsheet regarding truck replacement that was done by Mike Henry.

- Secretary Bax
- Application received from Jorenger (George) Sierra. Approved by the BVFA and all paperwork is received. His address is at 17320 Ogden Road, which is Holley NY 14470.
Motion by Commissioner Hammel seconded by Commissioner Koss to approve for membership. **5 Yes 0 No**
- There was additional conversation regarding the policy for any incoming member who does not reside in the district, which needs further review to make changes.

Motion by Commissioner Bird seconded by Commissioner Frew to adjourn to Executive Session
5 Yes 0 No Public Officers Law Section 105(1)(f)
Moved to Executive Session at 7:42 pm.

Motion by Commissioner Hammel seconded by Commissioner Koss to adjourn Executive Session and move back to Regular Session **5 Yes 0 No**
Moved back to Regular Session at _____

As there was no further business to come before the Board, Commissioner Bird made a motion to adjourn the meeting, seconded by Commissioner Hammel. **5 Yes 0 No**
Meeting adjourned at _____

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