Brockport Fire District Commissioners
Regular Meeting Minutes
September 21, 2026

Present: Commissioners Patricia Connors, Michael Koss, Willard Bird and Brian Frew; Secretary Stacy Burke; Treasure Debra Kuhn; Attorney Ray DiRaddo; Chief Adam Leggett, Deputy Chief Jose Kast, Assistant Chief Jim Juby.

Commissioner Hammel was present for Special Budget Meeting-left at 5:50pm

Visitors: John Rombaut, Jim Sauerban

Meeting opened at 6:00 PM with Pledge and Moment of Silence

Approval of September 8, 2026, Regular Meeting Minutes.
Motion to approve By Commissioner Koss, Seconded by Commissioner Bird.
4 Yes 0 No

BVFA

- No members of the BVFA attended

Chiefs Reports:

Chief Adam Leggett

- 909 Calls to date
- 148 EMS
- 5 Structure Fires
- Bunkhouse Campaign and Interview with WHEC Channel 10 went- information out in the media.
- 9/26-Firefest: We will have hands-on deck; we will be promoting what we do for the community.
- Halloween Midnight Madness 10/30: Market St. will be shut down at Main and west of the Fire Department lot.
- RAMS youth pro: All active personnel not on admin leave for other mandatories have completed training. We can now market and accept RAMS members. Any 16- or 17-year-olds are eligible.
- Ellis Dr. Bridge out – temporary access from the school side in place.
- Rt. 19 South at Black Creek closed until November.

- Bunk-In: Time to push marketing forward. SOG Update. News 10, NYSAFC, Fire Bureau, FASNY, Facebook, SUNY- Possible interview with Bob Lonsberry.

Deputy Chief Jose Cast

- 3 new recruits finished IFO waiting for test results and they should be cleared as an "interior" firefighter and on a truck.

Assistant Chief Jim Juby

- Reviewed maintenance report:
  233, had tires replace, 236 air conditioning fixed,230 needs air conditioning compressor (on order), 230 doors sensors replaced,238 two controllers are getting seals replaced, pump testing was completed.
- Gear/Uniforms- we are maintaining class A for now, if you need a class A uniform, see Al. If you need alterations to an existing uniform, please see Al.
- Community-September 25, 2026, is the "Truck Touch" at the Seymour library.
- October 13, 2026, fire prevention at the Seymour library.
- Anyone interested in helping with fire prevention, please reach out to cover a detail.

Motion to use a sole source as a vendor- justification provided by Chief Leggett, to purchase Bailout window by Commissioner Bird, seconded by Commissioner Frew. Please note this was a previously approved resolution # 2026-39.
4 Yes 0 No

Motion to accept Chiefs report by Commissioner Bird, seconded by Commissioner Koss.
4 Yes 0 No

Treasurer Report:

- **RFPs:** RFPs are needed for the IT Vendor and Auditor- Contracts that will be expiring on December 31, 2026 – secretary to move forward with the RFP for the IT Vendor and Auditor.

Motion to move forward with the RFPs for the IT and Auditor by Commissioner Connors, seconded by Commissioner Koss.
4 Yes 0 No

- Preliminary 2027 Budget for Brockport Fire District - was discussed at 5:00pm "Special Budget" meeting.

  Motion to approve Preliminary 2027 Budget for Brockport Fire District that was discussed at special meeting at 5:00pm, by Commissioner Bird, seconded by Commissioner Frew.

  4 Yes 0 No
- Invoices reviewed – signatures needed prior to paying – Nordic and disinfectant detergent.
- Year to date 62 % of current budget has been spent.
  Motion to approve Monthly Report by Commissioner Bird seconded by Commissioner Connors.

Resolution: 2026-42 **Payment of Bills**

Be it resolved that the treasurer is approved to transfer from General Fund Reserve to General Checking: For Payroll: $3449.92, for General Bills: $ 30,129.61 for a total of $ 33,579.53.

Motion to pay bills by Commissioner Bird, seconded by Commissioner Frew.
4 Yes 0 No

Secretary Report:

- Adobe software needs to be purchased for the computer located in the Brockport Fire Commissioners' Office that is used by Fire District Secretary.

  Motion by Commissioner Bird to purchase the Adobe software, seconded by Commissioner Koss.
  4 Yes 0 No

New Business/Commissioners:

- BVFA food budget discussed, Commissioners are still questioning the items that are being purchased and when they are purchased. Commissioner Connors reads from the "NYS Fire Fighter Personal Rehab Guidelines- aligned with NFPA 1584 and local best Practices". Attorney DiRaddo also read the NYS Comptrollers guidelines regarding "rehab" food and beverage items. Discussions will follow to compile a list

of acceptable food and beverage items that the district and NYS consider appropriate. Issue will be discussed at a policy committee meeting, and a new policy will be drafted for the district "REHAB" food and beverage allowable items- due to the increase of BVFA expenditures.

- Policy Update- "Capital Assets"- $5000.00 life expectancy 1year or more $5000.00 per piece.
  Motion to update by Commissioner Bird, seconded by Commissioner Koss
  4 Yes 0 No

- New Website for Brockport Fire District: BASCH Solutions will be the vendor and will be designing the Fire Districts new website. The total cost of the web design and to get the site up and running will be $3000 plus and additional maintenance fee of $250 per year. An upfront deposit/payment of $1500 is to be paid prior to design. Treasure Kuhn added that it is not the policy of the district to "prepay".

  Motion by Commissioner Bird to approve the new web vendor, as well as the $3000 cost, $250 annual maintenance fee and $1500 deposit- seconded by Commissioner Frew.

  4 Yes 0 No

- BVFA/Firefighters Physicals: Commissioner Koss had been in contact with Chief Leggett clarifying the delineation of duties regarding BVFA physicals, with the current provider Northern Star. After a brief discussion, Chief Leggett acknowledged that the BVFA and the Chief's office will be handling all aspects of the physical: i.e.: paperwork, scheduling appointments for new recruits and current members, handling signups, emails and correspondence to the department. The Fire District Secretary will be the liaison to Norther Star regarding the completed physicals, the completed report from the physical will be forwarded to the Fire District Secretary and filed in district files; this will provide information for yearly "Cancer" report. Chief Leggett will reach out to Norther Star and request all completed physical paperwork, is sent to the District Secretary.

- Deputy Chief Kast stated he didn't understand why we were going backwards. Commissioner Bird interjected to disagree as the Deputy Chief tried to finish his sentence. An argument ensued with the Deputy Chief asking why every time he tries to say something he gets cut off by Commissioner Bird. Deputy Chief Kast stated he was sick of being interrupted, used vulgar language, called Commissioner Bird a vulgar name, then threw his keys in the direction of the

secretary and stated, “here take my “expletive” keys. Commissioner Connors tried to bring order to the meeting. Deputy Chief Kast abruptly left the meeting—then reentered the meeting to retrieve the keys he had thrown and exited again.

- Chief Leggett interjected that there was no issue, the issue was that in the past, the delineation of duties that had been set, had not been followed. The duties have been clarified; his department will take care of the physicals and the paperwork; the paperwork will be sent to the secretary for the annual cancer report. All remaining affected by this decision, including the Commissioners, Fire Chief and Assistant Fire Chief and Secretary agreed.

Executive Session:

- **Motion** by Commissioner Koss, seconded by Commissioner Bird to begin Executive Session at 7:03 pm, to consult with Attorney Ray DiRaddo.
  4 Yes 0 No
- **Motion** by Commissioner Bird to end Executive Session at 7:17 pm, seconded by Commissioner Koss.
  4 Yes 0 No

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

Meeting adjourned at 7:30 pm.

Respectfully submitted,
Stacy A. Burke
Fire District Secretary