

*BARNARD FIRE DISTRICT
Commission Meeting
January 12, 2026*

Present: Commissioners Cappon, Gerhard, Norris, Williams, Chief Andrews, Secretary/Treasurer Sandy Ballou, Assistant Treasurer Andy Hinds, VP Dean Smith

The meeting was called to order at 5:40 p.m.

We were led in the Pledge of Allegiance by Chief Andrews

Chairperson Gerhard asked to join him in a moment of silence for all the people who were part of the Barnard family and those who were touched by the Barnard family that are no longer with us. Keeping in our thoughts and prayers all our men and women first responders who do battle every day.

Anyone from the public need to bring anything to the Board currently?

No one from the public was in attendance, therefore no one came forward.

Chairperson Gerhard asked if we have received any correspondence since our last meeting and asked if there are any special dates that need to be noted.

- January 21st, 6pm dinner at Lamplighter Restaurant
- Letter Received from Derech Ha Torah
- Annual Report on Revenues and Foreign Expenditures of Foreign Fire insurance Premiums mail

MOTION: Commissioner Cappon seconded by Commissioner Williams to approve the Regular Meeting Minutes from December 8, 2025. All commissioners present were in favor. No one opposed, Motion carries.

Monthly Chiefs Report ~ January 2026

Year 2025 Total Runs 4015

January 353 February 288 March 296 April 321 May 337 June 365 July 339

August 317 September 318 October 338 November 307 December 376

Month YTD Incident Type

8 84 Fires in Structures

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1	4	Vehicle Fires
2	15	Brush, Field, Outside Fires
0	19	Dumpster, Rubbish and all other fires
11	120	MVA
241	2593	EMS
0	4	Rescue events (land searches, rope, water/ice, RTF, trench, elevator)
29	294	Auto Alarms
2	48	Mutual Aid Given
22	172	Hazardous Conditions (fumes, gas leaks, CO, wires down)
60	662	All other Service calls (lock outs, water problems, good intent etc.)

Updates from the Fire Chief;

- The remaining annual testing to be conducted for 2025, was the FF physicals and SCBA Fit Testing. These were successfully completed in December.
- The year end 2025 report of OFPC training for FFs in Monroe County was published and you will see Barnard had 55 personnel successfully completing 36 courses for the year. As an agency we have significantly increased our utilization of OFPC training courses over the last 5 years. I am proud of the extra effort our personnel have put forth to seek the continuing education that the Fire Service demands today.
- The Fire Bureau has secured grant money for the year 2026, specifically to reimburse the districts that send career personnel to training, to support the teams that provide the of Special Operations and Rescue Task Force and ADB events. The fixed reimbursement rate is 25.00 per hour and is for training events only. This has been a request of the Career Fire Chiefs group locally, to the Public Safety Director and we are now seeing the acknowledgement and support.
- Annual reviews of the FF's are being conducted this month at the group level.
- All of the upgraded Knox key holders have been installed in the apparatus except for E-225 and Sq-226, which will await the new apparatus to be delivered.
- The annual District authorization for participation and support of the Monroe County Special Operations for our personnel is requested for the year 2026. Requesting a resolution to authorize FF's Baglin, Ballou, Cyr, Dutko, Edick, Fuller, Hannafon, Johnson, Mess, Metzler, Schubmehl, Sladden, Stell and Andrews.

For the Monroe County Hazardous Materials Team, requesting authorization for FF Schubmehl.

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- Finally, requesting a brief executive session this evening regarding a legal matter.

Respectfully Submitted,

Stephen M. Andrews

Fire Chief

Community Risk Reduction

December Submitted By: Dean Smith

I am pleased to report that as 2025 draws to a close, I will have concluded many of my fall fire safety goals and objectives for the year. As we enter the holiday break, we are halfway through the 2025/2026 school year. I have concluded our classroom presentations for the fall. Derech HaTorah Academy of Rochester has requested that we hold off scheduling our annual fire safety presentations until after the holiday season. I have programs scheduled for their school on January 6th & 7th. This past month I concluded our Win A Ride to School on a Fire Truck Contest. During Fire Prevention Week students were asked to make a home fire escape plan and have a fire drill with their family. One student from each area Barnard school was selected as a winner. This year the winner at Longridge School was a fifth-grade student, Lorenzo Bibilonie- Morales and English Village School's winner was kindergarten student, Jayde Stemmer.

In January I will be collaborating with the other Community Risk Reduction Specialist in town as we begin teaching CPR classes to the health classes at Greece Athena and Arcadia High Schools. I will also be scheduling and preparing for our winter programs. I typically start preparing for our annual Hazard House program and my second classroom visits. The annual Adopt- A- Hydrant program will go out to our area schools after the holiday break. I will be utilizing the fire district's sign and Facebook page for a number of safety messages during the holiday and winter seasons.

This past fall John Norris has been assisting me with our programs. John has brought a fresh look to our programs and has improved our presentations. John and I are working on two new projects for the new year. While teaching our 3rd grade fire safety programs at Longridge School this past month we discovered that the students are learning about weather patterns and their associated hazards in their science unit. In discussions with the third-grade staff, we will be coming up with a lesson plan that addresses emergency preparedness and reinforce their science unit. This is an example of finding opportunities to get our safety messages out into the schools.

A second project we are working on is at the county level. Community Risk Reduction Specialist from various county agencies are working with the social media and communication department from Monroe County. Our committee has developed a calander of safety messages for the upcoming year and we will be working with the

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county's media team to develop public service announcements and short videos that each agency can utilize on their social media outlets.

Summary of Programs

Location	Date	Program
Longridge School	12/3/25	1st grade fire safety 6 classes, 125 students
Longridge School	12/4/25	3rd grade fire safety, 5 classes, 125 students
Longridge School	12/8/25	4th grade fire safety, 6 classes, 124 students
Lake Shore FD	12/9/25	Monthly CPS Fitting station, 5 seats inspected
Longridge School	12/10/25	Kindergarten fire safety, 6 classes, 100 students
Longridge School	12/17/25	2nd grade fire safety, 6 classes, 115 students

Scheduled Programs

Derech HaTorah Academy	1/6/26	Fire safety Kind. – 4th grade
Derech HaTorah Academy	1/7/26	Fire safety 5th- 8th grade
Barnard FD	1/13/26	CPS Fitting Station
Longridge School	1/15/26	Emergency preparedness, 3rd grade

Dean Smith

- The Bands at Barnard Schedule has been started.
- Nathan Bardeen has been hired at the Airport
- Dean will ask Secretary Faulkner to send Sandy the budget line for pictures.
- The date for the 100th Anniversary party will be April 17, 2027
- Dean will be attending a townwide meeting for CRR

MOTION: Commissioner Cappon seconded by Commissioner Williams to approve Chief Andrews report for January 12, 2026, as read and discussed. All Commissioners present were in favor. No one disapproved. No abstentions. Motion carried.

MOTION: by Commissioner Norris seconded by Commissioner Williams to go into executive session to discuss personnel matters and a contractual matter. All Commissioners present were in favor. No one opposed. No abstentions. Motion carried.

Went into executive session at 6:46 p.m.

Returned from executive session at 7:00 p.m.

TREASURERS REPORT:

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- We finished 2025 with about 1.8 Million in Unassigned Fund Balance, which is right about where we want to be.
- 2025 Audit is underway
- CD 1709 comes due on January 26, 2026. It is recommended that we move that money to NY Class in order to keep the money earning interest yet, liquid.

MOTION: By Commissioner Norris seconded by Commissioner Williams to move money from CD 1709 when it matures on January 26, 2026, to NY Class to keep it liquid until our Tax Levy comes in. All Commissioners present were in favor. No one disapproved. No abstentions. Motion carried.

MOTION: By Commissioner Williams seconded by Commissioner Cappon to approve the Treasurer Report for December 2025. All Commissioners present were in favor. No one disapproved. No abstentions. Motion carried.

MOTION: Commissioner Williams seconded by Commissioner Cappon to approve all invoices as audited and approved January 12, 2026. There were 26 invoices totaling \$118,520.90. All Commissioners present were in favor. No one disapproved. No abstentions. Motion carried.

ADMINISTRATORS REPORT:

- Review of new Policies on Information Technology Data Security Breach Notification Budget and Fund Balance, Voucher Auditing and Fraud Prevention and Detection.
- Our new Healthcare elections are up and running, we are currently going through the learning curve.

Resolution #26-09 By Commissioner Cappon seconded by Commissioner Williams to approve the Information Technology Data Security Breach Notification, Voucher Auditing and Budget and Fund Balance Policies previously sent to the District Commissioners.

Poll of Board Members –

Commissioner Cappon	- yes
Commissioner Norris	- yes
Commissioner Williams	- yes
Chairman Gerhard	- yes

4 Yes Votes – 0 No Votes

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Resolution #26-10 By Commissioner Cappon seconded by Commissioner Williams to approve the Fraud Prevention and Detection Policy previously sent to the District Commissioners pending Union review.

Poll of Board Members –

Commissioner Cappon	- yes
Commissioner Norris	- yes
Commissioner Williams	- yes
Chairman Gerhard	- yes

4 Yes Votes – 0 No Votes

Resolution #26-11 By Commissioner Cappon seconded by Commissioner Williams to execute the Collective Bargaining Agreement between the Barnard Fire District and the IAFF Local 4030 Union from 01/01/2026 – 12/31/2030.

Poll of Board Members –

Commissioner Cappon	- yes
Commissioner Norris	- yes
Commissioner Williams	- yes
Chairman Gerhard	- yes

4 Yes Votes – 0 No Votes

COMMISSIONER COMMENTS:

Commissioner Norris – Inquired on where we are at with our Monroe County Claim. We have received no response from the county. The Board would like a formal letter to go to our County Executive.

MOTION: By Commissioner Norris seconded by Commissioner Cappon to approve a letter be sent to County Executive Adam Bello regarding our claim with Monroe County since 2024. All Commissioners present were in favor. No one disapproved. No abstentions. Motion carried.

Commissioner Williams – No Report

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Commissioner Cappon – Spoke about opening of a Commissioner spot. Comm. Williams will reach out to possible candidates to set up meetings.

Commissioners Cappon and Williams will represent the District in the collective bargaining negotiations with our Local 4640 that will begin this year.

Chairman Gerhard – Will be attending Commissioner Training at the end of January at the Brighton Fire District.

MOTION: by Commissioner Williams seconded by Commissioner Cappon to adjourn. All Commissioners present were in favor. No one opposed it. No abstentions. Motion carried.

Meeting adjourned at 7:02 p.m.

Respectfully submitted,

Sandy Ballou
Secretary
Barnard Fire District