

BARNARD FIRE DISTRICT  
Commission Meeting  
August 11, 2025

Present: Commissioners Cappon, Diederich Gerhard, Norris, Williams, Chief Andrews, Secretary/Treasurer Sandy Ballou, Secretary/Treasurer Pattie Morris, FF Matthew Dutko and Assistant Andy Hinds

The meeting was called to order at 6pm

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.

- Today we will swear in Joshua Shoemaker, Matthew Dutko – Firefighters and Andy Hinds – Assistant Treasurer.

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.

- The third quarter dinner meeting of the Monroe County Fire Districts Officers Association is scheduled for Thursday September 18; at the St. Paul Exempt Club on Thomas Avenue. Cocktails at 6:00PM, dinner beginning at 6:45PM. Educational topics will include a review, discussion and sharing of concerns associated with the status of the (BRYX) communication system, as well as a demonstration of Drone use for the fire service.

**MOTION:** Commissioner Cappon seconded by Commissioner Williams to approve the Regular Meeting Minutes from July 14, 2025. All commissioners present were in favor. No one opposed, Motion carries.

**Monthly Chiefs Report ~ August 2025**

Year 2025 Total Runs 2299

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

Month      YTD Incident Type

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6	48 Fires in Structures
2	2 Vehicle Fires
2	6 Brush, Field, Outside Fires
8	16 Dumpster, Rubbish and all other fires
1	9 73 MVA
202	1524 EMS
0	1 Rescue events (land searches, rope, water/ice, RTF, trench, elevator)
27	146 Auto Alarms
4	24 Mutual Aid Given
22	106 Hazardous Conditions (fumes, gas leaks, CO, wires down)
47	353 All other Service calls (lock outs, water problems, good intent etc.)

**Updates from the Fire Chief:**

*McNeil and Company will be on site Monday August 18th to complete a safety site inspection and review of our operations. To prepare for this, a full site safety survey was completed internally last week, and a short list of items has been already remedied.*

*Replacement batteries for the Unification pagers should be arriving shortly. If the pager you have issued needs a new battery, please contact Lt Wood.*

*Requesting a resolution to authorize the participation of FF Schubmehl for the year 2025 on the Monroe County Hazardous Materials Response Team as well as the participation of FF Dutko on the Special OPS team.*

*The draft of the revised minimum staffing policy was approved by both Unions for the previous policy from May 9th, 2022, at the Commission's request at our 7.14.2028 meeting.*

*The draft of the new workplace violence policy is ready for consideration and resolution.*

*The Chief has authorized the FF's union to wear the traditional Breast Cancer Awareness campaign Pink Ribbon T-shirt for the month of October. In addition, I have authorized the use of the District logo this year, as the FF's union has formed a unified Greece T-shirt for the event, using all 4 Districts patches on the back of the shirt.*

*Drafting a letter of attention and consideration addressed to the Monroe County Public Safety Director. The subject of concern is the lack of a commitment to continue service with the current Bryx platform, which we depend on for our Barnard incidents, as well as the surrounding town and county. We maintain an annual Barnard contract with Bryx for the station alerting system and respectfully request the county to maintain a contract as well to support the communication platform for our community emergency preparedness.*

*Currently all apparatus is "in-service". Later this week, we will begin the annual pump testing and service of the Engine Companies 223, 224 and 225.*

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*As the result of the most recent Battalion Chief exam, Sean McKenna is now a permanent BC with the Barnard Fire District, please help us in congratulating Sean.*

***Community Risk Reduction***

*Submitted By: Dean Smith*

*A large portion of our community risk reduction programs are school based. As a result, the summer months are traditionally a slower time of year. I use the summer to rewrite lesson plans, meet with my community risk reduction peers planning for fire prevention activities for the fall and working on projects that I may not have had time to address other times of the year.*

*This past month I collaborated with our local Center for Youth, making the Barnard Fire District a designated Safe Place for youth experiencing difficulties. Safe Place is a national program that provides immediate help and safety for youth in crises through a network of designated safe places in the community such as fire stations, libraries and local businesses. This 24/7 program connects youth to trained professionals and gives access to services and support when they feel they have no other place to turn. All duty groups have completed training on the program.*

*I also met with each duty group delivering an overview of our fire district's child passenger safety seat program. The goal was to explain the need for child passenger safety and show how improvements in legislation and engineering have lowered the death and injury rate in our country. These efforts alone are not enough. Education is the third component. Parents and caregivers want to do the right thing to make sure their children are safe but may not always know what is best for their child. Our child passenger safety seat program connects trained technicians with families in our community, providing education and making an impression, one family at a time. Career Firefighters Daniel Fuller, Bailey Schubmehl and Commissioner John Norris have expressed an interest in becoming child passenger safety seat technicians. There are two scheduled classes for new technicians coming up in August and September.*

*There is a high demand for technicians and both classes are full at this time. All personnel are on a waiting list at this time. It may be winter or early spring until everyone is properly trained and able to provide benefit to our program.*

*Fire Prevention Week will be October 5th -11th this year and the National Fire Protection Association has selected "Charge into Fire Safety" as their campaign slogan for this year with an emphasis on lithium- ion battery safety in the home. I have been meeting with my community risk reduction peers in town planning for the fall events. North Greece will be hosting this year's Town Memorial Service on Sunday, October 5th at 1pm at Station #1. Our annual Fire Prevention Week Open House will be prior to the Memorial Service from 10 am – noon. Our annual "Win a Ride to School on a Fire Truck contest" will also be taking place in the fall in our area schools.*

*The Ridge Road Fire District is in the grant writing process to secure funding to replace their Hazard House Safety trailer.*

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*Their current trailer is over forty years old. Our Community Risk Reduction Team in town has been looking at safety trailers that other fire departments in our area operate. We are looking for ideas and lesson plans for the new trailer in the event funding is secured.*

*Summary of Programs*

*Location Date Event*

*Barnard FD 6/23/25 Home school fire safety program*

*Barnard FD 7/8/25 CPS Fitting Station, 5 seats inspected*

*Barnard FD 7/14- 7/17 Safe Place & CPS training*

*Scheduled Programs*

*Lake Shore FD 8/12/25 CPS Fitting Station*

*Respectfully Submitted,*

*Stephen M. Andrews*

*Fire Chief*

**MOTION:** *Commissioner Cappon seconded by Commissioner Diederich to approve Chief Andrews report for August 11<sup>th</sup> as read and discussed. All Commissioners present were in favor. No one disapproved. No abstentions. Motion carried.*

**NEW BUSINESS:**

- *Brighton FD is looking to host additional training for commissioners, secretaries and treasurer. This training would allow commissioners to meet the criteria after elections in December. The cost would be approximately \$125. More information will follow.*

**COMMISSIONER COMMENTS:**

*Commissioner Diederich – No Report*

*Commissioner Norris – He asked about recent issues with the engines and how it was getting handled to get the fixes complete. The vehicles have been going for yearly maintenance, and some issues have been caught and fixed. John asked where we were with the County claim from the*

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manhole incident. Sandy has asked the county contact as recently as 7/7 and 7/18 with no response. It is recommended to try to call the county and try to get an answer as well as the contractor involved. – John asked when we will be seeing the 226 chassis, chief let us know that it will be soon.

Commissioner Williams – No Report

Commissioner Cappon – We had a meeting with Gallagher regarding options with insurance. We will not have numbers until middle of September.

Chairman Gerhard – No Report

**RESOLUTION 25-22:** by Commissioner Norris seconded by Commissioner Cappon to authorize Matthew Dutko to participate in the Monroe County Special Operations Unit for 2025

Poll of Board Members –

Commissioner Diederich - Yes

Commissioner Williams - Yes

Commissioner Norris – Yes

Commissioner Cappon – Yes

Chairman Gerhard - Yes

5 Yes Votes 0 No Votes -

**RESOLUTION 25-23:** by Commissioner Diederich seconded by Commissioner Williams to allow Bailey Schubmehl to be part of the County Hazmat Team for 2025.

Poll of Board Members –

Commissioner Diederich - Yes

Commissioner Williams - Yes

Commissioner Norris – Yes

Commissioner Cappon – Yes

Chairman Gerhard - Yes

5 Yes Votes 0 No Votes -

**RESOLUTION 25-24:** by Commissioner Norris seconded by Commissioner Williams to approve the Workplace Violence Policy.

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Poll of Board Members –

Commissioner Diederich - Yes  
Commissioner Williams - Yes  
Commissioner Norris – Yes  
Commissioner Cappon – Yes  
Chairman Gerhard - Yes

5 Yes Votes 0 No Votes -

**MOTION:** Commissioner Norris seconded by Commissioner Williams to approve all invoices as audited and approved August 11, 2025. All Commissioners present were in favor. No one disapproved. No abstentions. Motion carried.

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

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

Meeting adjourned at 7:25 p.m.

Respectfully submitted,

Sandy Ballou, Pattie Morris  
Secretaries  
Barnard Fire District