

*BARNARD FIRE DISTRICT
ORGANIZATIONAL MEETING
January 12, 2026*

Present: Commissioners: Cappon, Norris, Williams, Gerhard, Fire Chief Andrews, Secretary/Treasurer Ballou, Secretary/Treasurer Morris, Assistant Treasurer Hinds, VP Dean Smith.

The Organizational Meeting was called to order at 5pm by Temporary Chairman Cappon.

Temporary Chairman Cappon will swear in Norm Gerhard as Commissioner.

MOTION: by Commissioner Norris to elect Commissioner Gerhard as Chairman of the Board of Fire Commissioners for 2026, seconded by Commissioner Cappon. All commissioners present were in favor. No one opposed, Motion carries.

Chairman Gerhard asked Chief Andrews to lead us in the pledge.

Chairman Gerhard asked everyone to remain standing for 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.

Chairman Gerhard points out fire exits.

MOTION: by Commissioner Williams to nominate Commissioner Cappon as Vice Chairman of the Board of Fire Commissioners for 2026, seconded by Commissioner Norris. All commissioners present were in favor. No one opposed, Motion carries.

Chairman Gerhard asks the District Secretary to read a letter from the Department informing the Board of the Department's election results. The District secretary informed the Chairman that there are no line officers to approve.

Chairman Gerhard asked if the District Secretary has received the January 1st roster of Volunteer Firefighters. The roster was received naming, Bardeen, Davis, Dewaal, Flemmings, Hazelton, Miller and Young as their active volunteers and McBeth as active Fire Police.

MOTION: by Commissioner Cappon to approve the roster of the Barnard Fire Department seconded by Commissioner Williams. All commissioners present were in favor. No one opposed, Motion carries.

RESOLUTION 26-01: by Commissioner Norris to appoint Sandy Ballou as Secretary/Treasurer as well as the Records Management Officer of the Barnard Fire District for 2026 with a salary based on her merit for 2025 seconded by Commissioner Cappon.

Poll of Board Members –

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

4 Yes Votes – 0 No Votes

Chairman Gerhard will swear in Sandy Ballou as District Secretary/Treasurer

RESOLUTION 26-02: by Commissioner Williams to appoint Andy Hinds as Assistant Part-time Treasurer of the Barnard Fire District for 2026 with a salary based on his merit for 2025 seconded by Commissioner Cappon.

Poll of Board Members –

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

4 Yes Votes – 0 No Votes

Chairman Gerhard will swear in Andy Hinds as Assistant Treasurer

RESOLUTION 26-03: by Commissioner Williams to appoint Dean Smith as a part time Community Risk Reduction Specialist of the Barnard Fire District for 2026 seconded by Commissioner Cappon.

Poll of Board Members –

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

4 Yes Votes – 0 No Votes

Chairman Gerhard will swear in Dean Smith as Community Risk Reduction specialist of the Barnard Fire District.

RESOLUTION 26-04: Commissioner Williams to appoint Ray DiRaddo, McConville Considine Cooman & Moran, Bond, Shoeneck, & King and Taddeo Shahan & Reisner, LLP as the attorneys for the Barnard Fire District for 2026, seconded by Commissioner Norris.

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

4 Yes Votes – 0 No Votes

MOTION: By Commissioner Williams seconded by Commissioner Norris to appoint Assistant Chief Steven Dorgan and Lt Don Wood as the Safety Officers of the Barnard Fire District for 2026. All commissioners present were in favor. No one opposed, Motion carries.

MOTION: By Commissioner Williams seconded by Commissioner Cappon to appoint Battalion Chief Charles Cappon as Municipal Training Officer of the Barnard Fire District for 2026. All commissioners present were in favor. No one opposed, Motion carries.

MOTION: By Commissioner Williams seconded by Commissioner Norris to appoint Battalion Chief Scott Johnson as Chief Paramedic of the Barnard Fire District for 2026. All commissioners present were in favor. No one opposed, Motion carries.

MOTION: By Commissioner Williams seconded by Commissioner Norris to use the services of Dr. Cushman as the Medical Director of the Barnard Fire District for 2026. All commissioners present were in favor. No one opposed, Motion carries.

MOTION: By Commissioner Cappon seconded by Commissioner Williams to appoint Lieutenant Donald Wood as Infectious Control Officer of the Barnard Fire District. All commissioners present were in favor. No one opposed, Motion carries.

MOTION: by Commissioner Williams that the Daily Record be designated the official newspaper of the Barnard Fire District, seconded by Commissioner Cappon. All commissioners present were in favor. No one opposed, Motion carries.

RESOLUTION 26-05: by Commissioner Cappon that the Board of Fire Commissioners of the Barnard Fire District will conduct regular business meetings on the 2nd Monday of each month at 6:00 p.m. On the last Thursday of each month a meeting will be held at 12:30 p.m. There will be no second meeting in July and December. The organizational meeting will be held on Monday, January 12th at 5pm, followed by the regular meeting at 6 p.m. October's first meeting will be on Wednesday, October 14th at 5 pm due to the Indigenous/Columbus Day holiday. The Public Hearing on the 2027 budget will be Wednesday, October 14th at 6 p.m. The second November meeting will be November 24th

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due to Thanksgiving. These meetings will be held at the Barnard Fire Station 3084 Dewey Avenue, Rochester, New York 14616. seconded by Commissioner Williams.

Poll of Board Members –

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

4 Yes Votes – 0 No Votes

MOTION: By Commissioner Norris to have the Chief, Treasurer and Assistant Treasurer collectively prepare a first draft of the 2027 preliminary budget by August 10th, 2026, to start the budget process. The meeting on September 14th will be our budget meeting in order to have our proposed budget ready for our Public Hearing Meeting on October 14th. Commissioner Williams seconded the motion. All Commissioners present approved. No abstentions. Motion carried.

RESOLUTION 26-06: by Commissioner Cappon be it resolved that the official depositories of the Barnard Fire District are Canandaigua National Bank and New York Class, seconded by Commissioner Norris.

Poll of Board Members –

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

4 Yes Votes – 0 No Votes

RESOLUTION 26-07: by Commissioner Williams and Commissioner Norris be it resolved the authorization of the following individuals to participate in the Monroe County Special Ops Team: Stephen Andrews, Adam Baglin, James Ballou, Rob Cyr, Matt Dutko, Matthew Hannafon, Scott Johnson, Josh Mess, Matthew Metzler, Matt Edick, Daniel Fuller, Philip Sladden, Alan Stell and Bailey Schubmehl as well as authorize Bailey Schubmehl to participate in the Monroe County Hazardous Material Response Team.

Poll of Board Members –

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

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4 Yes Votes – 0 No Votes

MOTION: by Commissioner Williams that all previous resolutions, determinations, powers, and duties declared and exercised as necessary to the proper operation of the Barnard Fire District shall continue in effect and shall be applicable thereof, seconded by Commissioner Cappon. All commissioners present were in favor. No one opposed, Motion carries.

MOTION: by Commissioner Norris that the Treasurer/Assistant Treasurer is authorized to pay all claims for telephone, water, light, heat, and other fixed costs before the bills have been audited, seconded by Commissioner Williams. All commissioners present were in favor. No one opposed, Motion carries.

MOTION: by Commissioner Williams that the Board authorizes the attendance of Commissioners, Secretary, Treasurer, Assistant Treasurer, Fire District Chief Officers, District Officers, and Training Officers to attend the following workshops as they see fit: International Association of Fire Chiefs Conference, New York State Association of Fire Chiefs Conference, Association of Fire Districts of the State of New York Convention, New York State Career Chiefs, PERMA conference and the NYLAGRO conference, Workshops and Legislative conferences, seconded by Commissioner Cappon. All commissioners present were in favor. No one opposed, Motion carries.

MOTION: by Commissioner Norris that the Board Authorizes payment of membership dues to the following organizations: Association of Fire Districts State of New York, F.A.S.N.Y., State and Regional Association, Monroe County Fire Districts Association, New York State Fire Chiefs, International Association of Fire Chiefs, New York State Career Chiefs, Battalion 2 Annual membership, seconded by Commissioner Cappon. All commissioners present were in favor. No one opposed, Motion carries.

Resolution 26-08 by Commissioner Norris seconded by Commissioner Cappon that the board was sent, reviewed and approved the District Policies and the District SOG's.
Poll of Board Members –

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

4 Yes Votes – 0 No Votes

Chairman Gerhard announces the District Responsibilities for 2026

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	<u>Chairperson</u>	<u>Vice Chairperson</u>
Insurance	Dave Williams	Dan Cappon
Building	Dan Cappon	David Williams
Vehicles	John Norris	David Williams
Personnel	Dan Cappon	David Williams

MCFDOA Commissioner Williams
MCFDOA Commissioner Norris - Alternate

Alternate to sign Checks – Commissioner Cappon, Commissioner Williams, Assistant Treasurer Hinds

Thoughts by Fire District Chief Andrews to the Commission:

As we look back on 2025, it’s clear that our District has accomplished a tremendous amount. This past year brought meaningful progress, important transitions, and moments of both pride and sadness.

Our management team remains committed to working closely together, supporting one another, and maintaining steady leadership as we oversee the day-to-day operations of the District. As we move into 2026, we do so with clear goals, capable people, and renewed commitment to the safety and service of our community.

Commissioners, thank you for your continued support.

Thoughts by Chairman Gerhard - He is starting his 22nd year and feels the District provides outstanding service to the Community. He knows our Commission makes important and wise decisions that are important to our District. Chairman Gerhard would like to thank our Commissioners, Administration and Staff for their hard work and dedication

MOTION: by Commissioner Cappon to adjourn the meeting, seconded by Commissioner Williams. All commissioners present were in favor. No one opposed, Motion carries.

Meeting adjourned at 5:28 p.m.

Respectfully submitted.

Sandy Ballou
Secretary, Barnard Fire District