

APPROVED

**THE PITTSFORD FIRE DISTRICT
March 10, 2022**

7:30 PM - Regular Meeting

Present: Commissioners Cline, Peets, Rickett, Schenkel, Wallace, Willard, and Whelan
Absent: None

Also present: Chiefs Payne and Ryan, Administer Ockenden, Treasurer Clouser

Commissioner Wallace called the meeting to order at 7:30 PM with a moment of silence for fallen first responders and those who serve in our armed forces around the world.

Chiefs Report

- Reported 186 calls year to date. The department responded to several calls due to a wind storm
- Requested approval to obtain training mannequins
- Updated the board on planned road work, paving and traffic calming measures
- Related that ADT and USAA Insurance recognized the department for its response to a fire on South Main Street
- Reported on updated Covid-19 protocols arrived at in conjunction with the county EMS director

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the purchase of two training mannequins from AEDSuperstore at a cost not to exceed \$2,500.00.

The motion carried by an Aye vote of commissioners present.

Presentation of the 2021 Fire District Audit

Sean Hucko, of the firm of Stokes, Visca & Hucko, LLC gave a detailed presentation of the 2021 annual district audit. He stated that the results of the audit revealed no deficiencies or material weaknesses. He commended the district and Treasurer Clouser for the excellent preparation of the audit.

Commissioner Schenkel moved, seconded by Commissioner Cline, to receive and file the 2021 District Audit as presented.

The motion carried by an Aye vote of commissioners present

Administrators Report

- Recommended approval of an agreement to allow voting at station 2 during 2022
- Recommended approval of an amendment to the current landscaping contract to provide for work at station 1 that was deferred due to the parking lot expansion
- Requested authorization to purchase voice pagers

- Reported that a review of the insurance contract with PERMA was conducted. Due to an excellent safety record and minimal claims for injuries, the district realized an improvement in the experience modification and a corresponding reduction of Worker's Compensation and Volunteer Firefighter Benefit insurance premiums
- Work is beginning to issue an RFP for paint work at 19 North Main Street
- Recommended that the district begin to specify a replacement Chief's vehicle due to the extremely short window for ordering under the state bid process
- Staff has begun exterior spring cleaning of the grounds
- The fire department is planning to add and delete some equipment from the exercise rooms.

Commissioner Cline moved, seconded by Commissioner Willard, that the board approve an agreement with the Monroe County Board of Elections to permit public voting at station 2 on June 28th and November 8th, 2022.

The motion carried by an Aye vote of commissioners present.

Commissioner Whelan moved, seconded by Commissioner Schenkel, that the board authorize an addendum to the current contract with Josh Landscaping to add services to the grounds at Station 1 at a cost of \$1,840.00.

The motion carried by an Aye vote of commissioners present

Commissioner Rickett moved, seconded by Commissioner Whelan, that the board authorize the purchase of six Unication voice pagers and accessories from PMC Associates at a cost not to exceed \$4,800.00.

The motion carried by an Aye vote of commissioners present

Commissioner Willard moved, seconded by Commissioner Whelan, that the board authorize the ordering of a new chiefs vehicle under the state bidding program. The purchase price has not been published at this time.

The motion carried by an Aye vote of commissioners present

Approval of Minutes

Following a review, Commissioner Willard moved, seconded by Commissioner Schenkel, the board approved the minutes of the February 10th meeting as submitted.

The motion carried by an Aye vote of commissioners present. Commissioner Peets abstained as he was not present at the meeting

Public Input

-None

Commissioner Cline Report

-Research is ongoing concerning the state Cannabis legislation and the impact on fire departments and districts. It is expected that changes to S.O.G.s and department by-laws will be mandated due to the legislation.

-Working on a review and update of district policies and S.O.G.s

-Routine physicals are still on hold due to the providers staffing issues. Entry physicals and return to work exams are still being administered.

Commissioner Peets Report

- Reported that no more sightings have been noticed of unknown persons loitering behind station 1 and going through trash cans
- An iPad to display call dispatch information has been installed in ATV 3816.
- Led a discussion on the status of a piece of equipment purchased at year-end.

Commissioner Peets moved, seconded by Commissioner Schenkel, that the board approve the surplus of a winch device.

The motion carried by an Aye vote of commissioners present

Commissioner Rickett Report

- Presented a quote received for repairs to Engine 3823. Due to listed structural deficiencies, he recommended that the apparatus not be driven on the road until repairs are made.

Commissioner Rickett moved, seconded by Commissioner Wallace, that the board authorize repairs to Engine 3823 by Churchville Fire Equipment for an amount not to exceed \$22,000.00

The motion carried by an Aye vote of commissioners present with the exception of Commissioner Whelan, who abstained.

Commissioner Schenkel Report

- Stantec has provided a draft Executive Summary, which is being reviewed by the committee prior to distribution to the board.
- Stantec will conduct interviews with district officers, administrators, and personnel to gather input on future fire district needs.

Commissioner Whelan Report

- Work on an update of the district ISO rating is ongoing.
- A new engine, scheduled for delivery in October 2022 will be designated as Engine 383. The district will send representatives to the Pierce Manufacturing facility to complete final design specifications from April 3rd through 5th. This trip was previously approved by the board
- Pierce Manufacturing has amended the projected delivery date for the next scheduled engine to be September 2023
- Advised the board that the apparatus replacement schedule calls for replacement of two SUV's and an ATV in 2023. Due to concerns about rising costs he will be reviewing the replacement schedule budget.
- Suggested that the board consider an online auction in addition to traditional marketing to sell current Engine 383 once surplus. The board would retain the right to end an auction early if local interest is expressed, set a minimum bid price, and to reject any and all bids. The board concurred that efforts to maximize the return to the district should be considered.

Commissioner Willard Report

- No report

Commissioner Wallace Report

- A review of surplus computer work stations was conducted, and items of no further use have been surplus. Some equipment was more than ten years old.
- Technology updates at station 2 that were previously approved by the board have been completed.
- New software to facilitate more efficient work scheduling of staff has been implemented.

Communications

- Notice from the Pittsford Fire Department of the acceptance of two new members

Commissioner Cline moved, seconded by Commissioner Willard, that the board approve the membership of new members in the Pittsford Fire Department pending successful completion of their mandated physicals:

Peter Goodman, residing at 91 North Main Street

John Burgdorf, residing at 3 Colonial Parkway

The motion carried by an Aye vote of commissioners present

Unfinished Business

- None

New Business

- The Secretary requested permission to attend a training conference

Commissioner Whelan moved, seconded by Commissioner Cline, that the board approve the attendance of the Secretary at a training session offered by the Association of Fire Districts of the State of New York on May 5, 2022, in Verona, New York. Transportation to be by district or personal vehicle.

The motion carried by an Aye vote of commissioners present

- Commissioner Willard expressed concerns with snow plowing performed by the district contractor at station 2. Commissioner Cline and Administrator Ockenden stated that the concerns had been addressed with the contractor. A recent heavy snowfall necessitated that the contractor pile snow in areas not normally used. Any lawn damage will be repaired at contractor expense.

Treasurers Report

- The Treasurer submitted a monthly financial report and a listing of audited invoices for payment.
- The payment previously approved for the Engine 3 contract had been made.
- Requested permission to transfer funds to the LOSAP fund.
- The full 2022 tax levy had been received from the Town of Pittsford

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve the Treasurers report for February 2022 as submitted.

The motion carried by an Aye vote of commissioners present

Commissioner Willard moved, seconded by Commissioner Schenkel, to approve the payment of the audited invoices as submitted, and to authorize the transfer of \$200,000.00 to Exeter Trust Company for deposit to the LOSAP funding account, as provided for in the 2022 district budget

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Cline, that the board recess to Executive Session to discuss a personnel matter

The motion carried by an Aye vote of commissioners present, and the meeting recessed at 9:20 p.m.

Executive Session

Commissioner Schenkel moved, seconded by Commissioner Willard, that the board reconvene from Executive Session.

The motion carried by an Aye vote of commissioners present, and the meeting reconvened at 9:40 p.m.

Adjournment

Having no further business to discuss, Commissioner Schenkel moved, seconded by Commissioner Willard, to adjourn the meeting.

The motion carried by an Aye vote of commissioners present and the meeting was adjourned at 9:45 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary