

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT  
October 18, 2022**

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**7:30 PM - Regular Meeting**

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Present: Commissioners Cline, Schenkel, Wallace, and Willard,  
Absent: Commissioners Peets, Rickett and Whelan

Also present: Chief Payne Administrator Ockenden, and Treasurer Clouser

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

**Chiefs Report**

- Reported 729 calls year to date.
- The fire department open house held on October 15<sup>th</sup> was well attended.

**Administrators Report**

- A new copier will be in service soon. The new lease was at a lower cost.
- Bushnell's Basin is filling air bottles for Pittsford due to the discontinuance of service by the former vendor.
- The replacement Chiefs vehicle has been built but no delivery date has been communicated. He presented proposals for equipping the vehicle.
- A commitment letter from Bernard Donegan for financial services was presented
- Reminded the board that station 2 will be used for the November 8<sup>th</sup> general election

Commissioner Willard moved, seconded by Commissioner Schenkel, the board approved the purchase and installation of emergency equipment from EV Warning systems, LLC in the amount of \$9,836.68 and cabinetry in the amount of \$3,850.00.

*The motion carried by an Aye vote of commissioners present*

**Approval of Minutes**

Following a review, Commissioner Schenkel moved, seconded by Commissioner Willard, the board approved the minutes of the September 8th meeting as amended.

*The motion carried by an Aye vote of commissioners present*

**Public Input**

-None

**Commissioner Cline Report**

- Recommended a commercial cleaning at station 2 due to remediate dirt and debris attributed to the HVAC project that was recently completed.
- Shared a draft plan for a memorial at station 1

- Recognized the chief and officers for the successful fire department open house held on October 15<sup>th</sup>.
- Reported on requests to use station 2 facilities

Commissioner Cline moved, seconded by Commissioner Schenkel, to approve the use of station 2 on November 9<sup>th</sup> by the Finger lakes Building Officials, December 15<sup>th</sup> by Pittsford Town Hall staff and a flu clinic on dates to be determined at station 1.

*The motion carried by an Aye vote of commissioners present*

Commissioner Cline moved, seconded by Commissioner Schenkel, to award a contract for cleaning in the upper bays of station 2 in the amount of \$2,188.00, the lower bays for \$2,420.00 and a supplemental contract in the amount of \$680.00 to make the surfaces ready for painting. The work will be performed to Buckingham Commercial Cleaning.

*The motion carried by an Aye vote of commissioners present*

### **Commissioner Peets Report**

-Not present

### **Commissioner Schenkel Report**

- Stantec has completed their initial assessment of district facilities and will be providing a draft soon.
- Has met with the Administrator and Treasurer to explore ways to make the meeting agenda process more efficient.
- The inspection dinner will be held on October 24<sup>th</sup>.

### **Commissioner Rickett Report**

-Not present

### **Commissioner Willard Report**

-The Administrator and Treasurer have communicated with Firefly to transition administration of the LOSAP program to them. The former provider has been less than cooperative.

### **Commissioner Wallace Report**

-Primary responsibilities for vehicle maintenance and I.T. services have been transitioned to Treasurer Clouser.

### **Commissioner Whelan Report**

- Not present. Submitted a written report to the board:
- Production of new Engine 383 is behind schedule. The new date is expected to be around Thanksgiving
- Materials are being prepared to market current Engine 382 for surplus and sale
- Suggested that the board consider a method of securing Knox Box keys carried on apparatus
- Current Engine 383 will need to be taken out of service in the first week in December to have equipment and graphics removal completed by the contractual sale date of December 15<sup>th</sup>.
- Apparatus lead times are now running 32 to 36 months. To maintain the apparatus replacement schedule, planning for a replacement for Quint 380 will need to commence

within six months. He's asked the line officers to produce a recommended equipment list for replacements of 380 and 381.

### **Communications**

-A letter was received from Jared Lusk, residing at 14 Cross Meadow Lane, asking to be placed on the ballot for the fire commissioner annual election.

-A communication was received from Commissioner Peets stating that at this time he is not interested in running for commissioner.

### **Unfinished Business**

-None

### **New Business**

-A Request for Proposals was duly published and posted for snowplowing services at both stations for the 2022-23 season. One sealed bid was received that the Secretary opened and read aloud.

-The Secretary advised the board that the term of office of Commissioner Peets will expire on December 31, 2022, and that one seat on the board will be on the upcoming ballot. Candidates must notify the Secretary in writing no later than November 23rd to be placed on the ballot.

Commissioner Schenkel moved, seconded by Commissioner Cline, to award a contract for snowplowing services at both stations for the 2022-23 season to Tim Swagler of 356 Fairport Road in the amount of \$5,000.00.

*The motion carried by an Aye vote of commissioners present*

Commissioner Schenkel moved, seconded by Commissioner Cline, to allocate an amount not to exceed \$500.00 to translate annual election materials into Spanish as mandated by state law.

*The motion carried by an Aye vote of commissioners present*

### **Treasurers Report**

-The Treasurer submitted a monthly financial report and a listing of audited invoices for payment.

Commissioner Schenkel moved, seconded by Commissioner Cline, to transfer \$20,700.00 from the Capital Building Reserve Fund to the 2022 budget as payment for repairs to the station 2 heating system as previously authorized by the board.

*The motion carried by an Aye vote of commissioners present*

Commissioner Schenkel moved, seconded by Commissioner Cline, transfer \$23,499.98.00 from the Repair Reserve Fund to the 2022 budget as payment for repairs to Engine 3823 as previously authorized by the board.

*The motion carried by an Aye vote of commissioners present*

Commissioner Willard moved, seconded by Commissioner Schenkel, to adopt the 2023 district budget as presented. There were no modifications made to the Proposed Budget. The budget calls for expenditures of \$2,648,040.00 and a tax levy of \$2,428,400.00. The tax levy is within the tax levy cap as determined by the State of New York.

*The motion carried by an Aye vote of commissioners present*

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

*The motion carried by an Aye vote of commissioners present*

Commissioner Schenkel moved, seconded by Commissioner Wallace, to approve the payment of the audited invoices as submitted.

*The motion carried by an Aye vote of commissioners present.*

### **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 8:20 p.m.*

*p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary