

**APPROVED**

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

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**7:30 PM - Regular Meeting**

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

Also present: Chief Payne 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.

The district opened the annual Caucus Meeting, during which individuals may declare their candidacy for the upcoming district election. It was noted that Jared Lusk had already notified the district of his candidacy. No other candidates came forward during the meeting.

**Chiefs Report**

- Reported 778 calls year to date.
- The process of evaluating air-paks for future replacement has begun. Assistant Chief Ryan is coordinating.
- The department is beginning to work with village planners to review plans for the Westport Crossing development at 75 Monroe Avenue

**Administrators Report**

-None

**Approval of Minutes**

Following a review, Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved the minutes of the October 18th meeting as submitted.

*The motion carried by an Aye vote of commissioners present, with the exception of Commissioners Peets and Rickett, who abstained as they were not in attendance at that meeting.*

**Public Input**

-None

**Commissioner Cline Report**

-Regular physicals for firefighters are resuming. They were on pause due to the provider having staffing issues related to the Covid pandemic.

Commissioner Cline moved, seconded by Commissioner Peets, to approve the application of signage to the fire stations which will commemorate the 125<sup>th</sup> anniversary of the fire department in 2023.

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

Commissioner Cline moved, seconded by Commissioner Schenkel, approve the placement of a memorial in the rear of station 1 by the Pittsford Fire Department.

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

### **Commissioner Peets Report**

-No report

### **Commissioner Schenkel Report**

-Stantec has completed their initial assessment of district facilities and will be providing a draft soon.

### **Commissioner Rickett Report**

-Working with vendors on designs for refurbishment of Engine 3823

### **Commissioner Willard Report**

-The former provider for the LOSAP program has turned over all data to Firefly, the new provider.

### **Commissioner Wallace Report**

-Work has been partially completed on updating the CCTV camera systems.

-Technicians have adjusted the station 2 A-V system.

### **Commissioner Whelan Report**

-Suggested that the board consider a method of securing Knox Box and other keys carried on apparatus. Secure systems for two apparatus would cost \$2,200 plus an annual subscription of \$576.00. Additional study will be conducted.

### **Communications**

-Notification was received from the Pittsford Fire Department of the acceptance of a new member

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the membership in the fire department of Eric Frazier, residing at 32 Amber Hill, pending completion of his mandated physical.

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

### **Unfinished Business**

-None

### **New Business**

-The annual fire district election will be held on December 13<sup>th</sup> between the hours of 5:00 and 9:00, at station 1

-Quint 380 has been moved to Churchville Fire Equipment for evaluation of damage. Treasurer Clouser recognized the work of station managers, who removed equipment from the truck.

### **Treasurers Report**

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

-Reported that the program to purchase certificates of deposit to achieve a higher rate of return has been successful. Over \$5,000.00 in interest has been realized.

-Treasurer Clouser has begun meeting with external accountants to begin the year-end audit.

Commissioner Schenkel moved, seconded by Commissioner Peets, to transfer \$115,000.00 from the General Fund to the Capital Building Reserve Fund as provided for in the 2022 district budget.

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

Commissioner Cline moved, seconded by Commissioner Willard, to designate the district Secretary as an alternative signatory for district financial transactions as a backup to the Treasurer.

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

Commissioner Schenkel moved, seconded by Commissioner Wallace, to recess to Executive Session to discuss personnel matters.

*The motion carried by an Aye vote of commissioners present, and the meeting recessed at 8:10 p.m.*

### **Executive Session**

Commissioner Schenkel moved, seconded by Commissioner Willard, to reconvene from Executive Session.

*The motion carried by an Aye vote of commissioners present, and the meeting recessed at 8:40 p.m.*

Commissioner Peets moved, seconded by Commissioner Schenkel, to endorse specific personnel actions recommended by the fire chief

*The motion carried by an Aye vote of commissioners present, and the meeting recessed at 8:40 p.m.*

### **Adjournment**

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

*The motion carried by an Aye vote of commissioners present and the meeting was adjourned at 8:45 p.m.  
p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary