

APPROVED

**THE PITTSFORD FIRE DISTRICT
December 13, 2022**

7:30 PM - Regular Meeting

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

Also present: Chief Payne, Assistant Chief Ryan, and Treasurer Clouser

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

Chiefs Report

- Reported 868 calls year to date.
- Recommended approval of new apparatus drivers
- Reported that this will be his final meeting as fire chief. He thanked the board for their help and cooperation during his tenure.

The board thanked Chief Payne for his dedicated service as an officer and as chief.

-Assistant Chief Ryan reported that the line will change the assignment of chief's vehicles: The same vehicle will stay with the chief officer during their entire tenure as chiefs.

Commissioner Cline moved, seconded by Commissioner Willard, the board approved apparatus operators as they had completed their training requirements:

Engine 384: R. DeCamella

Rescue 388: Z. Borden

Quint 381: R. Hinkle and D. Walters

The motion carried by an Aye vote of commissioners present

Administrators Report

-None

Approval of Minutes

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

The motion carried by an Aye vote of commissioners present

Public Input

-None

Commissioner Cline Report

- A new table and chairs were received at station 2. The board had previously approved splitting the cost with the fire department.
- Discussed a method of securing building keys carried on the apparatus. It was proposed that one key safe be purchased for trial and evaluation.

Commissioner Cline moved, seconded by Commissioner Willard, approve the purchase of one key safe at a cost of \$36.26

The motion carried by an Aye vote of commissioners present

Commissioner Peets Report

-No report, absent

Commissioner Schenkel Report

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

-Working on a guideline to standardize holiday staffing schedules

Commissioner Schenkel moved, seconded by Commissioner Cline, to schedule the annual Organizational Meeting of the board for January 4th, 2023, at 6:00 p.m. The meeting will be held at station 1, 8 Monroe Avenue.

The motion carried by an Aye vote of commissioners present

Commissioner Rickett Report

-No report, absent

Commissioner Whelan Report

-Reported that old engine 383 is being readied for sale. To pass inspection, it required new springs and tires.

-New engine 383 has arrived in the district and has been sent to Churchville fire equipment for outfitting

-Is exploring obtaining town assistance in conducting preplans of parcels in the district

Commissioner Willard Report

-Will be working with Firefly to complete year end reporting of LOSAP credits

Commissioner Wallace Report

-Conducting a review of staffing needs for 2023

Communications

-Notification was received from the Pittsford Fire Department of the acceptance of new members. Notification of the resignations of firefighters Mark Cavanaugh and Chris Fursman, and a leave of absence granted to Sheldon Knight.

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve membership in the fire department of new members pending completion of their mandated physicals:

Josh Heine of 19 Coddington Grove

Joshua Harmon of 30 Van Voorhis Road

The motion carried by an Aye vote of commissioners present

Unfinished Business

-The board expressed their appreciation to outgoing Commissioner Ed Peets for his many years of service and dedication as a fire commissioner and chairman.

New Business

-None

Treasurers Report

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

-Recommended budget transfers to meet obligations for a new chief's vehicle and final invoice for new Engine 383.

-The fire district attorney advised that only the district Deputy Treasurer may serve as a second signatory on accounts and checks. As that position is vacant, Treasurer Clouser will continue as the sole signatory

-Recognized the station managers for their work to remove equipment and prepare old Engine 383 for transfer to the purchasers

-Reminded the board that the last meeting of the year, for the purpose of paying bills, will be held on December 26th at 6:30 p.m.

Commissioner Schenkel moved, seconded by Commissioner Cline, to transfer:

\$47,283.00 from the Capital Equipment Reserve Fund to the General Fund for the purchase of a new Chevrolet Tahoe.

\$72,688.35 from the Capital Equipment Reserve Fund to the General Fund for the final payment due for the purchase of new Engine 383.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve the November 2022 Treasurer's Report as submitted

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the audited invoices as submitted

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 8:05 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 reconvened at 8:45 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 8:50 p.m.

p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary