

APPROVED

THE PITTSFORD FIRE DISTRICT
January 12, 2023

7:30 PM - Regular Meeting

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

Also present: Chief Ryan, Administrator Ockenden 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 7 calls year to date. Pittsford was called to a serious house fire in East Rochester, where they recovered the body of a victim. The resources of the Employee Assistance Program have been offered to the crew.
- Recommended approval of a new apparatus driver
- Reported that line officers are looking to specify new air-paks as the current units are approaching the end of their service lives.
- Reviewing call responses during overnight hours

Commissioner Cline moved, seconded by Commissioner Willard, the board approved an apparatus operator who has completed training requirements:

Rescue 388: John Payne

The motion carried by an Aye vote of commissioners present

Administrators Report

- Old Engine 383 has been transferred to its new owners. They are very satisfied with the vehicle and appreciative of the assistance Pittsford provided in preparing for the transfer.
- Is compiling the annual OSHA report of injuries. There were two minor injuries during the year. He is participating in an employer survey at the request of OSHA.
- Various maintenance issues have been addressed, including the failed lighting of the exterior sign at station 1.
- Reported that Pittsford was not awarded a grant for new air-paks that was applied for

Approval of Minutes

Following a review, Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved the minutes of the December 13th, December 26th, and January 4th meetings as submitted.

The motion carried by an Aye vote of commissioners present. Commissioner Rickett abstained on the December 13th and 26th minutes as he was not present at those meetings

Public Input

-None

Commissioner Cline Report

-Recommended membership in NFPA as a means of having online access to national standards. Also recommended a printed copy of the International Building codes.

-District physicals have resumed and are going smoothly to date

-Will not be present for the March board meeting

Commissioner Cline moved, seconded by Commissioner Rickett, approve the purchase of an annual National Fire Protection Association membership at a cost of \$175.00, and a print copy of the International Building Codes at a cost not to exceed \$150.00.

The motion carried by an Aye vote of commissioners present

Commissioner Lusk Report

-No report, absent

Commissioner Schenkel Report

-Stantec has completed their initial assessment of district facilities and has provided a draft copy that is being reviewed

Commissioner Rickett Report

-No report

Commissioner Whelan Report

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

Commissioner Willard Report

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

-Reported that Squad 386 is in for repairs. He will review it's utilization with Chief Ryan

Commissioner Wallace Report

-Issues with the audio-visual system microphones at station 2 are being addressed

Communications

-Notification was received from the Pittsford Fire Department of the acceptance of a new member. Three members of the department live outside of the district.

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

Brent Coleman of 6 Red Fox Run

The motion carried by an Aye vote of commissioners present

Unfinished Business

-None

New Business

-Chairman Wallace outlined the responsibilities of Commissioners for 2023, with their specific areas of responsibility

Treasurers Report

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

-The final payment for the sale of old Engine 383 as received and deposited to the General Fund in January.

-Recommended budget transfers of less than \$2,000.00

-Outlined projected General Fund expenditures for 2022 compared to 2021.

-Requested permission to attend a state conference that includes training for Treasurers

Commissioner Wallace moved, seconded by Commissioner Willard, to authorize the attendance of district personnel at a conference of the Association of Fire Districts of the State of New York May 17-20, 2023.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Rickett, to authorize the attendance of district personnel at the annual Fire Department Instructors Conference April 24-29, 2003.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Rickett, to authorize budget category transfers in an amount less than \$2,000.00

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve the December 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 with the addition of a cellular telephone reimbursement.

The motion carried by an Aye vote of commissioners present. Commissioners Whelan and Rickett abstained from voting on approval of invoices that they submitted.

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

The motion carried by an Aye vote of commissioners present, and the meeting recessed at 8:17 p.m.

Executive Session

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

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

Commissioner Cline moved, seconded by Commissioner Schenkel, to approve a salary and wage schedule as proposed by the personnel committee

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Ricket, to designate a redefinition of station manager positions.

The motion carried by an Aye vote of commissioners present. Commissioner Cline abstained

Commissioner Cline moved, seconded by Commissioner Willard, to designate Attorney Karlee Bolanos as counsel for human resource matters.

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 10:05 p.m.

p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary