

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT  
March 9, 2023**

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**7:30 PM - Regular Meeting**

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

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, and especially Buffalo Firefighter Jason Arno, who gave his life in the line of duty.

**Chiefs Report**

- Reported 150 calls year to date. A fire at Village Hall was quickly contained.
- Recommended approval of new apparatus operators. There are sufficient drivers for new Engine 383 that it is ready to go in service.
- Reported that new air paks are being evaluated. Sessions have been scheduled to sample different brands.
- Continuing to evaluate PVA's offer to provide EMS supplies to the fire district at cost. Standardization of equipment used by both agencies would be beneficial to providing patient care. The opportunity exists for increased cooperation between agencies.
- The chiefs expressed their appreciation for new EMS bags placed in chiefs vehicles. They have made their use more efficient.
- Captain Clouser and Lieutenant Hinkle will serve on the apparatus committee for new Engine 382 and Squad 386.
- Recommended changing graphics on the former fire prevention trailer as it will be utilized for the upcoming PGA tournament.
- Recommended the acquisition of equipment to be placed on Rescue 388
- Noted that of the EMS patients who have been resuscitated and went on to leave the hospital, returning to normal lives, a significant number have been from Pittsford. This illustrates the effectiveness of EMS training and service in our community.

Commissioner Lusk moved, seconded by Commissioner Willard, that the board approved firefighters as apparatus operators who had completed training requirements:

Engine 383: Chiefs Ryan, Dupra and S. Cline, Captains Clouser and Walters, , Lieutenants Furber and Hinkle, Firefighters R. Cline, Coleman, Cooper, DeCamella, Heagerty, Hyland, Jeffries, Krieger, Laboski, E. Lawler, J. Lusk, Marra, M. Payne, Peets, Schenkel, Shalvoy, Valentine, Wallace, Whelan, Willard and Zampella.

Squad 386: Tremaine

*The motion carried by an Aye vote of commissioners present. Commissioners abstained from voting on their own qualification*

Commissioner Rickett moved, seconded by Commissioner Schenkel, to approve the purchase of a battery powered reciprocating saw and blower at a cost not to exceed \$1,750.00.

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

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve a change of graphics on a district trailer at a cost not to exceed \$400.00.

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

### **Administrators Report**

- Repairs to flooring and painting at station 1 and 2 is underway.
- Reviewing the policy for cancer insurance coverage to clarify a change in the terminology used by the carrier.
- PERMA, the district worker's compensation insurance carrier has performed a courtesy review of district facilities. We are waiting for their recommendations.
- Presented recommendations for maintenance of outdoor district properties. Recommended waiting an additional month to award a contract for fertilization.
- Work on updating security cameras in the stations is ongoing.
- The board commended Administrator Ockenden and district staff for their excellent work in preparing the stations for painting and maintenance work.

Commissioner Lusk moved, seconded by Commissioner Schenkel, to award a seasonal contract for mowing and bed maintenance at both stations to Connors Landscaping in the amount of \$12,420.00 as they were the lowest responsible bidder.

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

Commissioner Lusk moved, seconded by Commissioner Rickett, to formally acknowledge the cooperation of Messner Carpeting and the Town of Pittsford for their assistance in performing floor maintenance at both stations at no cost, and to communicate their appreciation to both entities.

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

### **Approval of Minutes**

Following a review, Commissioner Schenkel moved, seconded by Commissioner Rickett, the board approved the minutes of the February 9<sup>th</sup> meeting as submitted.

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

### **Public Input**

-None

### **Commissioner Cline Report**

- Recommended surplus equipment.
- Requested approval to attend a training conference.

Commissioner Cline moved, seconded by Commissioner Willard, to declare as surplus a television and file cabinet as they are obsolete or beyond repair and of no further value to the district.

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

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve the attendance of district representatives at the Fire District Instructors Conference April 24-29, 2023 in Indianapolis, Indiana. The mode of transportation will be via scheduled airline. Actual and necessary expenses were authorized. The board determined that no comparable training is being offered within New York State.

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

#### **Commissioner Lusk Report**

-Reported that he had completed his mandated training as a new commissioner and that proof of such had been filed with the district secretary.

-Reported on a plan by the village to improve a stairway on village hall. It was subsequently determined that the excavation work required may infringe on a water main on district property. The village is reevaluating the project.

#### **Commissioner Rickett Report**

-Is examining the feasibility of mounting a donated television at the carriage house for training purposes.

#### **Commissioner Schenkel Report**

-The district has received a preliminary draft of the facilities study from Stantec. It is being disseminated for review and comment.

-Led a discussion on replacement of older vehicles. A vehicle used by the Administrator is due for replacement. It was the consensus of the board to investigate trading 2015 and 2017 vehicles towards a new vehicle, and retain the current Administration vehicle in reserve.

#### **Commissioner Whelan Report**

-Not present. Portions of his report were covered by others present.

-Reported that in consultation with Chief Ryan, it is planned to extend the yellow striping for the apparatus bays outside onto the pavement. This will assist backing trucks in when there is bright sun glare. This will be done in conjunction with driveway sealing and striping.

#### **Commissioner Willard Report**

-The yearly total of LOSAP credits has been posted for review and has been finalized for submission. Commissioner Lusk requested that the LOSAP provider provide a summary of any available benefit options that may be available.

-Requested Treasurer Clouser to give an update on repairs to Ladder 380. Repair parts have been received by Churchville and work is progressing. A projected date for completion of repairs has not been received.

-Churchville's representative has requested a meeting to review the specifications for new Engine 382.

Commissioner Willard moved, seconded by Commissioner Cline, to adopt the final listing of LOSAP credits for calendar year 2022 and to file them with the district LOSAP provider.

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

Commissioner Willard moved, seconded by Commissioner Schenkel, to authorize new Engine 383 to be placed into service at station 2, and for the board to commend Commissioner Whelan for his tireless and detained efforts to specify an excellent fire apparatus.

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

### **Commissioner Wallace Report**

-A new copier has been received and placed in service.

-A replacement television for training will be installed at station 2 to replace a defective unit.

### **Communications**

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

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

William Schenkel of 18 Rand Place

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

### **Unfinished Business**

-Year to date attendance has been posted.

### **New Business**

-None

### **Treasurers Report**

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

-The entire tax levy for 2023 has been received from the Town of Pittsford

-Final payment has been received for the sale of old Engine 383

Commissioner Schenkel moved, seconded by Commissioner Lusk, to authorize the proceeds of the sale of old Engine 383 to be transferred from the General Fund to the Capital Equipment Reserve fund, the amount being \$252,000.00.

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

Commissioner Cline moved, seconded by Commissioner Lusk, to approve the February 2023 Treasurer's Report as submitted

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

Commissioner Schenkel moved, seconded by Commissioner Lusk, to approve the audited invoices as submitted, with the addition of an invoice from Code 2 in the amount of \$236.00.

*The motion carried by an Aye vote of commissioners present. Commissioners Cline and Wallace abstained from voting to approve invoices they had submitted.*

Commissioner Schenkel moved, seconded by Commissioner Lusk, to recess to Executive Session to discuss personnel and real estate matters.

*The motion carried by an Aye vote of commissioners present and the meeting recessed at 9:29 p.m.*

## **Executive Session**

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

*The motion carried by an Aye vote of commissioners present and the meeting reconvened at 10:14 p.m.*

## **Adjournment**

Having no further business to discuss, Commissioner Willard 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 10:20 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary