

APPROVED

THE PITTSFORD FIRE DISTRICT
April 13, 2023

7:30 PM - Regular Meeting

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

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 225 calls year to date. Pittsford assisted the Mendon Fire Department at two fires recently.
- Recommended approval of new apparatus operators.
- Reported that the evaluation of new air-paks is progressing on schedule.
- The Line Officers reviewed EMS bags being carried on apparatus. The conclusion was that the current bags best meet district needs. Transitioning to aluminum oxygen cylinders has made the bags lighter and easier to manage.
- In light of the federal government rescinding Covid-19 Emergency Measures, it was recommended that the fire district modify its own policies.
- Chief Ryan and President Fairbrother reported that a benefactor may arrange for a donation to the fire department of an air compressor to refill SCBA bottles.

Commissioner Wallace moved, seconded by Commissioner Willard, that the board approve firefighter Brent Coleman as an apparatus operator for Quint 381 as he completed prescribed training requirements:

The motion carried by an Aye vote of commissioners present.

Commissioner Cline moved, seconded by Commissioner Schenkel, to approve a modification of district policy relative to Covid-19 procedures.

The motion carried by an Aye vote of commissioners present.

Administrators Report

- The Service Coordinator program has been initiated. Eight employees have been designated for the role. The implementation is proceeding smoothly.
- Repairs to flooring and painting at station 1 and 2 have been completed.
- An unknown vehicle caused lawn damage in the rear of station 2. Connors Landscaping will repair the area.
- New radio speakers have been installed in the station 1 truck bay.
- Submitted a list of equipment that is obsolete or beyond repair

- Various plumbing issues at both stations are being evaluated. It was noted that it is very difficult to secure the services of plumbers.
- Quotes have been obtained for lawn fertilization and pavement sealing and striping.

Commissioner Whelan moved, seconded by Commissioner Wallace, to award a seasonal contract for lawn fertilization to Joe Cutter Lawn and Plowing in the amount of \$1,760.00 as they were the lowest responsible bidder.

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

Commissioner Cline moved, seconded by Commissioner Whelan, to award a contract for pavement sealing and striping to Magic Seal in the amount of \$10,525.00 as they were the lowest responsible bidder.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Wallace, to award an addendum to the sealing contract for repair of pavement in the western entrance driveway of station 1 to Magic Seal in the amount of \$1,950.00.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Willard, to declare as surplus a listing of equipment as recommended by Administrator Ockenden. The equipment is obsolete or beyond repair and is of no further value to the district.

The motion carried by an Aye vote of commissioners present.

Approval of Minutes

Following a review, Commissioner Cline moved, seconded by Commissioner Willard, the board approved the minutes of the March 9th meeting as submitted.

The motion carried by an Aye vote of commissioners present.

Public Input

-None

Commissioner Cline Report

- Carpeting at station 2 had been cleaned and no replacement of carpet tiles was necessary.
- Requests for public use of facilities have been received. Requests will be referred to the commissioners responsible for each station.

Commissioner Lusk Report

-Absent. His report was summarized in Commissioner Schenkel's report.

Commissioner Rickett Report

-In his absence, Firefighter Merrick presented a proposal to add a television to the carriage house to be used for training purposes.

Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved the addition of a television to the carriage house together with related expenses in an amount not to exceed \$2,500.00.

The motion carried by an Aye vote of commissioners present.

Commissioner Whelan Report

-Met with an insurance company representative to clarify provisions of the district insurance policy regarding Cancer Coverage as it pertains to firefighters. The class of firefighter membership has a bearing on the length of time coverage remains in effect after a firefighter ceases being an active member of the fire department.

Commissioner Willard Report

-The Annual Report of the LOSAP program has been received from Firefly. Firefighters will be receiving individual benefit reports.

Commissioner Wallace Report

-A policy is being developed to formally classify full-time and part-time employees.
-The fire department has undertaken a direct mailing to district residents to recruit new members for the department. As the district is the ultimate beneficiary of firefighting strength, he recommended that the district share in the cost of the recruiting effort.

Commissioner Cline moved, seconded by Commissioner Schenkel, to authorize an expense not to exceed \$3,500.00 in support of the fire department's recruiting mailing.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel Report

-The district has received a draft of the Facilities Study from Stantec. He recommended that a public hearing be scheduled to adopt the draft plan. To advance the process, a series of resolutions must be adopted by the board.

-A vehicle used by the Administrator is due for replacement. It was the consensus of the board to surplus 2015 and 2017 vehicles. A new vehicle will be obtained, and the current administration vehicle will be moved to reserve.

-The district is meeting with Churchville Fire Equipment to review the specifications for a new engine now on order.

-The district utility trailer has been re-lettered and is ready to be put in service.

Commissioner Cline moved, seconded by Commissioner Schenkel, the Board of Fire Commissioners from the Pittsford Fire District accept the draft Facilities Master Plan from Stantec dated April 6, 2023

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Willard, the Board of Fire Commissioners from the Pittsford Fire District set a Public Hearing for May 31, 2023, at 7:00 PM at station #1 for purposes of taking comments from interested parties related to the adoption of the Facilities Master Plan.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Cline, that the Pittsford Fire District act as Lead Agency for SEQR review.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Willard, that the Board of Fire Commissioners from the Pittsford Fire District authorize and update to the appraisal of 9 & 11 North Main Street with Midland Appraisals for an amount not to exceed \$5,000.00.

The motion carried by an Aye vote of commissioners present.

Communications

-Notifications were received from the Pittsford Fire Department of the acceptance of a new member and of a member residing outside of the fire district.

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

Sarah Woodard, residing at 45 Reitz Parkway

The motion carried by an Aye vote of commissioners present

Commissioner Wallace moved, seconded by Commissioner Whelan, to authorize firefighter Megan Tremaine to reside outside of the fire district at 2 Creekwood Lane, Perinton.

The motion carried by an Aye vote of commissioners present

Unfinished Business

-Business Manager Clouser gave an update on repairs to Quint 380. All repair parts have been received by Churchville and the labor process has begun. No timeline for completion was provided by Churchville.

New Business

-None

Treasurers Report

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

-The program to utilize Certificates of Deposit has been highly successful. The district is earning upward of sixteen thousand dollars in interest monthly and growing due to the CD's.

-Is working with Administrator Ockenden on a plan for work intake process. This will define and prioritize projects and tasks.

Commissioner Schenkel moved, seconded by Commissioner Wallace, to approve the March 2023 Treasurer's Report as submitted

The motion carried by an Aye vote of commissioners present

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

The motion carried by an Aye vote of commissioners present.

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

The motion carried by an Aye vote of commissioners present and the meeting recessed at 9:15 p.m.

Executive Session

Commissioner Wallace moved, seconded by Commissioner Willard, to reconvene from Executive Session, where no action was taken.

The motion carried by an Aye vote of commissioners present and the meeting reconvened at 10:01 p.m.

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the purchase of a new and unused 2023 Chevrolet Tahoe in the amount of \$45,761.80. Purchase is under the bid utilized by the Webster Central School District, as allowed by New York State Law. *The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Whelan, who voted Nay.*

Commissioner Schenkel moved, seconded by Commissioner Willard to adopt a resolution

WHEREAS, Section 176(23) of the New York Town Law permits the District to sell or otherwise dispose of surplus property of the District no longer necessary for any of its purposes; and

WHEREAS, the District has determined that it's 2015 Chevrolet Tahoe, Color: Red, VIN 1GNSK3KCXFR535344 (the "Vehicle") is surplus property; and

WHEREAS, the District determined that the Vehicle has an approximate value of more than twenty thousand dollars (\$20,000.00), but less than one hundred thousand dollars (\$100,000.00), thus subjecting any disposition of the Vehicle to a permissive referendum.

NOW, BE IT RESOLVED, THEREFORE AS FOLLOWS:

1. That the Pittsford Fire District hereby declares that the Vehicle is surplus property of the District no longer necessary for the District's uses or purposes.
2. That the Vehicle has a value of more than twenty thousand dollars (\$20,000.00), but less than one hundred thousand dollars (\$100,000.00).
3. That the Board of Fire Commissioners is hereby authorized to carry out the sale of the Vehicle in "as is" condition, with the actual price of the sale to be determined by the market.
4. That this Resolution shall, before becoming effective, be subject to a permissive referendum. That within ten (10) days after its adoption, the District Secretary, and in the same manner as is provided for notice of annual election, shall publish notice of the passage of this Resolution in the Official Newspaper of the Pittsford Fire District. Such notice shall specify the date of the adoption of the Resolution, an abstract of the Resolution, and shall specify that the Resolution was adopted subject to a permissive referendum.
5. That this Resolution shall not take effect until thirty (30) days after its adoption, or until approved by an affirmative vote of the majority of the duly qualified voting electors of this Fire District if a petition, as prescribed by Section 6-g of the General Municipal Law, is duly filed with the Secretary of this District protesting against such Resolution and requesting a referendum as is prescribed in said section of said law.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Willard to adopt a resolution

WHEREAS, Section 176(23) of the New York Town Law permits the District to sell or otherwise dispose of surplus property of the District no longer necessary for any of its purposes; and

WHEREAS, the District has determined that it's 2017 Chevrolet Tahoe, Color: White, VIN 1GNSKFKC1HR2007908 (the "Vehicle") is surplus property; and

WHEREAS, the District determined that the Vehicle has an approximate value of more than twenty thousand dollars (\$20,000.00), but less than one hundred thousand dollars (\$100,000.00), thus subjecting any disposition of the Vehicle to a permissive referendum.

NOW, BE IT RESOLVED, THEREFORE AS FOLLOWS:

6. That the Pittsford Fire District hereby declares that the Vehicle is surplus property of the District no longer necessary for the District's uses or purposes.
7. That the Vehicle has a value of more than twenty thousand dollars (\$20,000.00), but less than one hundred thousand dollars (\$100,000.00).
8. That the Board of Fire Commissioners is hereby authorized to carry out the sale of the Vehicle in "as is" condition, with the actual price of the sale to be determined by the market.
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10. That this Resolution shall not take effect until thirty (30) days after its adoption, or until approved by an affirmative vote of the majority of the duly qualified voting electors of this Fire District if a petition, as prescribed by Section 6-g of the General Municipal Law, is duly filed with the Secretary of this District protesting against such Resolution and requesting a referendum as is prescribed in said section of said law.

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 10:10 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary