

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT**  
**August 10, 2023**

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**7:30 PM - Regular Meeting**

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

Absent: None

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 in memory of Past Commissioner Michael Spiegel.

Commissioner Cline moved, seconded by Commissioner Willard, to set aside a page in these minutes to honor the service of Firefighter and Commissioner Mike Spiegel.

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

**Chiefs Report**

- Reported 550 calls year to date.
- Reported on a serious house fire at 33 Sutton Point. One firefighter suffered a burn while fighting the fire.
- Minor collision damage was sustained to Rescue 388 at the Sutton Point fire
- Culvert work on Stone Road will be finished soon, which will allow cancellation of the automatic mutual aid agreement with Henrietta to respond to portions of Stone Road.
- The fire department has been called to 63 Kirklees Road several times as a resident had apparent delusions of his home being on fire. A premise warning has been issued.
- Shared response statistics. Firefighter response this year is on par with recent history.

**Administrators Report**

- Disposal of firefighting foam deemed to be hazardous to health has been placed on hold pending further information.
- Hose testing has been completed. Five aging lengths of hose failed testing and were removed from service.
- Individuals are being reviewed to add to the list of available station managers.
- A replacement station air compressor has been received and will be installed soon.
- Administrator Ockenden and Treasurer Clouser attended a recent seminar on securing grants.
- Submitted a draft resolution relative to the LOSAP program.

Commissioner Lusk moved, seconded by Commissioner Schenkel, to declare as surplus lengths of hose that are defective, beyond repair, or of no further value to the fire district: Inventory numbers 1038, 1143, 3029, 5042, and 1060.

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

Commissioner Willard moved, seconded by Commissioner Cline, to adopt a resolution to wit:

RESOLVED, that the Board of Fire Commissioners hereby adopts the following Actuarial Equivalence Assumptions effective January 1, 2023 for the calculation of any benefit that is to be calculated on an actuarial equivalent basis:

- Interest rate: 5.25%
- Pre-entitlement age mortality table: None
- Post-entitlement age mortality table: RP-2014 Healthy Annuitant Male, no projection

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

### **Approval of Minutes**

Following a review, Commissioner Schenkel moved, seconded by Commissioner Lusk, the board approved the minutes of the July 13<sup>th</sup> regular meeting as submitted.

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

### **Public Input**

-None

### **Commissioner Cline Report**

-Recognized Administrator Ockenden for his efforts coordinating projects at station 2.

### **Commissioner Lusk Report**

-Requested an Executive Session to discuss real estate matters.

### **Commissioner Rickett Report**

-Reported that the district has received a mobile radio repeater at no cost through the County of Monroe,  
-Installation is underway for the firefighter memorial located at station 1.  
-An American flag and display case was gifted to the department and will be displayed at the carriage house.  
-The antique engine will be displayed at the Oak Hill car show September 24<sup>th</sup>.

### **Commissioner Schenkel Report**

-No report

### **Commissioner Whelan Report**

-Reminded the board that budget proposals for 2024 are due.

### **Commissioner Willard Report**

-The new fire engine on order will go into production in August. Final inspection will be in early November.

### **Commissioner Wallace Report**

-JSI is conducting a hardware and software review of Information Technology. Much progress has been made since their initial review.

### **Communications**

-None

### **Unfinished Business**

-None

## **New Business**

Commissioner Schenkel moved, seconded by Commissioner Cline, to set dates for:

- District Budget Hearing: October 17<sup>th</sup> at 7:00 p.m.
- Caucus Meeting: November 9<sup>th</sup> at 7:30 p.m.
- District Election: December 12<sup>th</sup>, from 5:00 to 9:00 p.m.

All events will be at station 1, 8 Monroe Avenue.

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

## **Treasurers Report**

- The Treasurer submitted a monthly financial report and a listing of audited invoices for payment.
- The 2024 budget cycle has begun. A draft budget will be disseminated to the board in August. A Proposed Budget must be adopted by the board on or before September 26<sup>th</sup>.
- Recommended a budget line-item transfer.

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the transfer of proceeds from the sale of the two surplus Chevrolet Tahoes in the amount of \$51,350.00 to the Capital Equipment Reserve Fund.

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the transfer of \$43,000.00 from the Training to the Building Repair lines in the 2023 budget.

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

Commissioner Lusk moved, seconded by Commissioner Schenkel, to approve the July 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.

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

Commissioner Schenkel moved, seconded by Commissioner Willard, to recess to Executive Session to discuss real estate and 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 Lusk, to reconvene from Executive Session

*The motion carried by an Aye vote of commissioners present and the meeting reconvened at 8:37 p.m.*

Commissioner Schenkel moved, seconded by Commissioner Cline, to ratify specific recommendations of Chief Ryan relative to a personnel matter.

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

**Adjournment**

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

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

Respectfully submitted,  
Edwin R. Jeffries, Secretary

*This page in the minutes is dedicated to the memory of  
Michael Spiegel.*

*Mike served the community with distinction as a member  
of the Pittsford Fire Department and Fire Commissioner.  
His expertise and friendship will be sorely missed.*