

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT  
September 14, 2023**

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**7:30 PM - Regular Meeting**

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

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 641 calls year to date.
- Recommended approval of apparatus operators
- Met with East Rochester Fire Department to clarify district boundaries
- Met with Henrietta Fire District to clarify responses along the Erie Canal
- The fire department open house will be October 7<sup>th</sup>.

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve apparatus operators as they had met the required training requirements:

Firefighter Merrick: Driver, Quint 380

Firefighter DeCamella: Bucket Operator, Quint 380

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

**Administrators Report**

- Reported on maintenance issues:
  - Co-Ray-Vac heater in 380 truck bay
  - Station 1 fence repair completed
  - Station 2 generator in need of repair
  - Cascade system installed at station 2
  - Station 2 HVAC units nearing end of service life. May need replacement in 2024
- Working on resolving scheduling issues with WorkReady, provider of district physicals
- Submitted a draft resolution relative to a state funding request

Commissioner Lusk moved, seconded by Commissioner Schenkel, to adopt a resolution to guarantee district partial funding of a grant under the New York State CREST Funding Program.

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

**Approval of Minutes**

Following a review, Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved the minutes of the August 10<sup>th</sup> regular meeting as submitted.

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

## **Public Input**

-None

## **Commissioner Cline Report**

- Noted that the lawn care program at station 2 is going well
- Administrator Ockenden will be reviewing disposal of surplus lawn care equipment
- Reviewed policies for notifying the chief when a firefighter incurs an injury or illness

Commissioner Cline moved, seconded by Commissioner Whelan, the board designated as surplus a lawn mower that is obsolete, beyond repair or no longer of use to the fire district.

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

## **Commissioner Lusk Report**

-No report

## **Commissioner Rickett Report**

- Work on a fire department memorial is progressing
- Will be making a presentation on fire department history on November 1<sup>st</sup>

## **Commissioner Schenkel Report**

- The district inspection dinner has been tentatively scheduled for October 30<sup>th</sup>
- Proposed approval of a new station manager. Future appointments will be brought to the board for approval.

Commissioner Schenkel moved, seconded by Commissioner Wallace, the board appointed Sheldon Knight as a station manager.

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

## **Commissioner Whelan Report**

- Recognized Administrator Ockenden and staff for the efficient maintenance of the HVAC system at station 2. The rooftop units may need replacement at a projected cost of \$15,000.00 per unit.
- Inquired as to status of IT updates and security. Chairman Wallace provided an update.

## **Commissioner Willard Report**

- Not present
- Commissioner Schenkel reported on needed repair and update items for Engine 382

## **Commissioner Wallace Report**

- Application work for a grant under the New York State CREST program has been completed.
- Work with an attorney to review Human Resource items is continuing. An update will be available in October.

## **Communications**

-None

## **Unfinished Business**

-None

## **New Business**

- Discussion on methods of disposal of a surplus lawn mower to maximize revenue from the sale. An auction is being considered among other options.

### **Treasurers Report**

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

-A draft Proposed Budget for 2024 was disseminated to the board.

-Recommended a budget line-item transfer.

Commissioner Lusk moved, seconded by Commissioner Schenkel, to adopt a Proposed Budget for fiscal year 2024.

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

Commissioner Lusk moved, seconded by Commissioner Schenkel, to approve the transfer of \$33,326.50 from the Capital Equipment Reserve Fund to the 2023 budget.

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

Commissioner Schenkel moved, seconded by Commissioner Rickett, to approve the August 2023 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 8:50 p.m.*

### **Executive Session**

Commissioner Lusk 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 9:07 p.m.*

Commissioner Lusk 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.*

### **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 9:10 p.m.*

Respectfully submitted,  
Edwin R. Jeffries,  
Secretary