

APPROVED

**THE PITTSFORD FIRE DISTRICT
October 17, 2023**

7:30 PM - Regular Meeting

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.

Update on Information Technology Matters

-Darryl Natale of Just Solutions gave the board a briefing concerning the security of district systems and data. Many levels of backup and security are continually monitored and Just Solutions believes that all necessary steps are in place to provide adequate IT security.

Chiefs Report

- Reported 729 calls year to date. Pittsford crews responded to a house fire on this date in East Rochester.
- Recommended approval of apparatus operators
- Reported that Adam Khalil will take the lead in planning fire department open houses.

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

Firefighter DeCamella: Driver, Quint 380

Firefighters Khalil and Jake Rickett: Squad 387

The motion carried by an Aye vote of commissioners present.

Administrators Report

- Reported that public elections will take place at station 2 on November 7th.
- The cascade system has been placed into service. He is working with Jerome Fire Equipment to implement a maintenance contract.
- The lawn mower previously declared to be surplus by the district was sold at a municipal auction for the sum of \$5,535.00.
- Presented proposals received for seasonal snow plowing.

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board awarded a contract for 2023-24 snow plowing at both fire stations to Tim Swagler Tree Services in the amount of \$5,000.00, as they were the lowest responsible bidder meeting district requirements.

The motion carried by an Aye vote of commissioners present.

Approval of Minutes

Following a review, Commissioner Cline moved, seconded by Commissioner Schenkel, the board approved the minutes of the September 14th regular meeting as submitted.

The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Willard as he was not present at that meeting.

Public Input

-Timothy Hyland made a recommendation to help keep dust and debris clear of the new cascade system.

Commissioner Cline Report

Commissioner Cline moved, seconded by Commissioner Rickett, the board approved the attendance of up to ten representatives of the district at the 2024 Fire Department Instructors Conference. The event will be held in Indianapolis, Indiana from April 15-20, 2024. The mode of travel will be by commercial aircraft. Actual and necessary expenses are authorized.

The motion carried by an Aye vote of commissioners present

Commissioner Lusk Report

-District representatives toured the vacant Bank of America building to facilitate formulating an appraisal of the property.

Commissioner Rickett Report

-Work on a fire department memorial is nearing completion. A dedication ceremony is being planned.

Commissioner Schenkel Report

-The district inspection dinner has been scheduled for October 30th

-The manufacturer projects that new Engine 385 is approximately one month behind schedule.

Commissioner Whelan Report

-Asked Chief Ryan if he believed that body armor is needed if the fire department responds to an active shooter or other dangerous incident. Chief Ryan replied that it is not as Pittsford fire personnel will not enter hot zones.

Commissioner Willard Report

-Final inspection for Engine 385 will probably occur in December or January.

-A representative of Manning & Napier, the firm managing LOSAP investments, will attend the December board meeting to provide a status report.

Commissioner Wallace Report

-His report was covered under the I.T. security presentation at the beginning of the meeting.

Communications

-Letter from the Pittsford Fire Department seeking approval of a new member and notice of the resignation of Firefighter Matthew Garber.

Commissioner Lusk moved, seconded by Commissioner Rickett, to approve the membership of Thomas Joerger of 70 Woodland Road as a member of the Pittsford Fire Department pending successful completion of his fire district physical.

The motion carried by an Aye vote of commissioners present

Unfinished Business

-None

New Business

-Commissioner Wallace moved, seconded by Commissioner Willard, to appoint Allen Reitz as Chair of the Board of Elections for the 2023 fire district election at a rate of \$75.00. Also, to appoint as election inspectors: Jessica Reitz, Scott Fairbrother and Lynne Fairbrother at a rate of \$50.00.

The motion carried by an Aye vote of Commissioners present

-The Secretary advised the board that one seat on the board will be on the ballot in the district election. The annual caucus meeting will take place on November 9th. Candidates for Fire Commissioner must notify the Secretary in writing no later than November 22nd to appear on the ballot.

Treasurers Report

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

Commissioner Willard moved, seconded by Commissioner Lusk, to adopt a Budget for fiscal year 2024. This budget is unchanged from the Proposed Budget previously adopted.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the September 2023 Treasurer's Report as submitted.

The motion carried by an Aye vote of commissioners present

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

The motion carried by an Aye vote of commissioners present.

Commissioner Cline 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 8:15 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 8:40 p.m.

Adjournment

Having no further business to discuss, Commissioner Schenkel 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 8:45 p.m.

Respectfully submitted,
Edwin R. Jeffries,
Secretary