

APPROVED

**THE PITTSFORD FIRE DISTRICT
December 12, 2023**

7:30 PM - Regular Meeting

Present: Commissioners Cline, Lusk, Rickett, Schenkel, Wallace, Whelan, and Willard
Absent: None

Also present: Chief Ryan, 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. Special recognition was observed for Pittsford-Mendon graduate Major Terrell Brayman, who gave his life in the service of his country.

Update on Internet Security

-David Wolf, Vice President of JustSolutions briefed the board on steps his company takes to provide internet security for fire district networks. He made specific recommendations to the district:

- Implement Mutli-Factor Authorizations for users that are accessing the District network.
- The Fire Department should assess their use of the Google suite. The District exclusively uses Microsoft and does not use the Google suite. More information will be needed to determine what actions the District needs to take.
- The District should implement cyber-security training for employees.

JSI indicated the District's system and associated cybersecurity meets their recommended standards for a local government.

Chiefs' Report

- Reported 875 calls year to date. Pittsford crews responded to mutual aid fires. A Pittsford Firefighter incurred a slight injury.
- The number of calls year-to-date closely aligns with averages from previous years.
- Thanked Commissioner Rickett for his service to the fire district and was grateful for their good working relationship.

Administrators Report

-Chairman Wallace reported for the Administrator that a list of potential station manager candidates had been compiled and circulated to board members.

Approval of Minutes

Following a review, Commissioner Cline moved, seconded by Commissioner Rickett, the board approved the minutes of the November 9th regular meeting as amended.

The motion carried by an Aye vote of commissioners present.

Public Input

-None

Commissioner Cline Report

-An underground cable at station 2 was inadvertently damaged. The repair will be absorbed by the district.

Commissioner Lusk Report

-An offer to purchase the abandoned bank property adjoining station 1 was submitted. The landowner has until December 31st to respond.

-Surveys of the properties will be needed. He is beginning to screen providers.

Commissioner Rickett Report

-No report

Commissioner Schenkel Report

Commissioner Schenkel moved, seconded by Commissioner Cline, to set the date and time for the 2024 Organizational Meeting. It will take place on January 3, 2024, at 5:30 p.m. The location will be Pittsford Station 1.

The motion carried by an Aye vote of commissioners present.

Commissioner Whelan Report

-Inquired as to the status of certain committees and committee assignments.

Commissioner Willard Report

-Is reminding firefighters to examine their LOSAP points status as year-end approaches.

-District representatives will travel to Appleton, Wisconsin for a final inspection of new Engine 385. This trip was previously approved by the board.

Commissioner Wallace Report

-The state grant for the acquisition of air-paks is progressing through the state bureaucracy.

-Firefighter Brent Coleman was recognized for the care he rendered to a patient who walked in to Station 1.

-Requests have been received for a parking lot camera for station 2. This camera would be visible at station 1 to aid in seeing the status of crews arriving to respond to incidents. This is being researched.

-Reported that Treasurer Clouser had received Gold Status from the NYS Comptroller. This is related to management of state pension programs.

-Treasurer Clouser worked with JustSolutions to move files between servers, resulting in significant savings to the district.

-An item for 2024 will be a study of district telephone equipment and services.

Communications-None

Unfinished Business -None

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New Business

-Commissioner Lusk will conduct a review of uniform items as it relates to district Commissioners.

Treasurers Report

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

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve a transfer of \$428,422.33 from the Capital Equipment Reserve Fund to the General Fund. This transfer is to pay an invoice for self-contained breathing apparatus as previously approved by the board. Th invoice is included in bills to be approved.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Schenkel, to approve a transfer of \$20,000.00 from the Legal/Finance/Audit line of the 2023 district budget to the Equipment Supplies/Repair budget line.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Lusk, to approve a transfer of \$750,000 from the General Fund to The Capital Equipment Reserve Fund. This is a budgeted transfer to fund the apparatus replacement plan.

The motion carried by an Aye vote of commissioners present.

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

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk 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 matters related to real estate negotiations and finance.

The motion carried by an Aye vote of commissioners present and the meeting recessed at 8:35 p.m.

Executive Session

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

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

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 9:20 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary