

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT**  
**January 11, 2024**

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**Regular Meeting**

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

Also present: Chief Ryan, and Treasurer Clouser

Commissioner Wallace called the meeting to order at 7:00 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**

- Welcomed Commissioner Khalil to his first regular board meeting
- Pittsford responded to a working apartment fire on Monroe Avenue. The fire was controlled quickly.
- Reported 906 calls in 2023. The number of calls in 2023 closely aligned with averages from previous years. A notable variance was that the number of actual fires increased.
- 2024 Line Officer assignments will be posted.
- Recommended approval of an apparatus operator
- The breathing air system on Quint 380 will no longer be utilized. Firefighters will wear air-paks when in the bucket.
- Recommended that steps be taken to dispose of old firefighting foam as soon as possible due to concerns that it contains carcinogens.
- An individual was seen on multiple occasions driving recklessly through Pittsford while displaying a blue light. The individual was identified as being a member of another fire department. He was observed by police and subsequently charged with multiple violations. Chief Ryan spoke to the individual's fire chief to ensure that the chief was aware of the dangerous situation.
- Rescue 388 was involved in a minor accident which is being addressed by the chief.
- Expressed concerns regarding the link between the county CAD system and alerting software. Failures in the county system have resulted in delays in transmitting alarms through Bryx and Red Alert. He is addressing this concern to the County Public Safety Director.

Commissioner Schenkel moved, seconded by Commissioner Wallace, to approve Firefighter Eric Frazier as a driver of Squad 386 as he had met training requirements.

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

Commissioner Cline moved, seconded by Commissioner Willard, that, pending and opinion from the fire district's attorney, steps be taken to expedite disposal of old firefighting foam.

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

### **Administrators Report**

- Presented a draft Memorandum of Understanding between the fire district and Pittsford Ambulance. This formalizes the purchase of EMS supplies from PVA at cost. This arrangement has been beneficial to the district as it standardizes some of the equipment used and lowers the amount of supplies the fire district has to have on hand. A couple of minor corrections will be needed, such as naming Pittsford Fire District in the agreement instead of Pittsford Fire Department. Attorney Weishaar is reviewing the memorandum.
- Progress is being made in the state grant for air-pak replacement. Receipt of the grant still appears to be favorable.
- Rescue 388 incurred minor damage in a one-vehicle accident. No insurance claim has been submitted at this time.
- The district insurance agent is going to obtain competitive pricing for the policies that will be renewing on March 1<sup>st</sup>.
- Collaborating with Commissioners Cline and Lusk to update district uniform items.

Commissioner Cline moved, seconded by Commissioner Schenkel, the board approved the Memorandum of Understanding with Pittsford Volunteer Ambulance pending attorney approval.

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

### **Approval of Minutes**

Following a review, Commissioner Wallace moved, seconded by Commissioner Schenkel, the board approved the minutes of the December 12th regular meeting with amendment by Commissioner Lusk and the December 26<sup>th</sup> regular meeting as submitted.

*The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Khalil, who abstained as he was not yet in office during those meetings.*

### **Public Input**

-None

### **Commissioner Cline Report**

- A recent fall on ice pointed out that there is a hazard caused by water running off the entrance roof at station 2
- Recommended that the district policy regarding medical clearance for individuals to return to duty should be clarified.

Commissioner Cline moved, seconded by Commissioner Schenkel, to approve the purchase of a heated mat for the station 2 entrance door at a cost not to exceed \$300.00.

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

### **Commissioner Lusk Report**

-No report, absent

### **Commissioner Khalil Report**

-No report

### **Commissioner Schenkel Report**

- The organizational meeting and dinner went well, thanked all for participating
- Recommended moving forward with property surveys
- Will work with the line and district on needs relative to Red Alert software

Commissioner Schenkel moved, seconded by Commissioner Cline, to award a professional services contract to MRB Group in an amount not to exceed \$14,000.00 to conduct surveys of the station 1 and adjacent parcels.

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

### **Commissioner Whelan Report**

-Inquired as to the status of adding parking lot cameras at station 2, plans to surplus Engine 382 and obtaining services for mounting equipment on new Engine 385. Work on the cameras is ongoing and will require programming at station 1 to allow viewing of a station 2 parking lot camera. Plans have not been formalized for the surplus of Engine 382. Firematic Supply will be mounting equipment on new Engine 385.

### **Commissioner Willard Report**

-Recommended approval of the final LOSAP report for 2023.

Commissioner Willard moved, seconded by Commissioner Cline, to approve the final Length of Service Award Program (LOSAP) report for calendar year 2023. The report will be forwarded to the district's LOSAP administrators.

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

### **Commissioner Wallace Report**

-Reminded Commissioners to submit cellular telephone reimbursement requests for 2023 promptly.

-A meeting will be scheduled with the line officers to discuss matters of mutual interest.

### **Communications**

-Correspondence received from the Pittsford Fire Department of the acceptance of a new member and the resignations of Firefighters Gary Eisenhart and Hal Lusk.

Commissioner Wallace moved, seconded by Commissioner Schenkel, to approve the membership of Paul Alquire of 76 Washington Road as a member of the Pittsford Fire Department pending completion of his district physical.

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

### **Unfinished Business**

-None

### **New Business**

-None

### **Treasurers Report**

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

-Recommended specific fund transfers to meet current obligations.

Commissioner Cline moved, seconded by Commissioner Schenkel, to approve a transfer of \$58,316.81 from the Capital Equipment Reserve Fund to the General Fund. This transfer is to pay invoices for new Engine 385 and related equipment as previously approved by the board. Also approved was a transfer of \$91,500.00 from the Capital Equipment Reserve to the General Fund as a down payment and earnest money to acquire property currently owned by the Bank of America.

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

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

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

Commissioner Schenkel moved, seconded by Commissioner Willard, 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 a personnel matter.

*The motion carried by an Aye vote of commissioners present and the meeting recessed at 8:12 p.m.*

### **Executive Session**

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

*The motion carried by an Aye vote of commissioners present and the meeting reconvened at 8:25 p.m.*

Commissioner Schenkel moved, seconded by Commissioner Cline, to declare as surplus a number of MSA air-paks, air bottles, and related equipment as they are obsolete, beyond their service life or damaged beyond repair, and are of no further value to the district. Further, the board approved the transfer of fifteen MSA air-paks, thirty air bottles and related equipment to the County of Monroe pending receipt of a hold harmless agreement. The surplus resolution will become effective at such time as the MSA equipment is removed from active service.

*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 8:50 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary