

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT**  
**February 8, 2024**

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**Regular Meeting**

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

Also present: Assistant Chief Cline, 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.

**Assistant Chiefs' Report**

- Pittsford responded to a working fire on Whispering Meadows on January 15h. The fire was controlled quickly.
- Reported 74 calls year to date.
- A joint Line/Board meeting to discuss areas of joint interest has been planned for March 28<sup>th</sup>
- Fairport requested four surplus MSA air-paks. They will execute a hold harmless agreement to protect the district.
- New Engine 385 is being outfitted and will be finished soon. Training will begin as soon as it is returned from Firematic.
- New 385 will be first out at station 1, with 383 first out at station 2. 384 will be in reserve at station 1.
- Chief Ryan expressed his appreciation to the board for keeping Engine 382 in service until New Engine 385 goes into service.

**Administrators Report**

- A girl scout troop requested permission to set up a display at a fire station. Further details have been requested from them. Concern was expressed by the board about vehicle traffic and pedestrians.
- Submitted a renewal of the district EAP contract
- Submitted a hold harmless agreement received from Monroe County relative to the transfer of surplus MSA air-paks to the county.
- Waiting for an attorney opinion regarding the disposal of firefighting foam.
- Clean craft has been engaged to provide a periodic deep cleaning of appliances, sinks and cabinetry. They will also strip and wax flooring surfaces.
- The town assisted the district in clearing floor drains at station 2. Follow up work may be needed.

Commissioner Lusk moved, seconded by Commissioner Khalil, to approve a two-year renewal of the Employee Assistance Program contract with the University of Rochester Medical Faculty Group at a cost of \$4,420.00. The contract term will be April 1, 2024, to March 31, 2026.

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

Commissioner Lusk moved, seconded by Commissioner Cline, to approve a hold harmless agreement with the County of Monroe in relation to the transfer of surplus MSA air-paks to the county.

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

Commissioner Cline moved, seconded by Commissioner Lusk, to authorize the district Administrator to proceed with the disposal of firefighting foam at such time that the contract to do so is approved by the fire district attorney. The board previously authorized the disposal at a cost not to exceed \$8,200.00.

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

### **Approval of Minutes**

Commissioner Whalen moved to amend the January 11<sup>th</sup> minutes, The motion did not receive a second.

Commissioner Cline moved, seconded by Commissioner Schenkel, the board approved the minutes of the January 11<sup>th</sup> regular meeting as submitted with a notation that Commissioner Cline's report called for a clarification of the return-to-work rules and not a review of said rules.

*The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Lusk, who abstained as he was not in attendance at the meeting.*

### **Public Input**

-None

### **Commissioner Cline Report**

-Questions have arisen regarding the use of the fire stations by members and outside groups. After discussion, it was agreed to study the matter further.

### **Commissioner Lusk Report**

-Advised the board that with the impending acquisition of the Bank of America property, the district had the option to vacate the purchase agreement on or before February 19<sup>th</sup>. No suggestions were raised by board members that the purchase contract be vacated.

-The district must reauthorize the property tax abatement program by 2025. The district is planning to meet this mandate.

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board agreed to move forward with acquiring the Bank of America property without exercising the option to vacate the purchase contract on or before February 19<sup>th</sup>.

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

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board awarded a Professional Services Contract to Montrose Engineering & Geology, P.C. to perform a Phase 1 Environmental Site Assessment of property at 9 and 11 North Main Street at a cost not to exceed \$3,000.00.

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

#### **Commissioner Khalil Report**

-Expressed concern regarding the ongoing costs of telephone services. The district is researching alternatives to current services.

#### **Commissioner Schenkel Report**

-Reported that safety concerns were raised regarding the ball joints (steering mechanism) on Engine 382. After discussion, the board removed the truck from service pending repairs or other disposition of the vehicle.

-In contemplation of new Engine 385 going into service, the district will proceed with its previously approved plan to surplus Engine 382. Among options being considered are a transfer to another governmental agency or engaging a used apparatus broker to assist in a sale.

#### **Commissioner Whelan Report**

-Concerns were expressed that the parking lot at station 2 may have insufficient illumination. The matter is being studied.

#### **Commissioner Willard Report**

-After public posting, the final Length of Service Program (LOSAP) report for 2023 is ready to be finalized by the board.

-Commissioners will attend a county district officers meeting on February 15<sup>th</sup> to be informed of new legislation that may affect districts.

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 for processing.

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

#### **Commissioner Wallace Report**

-Reviewed Commissioner Assignments for 2024

-New York State is in the final stages of processing a grant to the district relative to the purchase of new air-paks.

#### **Communications**

-Correspondence received from the Fairport Fire Department to acknowledge a donation in memory of Robert Ockenden, who was a long-time member of the Fairport Fire Department band.

#### **Unfinished Business**

-None

#### **New Business**

-None

### **Treasurers Report**

- The Treasurer submitted a monthly financial report and a listing of audited invoices for payment.
- The full amount of the 2024 tax levy was received from the Town of Pittsford.

Commissioner Schenkel moved, seconded by Commissioner Lusk, to approve the January 2024 Treasurer's Report as submitted.

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

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

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

Commissioner Wallace moved, seconded by Commissioner Schenkel, 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 8:16 p.m.*

### **Executive Session**

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

*The motion carried by an Aye vote of commissioners present and the meeting reconvened at 8:50 p.m.*

Commissioner Schenkel moved, seconded by Commissioner Khalil, to appoint Ted Kuppinger, Sarah Woodard, Megan Powell, and Brian Garber to positions as Station Attendants

*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 8:58 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary