

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT**  
**March 14, 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: Administrator Ockenden, 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.

Sean Hucko, a partner in the accounting firm of Stokes, Visca, Hucko & Barone, LLC, presented the 2023 Audit of the fire district. He complimented the district on its fiscal management. The accountants reported that no issues requiring attention were found.

William Millard, agent for the firm of Christopher Williams Agency, gave an update of the district insurance portfolio. He solicited competitive quotes from different carriers and determined that the best value to the district would be realized by renewing coverage through Utica National Insurance Group.

Commissioner Cline moved, seconded by Commissioner Schenkel, to receive and approve the 2023 district audit as submitted.

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

Commissioner Lusk moved, seconded by Commissioner Whalen, to approve a renewal of the district insurance policies with Utica National Insurance Group.

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

**Chiefs' Report (Given by Captain Clouser)**

- Reported 155 responses year-to-date. On March 14<sup>th</sup>, a Tractor Trailer accident on the Thruway resulted in trailers landing on Mendon Center Road.
- Requested an update on a joint Line/Board meeting. Chairman Wallace indicated that he is working with Chief Ryan to find a mutually agreeable date.
- Presented a request to approve operators for new Engine 385.
- New Engine 385 is expected to be placed into service when an update is completed.
- Research is being conducted to provide water problem self-help kits to homeowners.
- Recommended an update to Standard Operating Guidelines.

Commissioner Lusk moved, seconded by Commissioner Willard, to place new Engine 385 in service when the fire chief deems it appropriate.

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

Commissioner Khalil moved, seconded by Commissioner Lusk, to approve operators for Engine 385 as they had successfully completed mandated training:

-R. Cline, S. Cline, Clouser, Cooper, DeCamella, Dupra, Furber, Heagerty, Hinkle, Howk, Hyland, Jeffries, Laboski, Kreiger, E. Lawler, Lusk, Payne, Ryan, Schenkel, Shalvoy, Valentine, Wallace, Walters, Whelan, and Willard.

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

Commissioner Cline moved, seconded by Commissioner Lusk, to amend district S.O.G.s to accommodate Basic Exterior Fire Operations (BEFO) and Fire Police training courses for firefighters.

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

### **Administrators Report**

- Station 2 will be utilized for a presidential primary election on April 2<sup>nd</sup> from 05:00 to 22:00.
- Presented quotes for exterior painting of the former Bank of America property
- Mayor Plummer approached the district as to using North Main Street frontage for a pollinator project. The board will take the request under advisement.
- Presented a recommendation on replacement coolers for station 1 as the current units are obsolete or beyond repair.
- Reported that a number of individuals have expressed interest in Station Attendant positions.
- Renewing property maintenance contracts with Joe Cutter's Turf & Snow Care LLC. And Conners Landscaping, Inc.
- Cleaning and waxing of both stations have been completed.
- The air-pak grant request submitted by the district has been completed. Funds from New York State should be received in six to eight weeks.

Commissioner Cline moved, seconded by Commissioner Schenkel, to award a contract for exterior painting to Complete Painting at a cost of \$13,392.00, as they were the lowest responsible bidder.

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

Commissioner Lusk moved, seconded by Commissioner Schenkel, to approve the purchase of two coolers, General Food Service models GDM-26-HC TSL01 and T-23-HC from Main-Ford General Supply at a cost not to exceed \$11,500.00. The purchase is made under NYS OGS 36100, Award 23153, Contract PC 68658.

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

### **Approval of Minutes**

Commissioner Schenkel moved, seconded by Commissioner Lusk, the board approved the minutes of the February 8th regular meeting as submitted.

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

### **Public Input**

-None

### **Commissioner Cline Report**

-In the matter of the use of the fire stations by members and outside groups. Further study is being conducted. A definition of "outside groups" will be proposed.

-New York State wants to be indemnified for all training provided. Counsel has strongly advised districts not to agree to such, as local fire departments would be liable for state training.

-Comment is being sought on proposed changes to OSHA. If adopted, these changes could have a strong impact on how fire departments deliver services.

### **Commissioner Khalil Report**

-The carriage house cupola sustained damage due to a recent storm. Repair estimates are being solicited.

-Discussed the district plan for digitizing permanent records.

### **Commissioner Lusk Report**

-Recommended adoption of a licensing agreement with an adjoining property owner

-The antique engine has developed a seal leak. Gasketing methods are being sought.

-Recommended a public hearing on the property tax exemption update.

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board authorized Commissioner Lusk to enter into a licensing agreement with Newcomb Properties relative to the management of parcels adjacent to station 1.

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

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board adopted a resolution to hold a public hearing in the matter of Adoption of a Partial Tax Exemption. A copy of the resolution is attached to these minutes. The public hearing will take place on May 9, 2024, at 7:00 p.m. at 8 Monroe Avenue, Pittsford.

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

### **Commissioner Schenkel Report**

-Recommended a study of subdivisions relative to parcels adjacent to station 1.

-Recommended resolutions in the matter of the sale of a surplus 2006 Pierce Pumper.

Commissioner Schenkel moved, seconded by Commissioner Cline, to engage MRB Group to explore options to subdivide certain properties at a cost not to exceed \$14,000.00

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

Commissioner Schenkel moved, seconded by Commissioner Cline, the board adopted a resolution to declare a 2006 Pierce Pumper as surplus as it is obsolete or beyond repair and of no further use to the district. A copy of the resolution is attached to these minutes.

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

Commissioner Schenkel moved, seconded by Commissioner Cline, the board adopted a resolution of Permissive Referendum in the matter of the sale of a 2006 Pierce Pumper. A copy of the resolution is attached to these minutes.

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

Commissioner Schenkel moved, seconded by Commissioner Lusk, the board adopted a resolution to sell a surplus 2006 Pierce Pumper, including related accessories for the sum of \$25,000.00. A copy of the resolution is attached to these minutes.

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

### **Commissioner Whelan Report**

-Requested that responsibility for Recruiting, Explorers and Department Support be transferred to Commissioner Wallace.

-Expressed concern about the sanitation of cell phone holders installed in district rest rooms.

-Inquired if a personnel plan existed in the matter of employing Station Attendants

-Based on Chairman Wallace's report of an increase in firefighter injuries, he performed an audit of reported firefighter injuries over the past four years and found the following:

Year 2020: Two recorded cases – 1 for chest pain, 1 for arm and foot laceration

Year 2021: One recorded case – 1 finger laceration

Year 2022: Two recorded cases – 1 for shoulder pain, 1 for neck and arm pain

Year 2023: Three recorded cases – 1 for a finger laceration, 1 for burn to wrists, 1 for smoke exposure

The report to the Chief from Chairman Wallace that there have been multiple firefighter injuries due to using the turnout gear thumblets is baseless. Although any training is good training, Chairman Wallace's request of the Chief to provide training to show firefighters how to properly don their turnout gear is unwarranted.

### **Commissioner Willard Report**

-The Length of Service Program (LOSAP) Fund is 93% funded. The funds to be deposited soon are expected to bring the Fund to the ideal 100% funding.

-Positive comments have been received in reference to Firefly, the manager of the district LOSAP program.

### **Commissioner Wallace Report**

-A new monitor for station 2 CCTV cameras will be installed on March 15<sup>th</sup>.

-Stated that the Town of Pittsford had asked for permission of the district for the public to park on district property.

Commissioner Lusk moved, seconded by Commissioner Khalil, to grant authorization to allow public parking on district property during the Town Paddle and Pour Celebration on May 25, 2024.

*The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Schenkel, who abstained.*

### **Communications**

-Notification received from the Pittsford Fire Department of the acceptance for membership of Richard Howk and Nolan Lusk in the fire department.

-Letter of appreciation from Bob Schultz, President of Pierce Manufacturing, Inc. for the purchase of new Engine 385.

Commissioner Cline moved, seconded by Commissioner Schenkel, to approve the membership of Richard Howk and Nolan Ryan in the Pittsford Fire Department pending completion of their district physicals.

*The motion carried by an Aye vote of commissioners present. Commissioner Lusk abstained from voting on the application of Nolan Lusk.*

### **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.

-Recommended a fund transfer

Commissioner Schenkel moved, seconded by Commissioner Willard, to transfer \$44,154.31 from the Capital Equipment Reserve to the General Fund to cover RIT packs, 385 upfitting, radio installation and SCBA bracket installations.

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

Commissioner Schenkel moved, seconded by Commissioner Lusk, to approve the February 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, with the addition of an invoice from Alliance Door in the amount of \$255.00.

*The motion carried by an Aye vote of commissioners present. Individual commissioners abstained from voting on invoices they had submitted.*

## **Adjournment**

Having no further business to discuss, Commissioner Schenkel moved, seconded by Commissioner Wallace, to adjourn the meeting.

*The motion carried by an Aye vote of commissioners present and the meeting was adjourned at 9:06 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary

**PITTSFORD FIRE DISTRICT**

**LEGAL NOTICE OF PUBLIC HEARING  
TO CONSIDER ADOPTION OF A PARTIAL TAX EXEMPTION  
PURSUANT TO  
REAL PROPERTY TAX LAW SECTION 466-K**

**NOTICE IS HEREBY GIVEN** that a Public Hearing will be conducted by the Board of Fire Commissioners of the Pittsford Fire District for consideration of the Adoption of a Partial Tax Exemption Pursuant to Real Property Tax Law Section 466-K.

The Public Hearing will be held on the 9th day of May 2024 at 7:00 p.m. at the Pittsford Fire Station #1, 8 Monroe Avenue, Pittsford, New York.

The hearing will be conducted to hear persons for and against the adoption of provisions of Section 466-k of the Real Property Tax Law in which the District would grant a partial exemption from fire district taxes for real property situated in the District and owned by eligible enrolled members of an incorporated volunteer fire company, fire department or incorporated volunteer ambulance service or by such enrolled member and spouse residing in a county having a population of between 735,000 and 750,000 inhabitants based upon and recorded by the two thousand ten federal census.

Dated: March 14, 2024

By Order of The Board of Fire Commissioners  
Pittsford Fire District  
Edwin R. Jeffries, Secretary

**PITTSFORD FIRE DISTRICT**

**RESOLUTION  
TO DECLARE  
2006 PIERCE DASH PUMPER  
SURPLUS**

At a duly called meeting of the Board of Commissioners for the Pittsford Fire District (the “District”) held on March 14, 2024, at the Pittsford Fire Station #1, at which time a quorum of the Commissioners was present.

On a motion of Commissioner Schenkel seconded by Commissioner Cline the following Resolution was adopted:

**WHEREAS**, Section 176(23) of the New York Town Law permits the District to sell or otherwise dispose of surplus property of the District no longer necessary for any of its purposes; and

**WHEREAS**, the District has determined that its 2006 Pierce Dash Pumper VIN #4P1CD01H26A006589 (referred to herein as the “Apparatus”) has significant mechanical deficiencies resulting in it being removed from service and is being replaced under the vehicle replacement policy established by the District, and is therefore surplus property, no longer necessary for the purposes of the District; and

**WHEREAS**, the District determined that given its age and mechanical condition the Apparatus has a value of more than twenty thousand dollars (\$20,000.00), but less than one hundred thousand dollars (\$100,000.00), making any disposition subject to a permissive referendum.

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the District hereby declares that the Apparatus is surplus property of the District no longer necessary for the District’s uses or purposes.
2. That the Apparatus has a value of more than twenty thousand dollars (\$20,000.00), but less than one hundred thousand dollars (\$100,000.00).
3. That the Board of Fire Commissioners is hereby authorized to carry out the sale of the Apparatus in “as is” condition, with the actual price of the sale to be determined by the market.
4. That this Resolution shall, before becoming effective, be subject to a permissive referendum. That within ten (10) days after its adoption, the District Secretary, and in the same manner as is provided for notice of annual election, shall publish notice of the passage of this Resolution in the official newspaper of the Pittsford Fire District. Such notice shall specify the date of the adoption of the Resolution, an abstract of the Resolution, and shall specify that the Resolution was adopted subject to a permissive referendum.
5. That this Resolution shall not take effect until thirty (30) days after its adoption, or until approved by an affirmative vote of the majority of the duly qualified voting electors of this Fire District if a petition, as prescribed by Section 6-g of the General Municipal Law, is duly filed with the Secretary of this District protesting against such Resolution and requesting a referendum as is prescribed in said section of said law.

On roll call vote, the following vote was recorded:

AYES: Commissioners Cline, Khalil, Lusk, Schenkel, Wallace, Whalen and Willard

NAYES: None.

ABSENT: None.

I, Edwin R. Jeffries, Secretary of the Board of Fire Commissioners of the Pittsford Fire District, do hereby certify that the foregoing Resolution is a true copy of the Resolution passed by said Commission on said date.

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Edwin R. Jeffries, Secretary

Dated: March 14, 2024



**LEGAL NOTICE OF RESOLUTION  
PITTSFORD FIRE DISTRICT**

Notice of Adoption of Resolution Subject to Permissive Referendum

**NOTICE IS HEREBY GIVEN** that on March 14, 2024, the Pittsford Fire District, Town of Pittsford, Monroe County, State of New York, at a meeting thereof, duly adopted a Resolution, subject to a permissive referendum, an abstract of which Resolution is as follows:

The Resolution declared the District's 2006 Pierce Dash Pumper to be surplus property, and further authorized its sale in "as is" condition, with the actual price of the sale to be determined by the market.

That this Resolution shall not take effect until thirty (30) days after its adoption, or until approved by an affirmative vote of the majority of the duly qualified voting electors of this Fire District if a petition, as prescribed by Section 6-g of the General Municipal Law, is duly filed with the Secretary of this District protesting against such Resolution and requesting a referendum as is prescribed in said section of said law.

Dated: March 14, 2024,

By Order of the Board of Fire  
Commissioners of the Pittsford  
Fire District  
Edwin R. Jeffries, Secretary  
(585) 248-3173

**PITTSFORD FIRE DISTRICT**  
**RESOLUTION**  
**TO SELL**  
**2006 PIERCE DASH PUMPER TO**  
**MONROE COUNTY**

At a duly called meeting of the Board of Commissioners for the Pittsford Fire District (the “District”) held on March 14, 2024, at the Pittsford Fire Station #1, at which time a quorum of the Commissioners was present.

On a motion of Commissioner Schenkel seconded by Commissioner Lusk the following Resolution was adopted:

**WHEREAS** Section 176(23) of the New York Town Law permits the District to sell or otherwise dispose of surplus property of the District no longer necessary for any of its purposes; and

**WHEREAS** the District has determined that its 2006 Pierce Dash Pumper VIN #4P1CD01H26A006589 (referred to herein as the “Apparatus”) therefore surplus property, no longer necessary for the purposes of the District; and

**WHEREAS** the District determined that the Apparatus requires a number of repairs, including but not limited to a “U-Joint” repair on the right front axle and repairs to the steering box (the “Repairs”); and

**WHEREAS** Monroe Community College – Public Safety Training Facility (the “Buyer”) is aware of the need for the Repairs and has expressed an interest in purchasing the Apparatus in “as is” condition for the total sum of twenty-five thousand dollars and no/100 (\$25,000.00); and

**WHEREAS** the District wishes to sell the Apparatus to the Buyer in “as is” condition for the sum of twenty-five thousand dollars and no/100 (\$25,000.00).

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

6. That the District hereby accepts Buyer’s offer to purchase the Apparatus in “as is” condition for the sum of twenty-five thousand dollars and no/100 (\$25,000.00).
7. That the transaction shall be memorialized in a Bill of Sale in which Buyer acknowledges the need for the Repairs and accepts the Apparatus in “as is” condition.
8. That this Resolution shall not take effect until thirty (30) days after the accompanying resolution declaring the Apparatus as surplus has been adopted, or until the accompanying resolution declaring the Apparatus as surplus has been approved by an affirmative vote of the majority of the duly qualified voting electors of this Fire District if a petition, as prescribed by Section 6-g of the General Municipal Law, is duly filed with the Secretary of this District protesting against such Resolution and requesting a referendum as is prescribed in said section of said law.

On roll call vote, the following vote was recorded:

AYES: Commissioners Cline, Khalil, Lusk, Schenkel, Wallace, Whalen and Willard

NAYES: None.

ABSENT: None.

I, Edwin R. Jeffries, Secretary of the Board of Fire Commissioners of the Pittsford Fire District, do hereby certify that the foregoing Resolution is a true copy of the Resolution passed by said Commission on said date.

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Edwin R. Jeffries, Secretary

Dated: March \_\_, 2024