

**APPROVED**

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

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**Regular Meeting**

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

Also present: Chief Ryan, 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.

**Chief's Report**

- Reported 479 Calls Year to date,
- A trial of BRYX response software has been initiated. The vendor has waived subscription fees until further notice.
- Requested purchase of a water rescue inflatable to replace an aging and worn unit that is beyond repair.
- Recommended approval of operators for apparatus

Commissioner Willard moved, seconded by Commissioner Schenkel, to approve operators for apparatus as they had successfully completed mandated training:

Squad 386 and ATV 3816: Firefighter Garber

Engine 385: Firefighter Long

Squads 386 and 387: Firefighter Coleman

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

Commissioner Cline moved, seconded by Commissioner Khalil, to approve purchase of one Oceanid RDC Inflatable Rescue Craft and accessories at a cost not to exceed \$5,000.00.

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

**Administrator's Report**

- Department of Environmental Conservation permissions to maintain an underground fuel tank have been renewed.
- Repairs to kitchen equipment at station 2 have been completed.
- The repair or replacement of specific HVAC equipment at station 2 is being evaluated. A Request for Proposals will be issued.
- Repairs to ATV 3816 are being evaluated.

### **Approval of Minutes**

Commissioner Whelan moved, seconded by Commissioner Khalil, the board approved the minutes of the June 13th regular meeting as submitted, with the exception of Commissioner Wallace, who abstained as he was absent from that meeting.

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

### **Commissioner Cline Report**

-At the request of the USDA, insect traps have been placed at station 2.

-Discussed amendments to the policy for use of the station 2 meeting room.

-Researching a program to provide firefighters with an ultrasonic screening program for early detection of potential health issues.

-Recommended replacement of outdoor fixtures purchased in 1997 that are beyond repair.

-Recommended that the district go on record expressing concerns about sweeping new proposed OSHA regulations that would have an adverse impact on the fire service nationwide.

Commissioner Cline moved, seconded by Commissioner Lusk, to require persons hosting a private event undergo a three-hour Training for Intervention Procedures program as required under the terms of the district insurance policy. Proof of completion must be submitted to the district prior to the event.

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

Commissioner Lusk moved, seconded by Commissioner Cline, that the fire district pay the cost of an insurance rider to provide liability coverage to the district when certain events occur on district premises.

*The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Whelan, who voted Nay.*

Commissioner Lusk moved, seconded by Commissioner Schenkel, to authorize the replacement of outdoor furniture at a cost not to exceed \$1,500.00.

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

Commissioner Cline moved, seconded by Commissioner Lusk, to register concerns of the fire district relative to newly proposed OSHA regulations and communicate those concerns to state and federal officials.

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

### **Commissioner Khalil Report**

-No report

### **Commissioner Lusk Report**

-An application has been submitted to the Village of Pittsford regarding the proposed resubdivision of properties adjacent to station 1. Commissioners Lusk and Schenkel presented the proposal to the village on July 10<sup>th</sup>. The village has scheduled a meeting on July 24<sup>th</sup> to consider the proposals.

### **Commissioner Schenkel Report**

-A Request for Proposals for Architectural and design services was published. Proposals are due to the district by July 12<sup>th</sup>.

### **Commissioner Whelan Report**

-A meeting with ISO was held to review the district ISO insurance classification. The district is waiting for feedback from ISO.

-The apparatus replacement schedule is being reviewed and updated. Projected increases in apparatus replacement costs will be considered.

### **Commissioner Willard Report**

-No report

### **Commissioner Wallace Report**

-A monitor in the station 1 truck bay has been replaced.

-Two factor authentication is being implemented to enhance Information Technology security.

### **Communications**

-Notification from the fire department of the acceptance of a new member

Commissioner Cline moved, seconded by Commissioner Lusk, to approve the membership of Taelor Kirkebye, residing at 545 Marsh 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.*

### **Old Business**

-None

### **New Business**

-Concern was expressed regarding unknown and unauthorized persons dumping trash at station 2.

### **Treasurers Report**

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

-The Treasurer stated that the 2025 budget process is underway and that district officers should submit requests for funding as soon as possible. Anticipated costs related to the Facilities Master Plan should be included.

-The New York State Tax Levy Cap has been set at two percent. A tax levy increase above that percentage would require the board to adopt a resolution to override the cap.

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the Treasurers Report for June 2024.

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

Commissioner Schenkel moved, seconded by Commissioner Lusk, to approve the payment of 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 consider matters related to Personnel.

*The motion carried by an Aye vote of commissioners present and the meeting recessed at 8:28 p.m.*

## **EXECUTIVE SESSION**

Commissioner Schenkel moved, seconded by Commissioner Cline, to reconvene from Executive Session.

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

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 9:19 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary