

APPROVED

**THE PITTSFORD FIRE DISTRICT
September 12, 2024**

Regular Meeting

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

Also present: Assistant Chief Dupra, Administrator Ockenden, attorney for the District Karlee Bolanos

Commissioner Wallace called the meeting to order at 7:00 PM with the Pledge of Allegiance and a moment of silence for 9-11 victims, fallen first responders and men and women in the armed forces serving around the world.

Assistant Chief's Report

- Reported 651 Calls Year to date,
- 1 active fire on Monroe Avenue since the last Commissioners meeting
- Requested purchase of safety vests for use in traffic control, upon recommendation by all 7 line officers
- Recommended approval of operators for apparatus

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

Engine 385: Firefighter Sorrels

Squad 387: Firefighter Timothy Crumb

Quint 381: Firefighter Valentine

The motion carried by an Aye vote of commissioners present.

Commissioner Cline moved, seconded by Commissioner Khalil, to approve purchase of safety vests for traffic control as recommended by the line. The item authorized for purchase was a quantity of sixty-five AYKRM Safety Vests at a total cost of \$973.70.

The motion carried by an Aye vote of commissioners present.

Public Input

Letter read by Firefighter Timothy Hyland regarding the fire that took place at Pittsford Manor Apartments on Monroe Avenue.

Commissioner Lusk moved, seconded by Commissioner Whelan, to refer the letter to Chief Ryan.

The motion carried by an Aye vote of commissioners present.

Administrator's Report

- Working on HVAC repairs and reviewing options given upcoming proposed renovation of station(s)
- Rad 57 device was last purchased about 10 years ago and has failed recently
- Parking lot project is moving forward; intends to get it finished and striped in near future

Commissioner Lusk moved, seconded by Commissioner Schenkel, to award a contract for repairing the HVAC systems. The contract was awarded to EMCOR Services for a net amount of \$21,747.00 as they were the lowest responsible bidder.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Cline, to award a contract for parking lot repair work. The contract was awarded to Western New York Sealing & Paving for a net amount of \$3,667.00 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 a new Rad 57 device at the cost of \$4,939.00.

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 August 8th regular meeting as submitted,

The motion carried by an Aye vote of commissioners present. With the exception of Commissioner Wallace, who abstained as he was absent from that meeting.

Commissioner Wallace 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 7:05 p.m.

EXECUTIVE SESSION

Commissioner Khalil moved, seconded by Commissioner Lusk, to reconvene from Executive Session.

The motion carried by an Aye vote of commissioners present and the meeting reconvened at 7:18 p.m.

Commissioner Cline Report

- Commissioner Cline formulated a lactation policy given the recent changes in law regarding employers' duties towards mother-employees
- Discussion was had regarding whether the District or Department should be purchasing physical fitness equipment

Commissioner Cline moved, seconded by Commissioner Lusk, to approve the lactation policy following attorney review.

The motion carried by an Aye vote of commissioners present.

Commissioner Cline moved, seconded by Commissioner Khalil, to approve the purchase of physical fitness equipment.

Rogue: \$216.86

G&G Fitness: \$375.00

The motion carried by an Aye vote of commissioners present.

Commissioner Khalil Report

-No report

Commissioner Lusk Report

-The Special Election for the disposition of 19 N. Main is on Tuesday, Sept. 17, 2024, from 6:00-9:00 PM

-Firefighter Hyland and Commissioner Lusk met with a new potential mechanic who could do some work on an antique fire engine. They will follow-up with him in that regard

- Steps have been taken to list 19 N. Main for sale assuming the vote passes on Sept. 17

Commissioner Lusk moved, seconded by Commissioner Khalil, to approve any steps needed to be taken or documents signed by Commissioner Lusk to facilitate the listing of 19 N. Main for sale following the successful passing of the vote on Sept. 17.

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

Commissioner Schenkel Report

-The former bank ATM vestibule has been demolished as previously approved.

-Some parking lot work was performed; the removal of the ATM was more complex than anticipated when submitted to the Town for help, so it was performed by a contractor

-Parking lot will be striped in near future

-Inspection Dinner will probably take place near end of October as usual

Commissioner Whelan Report

-Commissioner Whelan provided a summary of the ISO scores to the Board

-To get to ISO Class 2, we would need to have a mutual aid agreement in writing with another department, a letter indicating that reserve apparatus would be made available for PFD use if needed, and more tarps in our inventory. Presently, East Rochester, Ridge Road, and North Greece have Class 2 ISO classification

-Commissioner Whelan proposed looking into having some turnout gear tested by Industrial Hygienists to see what level of chemicals are being deposited, if any, from either firematic use or the diesel exhaust of trucks

Commissioner Willard Report

-Equipment is at Firematic and will rotate going through for repair and preventative maintenance

-LOSAP contract was signed with Firefly

-Discussion was had regarding the extended time periods it takes to repair and maintain apparatus at Firematic, and whether there were other viable options

Commissioner Wallace Report

-No report

Communications

-Letter from Village of Pittsford re: SEQR/zoning changes. The district declined to be designated as Lead Agency as the proposal has minimal impact on fire district operations.

Old Business

-None

New Business

Commissioner Lusk moved, seconded by Commissioner cline, to approve the following resolutions:

- Appointment of Election Inspectors for the Special Election on September 17th.
- Hold a Public Hearing on the 2025 Proposed Budget. It will be on October 15th at 7:00 p.m. at the fire station, 8 Monroe Avenue.
- Hold a Caucus Meeting to allow persons to declare their candidacy for the office of fire commissioner. It will be on November 14th at 7:00 p.m. at the fire station, 8 Monroe Avenue
- Hold an election for the office of fire commissioner. It will be on December 10th between the hours of 5:00 and 9:00 p.m. at the fire station, 8 Monroe Avenue

The motions carried by an Aye vote of commissioners present.

Treasurers Report

-The Treasurer was not present, but he submitted a monthly financial report and a listing of audited invoices for payment, a Proposed Budget, and a recommendation for transfer

Commissioner Lusk moved, seconded by Commissioner Wallace, to adopt the Proposed Budget for 2025. As the Tax Levy called for is under the State Tax Levy Cap, a resolution to override the Tax Levy Cap will not be required.

The motion carried by an Aye vote of commissioners present

Commissioner Willard moved, seconded by Commissioner Whelan, to approve the recommended transfer of funds by the Treasurer: Transfer \$30,000.00 from the Capital Building Reserve Fund to the General Fund.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the Treasurers Report for August 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

Having no further business to discuss, Commissioner Wallace 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 8:04 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary