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**THE PITTSFORD FIRE DISTRICT  
November 14, 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: 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 9-11 victims, fallen first responders and men and women in the armed forces serving around the world.

**Chief's Report**

- Reported 818 Calls Year to date,
- A second alarm fire occurred on Line Street. The ATV responded to Honeoye Falls to assist in the rescue of a horse stuck in the mud.
- Recommended approval of operators for apparatus
- Mendon Fire District requested authorization to fill air bottles as a backup to their other resources.

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

Engine 383 and 385: Firefighter Frazier

Engine 383: Firefighter Sorrells

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

Commissioner Wallace moved, seconded by Commissioner Willard, to authorize filling SCBA bottles for the Mendon Fire District on an as-needed basis.

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

**Approval of Minutes**

Commissioner Willard moved, seconded by Commissioner Schenkel, the board approved the minutes of the October 15th regular meeting as submitted,

*The motion carried by an Aye vote of commissioners present. Commissioners Khalil and Whelan abstained as they were not present at that meeting.*

**Public Input**

None.

## **Administrator's Report**

- Snowplowing Contract for 2024-25 Season: Following publishing and posting a Request for Proposals, one proposal was received by the district
- The owner of a bulldozer which overturned on Clover Street agreed to reimburse the district for absorbent used by the fire department to mitigate a fuel spill.
- Recommended approval of a renewal of a Cancer Coverage Insurance Policy. The renewal premium is slightly lower than the previous year.
- Recruiting of station attendants is ongoing and current staff have received uniform items.
- Efforts to classify station attendants with Civil Service are underway. In conjunction with that, formal performance evaluations will be conducted.
- Recommended that an order be placed for a replacement chiefs' vehicle. It is expected to be available in the first quarter of 2025.

Commissioner Cline moved, seconded by Commissioner Khalil, the board awarded a contract for snowplowing to Tim Swagler Tree Service for the amounts stated in his proposal, with clarification that the cost of plowing 19 North Main Street will be at a per-trip cost of \$30.00.

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

Commissioner Cline moved, seconded by Commissioner Willard, the board authorized the renewal of a policy with New York State Firefighter Cancer Benefit Program at a cost of \$10,226.02.

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

Commissioner Schenkel moved, seconded by Commissioner Willard, the board authorized purchase of a 2025 Chevrolet Tahoe from DeNooyer Chevrolet as they were the lowest responsible bidder. The purchase amount is \$57,720.00. This purchase is made under the auspices of a bid established by a Franklin County contract.

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

Chairman Wallace expressed his appreciation to Administrator Ockenden and Commissioner Scheckel for organizing the annual district inspection dinner.

## **Commissioner Cline Report**

- Recommended approval of a health screening program. The vendor will make a presentation to firefighters on November 25<sup>th</sup>.
- Reported on an individual who is visiting and filming municipal facilities in an attempt to generate headlines and website views.

Commissioner Cline moved, seconded by Commissioner Schenkel, The Chairman is authorized to execute a previously approved contract for health screening, pending review of legal counsel. *The motion carried by an Aye vote of commissioners present.*

Commissioner Cline moved, seconded by Commissioner Schenkel, The district will absorb the cost of health screening for individuals who have left fire department membership during a previous five-year period.

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

### **Commissioner Khalil Report**

-No report

### **Commissioner Lusk Report**

-No report, absent

### **Commissioner Schenkel Report**

-Recognized Administrator Ockenden for his efforts to organize the annual inspection dinner.  
-Recognized Treasurer Clouser for the often-challenging task of working with Firematic Supply on repairs to district equipment.

### **Commissioner Whelan Report**

-Asked that the current fire chief update Assistant Chief Cline on the status of the Insurance Services Office (ISO) review.  
-Asked about the status of preplans for properties within the fire district.

### **Commissioner Willard Report**

-The fund balance of the LOSAP program is performing well.

### **Commissioner Wallace Report**

-No report

### **Communications**

-The secretary reported that a written notice had been received from William O. Willard, residing at 116 Willard Road requesting that he be placed on the ballot for the upcoming fire district election. Candidates have until November 20<sup>th</sup> to file a notice to be placed on the ballot.  
-Letter from the Pittsford Fire Department advising of the acceptance of a new member and of the resignation of Firefighter Jacob Rickett.

Commissioner Khalil moved, seconded by Commissioner Cline, to approve the application of Matthew Garber of 17 Kirklees 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**

Commissioner Cline moved, seconded by Commissioner Willard, that, going forward, the fire district will purchase physical fitness equipment.

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

Commissioner Schenkel moved, seconded by Commissioner Cline, to appoint inspectors for the December 10<sup>th</sup> annual district election at a rate of \$50.00: Jessica Reitz, Scott Fairbrother and Lynne Drake. To appoint Allen Reitz as Chairperson at a rate of \$75.00.

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

### **Treasurers Report**

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

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve a transfer of \$703,000.00 from the General Fund to the Capital Equipment Reserve Fund.

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

Commissioner Schenkel moved, seconded by Commissioner Khalil, to approve the Treasurers Report for October 2024.

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

Commissioner Willard moved, seconded by Commissioner Cline, to approve the payment of the audited invoices as submitted, with the addition of two invoices:

Amazon: \$304.08 and A renewal of the Theft and Forgery Insurance policy: \$289.00.

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

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

*The motion carried by an Aye vote of commissioners present and the meeting was adjourned at 8:29 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary