

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT**  
**January 9, 2025**

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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 Cline and Administrator Ockenden

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 15 Calls Year to date. Distributed a report of calls for 2024: The fire department responded to 935 incidents, an increase of 29 from 2023.
- Reported that safety and fire police officers had been designated for 2025.
- Apparatus response rules did not change from the previous year.
- Requested a meeting of commissioners and line officers to discuss matters of joint interest.
- The line officers stated that they would like to maintain a platform aerial device in the district
- Discussed giving Explorers access to Bryx to facilitate their response to calls.
- Requested that a Pulse/Ox meter be added to Quint 381
- Will work to establish a relationship with the school district to help with recruiting new Explorers
- The department has plans to replace some turnout gear in the coming year. Submitted a list of turnout gear for designation as surplus.
- 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:

Squad 386: Firefighter T. Joerger

Squad 387: Firefighter W. Schenkel

*The motion carried by an Aye vote of commissioners present. Commissioner Schenkel abstained from voting on the approval of W. Schenkel.*

Commissioner Cline moved, seconded by Commissioner Khalil, to approve purchase of a Pulse/Ox meter at a cost of \$4,939.00.

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

Commissioner Lusk moved, seconded by Commissioner Schenkel, to designate as surplus turnout gear per a submitted listing as it is defective, beyond repair or obsolete and of no further value to the fire district.

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

Commissioner Lusk moved, seconded by Commissioner Khalil, to authorize the chief to formulate and implement a plan to give Explorers access to Bryx programs at his discretion.  
*The motion carried by an Aye vote of commissioners present*

### **Public Input**

-None

### **Administrator's Report**

- An issue with a sensor in the underground fuel tank was noted. Repair parts are on order.
- Repairs are being made to a dishwasher in the basement of station 2.
- The HVAC unit in the radio room at station 1 failed. Due to age, replacement costs are being obtained.
- Station Attendant candidates are being interviewed and will be presented to the personnel committee. The chief will be consulted in the process.

Commissioner Lusk moved, seconded by Commissioner Schenkel, to authorize the administrator to effect repair or replacement of an HVAC unit serving the radio room on an emergency 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 December 10th regular meeting as submitted,  
*The motion carried by an Aye vote of commissioners present. With the exception of Commissioner Lusk, who abstained as he was absent from that meeting.*

### **Commissioner Cline Report**

- The health screenings previously approved by the board will be scheduled for March and April.
- Discussed uniform items for board members

Commissioner Lusk moved, seconded by Commissioner Khalil, to approve the acquisition of uniform items for commissioners not to exceed \$500.00 per commissioner.

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

### **Commissioner Khalil Report**

- Reported that some fire departments use a vendor to clean and sanitize apparatus after certain incidents. The matter was referred to Lieutenant Furber, who has been designated as cancer prevention officer.

### **Commissioner Lusk Report**

- The Red Alert software needs an update to provide logging in to exercise classes for 2025.

### **Commissioner Schenkel Report**

- Thanked all who participated in and helped with the organizational dinner
- Discussed using a consultant to analyze future apparatus needs for the district. The process is intended to utilize expertise to assist with future plans. The process will be open to district and line officer personnel.

### **Commissioner Whelan Report**

- Inquired as to the status of district preplans. Chief Cline stated that Assistant Chief Payne has been assigned that task.

### **Commissioner Willard Report**

- 2024 LOSAP report has been generated and will be posted for review.
- Will not be in attendance at the February board meeting.

### **Commissioner Wallace Report**

- Presented the report of the Treasurer

### **Communications**

- None

### **Old Business**

- None

### **New Business**

Commissioner Willard recommended that AED devices be installed at both stations. Chief Cline stated that there are plans to update the AED's on apparatus and it should be feasible to install AED's in the stations as well.

### **Treasurers Report**

- The Treasurer submitted a monthly financial report and a listing of audited invoices.
- The annual district audit has commenced.
- Examining the issue of property tax bills for #9 and #11 North Main Street.

Commissioner Willard moved, seconded by Commissioner Schenkel, to approve the Treasurers Report for December 2024.

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

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the payment of 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 consider matters related to personnel and real estate.

*The motion carried by an Aye vote of commissioners present and the meeting recessed at 8:05 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 9:25 p.m.*

Commissioner Schenkel moved, seconded by Commissioner Lusk, to adopt a resolution to 1) Accept personnel recommendations made by Chief Cline, 2) Move forward to replace a fence next to the station 1 property, 3) Make specific salary and wage adjustments.

*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 9:30 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary