

**APPROVED**

---

---

**THE PITTSFORD FIRE DISTRICT  
February 13, 2025**

---

**7:00 PM - Regular Meeting**

---

Present: Commissioners Cline, Khalil, Schenkel, Wallace, and Whelan  
Absent: Commissioners Lusk and Willard

Also present: 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 fallen first responders and men and women in the armed forces serving around the world, and for Binghamton Firefighter John Gaudet who gave his life in the line of duty.

**Chiefs' Report**

- Reported 70 calls year to date. Pittsford crews responded to a house fire on Callingham where two victims succumbed.
- Recommended approval of new apparatus operators.
- Explorers have been given access to BRYX response software with appropriate guidelines
- Recommended that the district replace an aging and defective smoke machine used for mask confidence training.
- Recommend that obsolete fire police gear be declared surplus
- Requested authorization for firefighters to attend the upcoming FDIC
- Attended the town Emergency Services Committee meeting with Assistant Chief Clouser. He reported that Anthony Caruso has been appointed town Fire Marshal.
- Requested that members taking classes at PSTF have use of a district vehicle when needed.
- Monroe County will terminate the digital paging system at year end.
- The joint line and board meeting has been slated for February 19<sup>th</sup>.

Commissioner Schenkel moved, seconded by Commissioner Khalil, the board approved operators for apparatus as they had met training requirements:

Rescue 388: B. Garber, T. Joerger, J. Long

Squad 386: W. Schenkel

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

Commissioner Schenkel moved, seconded by Commissioner Khalil, the board approved the purchase of a smoke machine at a cost of \$2,587.49.

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

Commissioner Wallace moved, seconded by Commissioner Schenkel, the board designated as surplus specific fire police equipment that is obsolete or beyond repair and is of no further value to the fire district.

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

Commissioner Cline moved, seconded by Commissioner Khalil, the board approved the participation of firefighters at the Fire Department Instructors Conference to be conducted April 6<sup>th</sup> to 12<sup>th</sup>. Transportation will be by commercial airline and district vehicle. Hotel, registration, and necessary expenses were authorized.

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

### **Administrator's Report**

- Presented a request from the town to use station 2 as a polling place.
- Recommended that obsolete furniture be surplus.
- Researching replacement of fencing along the 19 North Main Street property line.
- Reported on various repairs including the heating system in the former bank building and the diesel fuel storage tank.
- Requested approval of three station attendants. Each had been reviewed by the fire chief.
- Authorized Personnel Only signs have been placed to delineate areas accessible to the public.
- Proposals for repair or replacement of the station 1 radio room HVAC system are being reviewed.
- Researching tables for the station 1 large meeting room.

Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved an agreement with the Town of Pittsford to utilize station 2 as a polling place on June 24<sup>th</sup> and November 4<sup>th</sup>.

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

Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved the appointment of three station attendants as recommended by the District Administrator.

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

Commissioner Cline moved, seconded by Commissioner Schenkel, the board designated as surplus two coat racks and four storage lockers that are obsolete or beyond repair and of no further value to the district.

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

### **Approval of Minutes**

Following a review, Commissioner Wallace moved, seconded by Commissioner Schenkel, the board approved the minutes of the January 9<sup>th</sup> regular meeting as submitted.

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

### **Public Input**

-None

### **Commissioner Cline Report**

- Health screenings previously approved by the board will be scheduled from March 26<sup>th</sup> to 29<sup>th</sup>. For those who are unavailable, sessions will be scheduled in June.
- Addressed concerns of firefighters having difficulty in scheduling firefighter physicals.
- Researching improved turnout gear dryers.
- Recommended adoption of a district Social Media Policy

Commissioner Cline moved, seconded by Commissioner Schenkel, the board adopted a formal Social Media Policy.

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

### **Commissioner Lusk Report**

-Absent. Commissioner Wallace reported that Commissioner Lusk is researching mechanical services for the antique fire engine and potential parking lot leases for the town and village.

### **Commissioner Khalil Report**

-No report

### **Commissioner Schenkel Report**

-Will convene a committee to examine future facility needs soon.

-Recommended equipment for the district conference room.

Commissioner Cline moved, seconded by Commissioner Whelan, the board approved the purchase of equipment for the district conference room in an amount not to exceed \$1,500.00.

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

### **Commissioner Whelan Report**

-Researching equipment, uniform and apparel items.

### **Commissioner Willard Report**

-Absent. Treasurer Clouser reported that the LOSAP report for 2024 has been posted for review. The board must adopt resolutions to finalize the reports.

Commissioner Wallace moved, seconded by Commissioner Schenkel, the board adopted resolutions finalizing the 2024 Length of Service Awards Program reports.

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

### **Commissioner Wallace Report**

-A formal employee handbook is being considered

### **Communications**

-Notification from the Pittsford Fire Department of the resignations of Firefighters N. Zampella, T. Merrick and N. Lusk.

### **Unfinished Business**

-None

### **New Business**

-None

### **Treasurers Report**

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

-Reported that the full amount of the 2025 tax levy has been received from the Town of Pittsford.

Commissioner Schenkel moved, seconded by Commissioner Khalil, to approve the January 2025 Treasurer's Report as submitted.

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

Commissioner Schenkel moved, seconded by Commissioner Wallace, to approve the audited invoices as submitted.

*The motion carried by an Aye vote of commissioners present. Commissioners Wallace and Khalil abstained from voting on invoices they submitted.*

.

**Adjournment**

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

*The motion carried by an Aye vote of commissioners present and the meeting was adjourned at 7:50 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary