

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT**  
**April 10, 2025**

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**7:00 PM - Regular Meeting**

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

Absent: Commissioner Lusk, absent due to attendance at Fire District Instructors Conference

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.

**Chiefs' Report**

- Reported 216 calls year to date.

- Noted those recognized for service to the fire department, especially Thomas Heagerty for fifty years of service.

- Several firefighters are currently attending the FDIC conference for advanced training purposes.

- Noted upcoming events and requested authorization to send district apparatus to them, including: Mendon Parade: May 31st, Penfield Parade: June 28<sup>th</sup> and East Rochester Parade: July 19<sup>th</sup>.

- Recommended the purchase of Stryker AED devices and replacement turnout gear as provided for in the 2024 district budget.

Commissioner Schenkel moved, seconded by Commissioner Khalil, the board formally recognized Firefighter, Past Chief and President **Thomas 'Radar' Heagerty** for his fifty years of devoted service to the Pittsford Fire Department and Pittsford community.

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

Commissioner Schenkel moved, seconded by Commissioner Khalil, the board authorized the use of district apparatus for upcoming community events and fill-in requests as needed.

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

Commissioner Khalil moved, seconded by Commissioner Schenkel, the board authorized the acquisition of twelve sets of turnout coats, pants and boots from Firematic Supply Company, Inc. as previously budgeted and approved, at a net cost of \$5,280.50 per set. The purchase made under auspices of Suffolk County Contract GMP082622.

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

Commissioner Whelan moved, seconded by Commissioner Schenkel, the board authorized the acquisition of ten (10) LifePak CR2 Automatic External Defibrillators as previously budgeted and approved, at a net cost of \$17,873.94. The purchase to be made from Stryker Medical as they were the lowest responsible bidder.

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

### **Administrator's Report**

-A new chief's vehicle is being outfitted and expected to be in service soon. Recommended that an older vehicle be surplussed.

-Repairs to the diesel storage tank at station 2 are expected to be completed soon. A mandated insurance rider has been placed.

-Repairs to the elevator at station 1 are in progress, parts have been ordered.

-Settling of a brick sidewalk in the rear of station 1 have been observed. A remedy is being studied.

-Continuing process of civil service compliance

-Continuing the process of replacing the wooden fence along the bank property. An application has been submitted to the village Historic Preservation Board.

-Working with the health physical provider to address issues of firefighters having difficulty in scheduling appointments.

-New station attendants are in place.

-Reported on replacement meeting room tables. By consensus of the board the matter was tabled for additional consideration.

-While working on a water line to serve 19 North Main Street, the county water authority dug up a gas line. Both lines have been repaired.

-Recommended that a non-working and obsolete smoke machine be surplussed.

Commissioner Wallace moved, seconded by Commissioner Schenkel, the board approved the surplus of inventory number 14273, a training smoke machine, as it was obsolete or beyond repair and of no further value to the district.

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

Commissioner Wallace moved, seconded by Commissioner Schenkel, that once a replacement vehicle is placed in service, the board approved the surplus of a 2019 Chevrolet Tahoe VIN 1GNSKFKC9KR222331 as it is 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 Cline moved, seconded by Commissioner Schenkel, the board approved the minutes of the March 13th regular meeting as submitted.

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

### **Public Input**

-None

### **Commissioner Cline Report**

-The health screening program has been well received.

-New tables will be delivered to the stations on April 11<sup>th</sup>.

- Recommended acquisition of a new turnout gear dryer. The matter will be given further consideration.
- The equipment storage room at the rear of the upper bay at station 2 has been reconfigured for improved efficiency.

#### **Commissioner Lusk Report**

- No report, absent as he is attending the FDIC conference.

#### **Commissioner Khalil Report**

- No report as items were covered in the Administrator's report.

#### **Commissioner Schenkel Report**

- The Capital Projects Committee has interviewed several design firms. The process of designating a firm is ongoing.
- Requested approval for two committee members to attend a station design conference.

Commissioner Schenkel moved, seconded by Commissioner Cline, the board authorized two Capital Projects Committee members to attend a fire station design conference to be held in Glendale, Arizona on May 19-22. Registration, transportation, lodging and actual and necessary expenses are authorized. Transportation is expected to be by commercial airline and rental car.

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

Commissioner Schenkel moved, seconded by Commissioner Cline, the board extended the authorization previously given for personnel to attend the annual FDIC conference to include use of personal vehicles.

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

#### **Commissioner Whelan Report**

- Researching alternatives to district insurance policies. He and Administrator Ockenden met with ESIP Insurers to investigate options for improved coverage. They are conducting additional research and checking references.

#### **Commissioner Willard Report**

- Discussed eligibility to receive LOSAP credit if not physically present at fire department functions.
- An apparatus committee meeting will convene on April 12<sup>th</sup>.

-Recommended a resolution, made by Commissioner Whelan and seconded by Commissioner Schenkel clarifying specific terms of the LOSAP program:

**Pittsford Fire District**  
**Resolution of the Board of Fire Commissioners**

*In the matter of clarifying the LOSAP Plan Document*

WHEREAS, the Fire District is the sponsor of a Length of Service Award Program (a “LOSAP”) for the benefit of the Pittsford Fire Department (the “Fire Department”) in accordance with Article 11-A of the New York State General Municipal Law (GML); and

WHEREAS, the Board of Fire Commissioners (the “Board”) has retained Firefly Admin Inc. (“Firefly”) as third-party administrator to assist with the administration of the LOSAP; and

WHEREAS, the Board adopted a Plan Document outlining the benefits provided by the LOSAP effective January 1, 2016; and

WHEREAS, during a review of the Plan Document, Firefly noted that the Plan Document does not include a specific forfeiture provision; and

WHEREAS, as the Plan Document is currently constructed, Firefly’s interpretation is that if a participant resigns from active membership before obtaining a non-forfeitable right to a monthly service award, the participant does not forfeit the benefit but rather has a \$0 Vested Benefit (as that term is defined in the Plan Document) and, therefore, will not be paid a monthly service award at entitlement age; and

WHEREAS, additionally, Firefly interprets that since there is no forfeiture provision, that if an individual resigns from active membership without having earned a non-forfeitable right to a monthly service award subsequently returns as an active member, that individual will retain all past service credit and accrued service award earned; and

WHEREAS, during a review of historical LOSAP service credit for current participants, Firefly’s interpretation of the current Plan Document matches the District’s past administration of the LOSAP; and

WHEREAS, at Firefly’s recommendation, the Board desires to confirm this interpretation of the Plan Document; NOW, THEREFORE BE IT

RESOLVED, that the January 1, 2016 Plan Document is interpreted such that if a participant resigns as an active member of the Fire Department prior to attaining the entitlement age and prior to obtaining a non-forfeitable right to a monthly service award, such participant has a \$0 Vested Benefit and, therefore, is not eligible to collect a monthly benefit at entitlement age.

RESOLVED, that the January 1, 2016 Plan Document is interpreted such that if a participant resigns as an active member of the Fire Department with a \$0 Vested Benefit, and if

such individual returns as an active member of the Fire Department, any past service credit and non-vested accrued benefit is immediately credited to the individual upon again becoming an active member.

RESOLVED, that the District Secretary is directed to provide a photocopy of this resolution to Firefly, and Firefly will append it to the current Plan Document for future administration of the LOSAP.

RESOLVED, that Firefly is authorized to adjust the service credit and accrued benefit records of any individual that is eligible to have additional service credit and benefits awarded based on this Resolution.

Commissioner Whelan raised the motion to approve, Commissioner Schenkel seconded the motion, and upon roll call the vote of the Board was as follows:

Commissioner Cline Voted Aye  
Commissioner Khalil Abstained  
Commissioner Lusk Was Absent  
Commissioner Schenkel Voted Aye  
Commissioner Wallace Abstained  
Commissioner Whelan Voted Aye  
Commissioner Willard Voted Aye

The resolution was thereupon declared duly adopted.

### **Commissioner Wallace Report**

-Reported that specific district officers will be away from the district the week of April 13<sup>th</sup>.

### **Communications**

-Notification from the Pittsford Fire Department of acceptance of a new member.  
-Receipt of a letter from SQ/FT Group, a development company, expressing interest in property at 11 North Main Street.

Commissioner Wallace moved, seconded by Commissioner Willard, to approve the membership of Daniel Farry, residing at 191 Miles Cutting Lane as a member of the Pittsford Fire Department, pending completion of a fire district physical.

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

### **Unfinished Business**

-None

### **New Business**

-None

### **Treasurers Report**

- The Treasurer submitted a monthly financial report and a listing of audited invoices for payment
- Requested fund transfers and an additional invoice to be paid.

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve a transfer of \$9,995.00 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 March, 2025 Treasurer's Report as submitted.

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

Commissioner Schenkel moved, seconded by Commissioner, to Cline approve payment of the audited invoices as amended with the addition of an invoice in the amount of \$1,697.00.

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

Commissioner Schenkel moved, seconded by Commissioner Cline, to recess to Executive Session to discuss a personnel matter

*The motion carried by an Aye vote of commissioners present and the meeting recessed at 7:56 p.m.*

### **Executive Session**

Commissioner Khalil moved, seconded by Commissioner Willard, to reconvene the regular meeting.

*The motion carried by an Aye vote of commissioners present and the meeting reconvened at 8:40 p.m.*

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### **Adjournment**

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 8:45 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary