

APPROVED

**THE PITTSFORD FIRE DISTRICT
May 8, 2025**

7:00 PM - Regular Meeting

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

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 287 calls year to date. A working fire occurred at 25 Kirklees Road, apparently due to careless smoking.
- Requested approval of new apparatus operators.
- Requested authorization to use apparatus for training classes.
- Noted participation in the annual Pittsford Memorial Day Parade.
- Evaluating blankets used to cover fires involving electric vehicles.
- Recommended the purchase of repairs and upgrades for ventilation fans.

Commissioner Lusk moved, seconded by Commissioner Willard, the board approved operators of district apparatus as they had successfully completed the training requirements:
Recue 388: Firefighter W. Schenkel
Squad 387 and ATV 3816: Firefighter Woodard
The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Cline, the board authorized the acquisition of six retrofit kits for ventilation fans, including new batteries at a total cost of \$4,968.00.
The motion carried by an Aye vote of commissioners present.

Administrator's Report

- Settling of a brick sidewalk in the rear of station 1 has been observed. A remedy is being studied.
- Continuing the process of civil service compliance. All positions have been approved.
- Continuing the process of replacing the wooden fence along the bank property. An application has been submitted to the village Historic Preservation Board.
- Recognized Commissioners Cline and Schenkel for their efforts to resolve oil separator issues at Station 2.
- The contractor who sealed the former bank parking lot will re-seal it at no cost to the district.

Approval of Minutes

Following a review, Commissioner Lusk moved, seconded by Commissioner Willard, the board approved the minutes of the April 10th regular meeting as amended.
The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Lusk who was not in attendance as he was at the FDIC conference.

Public Input

-Tim Hyland reported that the newspaper at station 1 had been renewed for one year at fire department expense.

Commissioner Cline Report

- Recommended that a policy be developed regarding drying of turnout gear.
- The district administrator is researching solutions to issues encountered in obtaining district physicals.
- Recommended that vehicles covered in mud or other debris be flushed outside of the bays and that floor drains be flushed with clear water.

Commissioner Lusk moved, seconded by Commissioner Khalil, the district administrator will exercise discretion to determine when turnout gear will be cleaned in-house or sent to an outside vendor.

The motion carried by an Aye vote of commissioners present

Commissioner Lusk Report

- Reported on the FDIC conference. Excellent information on cancer prevention and apparatus design. He recommended approval of a contract to evaluate district apparatus.
- The owner of 19 North Main Street is planning an open house for members of Historic Pittsford on July 20th. They requested a showing of the carriage house and antique fire truck.

Commissioner Lusk moved, seconded by Commissioner Whelan, the board approved a tour of the carriage house and grounds on July 20th.

The motion carried by an Aye vote of commissioners present

Commissioner Lusk moved, seconded by Commissioner Khalil, the board approved a contract with Emergency Vehicle Response to study the fire apparatus and equipment of the Pittsford Fire District. The contract amount is \$16,800.00.

The motion carried by an Aye vote of commissioners present

Commissioner Khalil Report

- Researching settling in the sidewalk of the carriage house and recognized Lieutenant Furber for noting some rotting in windows.

Commissioner Schenkel Report

-In his absence, Commissioner Lusk reported that the facilities committee is close to recommending approval of an architect.

Commissioner Lusk moved, seconded by Commissioner Khalil, the board scheduled a special meeting of the board for May 16th at 8:30 a.m. at 8 Monroe Avenue. The purpose of the meeting will be to consider awarding one or more contracts in relation to the facilities project and other business that may come before the board.

The motion carried by an Aye vote of commissioners present

Commissioner Whelan Report

-Polled the board to see if there was any interest in procuring in-house apparatus mechanical services due to the delay in having repairs completed from current sources. The board expressed an interest in exploring the concept.

Commissioner Willard Report

-Engine 385 will be going to Firematic Supply for preventive maintenance and warranty work.
-A representative of Firematic Supply stated that the minimum height for a new ladder truck would be 11' 9 1/2". The apparatus committee is continuing to meet.

Commissioner Wallace Report

-Monroe County is expected to discontinue support for old digital pagers on May 31st.
-Alpine Software is working on an implementation plan for the upcoming new national fire reporting system.
-Support for Windows 10 is ending. Just solutions is working on a plan to update district computers to Windows 11.
-Research into updating telephone services is ongoing.
-A local firm is willing to donate surplus furniture to the district.

Commissioner Whelan moved, seconded by Commissioner Khalil, to engage Sheridan Moving to transport donated furniture to the fire stations at a projected cost of \$3,500.00.
The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Lusk, who abstained.

Communications

-Notification from the Pittsford Fire Department of the resignation of Allen Reitz.

Unfinished Business

-None

New Business

Commissioner Cline moved, seconded by Commissioner Khalil, the board authorized commissioners, district administrative staff and three line officers to attend the International Association of Fire Chiefs conference August 13-15 in Orlando, Florida. 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 Whelan moved, seconded by Commissioner Lusk, the board authorized district representatives to attend a fire equipment display in Harrisburg Pennsylvania on May 20th. Registration, transportation, lodging and actual and necessary expenses are authorized. Transportation is expected to be by district or personal vehicle.

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 fund transfers and additional invoices to be approved for payment.

Commissioner Cline moved, seconded by Commissioner Lusk, to approve a transfer of \$57,720.00 from the Capital Equipment Reserve Fund to the General Fund for the purchase of a new vehicle previously approved by the board.

The motion carried by an Aye vote of commissioners present.

Commissioner Wallace moved, seconded by Commissioner Willard, to approve the April, 2025 Treasurer's Report as submitted.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Khalil to approve payment of the audited invoices as amended with the addition of invoices for Ewing Graphics in the amount of \$617.22 and Home Depot for \$11.98.

The motion carried by an Aye vote of commissioners present.

Adjournment

Having no further business to discuss, Commissioner Khalil 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 8:20 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary