

APPROVED

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

**5:00 PM - Special Meeting
7:00 PM - Regular Meeting**

Present: Commissioners Cline, Khalil, Lusk, Schenkel, Wallace, Whelan, and Willard
Absent: None

Also present: Chief Cline and Treasurer Clouser,

Commissioner Wallace called the Special meeting to order at 5:00 PM, with the Regular meeting following at 7:35 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. A special note of remembrance was observed for those lives lost on 9/11/01.

Special Meeting:

The purpose of the Special meeting was to receive the report of Michael Wilbur of Emergency Vehicle Response, who was contracted by the district to review current and future apparatus needs of the fire district. Mr. Wilbur acknowledged the work of district staff to assemble crucial data used to compile his report. He gave specific recognition to Chiefs Cline and Clouser and Administrator Ockenden for their efforts.

Regular Meeting:

The Secretary stated that one sealed bid had been received for the sale of a 2019 Chevrolet Tahoe that had been declared to be surplus by the district. The permissive referendum and notice of sale had been duly published and posted. The bid was unsealed and read aloud.

Commissioner Cline moved, seconded by Commissioner Khalil, the board authorized the sale of the 2019 Chevrolet Tahoe VIN 1GNSKFKC9KR222331 to the Seneca Falls Fire Department for the bid price of \$27,000.00. The vehicle will be sold as is with no warranties expressed or implied.

The motion carried by an Aye vote of commissioners present.

Chief's Report:

-Reported 662 calls year-to-date, an increase of twenty from 2024. Pittsford responded to a house fire in Bushnell's Basin. All involved did an excellent job.

-Recommended approval of new drivers

-Requested approval to send the antique fire truck to a public display

-Reported that a town music festival will be held on September 13th.

- Circulated to commissioners a draft of driver qualification criteria. The line officers will review operating guidelines relative to accident procedures.
- Discussed a line officer request that a new UTV be purchased in 2026 as provided for in the 2026 district budget.
- Asked to have surplus turnout gear declared as surplus and new sets purchased to accommodate new firefighters who require smaller sizes.
- Reported that the Fishers Fire District will dissolve on October 1st. Pittsford may be dispatched to cover specific calls in the former Fishers district. Commissioners expressed concern as to the impact that this may have on covering the Pittsford District.

Commissioner Cline moved, seconded by Commissioner Schenkel, the board designated operators of district apparatus as they had met mandated training requirements:

Engine 385: Firefighters Khalil and T. Crumb

UTV 3816: Firefighter Joerger

The motion carried by an Aye vote of commissioners present. Commissioner Khalil abstained from voting on his qualification.

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board agreed to provide mutual aid responses to the former Fishers district for a three-month period, at which time the Pittsford Fire District will reevaluate its commitment to do so.

The motion carried by an Aye vote of commissioners present.

Commissioner Cline moved, seconded by Commissioner Khalil, the board declared as surplus eight sets of turnout coats and pants as well as four helmets as they were obsolete or beyond repair and of no further value to the district.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Khalil, the board approved the purchase of two sets of turnout gear to accommodate new firefighters who may require smaller sizes than are currently in inventory.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Cline, the board granted the authority to the chief or designee to allow use of district vehicles for training such as support of firefighter I classes with notifications to the commission.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Willard, the board authorized the display of the antique fire engine on September 27th between the hours of 1:00 to 3:00 p.m.

The event will commemorate the 200th Anniversary of the Erie Canal.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Khalil, the board directed that the parking lot will be restricted during the town event scheduled for September 13th in order to maintain firefighter access for emergencies.

The motion carried by an Aye vote of commissioners present.

Administrator's Report

- Reported that the district will use a grant from Pittsford Rotary to purchase two saws.
- Driveway sealing has been completed.
- Recommended approval of an extension to the contract of the current LOSAP administrator.
- Recommended that the district allow the LOSAP provider to replace paper filings with digital records. The district would retain paper copies.

Commissioner Lusk moved, seconded by Commissioner Khalil, the board approved the re-engagement of Firefly as the Administrator of the Length of Service Award Program. The motion carried by an Aye vote of commissioners present.

Commissioner Lusk asked Administrator Ockenden to review the Firefly agreement to ensure that the district is defended and indemnified should we incur any loss as a result of their negligence, etc. in administering the program. They should also have insurance to cover such defense and indemnification.

Commissioner Cline moved, seconded by Commissioner Khalil, the board authorized Firefly to use digital record keeping in place of paper documents. The motion carried by an Aye vote of commissioners present.

Approval of Minutes

Following a review, Commissioner Khalil moved, seconded by Commissioner Willard, the board approved the minutes of the August 7th meeting as submitted. *The motion carried by an Aye vote of commissioners present.*

Public Input

-None

Commissioner Cline Report

- Attended the IAFC conference and is researching a new cancer screening blood test.
- Learned of Lexipol, a company specializing in organizing and publishing policies and procedures.
- Recognized Administrator Ockenden for his efforts to identify a new district physical provider. To date, the results of a trial of an alternative provider have been positive.

Commissioner Whelan Report

- Inquired as to the status of a recommendation from the line officers relative to a new ladder truck. Chief Cline reported that the line officers will review the report of the apparatus consultant.
- Inquired as to the weights of district apparatus. Assistant Chief Clouser is researching the issue.

Commissioner Lusk Report

- Working to update and finalize the intermunicipal lease covering the former bank property parking lot.
- Working on maintenance issues with the antique fire engine.

Commissioner Khalil report

-No report

Commissioner Schenkel Report

-The building committee has met and progress is being made.

Commissioner Willard Report

-The apparatus committee is reviewing options for a replacement of Quint 380 and will meet again soon.

-Researching the possibility of extending LOSAP credit accumulation beyond the current forty-year limit. He will obtain a cost estimate.

-Reviewing information concerning apparatus weight ratings.

NOTE: Commissioners Lusk and Whelan left the meeting at this point to respond to a fire call.

Commissioner Wallace Report

-Implementation of changes to the telephone system is progressing.

Communications

-The Pittsford Fire Department recommended acceptance of a new member

Commissioner Wallace moved, seconded by Commissioner Schenkel, to approve the membership of Andrea Vitello, residing at 102 Woodgreen as a member of the Pittsford Fire Department pending completion of a mandated 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

-Submitted the Proposed 2026 Budget for adoption

Commissioner Schenkel moved, seconded by Commissioner Cline, to adopt the Proposed 2026 District Budget.

The motion carried by an Aye vote of commissioners present.

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

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Khalil, to approve payment of the audited invoices.

The motion carried by an Aye vote of commissioners present. Commissioner Cline abstained from voting to approve invoices she submitted.

Commissioner Schenkel moved, seconded by Commissioner Wallace, to recess to Executive Session to discuss personnel matters
The motion carried by an Aye vote of commissioners present and the meeting recessed at 9:07 p.m.

EXECUTIVE SESSION

Commissioner Schenkel moved, seconded by Commissioner Khalil, to reconvene.
The motion carried by an Aye vote of commissioners present and the meeting reconvened at 9:40 p.m.

Adjournment

Having no further business to discuss, Commissioner Cline moved, seconded by Commissioner Schenkel, to adjourn the meeting.
The motion carried by an Aye vote of commissioners present and the meeting was adjourned at 9:45 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary