

APPROVED

**THE PITTSFORD FIRE DISTRICT
October 21, 2025**

Regular Meeting

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

The district conducted a public hearing to receive input on the 2026 Proposed Budget. No members of the community commented during the hearing. At the close of the hearing, Chairman Wallace stated that the Proposed Budget will be placed on the agenda of the regular meeting.

Chief's Report

- Reported 769 Calls Year to date, a slight increase from 2024.
- Recommended approval of operators for apparatus
- All firefighters have met the mandated training requirements for 2025
- The fire department conducted an open house on October 4th, which was very successful.
- The fire department will be participating in many Halloween events
- Live fire training will be conducted on October 27th. Fairport Fire Department will provide a fill-in company.
- Apparatus weight distribution was discussed, with additional study being indicated.

Commissioner Lusk moved, seconded by Commissioner Cline, to approve operators for apparatus as they had successfully completed mandated training:

Engine 384: Firefighters Joerger and J. Long

The motion carried by an Aye vote of commissioners present.

Commissioner Khalil moved, seconded by Commissioner Cline, to table discussion on apparatus weight distribution pending further study.

The motion carried by an Aye vote of commissioners present.

Administrators Report

Commissioner Wallace reported on items for the Administrator.

Commissioner Cline moved, seconded by Commissioner Khalil, the board accepted the opinion of the fire district attorney and determined that firefighters attending functions by remote means qualify for awarding of LOSAP credit. Further, the district approved amendments to an agreement whereby Firefly is authorized to provide certain instructions to Manning & Napier as administrators of LOSAP payments.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Cline, the board declared a gas meter, inventory number 14322, to be surplus as it is obsolete or beyond repair and of no further value to the district.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

Commissioner Khalil moved, seconded by Commissioner Schenkel, the board approved the minutes of the September 9th regular and special meetings as submitted,

The motion carried by an Aye vote of commissioners present.

Public Input

None.

2026 District Budget

Commissioner Lusk moved, seconded by Commissioner Schenkel, to adopt the district budget for 2026, with no changes from the Proposed Budget. As the tax levy called for is under the state Tax Levy Cap, a resolution to override the Tax Levy Cap was not required.

The motion carried by an Aye vote of commissioners present

Commissioner Cline Report

-To address concerns expressed about the current district physical provider, a trial of an alternative provider is being conducted. To date, the results have positive.

Commissioner Khalil Report

-Requested that a tracking mechanism be put in place to record when a water problem pump kit is placed with a resident for their use.

-A concern was raised that a low spot in the parking lot and sidewalk could cause water to pool and freeze, creating a hazard.

Commissioner Lusk Report

-He is working with the Town and Village to update the intermunicipal agreement covering parking lot maintenance.

-Detailed the awarding of credit for remote participation for awarding LOSAP credit. The district resolution applies specifically to LOSAP matters. The fire department must maintain its own policy for credit awarded under department bylaws.

Commissioner Lusk moved, seconded by Commissioner Khalil, that the district authorizes an emergency repair to a pavement and sidewalk area to mitigate a hazardous condition.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel Report

- The tentative date for the Inspection Dinner will be November 10th.
- The facilities committee is making progress and hopes to provide an update at the November board meeting.

Commissioner Whelan Report

- On November 26th, an independent mechanic will perform preventive maintenance on Ladder 380 at station 2. This will serve as a trial for future maintenance needs.
- As Rescue 388 will likely be in the fleet for several years, he recommended undercoating the truck to help prevent corrosion.

Commissioner Whelan moved, seconded by Commissioner Schenkel, the district will provide for undercoating Rescue 388.

The motion carried by an Aye vote of commissioners present

Commissioner Willard Report

- Absent. Commissioner Khalil reported for Commissioner Willard that the apparatus committee has conducted a thorough review of a replacement for Ladder 380. The committee has recommended that the new apparatus be a 100-foot rear-mount Pierce quint.

Commissioner Wallace Report

- The rollout of the new telephone system has gone very well. The system will provide significant cost savings and the installation cost was less than expected.
- Monroe County is discontinuing the digital paging system. He requested that members who have obsolete radios and pagers turn them in so that they can be surplussed and disposed of.
- A process of migrating district computers to Windows 11 will be conducted. Windows 10 software will no longer be supported by Microsoft.
- A quote was received for replacement of kiosks. The current kiosks are old and prone to maintenance issues.

Commissioner Cline moved, seconded by Commissioner Khalil, the district approved the purchase of four electronic kiosks from Alpine Software, at a cost of \$14,000.00

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

Communications

- None

Old Business

- None

New Business

- Commissioner Lusk requested that when considering a design for a new Ladder 380, the apparatus committee consider a truck that will economize in size and provide better acceleration where possible. He noted that the full Board of Fire Commissioners has acknowledged that the new apparatus may have to be located at station 2 should a replacement not be capable of fitting in station 1. Chief Cline also acknowledged that the line officers accepted this possibility.

Commissioner Lusk moved, seconded by Commissioner Khalil, that the district accept the potential offer of Rochester Institute of Technology students to assist with scanning and documenting historical photographs at no cost to the district.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Khalil, to appoint inspectors for the December 9th annual district election at a rate of \$50.00: Jessica Reitz, Scott Fairbrother and Lynne Drake. To appoint Allen Reitz as Chairperson at a rate of \$75.00.

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.

-Recommended fund transfers.

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve fund transfers:

- \$27,000.00 from the General Fund to Capital Equipment Reserve. (Proceeds from the sale of a surplus 2019 Chevrolet Tahoe)
- \$16,257.80 from Capital Equipment Reserve to the General Fund (Upfitting a 2025 Chevrolet Tahoe)

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Lusk, to approve the Treasurers Report for October, 2025 and to authorize the payment of audited invoices.

The motion carried by an Aye vote of commissioners present

Commissioner Wallace moved, seconded by Commissioner Cline, to recess to Executive Session to consider matters related to personnel.

The motion carried by an Aye vote of commissioners present and the meeting recessed at 8:20 p.m.

EXECUTIVE SESSION

Commissioner Khalil moved, seconded by Commissioner Cline, to reconvene from Executive Session.

The motion carried by an Aye vote of commissioners present and the meeting reconvened at 8:55 p.m.

Commissioner Whelan moved, seconded by Commissioner Schenkel, to appoint Edward Peets as a part time employee.

The motion carried by an Aye vote of commissioners present

Commissioner Lusk moved, seconded by Commissioner Khalil, that the district adopt an amended version of an Intermunicipal Agreement with the Town and Village relative to parking lot use and maintenance.

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

Commissioner Whelan moved, seconded by Commissioner Lusk, that the district assist the fire department in the purchase of uniform items by paying fifty percent of the total expenditure.

The motion carried by an Aye vote of commissioners present

Having no further business to discuss, Commissioner Schenkel 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 9:10 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary