

APPROVED

THE PITTSFORD FIRE DISTRICT December 9, 2025

Regular Meeting

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

Also present: Assistant Chief Payne and Administrator Ockenden

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.

Chief's Report. The chief submitted a report in his absence.

- Reported 870 Calls Year to date.
- Recommended approval of operators for apparatus
- Small Laundry Room Fire at 25 N. Main Street. Quickly extinguished with minor extension. Crews did a fantastic job.
- As this is the last meeting of the year, He would like to thank the members of the board for their continued support of our operations and is looking forward to next year serving as Fire Chief if approved by the Board of Fire Commissioners.
- One item for Executive Session

Commissioner Khalil moved, seconded by Commissioner Schenkel, to approve an operator for apparatus as he had successfully completed mandated training:
Engines 383 and 385: Firefighter Peets
The motion carried by an Aye vote of commissioners present.

Administrators Report

- Reported that he is working to obtain a hold harmless agreement to facilitate training on a structure on Route 64.
- Renewal of the Cancer Insurance policy has been completed.
- Is collaborating with Commissioner Whelan to review district insurance policies in advance of their renewal dates.
- Is collaborating with Chief Cline to implement a new **National Emergency Response Information System (NERIS)** on January 1st.

Approval of Minutes

Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved the minutes of the November 13th regular meeting as submitted,
The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Lusk, who abstained as he was not in attendance at that meeting.

Public Input

None.

Commissioner Cline Report

-No report

Commissioner Khalil Report

-No report

Commissioner Lusk Report

-Requested a meeting in Executive Session to discuss personnel matters.

Commissioner Schenkel Report

-The facilities committee is making progress. They are examining multiple scenarios for the future of district facilities. They will meet next on December 11th.

Commissioner Willard Report

-The apparatus committee will conduct a meeting the week of December 14th
-Outlined options to extend LOSAP service year credit.

Commissioner Whelan Report

-Reported that Rescue 388 had been undercoated. There were no indications of corrosion observed.
-Recommended that the district undercoat all apparatus to extend their service lives.
-Having some truck maintenance performed on-site has been positive and will continue.

Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved a plan to undercoat all apparatus at a projected cost of \$1,000.00 per vehicle.
The motion carried by an Aye vote of commissioners present.

Commissioner Wallace Report

-Replacement kiosks, previously approved, have been received and will be installed soon.

Communications

-Notifications from the Pittsford Fire Department of the resignation of Firefighter Robert Farnum and relocation of Firefighter Aaron Borden to 71 Summit Street in Fairport.

Old Business

Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved a plan to undercoat all apparatus at a projected cost of \$1,000.00 per vehicle.
The motion carried by an Aye vote of commissioners present.

New Business

Commissioner Schenkel moved, seconded by Commissioner Wallace, the board set the date of the 2026 fire district organizational meeting as January 8, 2026. The meeting will commence at 5:30 p.m. at 8 Monroe Avenue, Pittsford.
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.

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve transfers within the 2025 district budget:

- Office supplies: +\$1,800.00
- Equipment Supplies/Repair: +\$36,500.00
- Capital Equipment: +\$100.00
- Professional Services: (\$38,400.00)

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve the Treasurers Report for November, 2025.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the payment of audited invoices, with the addition of invoices in the amount of invoice in the amount of \$10,250.45 payable to Hartford Life and Accident Insurance Company for Cancer Insurance and \$503.25 to Verizon Wireless.

The motion carried by an Aye vote of commissioners present. Commissioner Lusk abstained from voting on an invoice he submitted.

Commissioner Schenkel moved, seconded by Commissioner Willard, to recess the meeting to Executive Session.

The motion carried by an Aye vote of commissioners present and the meeting was recessed at 7:37 p.m.

EXECUTIVE SESSION

Commissioner Schenkel moved, seconded by Commissioner Cline, to reconvene the regular meeting.

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

Commissioner Schenkel moved, seconded by Commissioner Cline, to adopt specific personnel recommendations of the fire chief.

The motion carried by an Aye vote of commissioners present.

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 8:26 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary