

---

---

## THE PITTSFORD FIRE DISTRICT

### Minutes of Organizational Meeting – January 8, 2026

---

---

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

Absent: None

Also Present: M. Clouser, Treasurer, E. Jeffries Secretary,

At the beginning of the meeting, the oath of office was administered to Commissioners Cline and Whelan, who were elected to five-year term of offices, expiring December 31, 2030.

M. Clouser, Treasurer called the meeting to order at 5:30 PM. He asked for nominations for Chairperson of the Board. Commissioner Lusk moved, seconded by Commissioner Schenkel to elect Commissioner Wallace as Chairperson of the Pittsford Fire District Board of Fire Commissioners for 2026.

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

Chairman Wallace noted that the media had been given proper notice of the organizational meeting and proofs of delivery are on file with the district secretary.

Chairman Wallace announced his appointment of Commissioner Willard as Vice Chair for the year 2026.

Motion by Commissioner Willard seconded by Commissioner Schenkel that the board affirms the district Procurement Policy as previously adopted and appoints Robert Ockenden as Fire District Administrator and Purchasing Agent.

Motion by Commissioner Schenkel seconded by Commissioner Cline to appoint Michael Clouser as Treasurer / Business Manager for 2026.

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

Motion by Commissioner Willard seconded by Commissioner Schenkel to appoint Edwin Jeffries as Secretary for 2026.

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

#### **Motion by Commissioner Schenkel seconded by Commissioner Khalil to appoint personnel for 2026:**

District Chiefs as duly nominated by the Pittsford Fire Department, pending confirmation of their qualifications: Chief: Steven Cline, 1st Assistant Chief: Matthew Payne, 2nd Assistant Chief: Michael Clouser,

*The motion carried by an Aye vote of all commissioners present, with the exception of Commissioner Cline who abstained to avoid a possible conflict of interest.*

Line officers as elected by the Pittsford Fire Department pending confirmation of their qualifications: First Captain: Dan Walters, Second Captain: Richard Hinkle, First Lieutenant: Ryan Furber, Second Lieutenant: David Merrick.

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

Mutual Aid Firefighters: Ben Parrone - East Rochester F.D., Taylor Moorehouse - West Webster F.D., Warren Knapp - Mendon F.D., Richard Rhinehart, - Geneva F.D., Sam Slater – Bushnell’s Basin F.D., Chris Szatkowski – Penfield F.D., Bob Ockenden– Penfield F.D.,

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

Safety Officers: Barry Rickett, Robert Cline, Tim Hyland, Stephen Laboski, Doug Yaeger, Anne Crumb, Mark Shalvoy.

*The motion carried by an Aye vote of all commissioners present, with the: exception of Commissioner Cline who abstained to avoid a possible conflict of interest.*

Motion by Commissioner Cline seconded by Commissioner Willard to appoint Joseph Platania and Peter Weishaar of the law firm of McConville, Considine, Cooman & Morin as fire district attorneys on an as needed basis.

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

Motion by Commissioner Cline seconded by Commissioner Willard to appoint Bolanos, Lowe as fire district attorneys on an as needed basis.

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

The board conducted a review of fire district reserve funds:

Repair Reserve Fund, Capital Equipment Reserve Fund, Capital Building Reserve Fund, Reserve for Unemployment, Reserve for Retirement, and Reserve for Communications

Motion by Commissioner Schenkel seconded by Commissioner Khalil that the said constituted Reserve Funds are an integral part of the management of the fire district and as such, are necessary to the efficient operation of the district. The board hereby resolves that the existing Reserve Funds shall be maintained as a part of fire district management.

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

**Motion by Commissioner Cline seconded by Commissioner Schenkel to adopt the following resolutions for the year 2026:**

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

That the board names the Rochester Business Journal as the official newspaper and the Democrat and Chronicle as the alternate newspaper for the year 2026.

That the district checking, and other banking accounts be held at Canandaigua National Bank, with alternate banks for deposit or investment purposes designated as Bank of America, Exeter Trust Company (LOSAP Funds), and M&T Bank.

That the district reaffirms its investment policy as adopted November 12, 2009.

That the district authorizes the chairperson to sign any contracts of the district when such contracts have been approved by the board. A majority of the whole board, without counting vacancies, shall be needed for approval.

That holidays for full-time district employees will be: New Year's Day January 1st. Martin Luther King Day: January 19<sup>th</sup>. Good Friday: April 3<sup>rd</sup>. Memorial Day: May 25<sup>th</sup>. Juneteenth: June 19<sup>th</sup>. Independence Day: July 4<sup>th</sup>. (Observed on July 3<sup>rd</sup>) Labor Day: September 7<sup>th</sup>. Thanksgiving Day: November 26<sup>th</sup>. Day Following Thanksgiving: November 27<sup>th</sup>. Christmas Eve Day: December 24<sup>th</sup>. Christmas Day: December 25<sup>th</sup>. One floating holiday to be used during the calendar year.

That the Board hold its regularly scheduled meetings at 7:00 p.m. on the second Thursday of each month. Exceptions are October and December, when the meetings will be held on October 20<sup>th</sup>, December 8<sup>th</sup> and December 29<sup>th</sup> (6:30 p.m.)

The annual Budget Hearing will be held on October 20<sup>th</sup>, 2026, at 7:00 p.m. and that the fire district annual election will be held on December 8<sup>th</sup>, 2026, between the hours of 5:00 and 9:00 p.m.

All meetings, hearings and elections of the board will be convened at Pittsford Fire District Station #1, located at 8 Monroe Avenue, Pittsford, New York 14534.

To authorize attendance at the NYS Fire Chiefs Conference, International Association of Fire Chiefs Conference's and symposium, Fire Districts of the State of New York Conferences, Firehouse Expo, FDIC, Safety Officers Conference, NFPA Conferences, Harrisburg, PA, Baltimore, MD Exhibits, Eastern Division of IAFC, IAFC V.C.O.S., any and all courses functions or training through New York State Fire, State Fire Chiefs or State Fire Academy or the Monroe County Fire District Officers Association for the Commissioners, Administrative Staff and respective Chiefs and/or any other applicable training. The board will determine the mode of travel when on district business.

To name Stokes, Visca, Hucko & Barone, CPAs, LLC as Auditors for the Fire District for 2026.

To name Firefly and Exeter Trust Company as the Trustees of the Length of Service Award Program (LOSAP).

To name M. Clouser, M. Wallace, and R. Ockenden as Committee Members for the Deferred Compensation Program.

To maintain the district's membership in the Association of Fire Districts of the State of New York and the Monroe County Fire District Officers Association.

To name Commissioners Willard and Cline as the delegates to the Monroe County Fire District Officers Association.

To set mileage reimbursement for the conduct of district business at the current rates allowed by New York State and the internal Revenue Service.

That the board appoints Edwin R. Jeffries as Records Management Officer

That Rochester Regional Health (Northern Star Medical) is designated as fire district physician(s) for the purpose of securing new member and annual physicals and return to work examinations for 2026.

That the board ratifies the Cash Management Policy as previously adopted.

That the board has reviewed the Code of Ethics of the Pittsford Fire District and has ratified the Code as adopted on July 24, 2007.

That MRB Group be named as the primary professional consultants for the Pittsford Fire District for facility and grounds maintenance decisions.

That the Treasurer of the Fire District is authorized to pay, in advance of an audit by this Board of Fire Commissioners of the Fire District, the following claims. Any such claims must be presented at the next meeting of the Board of Fire Commissioners of the Fire District for audit:

The Treasurer is hereby authorized to pay all utility bills on demand in lieu of, on a monthly basis and to pay PERMA on an annual, semi-annual or monthly basis as determined by the Treasurer, and to pay any necessary monthly bills that have a late fee associated with them including but not limited to credit cards, Verizon Wireless, RG&E, Frontier Communications, Greenlight and Spectrum Communications, payment to the U.S. Postmaster for postage expenses and payment to freight and express companies for freight and delivery charges.

*Commissioner Lusk abstained from voting in regard to Verizon Wireless.*

Commissioner Schenkel moved, seconded by Commissioner Cline, that the board approve a Defensive Driving Course and approve the cost of administering the course  
*The motion carried by an Aye vote of all commissioners present*

Thereafter, Commissioner Schenkel moved, seconded by Commissioner Willard, that the Organizational Meeting be adjourned.

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

The Organizational Meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Edwin R. Jeffries  
Secretary