

**APPROVED**

---

---

**THE PITTSFORD FIRE DISTRICT**  
**January 8, 2026**

---

**Regular Meeting**

---

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

Absent: None

Also present: Treasurer Clouser

Commissioner Wallace called the meeting to order at 5:55 PM.

**Chiefs Report**

-Reported 928 calls in 2025:

There were four working fires with one resulting in a double fatality.

108 Motor Vehicle Accidents

17 Struct A calls, 29 Struct B calls

69 Emergency Medical Service calls

319 smoke and/or carbon monoxide alarm calls

-Acknowledged the board request to seek line officer input for a potential early sale of Quint 380

-Submitted listings of line officers, mutual aid firefighters, and safety officers to the district

-Recommended a driver qualification

-A few members did not meet minimum attendance requirements for 2025, which will result in forfeiture of certain benefits.

-Expressed appreciation for support of the line and department in 2025. Looking forward to a great 2026 with many important projects coming down the line.

Commissioner Khalil moved, seconded by Commissioner Lusk, to approve an operator for apparatus as he had successfully completed mandated training:

Engines 383 and 385: Firefighter W. Schenkel

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

**Hold Harmless Agreement**

Commissioner Khalil moved, seconded by Commissioner Lusk, to approve a Hold Harmless Agreement for the use of a property at 526 Mendon Road for fire department training. The Chairman was authorized to execute the agreement on behalf of the district.

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

### **Retainer Agreement**

Commissioner Lusk moved, seconded by Commissioner Cline, to approve an agreement by which Harter, Secrest and Emery will advise the district on employee benefit issues.

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

### **Administrators Report**

-We discovered some water leaking into the bank (teller & mgr. office area) that brought down a couple of ceiling tiles. We determined a roof drain had become clogged due to helicopters (from maple trees) along with snow and ice buildup. We were able to clear the blockages and mitigate the issue. The water has since stopped. We will continue to monitor for any future issues.

-In the process of looking at options to potentially improve the lighting on the east end of Station 1 as it faces the bank parking lot. It was noted during the election (after a gentleman had fallen) that it was relatively dark along that side. All of the other sides of the building have existing LED light fixtures that provide adequate lighting.

-The incident reports for 2025 are complete and have submitted them to NYS as required.

-The conversion to the new national incident reporting system (NERIS) is complete and we are now filing directly to FEMA.

### **Approval of Minutes**

Commissioner Khalil moved, seconded by Commissioner Cline, the board approved the minutes of the December 29th regular meeting as submitted,

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

### **Public Input**

None.

### **Commissioner Cline Report**

-No report

### **Commissioner Khalil Report**

-No report

### **Commissioner Lusk Report**

-No report

### **Commissioner Schenkel Report**

-Is circulating a survey to district officers seeking input on district facilities.

### **Commissioner Willard Report**

-Requested that district staff and officers compile 2025 LOSAP information as soon as possible.

### **Commissioner Whelan Report**

-Recommended engaging a consulting firm, EVR, to monitor design and build work on a new ladder truck.

### **Commissioner Wallace Report**

-New kiosks have been received and are waiting for installation.

-All district computers are in the process of being updated to Windows 11.

## **Communications**

-None

## **Old Business**

-None

## **New Business**

-None

## **Treasurers Report**

-The Treasurer submitted a monthly report and listing of audited invoices for payment.

Commissioner Schenkel moved, seconded by Commissioner Khalil, to approve final transfers withing the 2025 Budget:

FICA / Retirement	+\$3,150
Training	+\$2,900
Equipment & Repairs	+\$2,600
Prof. Services	(\$8,650)

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

Commissioner Schenkel moved, seconded by Commissioner Cline, to approve the Treasurers Report. *The motion carried by an Aye vote of commissioners present,*

Commissioner Schenkel moved, seconded by Commissioner Khalil, to approve the payment of the audited invoices with the addition of a bill from Morabito in the amount of \$1,108.47 for diesel fuel.

*The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Wallace, who abstained from voting on an invoice he submitted.*

Commissioner Cline moved, seconded by Commissioner Willard, to recess the meeting to Executive Session to discuss personnel matters

*The motion carried by an Aye vote of commissioners present and the meeting was recessed at 6:20 p.m.*

## **EXECUTIVE SESSION**

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

*The motion carried by an Aye vote of commissioners present and the meeting was reconvened at 6:30 p.m.*

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 6:35 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary