

**APPROVED**

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**THE PITTSFORD FIRE DISTRICT  
March 12, 2026**

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**7:00 PM - Regular Meeting**

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

Also present: Chief Cline, Administrator Ockenden, 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.

**Annual Audit Report**

Sean Hucko, of the accounting firm of Stokes, Visca, Hucko and Verone presented the final 2025 audit of the district. He reported that no deficiencies were found in the accounts.

**Chiefs' Report**

- Reported 170 calls year to date. Noted the higher number of responses to Nazareth University. He is working with security and maintenance to address some of the issues.
- Recommended approval of a new apparatus operator
- The annual Pittsford Memorial Day Parade will be held on May 25<sup>th</sup>. A picnic will be held at the carriage house afterward.
- Requested approval to send apparatus out of the district to parades during the season
- The Pittsford Paddle & Pour festival will be held on May 23<sup>rd</sup>. Portions of North Main Street will be closed from 8:00 a.m. to 11:00 p.m. The town requested permission for vendor parking in the fire district lot
- The county will change its Computer Aided Dispatch (CAD) to discontinue use of STRCTA and STRCTB classifications. They will use classifications such as 'Structure Fire' and 'Smoke Condition' and sub-categories. The district will have the opportunity to review and fine tune 'run cards.'
- Will be adding an automatic mutual aid engine to reports of more serious calls in the district.
- The line officers requested that the district revisit the potential replacement of the UTV 3816, which is over twenty years old. He will assemble a group to study the question.
- By consensus, the board authorized the line to research types of gear for fire explorers, as it has been difficult to fit smaller explorers with traditional used turnout gear.

Commissioner Khalil moved, seconded by Commissioner Schenkel, the board approved a new apparatus operator as he had met mandated training requirements:

Squads 386 and 387: Firefighter Chris Szatkowski.

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

Commissioner Schenkel moved, seconded by Commissioner Cline, the board authorized the use of district apparatus for parades during the coming season.  
*The motion carried by an Aye vote of commissioners present.*

Commissioner Cline moved, seconded by Commissioner Khalil, the board granted a Temporary Access License to the Town of Pittsford for use of the North Main Street parking lot on May 23, 2026 between the hours of 8:00 a.m. and 11:00 p.m.  
*The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Schenkel, who abstained*

### **Administrator's Report**

- New rescue step chocks were received. He recommended that older chocks be surplussed.
- At district request, Firefly, the district LOSAP administrator, will assist in reviewing the accuracy of past attendance records.
- Presented a bid for landscaping services.
- Together with Commissioner Whelan, made recommendations regarding insurance policies. Reductions in premiums at renewal make it possible to expand coverage without an increase in cost.

Commissioner Schenkel moved, seconded by Commissioner Willard, the board declared as surplus step chocks: Inventory numbers 9080 and 9080-88 as they are worn, obsolete or beyond repair, and of no further value to the fire district.  
*The motion carried by an Aye vote of commissioners present*

Commissioner Cline moved, seconded by Commissioner Schenkel, the board approved a renewal of a contract with Connors Landscaping for the 2026 season:  
Station 1: \$9,090.00  
Station 2: \$12,965.00  
*The motion carried by an Aye vote of commissioners present*

Commissioner Wallace moved, seconded by Commissioner Khalil, the board approved an expansion of insurance coverage to include:  
Personal Property Loss to a limit of \$15,000.00  
Damage to personal vehicles to reimburse for deductibles to a limit of \$1,000.00  
Accidental Death & Dismemberment, 365-day coverage.  
*The motion carried by an Aye vote of commissioners present*

### **Approval of Minutes**

Following a review, Commissioner Schenkel moved, seconded by Commissioner Lusk, the board approved the minutes of the February 12th regular meeting as submitted.  
*The motion carried by an Aye vote of commissioners present.*

### **Public Input**

-None

### **Commissioner Cline Report**

-No report

### **Commissioner Lusk Report**

--No report

### **Commissioner Khalil Report**

-No report

### **Commissioner Schenkel Report**

-Recommended that the fire district abandon an old and unused easement.

Commissioner Cline moved, seconded by Commissioner Lusk, the board acted on a request by Campus Construction and abandoned an old and obsolete Sewer Easement to facilitate construction on the Pittsford-Mendon High School property. Chairman Wallace is authorized to execute the agreement on behalf of the district.

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

### **Commissioner Whelan Report**

-Requested that Commissioner committee assignments and responsibilities be updated.

### **Commissioner Willard Report**

-Reported that the LOSAP posting for 2025 has been completed and is ready for submission to Firefly

-Requested approval of a consulting agreement

Commissioner Willard moved, seconded by Commissioner Khalil, the board approved a contract in the amount of \$8,000.00 with EVR to provide consulting and monitoring of specifications for a replacement of Quint 380.

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

### **Commissioner Wallace Report**

-Updated routers have been installed at both fire stations to improve the efficiency of IT systems.

-Wi-fi at station 2 has been modified to permit access by more simultaneous i.p. addresses.

-Administrator Ockenden and Treasurer Clouser have conducted a review of older IT hardware and removed obsolete items for electronic recycling.

### **Communications**

-Notification from the Pittsford Fire Department of acceptance of a new member.

Commissioner Lusk moved, seconded by Commissioner Cline, to approve the membership of Evan Orem, residing at 54 Sutherland Street as a member of the Pittsford Fire Department, pending completion of a fire district physical.

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

### **Unfinished Business**

-None

### **New Business**

-The district will pursue a “.gov” domain as it may be mandated by New York State.

### **Treasurers Report**

- The Treasurer submitted a monthly financial report and a listing of audited invoices for payment
- The 2026 tax levies have been received from the Town of Pittsford

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve the February, 2026 Treasurer's Report as submitted.

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

Commissioner Schenkel moved, seconded by Commissioner Lusk, to approve the audited invoices as submitted, with the addition of invoices:

- Hawk Frame and Axle in the amount of \$9,890.00 for corrosion remediation of Quint 380.
- World Insurance in the amount of \$1,011.63 for insurance for an underground fuel tank.

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

Commissioner Schenkel moved, seconded by Commissioner Wallace, to recess to Executive Session to discuss real estate and personnel matters

*The motion carried by an Aye vote of commissioners present and the meeting recessed at 7:50 p.m.*

### **Executive Session**

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

*The motion carried by an Aye vote of commissioners present and the meeting reconvened at 9:00 p.m.*

### **Adjournment**

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 9:05 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary