

APPROVED

THE PITTSFORD FIRE DISTRICT July 9, 2026

7:00 PM - Regular Meeting

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

Also present: Administrator Schmitt

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.

Chiefs' Report

Operations Update

- The department has responded to 562 calls for service so far in 2026, which is approximately 70 more calls than this time last year, largely due to several recent storm events.
- One call of significance was a kitchen fire at 54 Bromley Road. Our members did an outstanding job quickly extinguishing the fire and conducting a thorough search for extension. There were no injuries to either the occupants or firefighters. We are still awaiting the official cause determination from the Fire Bureau.

3rd Battalion Parade

- Pittsford Fire Department will be participating with the 3rd Battalion in a combined parade representing all of the departments within the battalion. The parade will be held on July 31st in Farmington, with each department bringing one apparatus. The event is open to all members. Depending on our staffing and participation, I may request coverage from Henrietta Fire District to ensure adequate response coverage while our members are attending.

Donation and Equipment Request

- The department recently received a \$5,500 donation from a resident on Mendon Road whose home was utilized as a training structure prior to demolition. After observing our members training with several forcible entry tools, the resident generously requested that the donation be used to purchase those tools if we found them beneficial.
- After discussing the equipment with our line officers, we would like to purchase two Holmatro TL1 Forcible Entry Tools at an approximate cost of \$5,120 plus shipping.
- I am requesting that the Fire District purchase the tools. The Department Board of Directors has already approved using the donated funds to reimburse the District for the purchase. Once purchased, I would ask that the District retain ownership of the tools and include them in its normal equipment inventory and maintenance program.

Leave of Absence

- The Department Board of Directors has approved a one-year leave of absence for Firefighter Sheldon Knight due to work commitments.

- At the conclusion of the leave, Firefighter Knight will be required to request reinstatement through the Department Board of Directors and successfully complete all required training and a physical examination prior to returning to active status.
- A letter from the Department Secretary will be forwarded to the District Secretary if it has not already been received.

Commissioner Schenkel moved, seconded by Commissioner Khalil, the board authorized the purchase of two Holmatro TL1 Forcible Entry Tools at an approximate cost of \$5,120 plus shipping

The motion carried by an Aye vote of commissioners present.

Administrator's Report

-The board welcomed Administrator Brian Schmitt

-He has invited all members and personnel to schedule a meeting with him to familiarize himself with personnel and receive their input.

Approval of Minutes

Following a review, Commissioner Cline moved, seconded by Commissioner Schenkel, the board approved the minutes of the June 11th regular meeting as submitted.

The motion carried by an Aye vote of commissioners present.

Following a review, Commissioner Cline moved, seconded by Commissioner Khalil, the board approved the minutes of the May 27th special meeting as submitted.

The motion carried by an Aye vote of commissioners present.

Public Input

-None

Commissioner Cline Report

-Contamination of the diesel fuel tank may have occurred. A vendor is studying the issue.

Commissioner Lusk Report

-Reviewed a recent conversation with Mayor Plummer.

Commissioner Khalil Report

-No report

Commissioner Schenkel Report

-The facilities committee is making steady progress. Many issues are being studied.

Commissioner Whelan Report

-The president of the fire department has requested that members of the fire department be given a summary of district insurance coverage. He will provide the information.

-Repairs to the air conditioning system at station 1 are being conducted. The large meeting room air conditioning unit will require repair.

-Received the consensus of the board to maintain the previously adopted apparatus replacement schedule.

Commissioner Whelan moved, seconded by Commissioner Khalil, the board authorized the repair of a compressor at station 1 at a cost not to exceed \$27,000.00
The motion carried by an Aye vote of commissioners present.

Commissioner Whelan moved, seconded by Commissioner Schenkel, the board authorized creation of a committee to specify a replacement for Engine 384. Commissioner Whelan will chair the committee.
The motion carried by an Aye vote of commissioners present.

Commissioner Willard Report

- The annual payment to fund the LOSAP program has been made.
- The LOSAP provider, FireFly, has moved to a new location in Albany.

Commissioner Lusk joined the meeting at this point

Commissioner Wallace Report

- Reported that a part-time, temporary employee has been engaged to assist with financial matters, in light of Treasurer Clouser's departure on July 17th.
- To facilitate the change in the Treasurer position, Commissioner Wallace recommended adoption of a banking resolution.

Commissioner Schenkel moved, seconded by Commissioner Cline, the board enacted a resolution to authorize users of accounts at Canandaigua National Bank:

Michael Clouser will continue as the online banking administrator and have account signing authority with CNB.

Brian Schmitt, Fire District Administrator, will be given signing authority with CNB.

Matt Wallace, Chairman of the Fire District, will be given signing authority with CNB.

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

Communications

- A communication from the Pittsford Fire Department notifying the board of a one-year leave of absence granted to Firefighter Sheldon Knight, effective July 7, 2026.
- A communication from the Pittsford Fire Department notifying the board of the acceptance of a new member.

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve the membership of Jay Hunter, residing at 19 Harvest Road as a member of the Pittsford Fire Department pending completion of his mandated physical.
The motion carried by an Aye vote of commissioners present.

Unfinished Business

- None

Treasurers Report

- The Treasurer submitted a monthly financial report and a listing of audited invoices for payment
- Commissioner Khalil moved, seconded by Commissioner Willard, to approve the June, 2026 Treasurer's Report as submitted.
The motion carried by an Aye vote of commissioners present.

Commissioner Willard moved, seconded by Commissioner Schenkel, to approve the audited invoices as submitted.

The motion carried by an Aye vote of commissioners present

New Business

-None

Commissioner Khalil moved, seconded by Commissioner Lusk, to recess to Executive Session to discuss a personnel matter

The motion carried by an Aye vote of commissioners present and the meeting recessed at 7:35 p.m.

Executive Session

Commissioner Cline moved, seconded by Commissioner Lusk, to reconvene the meeting

The motion carried by an Aye vote of commissioners present and the meeting reconvened at 9:40 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 9:45 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary