

APPROVED

THE PITTSFORD FIRE DISTRICT **August 13, 2026**

7:00 PM - Regular Meeting

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

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

- 653 calls year to date, nothing of significance
- Fairport will be covering for Pittsford on August 15th from 17:00 – 23:00
- Thanked the board for support during parade season
- Received hose rollers and other equipment
- Due to an influx of new personnel, the turnout gear inventory may be running low.
- Working with the line officers on 2027 budget requests.
- Submitted a report of a minor accident with Ladder 381. There was no fault on the part of the operator.

Administrator's Report

- Thanked the board and staff for support during his onboarding process
 - To better familiarize himself, he has met with 15-20 members and staff to date
- Due to slow response from the usual vendor, the district has utilized Ken Bell, a mechanic who has been very useful in performing some of the apparatus maintenance.
- Recommended engaging the following individuals to serve as Station Attendants:
 - Rick Rhinehart -returning
 - Anna Hauer
 - Patrick Devine
 - Syd Devitto
 - Tyler Mastro
 - J.J. Phillips - returning
- Everyone comes highly recommended.

Commissioner Cline moved, seconded by Commissioner Schenkel, the board approved the employment of Station Managers as submitted, and that they be designated as Mutual Aid Firefighters

The motion carried by an Aye vote of commissioners present.

-Submitted items to declare as surplus, including a 2x2x4 wooden box, a metal box (inventory 3051), three metal desks and a desktop computer (labelled DistadminW10). Turnout gear inventory numbers 4298865, 3682153, 4901951, 4430632, 3929465, 5108761, 3434246, 3434239, 4430641 and 4096193

Commissioner Lusk moved, seconded by Commissioner Cline, the board approved the listing of surplus equipment as submitted, as the equipment is obsolete or beyond repair and is of no further value to the district. The turnout gear listed will be temporarily removed from the surplus list.

The motion carried by an Aye vote of commissioners present.

-Obtained renewal quotes for the Accident and Health Insurance. The proposals demonstrate the costs for existing coverage and shares quotes for enhanced premiums. The renewal date is 9/1/26.

Commissioner Cline moved, seconded by Commissioner Khalil, the board approved the renewal of the Accident and Health insurance policy under the same terms and limits as the expiring policy.

The motion carried by an Aye vote of commissioners present.

Apparatus update:

- Preventative Maintenance on 387 8/7/26, inspection for truck and trailer scheduled for 8/14
- Hydraulic leak on 381 fixed, clapper valve leak diagnosed and rebuild kit ordered, Mars LED repair pending
- AC, rear officer side seat sensor, and ladder tensioner tightened on 383 pending next week
- Antique moved back to the Carriage House 8/11 Clutch rebuild to be scheduled
- Ground ladder testing scheduled for 8/20

Stations update:

- HVAC work at Station 1 to be completed upon arrival of parts over the next two weeks
- HVAC work at Station 2 to be scheduled (Carrier split unit not functioning properly)
- Roof at Station 2 (roof raising at seams) to be scheduled
- Fuel filters installed in diesel pump to address diesel bugs.
- Carriage House garage door handle needs attention.
- Windows cleaned 8/12/26
- Cleaning and organizing of office, file room, storage rooms, and grounds in anticipation of upcoming project ongoing.
- Over the past month, I've organized and cleaned out areas in anticipation of a renovation. It is my intention to continue to organize, sort, discard, and eventually digitize documents.

IT update:

- Just Solutions reviewed kiosks to increase speed 8/5/26. They tweaked permission that increased the download speeds. I continue to meet with existing software providers and potential vendors around HR software and the security cameras. More to come.
- I met with Red Alert to secure a log feature that would enable us to increase accountability for Station Attendants on the daily, weekly, and monthly tasks. It is my hope that this will serve to better inform and document the completion of duties.

Finance:

- I am updating QuickBooks from a desktop version to the online.
- Tim Leyden, Interim Treasurer, is working about 10 hours per week and is maintaining payroll and paying bills with my support.
- As budget season is approaching, I will be working with Matt to review 26 budget and plan for the 2027 budget process.

Approval of Minutes

Following a review, Commissioner Schenkel moved, seconded by Commissioner Willard, the board approved the minutes of the July 9th regular meeting as submitted.

The motion carried by an Aye vote of commissioners present.

Public Input

-Firefighter Mark Shalvoy requested an update of the district review of some members dates of service as it relates to the district LOSAP plan. He was advised that information is scheduled for review in the coming weeks.

-Firefighter Tim Hyland requested that drivers be notified of days when additional drivers may be needed. The board took the request under advisement.

Commissioner Cline Report

-As the board considers the 2027 budget, she noted that ultrasound and blood testing should be considered.

Commissioner Lusk Report

-No report

Commissioner Khalil Report

-No report

Commissioner Schenkel Report

-The facilities committee is making steady progress. Planning to provide an update at the September board meeting.

-Planning has begun for the district Inspection Dinner.

Commissioner Whelan Report

-Absent but submitted a report:

-Questions were sent to the line regarding 384 for them to provide feedback so we have a direction for the replacement engine prior to the first meeting. Waiting for Commissioner Willard's feedback as well.

-FireTech Hi-Viz is tentatively planning to have a demo lighting truck at the November department meeting. Planning to have 383 and 388 there so the 383 FRC Spectra lights and 388 single Hi-Viz brow lights can be compared to the Hi-Viz BG2s. We will also be able to compare their warning lights vs the current fleet warning lights. Will be reaching out to Brighton to see if we can borrow one of their new engines to compare the height of their ground ladders with high rise packs under them vs the 383 ground ladder height. A survey will be sent out after the department meeting to get feedback from the membership.

Commissioner Willard Report

-Meetings will be scheduled to review plans to replace Engine 384

Commissioner Wallace Report

-Polled the board to see if the tax cap may be exceeded in 2027. The consensus of the board was that the tax cap won't be exceeded.

-The preliminary report of the New York State district audit is due on August 24th.

Communications

-A communication from the Pittsford Fire Department notifying the board of the acceptance of a new member.

Commissioner Lusk moved, seconded by Commissioner Cline, to approve the membership of Quentin Spiegel, residing at 2 High Oaks Drive as a member of the Pittsford Fire Department pending completion of his mandated physical.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Khalil, to adopt the following dates:

2027 Budget Hearing: October 20th, 19:00 at Station 1

Annual Caucus Meeting: November 11th, 19:00 at Station 1

2027 Annual Election: December 8th, 17:00 – 21:00 at Station 2

The motion carried by an Aye vote of commissioners present.

Unfinished Business

-None

Treasurers Report

Commissioner Lusk 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

Adjournment

Having no further business to discuss, Commissioner Schenkel moved, seconded by Commissioner Willard, to adjourn the meeting.

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

Respectfully submitted,
Edwin R. Jeffries, Secretary