

APPROVED

THE PITTSFORD FIRE DISTRICT
September 10, 2026

7:00 PM - Regular Meeting

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

Also present: Chief Cline

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.

Commissioner Cline moved, seconded by Commissioner Schenkel, the board adopted a resolution of remembrance for the lives lost twenty-five years ago on 9/11.

The motion carried by an Aye vote of commissioners present.

Chiefs' Report

- 734 calls year to date. Noted the excellent work done by firefighters at a roof fire at Barker Road School and a house fire in Mendon.
- The fire department will support an evacuation drill at Nazareth University on 9/11.
- The fire department will participate in several Halloween events and parades in the district.
- All requests for Mutual Aid Firefighter status for new station attendants have been processed and approved.
- Requested approval for turnout gear purchases.
- Requested approval for a new apparatus operator.
- The line officers are finalizing their budget request for inclusion in the 2027 district budget.
- Requested approval to replace an outdated infrared camera on Quint 380.

Introduced Assistant Chief Payne who provided a status report on specifications for a new Utility Task Vehicle. The apparatus replacement schedule calls for current unit replacement. After careful study, the committee is recommending a Can-Am 6x6 unit.

Commissioner Khalil moved, seconded by Commissioner Schenkel, the board approved Firefighter Kuppinger as an operator of Rescue 388, as he had met the mandated training requirements.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Khalil, the board approved the purchase of turnout gear as provided for in the 2026 budget.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel moved, seconded by Commissioner Lusk, the board authorized the district to solicit bids to purchase a new and unused Can-Am 6x6 UTV.

The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Khalil, who voted Nay.

Commissioner Willard moved, seconded by Commissioner Lusk, the board ordered a Permissive Referendum to authorize the purchase of a new and unused Utility Task Vehicle apparatus. The resolution was adopted on September 10, 2026.

The Resolution authorizes the Commissioners of the Pittsford Fire District to appropriate from the Capital Equipment Reserve Fund a sum not to exceed \$60,000.00 for the purchase of a fire apparatus and related equipment. That this Resolution shall not take effect until thirty (30) days after its adoption, or until approved by an affirmative vote of the majority of the duly qualified voting electors of this Fire District if a petition, as prescribed by Section 6-g of the General Municipal Law, is duly filed with the Secretary of this District protesting against such Resolution and requesting a referendum as is prescribed in said section of said law.

The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Khalil, who voted Nay.

Commissioner Schenkel moved, seconded by Commissioner Khalil, the board approved the purchase of a new and unused infrared camera at a cost of \$3,377.00

The motion carried by an Aye vote of commissioners present.

Administrator's Report

Apparatus update:

I continue to employ Ken Bell from Superior Equipment Repair and Harris Reed for repairs and preventative maintenance. Both agree to work in the stations and are very responsive.

Ground ladder testing completed and all passed.

Pump testing yesterday at Station 2 and all passed.

383 AC fixed, batteries replaced. PM yesterday identified a number of leaks that should be covered under warranty. I am investigating. As of 10:30 a.m. today, power steering leak and light came on. Investigating.

381 Ladder fixed (not lowering evenly)

Ongoing issues: Rear seat alarms in 383 and 386

Plan for graphics and light installation on new Chiefs Tahoes to be completed prior to 12/1/26

Stations update:

HVAC work at Station 1 ongoing with scheduled completion on Friday

HVAC work at Station 2 to be scheduled (quote attached)

Roof at Station 2 (roof raising at seams) (quotes attached)

Elevator inspected and passed

Tree work at Station 2 and the bank completed

Station 2 truck bay valve leak repaired

Floor grate at Station 2 welded (thank you Commissioner Cline). Matt Hall (MSH Custom Fabrication) to fabricate a new grate that is split for easier access to floor drains. Quote attached.

Carriage House garage door handle fixed.

Station 2 window in fitness center repaired

NW door access repaired at Station 1

Cameras installed in bank (30-day trial-access emailed yesterday). Current camera software is obsolete and not supported. Gaining quotes for options.

IT update:

Hard drive replaced in upstairs monitor at Station 1

General security and Just Solutions continue to support cameras that frequently freeze and disconnect from monitors

Kiosks continue to freeze and not function properly. Just Solutions and Alpine continue to provide support

Met with Bene-Care (payroll software provider) about using their platform for scheduling.

Finance:

Preliminary budget attached. It contains a flat 2% increase across it. Tax levy is under Tax Cap by about \$15k. Items highlighted were supported last year by Appropriated Fund Balance and need review and input prior to 9/29.

2027 Commissioner Budget Requests: Digitizing district documents, ultrasounds for Firefighters, blood test kits completed by Northern Star (cost for district to provide and pay for), Carriage House windows and fascia. Please forward any additional budget requests.

Personnel:

7 new station attendants onboarded. Schedule completed through 10/2 with 0 open shifts.

Tim Leyden (interim Treasurer) is doing well and I would like to consider him for the position of Treasurer. He currently is working between 10 and 15 hours per week. I asked AP Professionals (agency he is working for) for the cost to hire him. Here is what they provided me:

Calculating Tim's salary as $(\$40 \times 20\text{hr} \times 52\text{weeks})$ \$41,600, the fee would be \$8,320 $(\$41,600 \times 20\%)$. I would like to post and consider him for a part-time District Treasurer position (up to 20 hours per week).

Commissioner Whelan moved, seconded by Commissioner Cline, the board approved an expense in the amount of \$7,263.00 for repairs of HVAC equipment at station 2. The district purchasing policy was adhered to.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Schenkel, the board approved an expense in the amount of \$5,915.00 for roof repairs at station 2. The district purchasing policy was adhered to.

The motion carried by an Aye vote of commissioners present.

Commissioner Lusk moved, seconded by Commissioner Khalil, the board declared two Panasonic telephones to be surplus as they were obsolete or beyond repair and of no further value to the district.

The motion carried by an Aye vote of commissioners present.

-No action was taken on a proposal from MSH Fabricators. It was tabled for further study.

Upcoming Dates:

9/29 Preliminary Budget Due

10/20 Budget Hearing

11/12 Commissioners Caucus

12/18 Election

Approval of Minutes

Following a review, Commissioner Schenkel moved, seconded by Commissioner Willard, the board approved the minutes of the August 13th and September 2nd meetings as submitted. *The motion carried by an Aye vote of commissioners present. Commissioner Whelan abstained from voting on the August 13th meeting as he was not present.*

Public Input

-None

Commissioner Cline Report

-As the board considers the 2027 budget, she noted that ultrasound and blood testing should be considered. She will submit the amounts for inclusion in the budget.

Commissioner Schenkel Report

-Recommended an extension of a consulting contract
-Planning has begun for the district Inspection Dinner.

Commissioner Schenkel moved, seconded by Commissioner Cline, the board approved Amendment 2 to a contract with MRB Group and H2M in the amount of \$30,000.00. The Chairman was authorized to execute the contract on behalf of the district. *The motion carried by an Aye vote of commissioners present.*

Commissioner Lusk Report

-No report

Commissioner Khalil Report

-No report

Commissioner Whelan Report

-Mechanical checks on 383 and other apparatus are upcoming. Some engine work will be covered under the Cummins Warranty

Commissioner Willard Report

-No report

Commissioner Wallace Report

Commissioner Wallace moved, seconded by Commissioner Schenkel, the board appointed Brian Schmitt as the District Director of Purchasing. *The motion carried by an Aye vote of commissioners present.*

Communications

-A communication from the Pittsford Fire Department notifying the board of the removal of Daniel Farry as a member of the department.

Unfinished Business

-None

New Business

-The Secretary was authorized to contact the Board of Elections to explore using voting machines in district elections and referendums

Commissioner Lusk moved, seconded by Commissioner Schenkel, to schedule all future meetings of the board of fire commissioners, elections, and referendums at station 2, 465 Mendon Road

The motion carried by an Aye vote of commissioners present.

Treasurers Report

Tim Leyden, representing the District Administrator, presented audited invoices

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

The motion carried by an Aye vote of commissioners present

Commissioner Lusk moved, seconded by Commissioner Schenkel, to authorize the reinvesting of maturing Certificates of Deposit.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve the monthly Treasurer's Report

The motion carried by an Aye vote of commissioners present

Commissioner Lusk moved, seconded by Commissioner Schenkel, to recess to Executive session to discuss personnel matters

The motion carried by an Aye vote of commissioners present and the meeting recessed at 8:13 pm.

Executive Session

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

The motion carried by an Aye vote of commissioners present and the meeting reconvened at 9:03 pm.

Commissioner Lusk moved, seconded by Commissioner Schenkel, to hold a special meeting of the board on September 28th at 6:30 p.m. The location will be station 2, located at 465 Mendon Road. The purpose of the meeting will be to consider adoption of a Proposed District Budget for 2027.

The motion carried by an Aye vote of commissioners present

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 9:05 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary