

APPROVED

THE PITTSFORD FIRE DISTRICT

May 14, 2020

7:30 PM - Regular Meeting

This meeting was conducted via WebEx, a provider of online meetings. By executive order of Governor Cuomo, governmental bodies may temporarily meet virtually due to the Covid-19 virus. The Secretary verified that notice of such meeting had been duly posted.

Present: Commissioners Peets, Willard, Lusk, Schenkel, Rickett, Shalvoy and Wallace

Absent: None

Also present: Chief Yaeger, Assistant Chiefs Payne and Ryan, Administrator Ockenden, Treasurer Henry and Secretary Jeffries

Commissioner Peets called the meeting to order at 7:30 PM with a moment of silence for first responders and members of the armed forces. A moment of silence was observed to commemorate the life of Joan Carpenter, a life member of the Ladies' Auxiliary and wife of Past Chief and Commissioner Frank Carpenter

On motion of Commissioner Rickett, seconded by Commissioner Lusk, a page will be set aside in the minutes in memory of Joan Carpenter

The motion carried by an Aye vote of commissioners present

Chiefs Report

- Over 270 calls YTD with a couple of note:
 - Small garage fire at 2 Prospect Hill Rd
 - Run to Brighton w/ 382 and 380 for apartment fire
- Need to look at the possibility to continuing with driver training.
- Asst. Chief Ryan submitted a proposed running order revision for 385 and 381 along with our PPE inventory.
- Recommendation to approve Richard Hinkle as a driver on Engine 385
- Reported that the state chief's 2020 conference had been cancelled

Assistant Chief Ryan submitted a report on PPE availability

- Currently we are in quite good shape, but we are working to increase supplies to be prepared for an extended duration or resurgence as we begin to open things up or possibly this fall as some experts have predicted.
- This is a working document; things are currently on order or in process of being

ordered that should help us get to where we need to be on major items.

-We are also working on procuring an infrared thermometer for each station to be used to pre-screen anyone coming up for non-emergency reasons (driver training, meetings, etc. in the future)

Administrator Ockenden added that we also reached out to the town to see if there were any surgical masks available and there was so we now have an additional 1000 masks to add to our supply.

-At the request of Commissioner Willard during our annual line/Commission meeting the line has taken a look at our running rules in an effort to get Engine 385 off more responses for mileage purposes, and to utilize Quint 381 more.

On motion of Commissioner Schenkel, seconded by Commissioner Shalvoy, the proposed revision to running rules for 385/381 as submitted was adopted

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Willard, to approve Richard Hinkle as a driver of Engine 385 as he had met the required training requirements

The motion carried by an Aye vote of commissioners present

Administrators Report

-Station Manager's continue to work on keeping our facilities cleaned and disinfected on a regular basis. We currently have an appropriate level of cleaning supplies and have stocked up significantly in our PPE in anticipation of these safety procedures lasting for a greater time period.

-We have been notified by Skywave Communications that our repeater installs have been moved up on their schedule and are projected to be installed sometime in June rather than the original projection of the fall.

-Commissioner Shalvoy and I will be publishing an RFP for Sta. 2 driveway sealing in the next few weeks.

Approval of Minutes

Following a review, Commissioner Rickett moved, seconded by Commissioner Wallace, to approve the minutes of the April 9th meeting as submitted.

The motion carried by an Aye vote of commissioners present

Public Input

-None

Commissioner Rickett Report

-No report

Commissioner Lusk Report

-No report

Commissioner Wallace Report

-No report

Commissioner Schenkel Report

-No report

Commissioner Shalvoy Report

- Submitted a draft policy for qualification of operators of Engine 3823 co-authored with Commissioner Wallace
- The landscaping vendor has confirmed that work at both stations will start by Memorial Day. This is later than recent years because of COVID-19.
- The Station 2 Epoxy Project was scheduled for this year but because of COVID-19 it's being postponed to 2021. Project includes removing rusted metal strips at edge of each bay. Money is budgeted.
- Station 2 Lighting. Some of the outside lights were experiencing intermittent problems resulting in walkways and the flag being unlit over the past 4-6 weeks. All of these issues have now been corrected.
- Station 2 Plymovent Project: District Administrator Ockenden will present a quote. Money is budgeted for 2020.
- Received two complaints concerning unauthorized use of the station 2 garbage containers. Issue has been addressed and resolved.

Commissioner Lusk posed a question regarding the RFP for driveway sealing

Commissioner Shalvoy moved, seconded by Commissioner Schenkel, to approve a revised S.O.G. regarding driver qualification for Engine 3823
The motion carried by an Aye vote of commissioners present

Commissioner Willard Report

-No report

Commissioner Peets Report

- Has formed a committee comprised of Commissioner Shalvoy, Administration Staff, Chief Officers & Civil Officers to start the planning process for anticipated easing of Covid-19 restrictions in our community which will affect our operation. As a group we will be planning strategically on how to best facilitate steps to ensure safety to our operation as a whole for the future. Once a workable plan is prepared, it will be presented to the Board as an SOG for consideration. More information to follow when it becomes available.
- E384 Committee Progress report. The Final Drawing Review has been scheduled by Pierce for August 18th. Pierce has also advised of a new COVID-19 safety restriction at their facility. At this time they are only allowing 4 person groups into the factory. (1 rep & 3 customers) This current restriction maybe modified by the time we will be required to travel. More to follow when available.
- Engine 383 Sale: Information has been provided to three interested Departments just prior to the start of the pandemic. Since that time we have not had additional inquiries or offers to purchase. I have contacted a Broker who is interested in listing 383 advertising on a much larger US market network.
- A previously approved Station 1 Lighting Project will commence in the very near future.
- Business Manager Henry has been in contact with Architectural firms soliciting pricing for services for Station 1 outside construction. The D.A. & B.M. and I will review when information is received to focus on a direction. More information as it becomes available.

Communications

-None

Unfinished Business

-None

New Business

Administrator Ockenden submitted a request to surplus hose. Much of the 3" hose was from 3823. Some of this hose is from the late 1990's and some is from the early 2000's. We have 27 lengths of 3" x 50', 3 lengths of 3" x 50' that previously failed testing and 8 lengths of 3" x 25' or less. All of this hose is no longer necessary for district use.

Commissioner Willard moved, seconded by Commissioner Shalvoy, to declare as surplus certain fire hose as specified in a list submitted that is obsolete or defective and is no longer of value to the fire district.

The motion carried by an Aye vote of commissioners present

Commissioner Wallace moved, seconded by Commissioner Rickett, to transfer, at no cost, 1000' of surplus 3" fire hose to the Part Town of Avon Fire District. A hold harmless agreement will be executed.

The motion carried by an Aye vote of commissioners present

The Plymovent Vehicle Exhaust System at Sta. 2 exhaust system is in need of repairs and modifications to work properly with some of the newer apparatus as well as to provide us with the benefit of preventing our firefighters from potential exposure to cancer causing carcinogens.

Over the last several months Commissioner Shalvoy and Administrator Ockenden have been working with the authorized distributor for a scope of work and cost proposal to make our system fully functional and up to date. The new updates would convert the system from a pneumatic system to a magnetic system eliminating the need for the station air compressor to be used. One other enhancement is the remote transmitters that would be installed on the vehicles so the system would function by radio signal when the vehicle is started or is approaching the front of the station upon its return. Included in the proposal is an additional two transmitters for Sta. 1 apparatus in the event a Sta. 1 vehicle is temporarily relocated to Sta. 2.

Commissioner Shalvoy moved, seconded by Commissioner Schenkel, to award a contract for repair and upgrades to the district's Plymovent Exhaust System to AIR CLEANING SYSTEMS, INC., a sole source vendor at a cost of \$10,996.00

The motion carried by an Aye vote of commissioners present

Treasurers Report

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

-Reported on current business processes, repair reserve fund expenditures and plans to move to a cloud-based environment to improve efficiency

- Is tracking Covid related expenses to seek allowable governmental reimbursements
- Noted that many costs have been reduced during the Corona Virus. Notably, diesel fuel had dropped from \$1.10 to \$0.81 per gallon.
- Looking forward, work has begun on future costs and revenues and will be reflected in the 2021 budget and tax levy.

Commissioner Willard moved, seconded by Commissioner Rickett, to approve the Treasurers report for April, 2020 as submitted.

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Wallace, to approve the payment of the audited invoices as submitted.

The motion carried by an Aye vote of commissioners present

Adjournment

Having no further business to discuss, Commissioner Wallace 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 7:55 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary

This page is in memory of
Joan Carpenter

Joan was a life member of
the Pittsford Fire Auxiliary
and wife of Past Chief and
former Commissioner
Frank Carpenter