

**APPROVED**

---

---

**THE PITTSFORD FIRE DISTRICT  
June 11, 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, Schenkel, Rickett, Shalvoy and Wallace  
Absent: Commissioner Lusk

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, and those not in good health.

**Chiefs Report**

-Commented that the May 15<sup>th</sup> water rescue showed the value and quality of training offered by the department.

-Recommendation to approve Richard Hinkle as a driver on Engine 382

-Asked permission for a fire truck drive by at Mendon Center Elementary School on the last day of school. It was reiterated that a policy is in place that during the Covid crisis that only the driver may be in the vehicle.

-Reported that a protest march is planned for June 13<sup>th</sup>, beginning at the Spiegel Center and ending at Schoen Place.

-Requested permission to attend the International Chiefs Conference in Phoenix this August.

Commissioner Peets moved, seconded by Commissioner Rickett, to approve the attendance of Chief Yaeger at the International Association of Fire Chiefs annual conference in Phoenix, Arizona with transportation being via commercial airline.

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

Commissioner Shalvoy moved, seconded by Commissioner Wallace, to approve Richard Hinkle as a driver of Engine 382 as he had met the required training requirements

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

-Captain Dupra outline a proposal to begin live training.

Commissioner Peets moved, seconded by Commissioner Shalvoy, to approve the plan to conduct live training and continue virtual training as submitted.

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

### Small Group Training

Starting June 15<sup>th</sup>, the training office would like to commence small group training. This training would be capped at 10 people. Drills would only be run by a line officer. Drills could be held on a Monday, Tuesday, Wednesday, or Thursday night for a maximum of 4 nights/groups a week and a minimum of 0 nights/drills a week depending on the availability of a line officer. Personnel must be interior or exterior status in order to participate. Evolutions would be small and basic in nature. Signup sheets would be electronic and emailed out to the line officers for availability first and then to the membership for sign up. All equipment and apparatus would be disinfected after drill.

### **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.

-Skywave Communications will be starting our repeater installs next week. (380, 381, 382, 383, 385, 388) Installations should be completed by mid-July.

-RFP for Sta. 2 driveway sealing is complete. We expect to have results for the next meeting.

-Initial landscape work has been completed at both stations by Josh Landscape. Ongoing maintenance will continue from here throughout the rest of the summer and into fall. District staff is working on the Carriage House and 19 N. Main Street landscaping.

-PlymoVent vehicle exhaust system has been installed. The system should be up and running early next week.

-Annual maintenance on the apparatus is paused while we have the repeaters installed.

### **Approval of Minutes**

Following a review, Commissioner Schenkel moved, seconded by Commissioner Rickett, to approve the minutes of the May 14th 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, absent

### **Commissioner Wallace Report**

-No report

### **Commissioner Schenkel Report**

-No report

### **Commissioner Shalvoy Report**

**Reopening Directive:** The Chairman and I worked with representatives from the Line and Civil sides to finalize a District Directive outlining our policy for COVID reopening in

accordance with NYS and the Finger Lakes Region's policy. The Chief published it to the members last week.

**Restarting Training Drills:** As part of the reopening Directive, the Line has submitted a proposal to restart weekly training drills.

**Landscaping Projects:** Mulching, initial weeding, and flower planting at both stations has been completed. Vendor will be back at the end of month to start pruning and shaping all bushes. Weeding is done bi-weekly. Found 2 dead evergreens and 2 trees requiring mulching at station 2. Received quote of \$610.99 from vendor and approved work to be done. Station Managers are performing daily watering. Station Managers will continue to cut and edge the lawn in an effort to keep those costs down.

**Sealing:** Drafted RFP for driveway sealing and striping at station 2 and sent to District Administrator. He will publish and obtain bids.

**Call Volume Report:** During last month's company meeting, President Cline requested input for the Department's Facebook page. I provided him a copy of how the Basin reports their calls each month and suggested we do the same. District used to do this in the Brighton-Pittsford Post. Benefit to the taxpayers since they can then see how tax revenue is being spent. Report is easily obtained from Red Alert. President Cline is turning request over to his Communication committee.

**June 23rd Public Election:** The Pittsford Town Clerk requested permission to use Station 2 for the June 23rd primary. Due to COVID-19, all of the Pittsford polling locations had been moved to Kings Bend Park but that location has since been determined to be too small thus the Town's request to use Station 2. Chairman Peets and I approved the Town's request and I've asked the Town to ensure they keep everyone confined to the basement area of the fire house. The Town has agreed to perform a disinfection of the area after the election is completed and the polling equipment is removed.

#### **Commissioner Willard Report**

-No report

#### **Commissioner Peets Report**

-No report

#### **Communications**

-None

#### **Unfinished Business**

-None

#### **New Business**

Commissioner Peets outlined a draft policy concerning reopening during the Covid-19 crisis. This entails use of the fire stations and equipment response.

**Pittsford Fire District**  
**Directive for COVID-19 Fire Station Phased Reopening**  
**June 1, 2020**

**Purpose:**

This directive provides guidelines to be utilized by all Pittsford Firefighters and staff during the New York State and Finger Lake Region phased approach for reopening. This document will be updated as conditions warrant.

**Personnel Safety:**

- All members and staff should evaluate themselves at least once each morning for possible COVID-19 symptoms. If you are sick or have any possible symptoms, even if you are sure it isn't COVID-19 related, stay at home for at least 24 hours. DO NOT respond to any calls.
- Only enter through the designated entry points and use the provided Hand Sanitizer immediately upon entering the fire station.
- Wash your hands after returning to the firehouse from **any** type of call.
- Avoid touching your face or eyes at all times.
- Maintain Social / Physical Distancing no matter the event, call, drill, etc. Six feet of distance should be maintained if possible. If social distancing cannot be accomplished, proper PPE is required.
- Face coverings continue to be the primary source of PPE for the public as well as our members. For the safety of our members and the public, utilize surgical masks or N95 masks when in contact with the public or within a residential / commercial building. Surgical masks or N95 masks may continue to be reused as long as they are in good condition. Members should not throw out at the end of each use.
- While in Quarters, do not congregate in small spaces (e.g., radio room, kitchen, etc.). Stay on the first floor and adhere to the social distance spacing.

**Operations:**

- Staffing on apparatus will be limited to 4 firefighters at a maximum with the exception of high priority responses. More apparatus will be requested if additional manpower is required.
- Limit personnel inside structures on all calls, with emphasis on senior living. Only personnel necessary to complete the task should be inside. Additional personnel will be staged and requested if needed.
- When directed, firefighters responding to Non-Structure calls should wear a surgical mask after exiting the truck.
- Firefighters responding to CPR or any calls requiring patient care should wear an N95 mask, gloves, and eye protection.
- Notify a Line officer if you feel you've been exposed to COVID-19.
- Explorers will NOT respond to any calls until further notice.
- Truck Decontamination:
  - Station managers will perform this task during their shift (M-F 7am – 5:30pm).
  - After hours and on weekends, the crew will spray the interior of the apparatus with the provided aerosol disinfectant and perform any other decontamination activity that a Line office may direct.

- Once fire calls are placed back in service, any personnel remaining at either fire station are excused and may leave the premise **unless** manpower is specifically requested to wait and assist with placing the apparatus and equipment back into service.

### **Training and Meetings:**

- Both firehouses will remain closed to families, exempts, band, the outside public and any individual not directly involved with maintaining the firehouse or responding to calls.
- Daily coffee meetings, group workouts, car washing/maintenance, etc., are on-hold until further notice.
- One on One Driver Training will be permitted with authorization of a Line Officer.
- Online drills will continue.
- At the Chief's discretion, a crew of not more than 1 firefighter may take an apparatus out for a neighborhood drive-by such as a birthday or 2020 graduate celebration. Trucks may not stop for a static display after the event.
- All company and committee meetings will continue to be held virtually via WebEx. If a particular committee requires having an in-person meeting on premises, they should contact the President or Vice-President for guidance before proceeding.
- Civil Officers and committee members are allowed at the stations to conduct official department business as it relates to their positions of responsibility.
- Group Fitness Sessions will continue as virtual program only for the foreseeable future.
- Individual work out routines utilizing the fitness rooms are NOT allowed at the present time.
- Fire Prevention activities including firehouse tours, fire safety education deliveries, open house, and car seat inspections are on hold until further notice.
- All department social events have already either been cancelled or are currently on hold. Pending events will be re-evaluated as the time and nature of the event approaches. Committee Chairs of these events should remain in contact with the President or Vice President regarding any time sensitive requirements.

### **Offices:**

- Occupancy of any given office should be limited based on social distancing criteria.

### **Personal Decon at Home:**

- When you consider the risks associated with exposure to communicable disease and the protection of your family and other loved ones, the last resort should be to return home potentially contaminated. However, there may be circumstances where there is no other alternative and so it is prudent to develop a plan of what you can do to lower the risk. Key here is thinking through what's required before you have to do it. Develop a plan, try it out to ensure it works, and then stage your necessary supplies where you can easily access and use them.

Commissioner Peets moved, seconded by Commissioner Shalvoy, to adopt a policy on Covid-19 as submitted.

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

Commissioner Schenkel commented that the district should move toward reopening the fire stations as quickly as possible. Commissioner Peets stated that the policy is a living document that will be revisited at the next board meeting.

### **Treasurers Report**

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

-Commented on remarks contained in his written report.

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

*The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Rickett, who abstained as he did not receive the report due to ongoing email delivery issues.*

Commissioner Schenkel moved, seconded by Commissioner Shalvoy, 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 Rickett 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 8:18 p.m.*

Respectfully submitted,  
Edwin R. Jeffries, Secretary