

APPROVED

THE PITTSFORD FIRE DISTRICT

Minutes of the Regular Meeting of July 9, 2020

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

Also present: Chief Yaeger, Assistant Chief Ryan, Administrator Ockenden and Treasurer Henry

Commissioner Peets called the meeting to order at 7:30 PM with the pledge to the flag and moment of silence for first responders and members of the armed forces.

Chiefs Report

-Reported 416 calls year to date the department assisted in a search for a missing person on June 15th and responded to multiple garage fires in East Rochester on July 8th.

-Recommended a firefighter for driver certification

-Reported that Captain Dupra may have a training structure available. This would be for non-live fire training from July 20 – 27.

Commissioner Schenkel moved, seconded by Commissioner Shalvoy, to designate Firefighters Laboski as a driver for Rescue 388 as he had met the required training.

The motion carried by an Aye vote of commissioners present

Commissioner Wallace moved, seconded by Commissioner Rickett, to authorize the use of a structure located at 123 Sunset Boulevard for training pending receipt of a hold harmless agreement from the property owner.

The motion carried by an Aye vote of commissioners present

Administrators Report

-The installation of vehicle repeaters for the new county radio system has been completed

-Preventive maintenance on apparatus had been paused due to the Covid situation but is now continuing with three trucks to be completed soon.

-An RFP was circulated for driveway sealing at station 2. Five proposals were picked up and three quotes were received.

-Hose testing will commence on July 14th

Approval of Minutes

Following a review, Commissioner Schenkel moved, seconded by Commissioner Shalvoy, to approve the minutes of the June 11th and regular meeting as submitted.

The motion carried by an Aye vote of commissioners present

Public Input

Members of the fire department attended the meeting seeking clarification as to the process of 'reopening' the fire stations as a result of the Covid-19 crisis. Suggestions were made regarding some of the functions that could occur at the stations with an eye toward allowing for firefighter physical fitness and group activities while maintaining safe social distancing. The board expressed that they too, are frustrated by the need for controlling access as necessary for health and safety reasons and are intent on reopening activities as it becomes safe to do so.

Speakers acknowledged that the board has a difficult mission in balancing health and safety with free access to the fire stations.

Commissioner Rickett Report

-No report

Commissioner Lusk Report

-No report

Commissioner Wallace Report

Commissioner Wallace stated that the board district is planning for its 2021 budget and asked that capital budget requests be submitted by July 31st. He will be sending copies of the current capital expenditure plan to the board.

Commissioner Schenkel Report

-a discussion took place regarding modifying the reopening plan, following discussion:

Commissioner Schenkel moved, seconded by Commissioner Lusk, to allow a physical fitness class to be held outdoors with certain restrictions.

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

Commissioner Schenkel moved, seconded by Commissioner Lusk, to allow a gathering of members of the fire department at specified outdoor areas of station 1 and 2 with certain restrictions.

The motion carried by an Aye vote of commissioners present, with the exception of Commissioners Peets and Shalvoy, who voted Nay

Commissioner Shalvoy Report

-Personnel will be notified of the modifications to the district facilities opening plan by the president of the fire department.

-The new PlymoVent system at station 2 requires some modifications. Administrator Ockenden is working with the vendor to address concerns. It was suggested to the chief that drivers be advised to exit the bays slowly to minimize possible damage.

-Several dead plantings at both stations will be replaced.

-Reported on quotes received for driveway sealing at station 2. Bids will be reviewed to determine who the lowest responsible bidder who meets job specifications is.

Bella Paving: \$3,600.00

Magic Seal: \$4,950.00

Affordable Sealcoating & Paving: \$6,900.00

Commissioner Shalvoy moved, seconded by Commissioner Wallace, to approve the awarding of contract for driveway sealing and striping at a cost not to exceed \$6,900.00.

The motion carried by an Aye vote of commissioners present

Commissioner Willard Report

-Commended Treasurer Henry for his work to update the fleet replacement schedule. Tentatively, the replacement schedule for apparatus will call for pumpers to be replaced after ten years and aerial devices after fifteen years. Commissioner Schenkel called for an annual formal review and approval of capital spending plans.

Commissioner Peets Report

Recognized the effort being devoted to the capital plan and reiterated that the district must use diligence to adhere to the replacement schedules.

-Reported bids will be going out for work to be performed in the rear of station 1. Following the August 4th bid opening, the board will review the bids and make a decision on moving forward with the project.

Commissioner Willard moved, seconded by Commissioner Wallace, to approve the revised capital expenditure plan submitted.

The motion carried by an Aye vote of commissioners present

Communications

-None

Unfinished Business

-None

New Business

Commissioner Peets moved, seconded by Commissioner Willard, to hold the annual budget hearing on October 20, 2020 at 7:00 p.m. Also to hold the regular

monthly meeting on October 20th at 7:30 p.m. Both events will be held at station 1, 8 Monroe Avenue.

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.

-Reimbursable expenses for Covid-19 preparedness expenses are less than \$2,500.00

-To date, approximately \$29,500 has been expended from the Repair Reserve Fund, as previously authorized by the board.

-A review of the annual audit was conducted by Commissioners Peets and Wallace. The audit was performed by Sean Hucko, CPA, who reported that no issues existed. Due to the Covid crisis, Mr. Hucko will not attend a future board meeting to formally present the audit. Copies of the audit are available for review by commissioners.

-All mandated financial filings for the 2019 fiscal year have been completed.

-Treasurer Henry recently completed a training program conducted by the Department of Homeland Security.

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

The motion carried by an Aye vote of commissioners present

Commissioner Shalvoy moved, seconded by Commissioner Wallace, to approve the payment of the audited invoices as submitted. It was noted that payments to Penn Diesel and PlymoVent will be withheld pending clarifications.

The motion carried by an Aye vote of commissioners present. Commissioner Schenkel abstained on voting on an invoice from Alpine Software.

Commissioner Willard complimented Treasurer Henry on his diligence in compiling financial reports and capital spending plans.

Adjournment

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

The motion carried by an Aye vote of commissioners present and the meeting was adjourned at 9:47 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary