

APPROVED

THE PITTSFORD FIRE DISTRICT

Minutes of the Regular Meeting of August 13, 2020

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

Absent: None

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 502 calls year to date
- Reported for Captain Dupra that the Bushnell's Basin Fire Department would like to use the forcible entry training prop at station 2 for six to seven firefighters.
- The county radio system is in transition from analog VHF to 700 MHz digital modes. The transition has been smooth so far.
- The Freedom Horse statue located on route 490 has been removed to repair damage caused by vandals. The vendor performing the repair has asked Pittsford for a ladder truck to participate in the replacement of the statue on September 10th. Additional information will be obtained regarding the request.

Commissioner Shalvoy moved, seconded by Commissioner Schenkel, to permit the Bushnell's Basin Fire Department to utilize the forcible entry training prop at station 2. *The motion carried by an Aye vote of commissioners present*

Administrators Report

- Preventive maintenance on all apparatus had been completed.
- A siren and lighting issue on Squad 387 has been addressed. Hose testing has been completed. Seven lengths failed testing. The failed lengths averaged fourteen years of age.
- Driveway sealing at station 2 has been scheduled.
- Front LED lighting at station 1 has been completed.

Commissioner Shalvoy moved, seconded by Commissioner Schenkel, to designate as surplus seven lengths of hose as they are no longer serviceable: Inventory numbers 1405, 1118, 3124, 5039, 1070, 2027 and 30601.

The motion carried by an Aye vote of commissioners present

Approval of Minutes

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

The motion carried by an Aye vote of commissioners present, with the exception of Commissioner Willard, who abstained as he was not present at the beginning of the meeting.

Public Input

Firefighter Brian Kirkebye addressed the board, inquiring as to plans to install a vehicle exhaust system at station 1. Chairman Peets advised him that the issue is being studied. Due to vendor availability, no timeframe is currently available.

Commissioner Rickett Report

-Researched whether the American flag should be flown at full or half-staff. State sources indicated that the Governors' directive for the display of flags at half-staff is still in effect.

Commissioner Lusk Report

-Studying the feasibility of placing an awning on the carriage house. Costs would be in the range of \$20,000.00 and contractors are booking six to twelve weeks into the future.

Commissioner Wallace Report

-Stated that the district is planning for its 2021 budget and asked that budget requests be submitted promptly if not already in.

-The state Tax Levy Cap for 2021 will be under two percent.

-Submitted proposals to upgrade email and IT systems. The district would transition to Microsoft Office 365 in its' cloud form. This will improve efficiency and security for the district. Five vendors for the transition service were polled and the estimates received were very comparable.

Commissioner Wallace moved, seconded by Commissioner Shalvoy, to engage Optimal Technology to facilitate the transition to Office 365 at a cost of \$1,000.00.

The motion carried by an Aye vote of commissioners present

Commissioner Wallace moved, seconded by Commissioner Shalvoy, to purchase five licenses for Office 365 at an annual total cost of \$1,116.00

The motion carried by an Aye vote of commissioners present

Commissioner Wallace moved, seconded by Commissioner Schenkel, to engage Just Solutions to conduct an assessment of district IT infrastructure needs at an annual cost of \$2,000.00

The motion carried by an Aye vote of commissioners present

Commissioner Willard Report

-Reported that he is reviewing the current LOSAP point reports. The state approved awarding of points for each month of the Covid crisis but confusion exists as to how they will be applied. Corrections in the report may be submitted up to April of 2021.

Commissioner Schenkel Report

-No report

Commissioner Shalvoy Report

-Reported that engines 382 and 385 will be advertised for sale simultaneously. Whichever receives the best offer will be sold. If engine 385 is sold, 382 will go into reserve at station 1 when new engine 384 is placed in service. At that time, engine 383 will be first out at station 2.

Commissioner Peets Report

-Thanked everyone for their patience during the station 1 floodlight replacement. Unforeseen circumstances caused delays, but the project is now complete.

-Presented plans and bids for the station 1 rear driveway project. The project will improve parking, alleviate damage to the retaining wall and provide safer wintertime traction for pedestrians. There were seven bidders on the project.

Commissioner Peets moved, seconded by Commissioner Schenkel, to award a contract to DiFiore Construction for the station 1 rear driveway project as previously approved through permissive referendum. The contract price is \$214,500. With contingencies, the total project cost is expected to be \$260,000.00.

A review of bids by SWBR Architects determined that DiFiorie was the lowest responsible bidder.

The motion carried by an Aye vote of commissioners present

Communications

-The district workers compensation insurance carrier forwarded a certificate of recognition stating that the district had no injury claims during the concluded policy year.

-The Pittsford Fire Department forwarded the names of individuals elected to membership in the department.

Commissioner Schenkel moved, seconded by Commissioner Shalvoy, to approve the memberships of Anson Ardieta and Benjamin Morton as members of the Pittsford Fire Department, pending successful completion of their entry physicals.

The motion carried by an Aye vote of commissioners present

Unfinished Business

-None

New Business

-The secretary reported that meeting minutes are now posted on the fire district website for public viewing.

-The board reviewed a document submitted by the line and civil officers of the fire department to amend certain provisions of the district Covid-19 Fire Station Phased Reopening Policy. The commissioners and officers discussed how to best protect the health and safety of firefighters while allowing firefighters to increase access to district programs and facilities.

A bid was approved for the station 1 rear parking lot project. As the timetable has not been set, and a parking plan must be developed, the district could not consent at this time to using station 1 for flu clinics this fall.

Commissioner Schenkel moved, seconded by Commissioner Shalvoy to approve in-person drills capped at fifty members per station. (Drill will be held at one station unless participation levels exceed fifty which will necessitate group separation) This will include station and scene support members. Members may participate in drills up to the level of their duty classification. (Social Distancing & Covid Safety Protocols apply)

With appropriate notification and approval from a Line Officer, members will be allowed into either station during pre-approved hours for established Mandatory Makeup Training. Training will be limited to the apparatus floor levels at both stations.

(Social Distancing & Covid Safety Protocols apply)

The motion carried by an Aye vote of commissioner's present

Commissioner Shalvoy moved, seconded by Commissioner Schenkel to allow a maximum of two members (members and staff only) to utilize the exercise rooms at station 1 and 2. A maximum of two persons may be in the room. All proper distancing and precautions must be observed and it must be stressed to conduct proper disinfecting of equipment. Masks should be worn until members are inside the exercise rooms. A member assisting with another members' work out (spotting) must wear a mask. Members should use the rear stairs to access the workout rooms. Members may obtain a beverage. (Social Distancing & Covid Safety Protocols apply)

The motion was approved: Voting Aye: Commissioners Rickett, Wallace, Lusk, Willard, Shalvoy and Schenkel

Voting Nay: Commissioner Peets

Commissioner Schenkel moved, seconded by Commissioner Shalvoy to allow members (members and staff only) to utilize the exercise rooms at station 1 and 2 at times that firefighters are allowed in the fire stations. All proper distancing and precautions must be observed and it must be stressed to conduct proper disinfecting of equipment after use. Masks should be worn until members are inside the exercise rooms. A member assisting with another members' work out, (spotting) must wear a mask. Members should use the rear stairs to access the workout rooms. Members may obtain a beverage.

(Social Distancing & Covid Safety Protocols apply)

The motion was approved: Voting Aye: Commissioners Rickett, Wallace, Lusk, and Schenkel

Voting Nay: Commissioners Willard, Shalvoy and Peets

Commissioner Lusk moved, seconded by Commissioner Rickett, that with appropriate notification to a line or civil officer, members may access the stations for specific purposes such as signing out loaned equipment and filling ice chests. A sign out sheet and health screening tools will be provided. A mask must be used if encountering district personnel. Entry to station 2 should be by the rear stairway.

The motion carried by an Aye vote of commissioner's present

Commissioner Schenkel moved, seconded by Commissioner Shalvoy to allow the fire department to hold in-person monthly meetings, which may exceed fifty members. If weather allows, they may be held outside or in the truck bays at station 2 only. All proper distancing must be observed (except when seated with an immediate family member). Members may arrive thirty minutes before and must depart within fifteen minutes after the meeting. Health screening tools will be provided and completed by members attending. Masks must be worn until seated. No food will be served. It will be the responsibility of the President to ensure setup and breakdown of all tables and chairs is completed at the conclusion of the meeting. All items will be disinfected as per previous approved directives for *meetings*.

The motion carried by an Aye vote of commissioner's present

A proposal to allow the November Company Meeting in the truck bays at Station 1 was tabled due to anticipated construction project during that time period. The President agreed to research other options for that venue.

Commissioner Schenkel moved, seconded by Commissioner Shalvoy that a proposal to allow indoor socialization at the carriage house and the basement of station 2 was tabled pending further review.

The motion was approved: Voting Aye: Commissioners Peets, Rickett, Wallace, Lusk, Shalvoy and Schenkel

Voting Nay: Commissioner Willard

A proposal to allow use of district equipment for vehicle cleaning was tabled pending further review

Commissioner Peets moved, seconded by Commissioner Shalvoy, to authorize district personnel Peets, Ockenden and Payne to travel via air to Appleton, Wisconsin from August 31st to September 2nd for the purpose of reviewing plans to construct a fire engine as previously approved.

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 that the assessed value of the fire district grew by less than \$13.9 million dollars, which will affect the computation of the district tax rate.

-Work on the 2021 budget is progressing. Staff will be meeting with line officers to analyze budget priorities.

-An expense to facilitate implementation of the new county Computer Aided Dispatch (CAD) program is expected but no details are yet available.

Commissioner Wallace moved, seconded by Commissioner Schenkel, to authorize the transfer of \$7,834.00 from the Capital Building Reserve Fund to the general fund to meet the expense of installing floodlighting at station 1.

The motion carried by an Aye vote of commissioners present

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

The motion carried by an Aye vote of commissioners present

Commissioner Shalvoy moved, seconded by Commissioner Schenkel, 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 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 9:55 p.m.

Respectfully submitted,
Edwin R. Jeffries, Secretary