

APPROVED

**THE PITTSFORD FIRE DISTRICT
November 12, 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 force.

Andy Petrosky, a representative of Stantec Consulting Services, outlined the firms' experience and qualifications. He outlined their proposal to provide a detailed assessment of fire district needs and provide a recommendation for facilities to service fire district needs for twenty-five years. The proposal will be reviewed by the board.

Caucus Meeting

The Secretary read letters received from individuals requesting that they be placed on the ballot for the annual fire district election. Two seats will be elected for five-year terms of office commencing January 1, 2021

Patrick Whelan, 15 West Jefferson Road, declared his candidacy for the seat currently held by Harry Lusk

Mark Shalvoy, 44 Greenwood Park, declared his candidacy for a seat which he currently holds

Patricia Cline, 3 Aden Hill, declared her candidacy for a seat currently held by Mark Shalvoy

The Secretary stated that all three would appear on the ballot. As the meeting was held virtually, the Secretary proposed that he would conduct a coin flip with witnesses to determine ballot position. Candidates Shalvoy and Cline agreed to the proposal.

Chiefs Report

-Reported 727 calls year-to-date, with nothing of significance
-Submitted a request to purchase turnout gear for incoming officers
-Reported on a recommendation of the line officers in light of the alarming rise in Covid-19 infections locally and nationally. Recommended that fire station access be limited to essential personnel only. Masks will be worn at all times at drills, in the stations (when not seated and at least 6' apart), on fire apparatus and at scenes. That travel restrictions conform to current NY State policies,
President Cline added that the fire department has reverted to having meetings virtually to minimize personal contact. Not allowing exempts or in-person exercise classes. It is permissible for active members to work out with no more than two members in the workout rooms at a time.

Commissioner Shalvoy moved, seconded by Commissioner Rickett, to authorize the purchase of turnout gear in an amount not to exceed \$4,400.00

The motion carried by an Aye vote of commissioners present

Commissioner Schenkel moved, seconded by Commissioner Shalvoy, to approve the recommendations made by the fire department pertaining to Covid-19 modifications

The motion carried by an Aye vote of commissioners present

Approval of Minutes

Following a review, Commissioner Wallace moved, seconded by Commissioner Willard, to approve the minutes of the October 20th meeting as submitted.

The motion carried by an Aye vote of commissioners present

Public Input

-None

Commissioner Rickett Report

-Reported that a grant application made by the district relative to personnel accountability was unsuccessful

Commissioner Lusk Report

-No report

Commissioner Wallace Report

-Reported that specific plans for Information Technology management will be submitted at the next board meeting

Commissioner Schenkel Report

-Reported that he plans to submit a listing of options for 19 North Main Street at the next meeting. He welcomed input from fire commissioners

Commissioner Shalvoy Report

-No report

Commissioner Willard Report

-Reported that accepting the state mandate awarding LOSAP points due to the Covid crisis is under consideration. It has been determined that, under the mandate, the points awarded will not be applied to fire points. Members must earn the full twenty-five fire attendance points for the year.

Commissioner Peets Report

-New Engine 384 has cleared engineering and is slated for production. Drawings will be posted for viewing.

-A proposal for a truck bay exhaust system for station 1 will be presented at the next meeting. He commended Administrator Ockenden, Business Manager Henry and Commissioner Shalvoy for their time and effort in the project

-The rear parking lot and retaining wall project is progressing, with paving expected in the next few days. Provisions have been made for heating tubes to be placed under the new sidewalk to facilitate the later possibility of heating the sidewalk to prevent slipping and falling hazards. He thanked Administrator Ockenden, Business Manager Henry and Commissioner Shalvoy for their input.

Communications

-Letter from Larry Cooper advising the board of his resignation from his part time position effective 12/31/20

-Notification from the Village of Pittsford of lead agency status for the *Active Transportation Plan & 2020 Supplement*

-Letter from Chief Yaeger and President Cline requesting that district policies regarding travel and quarantine conform with state mandates. This topic was covered under the policies as presented earlier in the meeting by the line officers, and approved by the board

-Notification from the fire department of the acceptance for membership of two applicants.

Commissioner Shalvoy moved, seconded by Commissioner Rickett, to approve the membership in the Pittsford Fire Department of two new members, pending completion of their district physicals:

Quentin Tan, residing at 47 Arbor Creek Drive

Ronald DeCamella, residing at 14 Pheasant Hollow

The motion carried by an Aye vote of commissioners present

Administrators Report

-Reiterated that the district was unsuccessful in securing a grant application for personnel accountability

-District physicals are close to being caught up. The Covid situation will be monitored in scheduling physicals going forward.

Unfinished Business

-None

New Business

Commissioner Wallace updated the board on the process of engaging a vendor for Information Technology services. After study and references provided from other fire districts, he is recommending the appointment of Just Solutions. They will provide specified services under a monthly contract. Treasurer Henry stated that funds for the contract are provided for in the 2021 district budget.

Commissioner Wallace recognized Larry Cooper for his excellent work in the IT area over many years.

The board reviewed safety precautions for the conduct of the annual district election. Necessary precautions will be put in place.

Commissioner Wallace moved, seconded by Commissioner Schenkel, to approve the engagement of Just Solutions to provide IT services to the district

The motion carried by an Aye vote of commissioners present

The board set January 7, 2021 as the date for the Organizational meeting and January 14th as the first Regular board meeting. The board may review the dates in December with the possibility of combining the meetings.

Treasurers Report

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

-The annual tax levy was hand delivered to the Town Clerk and Finance Director

-The program to use NYCLASS to increase earnings on district funds is moving forward, with a laddered approach to investing. Vehicles such as Certificates of Deposit will be managed to invest funds while meeting obligations

-The Treasurer met with the districts' independent auditors to prepare for the 2020 district audit

-To date invoices totaling \$105,000 have been received for work on the station 1 parking lot and retaining wall project. Funds will be transferred from the Capital Building Reserve Fund to meet this obligation

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

The motion carried by an Aye vote of commissioners present

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 Schenkel moved, seconded by Commissioner Rickett, 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