

APPROVED

**THE PITTSFORD FIRE DISTRICT
December 8, 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 Yeager, Assistant Chief Payne, Administrator Ockenden, Treasurer Henry

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, and especially remembering recent passing of Pittsford FD Past Chief Pat Dwyer.

Motion Rickett, second Willard to set aside one page in District Minutes in memorial of Past Chief Pat Dwyer. *The motion carried by an Aye vote of all commissioners' present*

Numerous comments from Commissioners and Line Officers on the fine sendoff for Past Chief Dwyer and special thanks to members of the Department and Chairman Peets for their tireless efforts to coordinate the memorial. Many positive comments from the community were received as well recognizing the special effort put into the memorial.

Chiefs Report

- Reported 776 calls year-to-date, with nothing of significance
- As this is his last commission meeting, Chief expressed his thanks to all the commissioners for the support he has received during his two-year tenure as Chief.
- Chief Yeager turned over to Chief Payne to discuss latest mutual aid changes with Brighton Fire District (BFD).

Chief Payne:

- He reported that latest changes implemented will affect less responses to BFD on high-rise calls but more auto mutual aid on Struct A calls. In total should be about neutral effect on total calls.

Approval of Minutes

Following a review, Commissioner Willard moved, seconded by Commissioner Wallace, to approve the minutes of the November 12th 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, but thank you's from Chairman Peets, Commissioner Schenkel for Commissioner Lusk's service to the board and community. Hopes he will be at Dec 22 meeting.

Commissioner Wallace Report

-Reviewed proposal to proceed with IT capital infrastructure rebuild proposal from Just Solutions. Secured onboarding cost reduction of \$1600, and agreement that they will not invoice us for the cost of the project until after 2/15/21 and receipt of the Tax Levy Check.

-Question from Commissioner Shalvoy on what is in scope and Treasurer confirmed all District buildings including Carriage House are in scope. Motion Wallace, second Schenkel to accept the proposal with total cost not to exceed \$18,500.

The motion carried by an Aye vote of commissioners present.

-Presented and reviewed latest quote for audit services from Sean Hucko, CPA. This is third year of the agreement and includes all internal audit services, AUD , 1099, and bank certification filings. Motion Wallace, second Rickett to accept proposal for base fees of \$5825.

The motion carried by an Aye vote of commissioners present.

Commissioner Schenkel Report

-No report

Commissioner Shalvoy Report

-No report but expressed his desire that the District review and adopt the COVID LOSAP service credit options afforded by state mandates as some members have expressed concerns about the impacts to their status for 2020. Commissioner Wallace quoted state mandate guidance and after discussion it was agreed that Commissioner Willard will come back to the Board at the December 22nd meeting with a proposed draft resolution for discussion and action after review by our legal counsel.

Commissioner Willard Report

-Reported receiving proposal from Penflex for 2021 LOSAP service program and pending confirmation of final quote has requested we continue with them Motion Willard, second Wallace to continue with Penflex with base services quote of \$3350.

The motion carried by an Aye vote of commissioners present.

Commissioner Peets Report

-Commissioner Peets asked if anyone had any questions on the Stantec proposal for the District Facilities and Needs Assessment Project as presented in last months meeting and sent to each commissioner via email for review and question. Commissioner Rickett questioned if 19 N. Main St. would be part of the project and Chairman Peets clarified that all district buildings and grounds are in scope for the project. Commissioner Rickett also commented that is his hope that we do not just expend dollars on another study and don't

do anything with it. Chairman Peets stated that it is absolutely his intention to see this process to conclusion and insure we have a plan of action that looks out into the future for our operational needs and it includes input from all the constituencies that utilize the facilities including district, line officers, civil officers, FF's, explorers, exempts, and taxpayers. Commissioner Shalvoy shared that he will be abstaining from all votes as he has a relative who works for Stantec. Motion Peets, second Shenkel to approve proposal from Stantec for Phase I / Phase II of Facilities Needs Assessment Project for a sum not to exceed \$55,000.

The motion carried by an Aye vote of commissioners present.

-Status on station #1 project, down to final punch list items and awaiting some wall cap blue stone material. Expect a final walkthrough and wrap-up by end of the month, final landscaping to wait until spring.

-New Engine 384 has a tentative build date of 3/6/21 with final inspection targeted for 3/15/21.

-Reported receiving offer from East Rochester FD for E385 in the amount of \$180,000. He will be collecting more details from ER on timelines and will continue discussion with Line Officers on operational impacts and status the board at the December 22 meeting. Chief Payne requested the opportunity to present to Board as well on their operational concerns.

Communications

-Letter from Pittsford Fire Department regarding FF Meghan Tremaine's new residency outside the district and supporting her continued membership. Motion Wallace, second Schenkel to approve, residing at 999 Pittsford Mendon Road, Pittsford.

The motion carried by an Aye vote of commissioners present.

-Letter from Fishers Fire District requesting a letter of support for their implementation of providing ALS services to their district surrounding agencies. Discussion and request for Chief Yeager to attempt to collect more information from Fishers Chief and report back to the Board at the Dec 22nd meeting. Treasurer scanned and emailed Fishers letter to Chief Yeager at conclusion of the meeting.

-Read summary of letter from Pittsford Fire Department on elections of Line Officers for 2021 as well as all members living outside the district. Letter will be acted on in January Organizational Meeting.

Administrators Report

-Administrator Ockenden updated board on progress with securing a quote for a vehicle exhaust system for Station #1. To maintain standardization of vehicle exhaust connections, it is recommended we standardize on the Plymovent System as currently in use and upgraded at Sta#2. An email was sent to all commissioners with copy of the *RESOLUTION TO ADOPT THE PLYMOVENT VEHICLE EXHAUST REMOVAL SYSTEM AS STANDARD FOR DISTRICT*. The Standardization verbiage was reviewed by the administrator with no questions from the Board. Motion Peets, second Shalvoy to adopt the standardization resolution.

The motion carried by an Aye vote of commissioners present.

-The quote received from sole source supplier Air Cleaning Systems for installation of a Plymovent Vehicle Exhaust System for Station #1 was reviewed with no questions received from the board. Motion Peets, second Shalvoy to accept the quote from Air Cleaning Systems of \$62,881 with a not to exceed of \$65,000.

The motion carried by an Aye vote of commissioners present.

Unfinished Business

-None

New Business

The board discussed and reset January 7, 2021 as the date for the Organizational and first Regular board meeting to begin at 19:30 at Station #2 if so allowed by COVID protocols in place, if not we will fall back to a Webex only conference call. The Board will make the final decision at the Dec 22nd meeting. Motion Schenkel, second Willard to adopt the change in schedule.

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.

-The annual tax levy of \$2,322,008 was confirmed and processed with Monroe County by the Town Finance Director with a confirming phone call and email. Latest email from Mr. Luke stated no further update from the County as of 12/8/20 but he has sent an email to MOCO requesting an update.

-Bills of note, Station #1 Parking Lot Project Pay Application #3 of \$95,531.52 with a balance to pay on the project of \$22,307.86 including retainage. Funds will be transferred from the Capital Building Reserve Fund to meet this obligation as approved in the permissive referendum.

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

The motion carried by an Aye vote of commissioners present

Commissioner Wallace 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 Willard to adjourn the meeting.

The motion carried by an Aye vote of commissioners present and the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Timothy P. Henry, Treasurer, acting on behalf of Secretary Ed Jeffries