



MENDON FIRE DISTRICT
Board of Commissioner
District Meeting Minutes (Approved)
August 13th, 2026



ROLL CALL (meeting called to order 19:02 hrs. on 08/13/2026 by R. Wilsey)

PRESENT	NAME	CAPACITY	NOTES
No	Arman, Mike	MFD Vice President	
No	Baumer, Heidi	Treasurer	
No	Considine, Dan	Commissioner	
No	Fletcher, William	General Counsel	
Yes	Francesco, Gregory	MFD Training officer	
Yes	Friedlander, David	MFD Deputy Chief	
Yes	Joint, Richard	Commissioner	
No	Kester, Peter	MFD Assist Chief	
Yes	Chip Knapp	MFD President	
No	Sellman, Tom	Secretary	
No	Shipe, John	Commissioner	
Yes	Shuler, Steve	Commissioner	
Yes	Tschiderer, Steve	MFD, Chief	
Yes	Wilsey, Ryan	Commissioner (Chairman)	

PUBLIC COMMENT

None.

CALENDAR / MEETING ROOM REQUEST REVIEW

R. Wilsey motioned to approve the following date change for existing room request. This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0

Change from 10-08-2026 to 10-07-2026 NY Forestry Assoc. <M. Arman sponsor>

SECRETARY ITEMS

Past Meeting Minutes -- S. Shuler motioned that the minutes for the July 9th 2026 District meeting be approved. This was seconded by D. Joint and passed by unanimous consent by those present: 3-0-0.

2nd Quarter 2025 District Incentive Pgm Payout -- R. Wilsey reviewed the pending payment for the 2nd quarter (as detailed in a reminder to the Board on Aug. 10th from Secretary Sellman (**see Appendix F**)). R. Wilsey made a motion to pay the amount due as documented. This was seconded by S. Shuler and passed by unanimous consent by those present: 3-0-0 .



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SECRETARY ITEMS (cont.)

Emails to/from District since last District Meeting:

Rcvd: From Monroe Cnty : update on Taylor Rd Bridge Project
Rcvd: FF C. Knapp non-LOSAP medical
Rcvd: Training Safety MFR: FF injury
Rcvd: Schoff property re-categorization
Rcvd: Driving incidents (365 / 3617)
Sent: District Response to SCJ Cariola to Hourle complaint
Sent: Legal Notice for Surplus Vehicle Bid

MENDON FIRE DEPT BOARD OF DIRECTORS REPORT (by MFD President C. Knapp)

- reviewed status of the new member's building & antique truck storage bays – bay siding 95% complete, LVT flooring next stage.
- Knapp initiated a long discussion by submitting a proposal for budget consideration on Sept 3rd. The proposal as presented spoke to payments for volunteers to be in-station for various shifts. Values for some anticipated participation ranged from \$40K to \$ 87K.

CHIEF'S REPORT

See **Appendix A** for content of Chief Tschiderer's report. R. Wilsey motioned to accept the Chief's report. This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0.

Purchase Orders

- 26-18 : The Fire Store – Window Glass Punch: qty 5 @ 7.09 – total \$35.45
- 26-19 : Fire Hooks Unlimited - LDH Hose Hooks: qty 2 @ \$99 - total \$198.00
- 26-20 : BLS Provider CPR – AHA BLS Provider CPR: qty 3 @ \$85 – total \$255

R. Wilsey motioned to approve the above purchase orders. This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0.

TREASURER'S REPORT

Voucher & Reconciliation Review

Under questioning, all Board members read the Treasurer's report. See **Appendix B** for submitted content. R. Wilsey motioned to pay the bills and approve the report. This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0.



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OPERATIONAL COMMITTEE REPORTS

Apparatus (R. Joint)

Vehicle/Equip	Issues/Problems/Plans
364	No issue
365	No issue
367	No issue.
3617	No issue
3618	No issue
Haul Trailer	No issue
3c16	No issue
3c26	No issue.

Commissioner Joint reviewed status of white Chief's vehicle that was surveyed out of service last month commending the District Administrator's clean-up job in preparation for sale. It was suggested that it be put out side and the digital sign include reference to the vehicle's sale.

Capital Projects / Special Projects (S. Shuler & R. Wilsey)

NYS VFIRE Grant Project Status

S. Shuler noted that the gentleman overseeing the NYS Grant reimbursement process has given a positive progress report. Current punch-list includes a couple sprinkler fittings.

Roof Replacement and Solar System Installation

Per S. Shuler, NYSERDA approval the week of Aug 12th. The ITC portal (required for rebate processing) is setup and panel installation should be starting mid-September. There was brief discussion as to what would be the logistics with regards to temporary storage areas for materials.

Buildings and Grounds

S. Shuler announced he's issued an RFP for driveway resealing due for the September District meeting. Clock-tower roofing was provided as a bonus to offset some earlier issues during the main roof installation. C. Knapp noted permission for heavy equipment parking by the Town during recent road work given in exchange for asphalt road millings.



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Personnel & Leadership (conducted by R. Wilsey)

District Administrator's Report

R. Wilsey reviewed several items within the report. S. Shuler motioned that the District Administrator's report (see **Appendix C**) be approved. This was seconded by R. Wilsey and passed by unanimous or those present: 3-0-0.

Training Officers Report

See **Appendix D** for content of Capt. Francesco's report. There was discussion with respect to training hours submitted and what was/was not compensated for. The Board indicated it difficult to evaluate without the individuals responsible being in attendance to answer questions. Commissioner Wilsey requested a mechanism to better record hours/tasks. R. Wilsey motioned that the report be accepted. This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0.

Recruiting & Retention

President Knapp remarked about the coming loss of two long-tenured members (A. Morrell and T. DeRuyscher) and temporary loss of B. Cook (pursuing career FF training). He also indicated a member prospect (carnival volunteer) has been recruited.

New District Counsel Search

Commissioner Joint noted expressed interest by attorney Jared Lusk at recent event. There was discussion with respect to the need for and RFP and the hiring's impact on the budget process. R. Wilsey made a motion that a draft RFP be created for publication to be used in the search of legal counsel (with financial impact known) so it can be incorporated into the current budget cycle review/approval.

Information/Technology (R. Wilsey)

Ryan noted that Dell monitors and kiosk hardware received for slow swap-process. He also noted an on-premise meeting with a potential vendor to address station security systems (FOB access, door locks, detectors, cameras, etc.). Noted was their flexibility in installation labor at prevailing wage. Input as to system vendors (e.g. ADT, Brivo) was ascertained as well as identification of hardware sourcing.

OLD BUSINESS

None.

NEW BUSINESS

Chief Tschiderer expressed a need to address the lack of air conditioning in the radio room. There was brief discussion with respect to a mini-split solution.



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PUBLIC COMMENT

None.

MEETING ADJOURNMENT

At 20:07 R. Wilsey motioned to adjourn the meeting. This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0.

Minutes Respectfully Submitted by

Tom Sellman,
District Secretary,
Mendon Fire District



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APPENDIX A: Chief's Report



MENDON FIRE DISTRICT
101 MENDON-IONIA RD
MENDON, NY 14506
www.mendonfd.org



August 2026 report:

165- Calls YTD, 27 since last mtg (on pace for 275, or approx. 28 call min/yr)

Calls of significance since the last meeting: M/A to HFFD, M/A to Ionia

The lack of qualified responders is a significant FF safety issue, as we need a team to respond effectively and efficiently.

2026	AVG YTD Enroute:	AVG YTD On scene
364 (54 responses)	9:33 0:06	14:22 0:17
365 (45+ responses)	9:46 0:10	14:29 0:05
367 (91 responses)	8:49 0:11	13:37 0:07
3617 (15 responses)	8:57	13:56
AVG (200 responses)	9:16 0:15	14:06 0:01

Average travel: 2.70 miles @ avg of 45 MPH - 3.36 Minutes of travel

NFPA station turn-out time is 90 seconds for a Fire call

In-house response time would be an average of 3:36+1:30=5:06 or **9 mins faster**

YTD avg attendance (on apparatus): 5.53 (+0.23) Including interior, exterior, probationary, and Fire Police

NFPA 1720: VOLUNTEER response standard: 6 qualified (**Interior**) arrive within 14 minutes, 80% of the time

"Damage"- 365 Fire Police equipment mounts broken, driver's side storage box on haul trailer won't close(fixed)

New business:

- PO's- Window punch, LDH hook, CPR, 2-Pagers
- 3C-16- oil change/NYSI next Thursday @ Autoworks

Old business:

- NERIS transition – Red Alert
 - Kiosk hardware replacement
- Terzo PPE (Rush)- \$919.00
- Grants
 - DEC- Dryer
 - AFG- Portable Radio upgrade
 - SAFER- Training Officer
- DECON Seats(Reburb, fund)- awaiting install
- Bunk room- status on bedding?
 - survey results (21 valid responses)
 - #1 Shared workspace/office area (AVG rank: 3.48)
 - #2 A full bathroom located near (same floor) as the bunks (AVG rank: 3.52)
 - #3 Individual bunk room (nonshared space w/ lockable door) (AVG rank: 3.67)
 - #4 Additional storage spaces/locations (AVG rank: 4.00)
 - #5 Individual bunk room with workspace/office (AVG rank: 4.14)
 - #6 Shared (open bay style) bunk room (AVG rank: 4.52)
 - #7 Individual workspace/office (AVG rank: 4.67)
 - EVIL/On items: Blanket (needs repair), FCL-X (in service)
 - Staffing- In-house duty shifts, per diem, career, consolidation; we need to address this growing safety concern
 - Training Officer- up and running



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APPENDIX B: Treasurer's Voucher List

August 2026 Commissioner Meeting

Payee	Amount
Alan Ng	257.37
All Seasons Window Cleaning	135.00
Capital One Trade Credit (Weiders)	32.08
Dival Safety	1,001.30
Everon LLC	358.67
Finger Lakes Castle	467.50
Firematic Supply Company	45.00
Honeoye Falls NAPA	108.72
Matthew Brassie	1,427.31
Mike Moreland's Lawn & Landscape	800.00
Morgan Rubbish Removal	83.39
Nathaniel D'alesandro	717.75
Noticestry LLC	554.45
Ryan Buchanan	1,161.01
Starr Uniform Center	350.00
Town of Mendon	821.18
Why Not Detail	320.00
Bank Balances as of 6/7/2026	Balance
CNB #5415 (checking)	\$ 158,111.35
CNB #5417 (savings)	\$ 301.88
CNB #0817 (Capital)	\$ 121,666.25
Municipal CD - 3985 (Capital)	\$ 418,049.15

Steve Shuler

Dan Considine

John Shipe

Ryan Wilsey

Richard Joint

Credit Card	
First Bank Card - Dan Considine	
First Bankcard- John Shipe	
First Bankcard- Ryan Wilsey	5,902.21
First Bankcard - Dale Sweet	2,058.37
First Bankcard - Steve Shuler	
AUTOPAY BILLS	
ATT Mobility	\$ 271.11
ATT Mobility	\$ 145.16
Spectrum	\$ 148.99
Toshiba Financial Services	\$ 248.27
Benecare	\$ 4,051.16
Monroe County Water Authority	\$ -

TOTAL BILLS \$ 21,447.00

✓ Convergent \$ 302.13
Healthworks \$ 1066.75
Rush Fire District \$ 919.80



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APPENDIX C: District Administrator Report (part 1 of 3)

To: Dan Considine
From: Dale E. Sweet

August 13th, 2026

Physicals: A few more firefighters have completed their physicals completed and letters will be going out shortly for those who will need them.

Personnel: Dale used vacation days on 7/27, 7/28, 7/30, 7/31 (Greg Francesco covered on 7/27 & 7/30 and there was no coverage on 7/28 & 7/31). Greg Francesco met on 7/16 from 09:00 – 10:45 to train/go over expectations.

Apparatus:

- **E-364** is running ok.
- **E-365** is running ok. Dale checked the passenger side intake valve on 7/14 after it struck the door frame of the building during drill the night before. It was cleaned, checked for damage, and vacuum tested. The only damage was to the storz adapter fitting, and it was easily repaired. Dale also replaced the three (3) broken rubber mounts the hold the fire police equipment on 8/10.
- **TA-3617** is running ok. The reflective tape on the front bumper was damaged at a recent drill. Dale replaced the chain that holds the tank fill cap on the rear passenger side of the truck on 7/15.
- **367** is running o.k. Dale replaced six (6) of the mounts on the tool board with new ones on 8/10. The old mounts were used on E-365 for fire police equipment. The truck went to Jessica Chevrolet on 7/17 to have the "idle shutdown" feature turned off. It went back to Jessica Chevrolet on 7/24 to have the engine "idle shutdown" feature programmed again, as it was not working after the last time it was programmed. Dale had to write a letter to GM for permission. It appears to be functioning the way we want it to now.
- **2015 Ford:** Dale worked on removing the lettering, light bar, and other equipment, as well as the storage boxes from the vehicle this week. The interior was also cleaned so it could be ready for sale.
- The remainder of the SCBA cylinders have been hydro tested by DiVal Safety.
- Kubota generator #3 is back in service. All the portable Kubota generators and the Kubota pump have been serviced.
- **ATV:** The NOCO battery conditioner that was purchased was installed by Dale on the trailer and connected to the ATV on 8/4.
- Dale washed E-365, TA-3617, and 367 and made sure that they were refueled after the fire in Ionia on 7/15.
- Purchased DEF fluid for the trucks from NAPA on 7/17.



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APPENDIX C: District Administrator Report (part 2 of 3)

New Purchase Requests Received:

- 26-18: Exclusive Brass Window Punch (5) = \$35.45
26-19: Fire Hose Unlimited Hose Hook (2) = \$198.00

Purchase Requests:

- 26-06: Helmets/Shields = \$3463.39 – ordered. Dale checked with the salesperson again today, and he is trying to track the order down as it should have been here by now.
26-11: Chief's vehicles (2) interior detailing = \$320.00 **Completed**
26-12: Turnout Coat Nameplates for 4 firefighters = \$219.00 **Shipped**
26-13: NOCO Jump Pack \$187.46 **Completed**
26-14: NOCO Battery Conditioner for the ATV = \$75.00 **Completed**
26-15: Bedding = \$352.00 some items were not available. Dale will try again tomorrow.
26-16: Pac Trac mounts (8) = \$328.53 **Completed**
26-17: EMS Supplies (prescription items) **ordered**

Building & Grounds:

- Ordered and received Castle brand car soap and degreaser. This spring Dale placed a 5-gallon bucket of car soap in the Wash Bay area, this usually lasts nine months to a year. About six weeks ago it was half full, and now it is suddenly empty!
- Picked up building maintenance supplies from Weider's Hardware on 7/17.
- Ordered and received key ring holders for the bunk room keys on 7/21.
- Dale cleaned all three (3) Air Conditioning condensers that are outside on 7/14.
- More HVAC work was done on 7/23, as the unit was found set at 65 degrees and froze/leaking water. Dale replaced the insulation on the unit's covers and dried things out. It has since been running and not cooling as it should. Commissioner Shipe was going to have Schueler Heating & Cooling check it for refrigerant.
- The Handicap Lift was repaired by Access Lift on 7/13. A battery was replaced, the first-floor door was adjusted, and it was tested for proper operation.
- Windows were cleaned per the contract on 7/29.
- Lawn mowing and bed maintenance are ongoing.
- The Bunk Room Project construction has been completed on the Nichols Team's end, except for the sprinkler head trim rings for the ceiling in the Commissioners Room.

Grant (V-Grant): We submitted the bills to the state totaling \$287,226.00. Dale worked on the forms, got information from Treasurer Baumer, worked with Commissioner Shuler and The Nichols Team for required information, and Commissioner Shipe ran documents to get signatures, and Commissioner Wilsey signed and scanned/emailed the documents in. Thanks to all for the help!



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APPENDIX C: District Administrator Report (part 3 of 3)

Insurance: Currently we have another Cancer Claim submitted. Dale spoke with Tony Blackwell from McNeil & Co. on 7/16, worked on forms on 7/21, and submitted the claim on 7/22 after it was reviewed/signed by Commissioner Considine. On 7/23 more documentation was requested and followed up by Dale.

Dry Hydrant Testing:

The dry hydrant on West Bloomfield Road will need to be retested in the future, still waiting for a date.

I hope I did not miss anything it is still busy!

Thank you,

Dale



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APPENDIX D: Training Officer Report (part 1 of 5)

Mendon Fire District
101 Mendon Ionia Rd
Mendon, NY 14506

Training Activity Report

Reporting Period: July 8, 2026 - August 12, 2026

Submitted By: Gregory Francesco

Position: Training Officer

Summary

During this reporting period, I logged 81.16 hours performing Training Division duties and an additional 20.54 hours performing District Administration duties, for a total of 101.70 hours worked.

The primary focus during this reporting period has been the continued development and coordination of the department's training program, including weekly drills, August and September drill planning, member qualification and training records, outside course registrations, BEFO/IFO coordination, apparatus and equipment training, and preparation of members attending live fire and other outside training.

Training Activities

Throughout the reporting period, I continued planning, coordinating, and supporting Monday night, Wednesday night, and Saturday morning drills. Training included water supply and drafting, apparatus familiarization, driver/operator training, skills evaluations, EMS assessments and review, and other scheduled department training.

August and September drill plans were continually developed and updated based on department needs, instructor availability, outside training commitments, and upcoming course schedules.

I also continued working with members attending OFPC, county, and other outside training, including:

- BEFO/IFO registration, orientation, and coordination for FF Bowen and FF Wachob
- BEFO registration and coordination for FF Wastowicz through Ontario County
- Fire Police course registration and coordination for FF Buys
- Wildland Search registration and coordination for FF Brassie and FF Buys
- Basic Wildland Search TAL assistance for FF Fischl
- Apparatus Operator - Aerial course registration and coordination for Lt Knapp
- Fire Officer I registration and coordination for DC Friedlander
- Rescue Technician Basic coordination for FF Brassie; ultimately did not attend after further discussion
- Rescue Technician Basic coordination for FF Torrey; ultimately was unable to attend as an observer
- EVOC training and coordination for FF Brassie and FF Ng



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APPENDIX D: Training Officer Report (part 2 of 5)

- EMT registration and certification assistance for FF Rovik
- National Firefighter I certification assistance and updates for FF Houle
- NYS/OFPC accreditation assistance and follow-up for FF Battle
- NYS LMS account, OFPC Training ID, and training account assistance for multiple members
- Training account and onboarding assistance for FF McNeil and other newer members
- General TAL preparation, review, and registration assistance for members attending state and county training
- TAL and Pump Operations training assistance for FF Ng
- Communication with Monroe County, Ontario County, Livingston County, and OFPC regarding courses, registrations, and member training
- Coordination with Ontario County Emergency Management regarding BEFO registration and course information
- Continued communication with Monroe County PSTF regarding BEFO/IFO students, apparatus support requests, and live fire scheduling
- Coordination of Mendon's apparatus and EMS support assignments for the Fall BEFO/IFO classes, including scheduling through Red Alert and distributing requests to the membership
- Distribution of upcoming training opportunities, class information, and course reminders
- Continued development and discussion of the Driver Training/Clearance packet
- Continued maintenance of firefighter training folders, qualification records, the Training Tracker, and Red Alert
- Assistance with FF Dreessen involving Red Alert and Fire Police drills
- Updates to FF Mossow's drill attendance and Red Alert training records
- Coordination of auto-extrication vehicles, including vehicles provided by Northside Salvage
- Research and follow-up regarding the IFSTA eLibrary as a potential department-wide training resource
- Preparation of the August Training Bulletin, August membership report, Line Officer Meeting report, and Commissioners Meeting training report

In addition to coordinating member training, I also completed my Live Fire Instructor and Live Fire Instructor in Charge training and am now nationally certified in both. This provides additional in-house capability for planning, coordinating, and conducting future live fire training for the district.

Additional preparation was completed for members attending BEFO/IFO and live fire training. Spare SCBAs, rope, webbing, turnout gear bags, and SCBA storage bags were prepared and made available for class use. Members were provided information regarding equipment return, decontamination, and reporting injuries or PPE/equipment issues.



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APPENDIX D: Training Officer Report (part 3 of 5)

Coordination was also completed with the Monroe County Training Center regarding Mendon's current BEFO/IFO students and the department's upcoming apparatus and EMS support assignments.

2026 Year-to-Date Training Course Completions

- FF Buchanan - NYS EMT Basic, Firefighter 2, Basic Passenger Vehicle Rescue
- FF Rovik - NYS EMT Basic Refresher, EVOC
- FF General - Firefighter 1
- FF Martin - Firefighter 2, Basic Passenger Vehicle Rescue
- FF D'Alesandro - Firefighter 2, Basic Passenger Vehicle Rescue
- FF Brassie - Firefighter 1, EVOC
- FF Ng - EVOC
- FF Cook - FDIC 2026
- Training Officer Francesco - Confined Space Technician, FDIC 2026, Instructor 3, Live Fire Instructor, Live Fire Instructor in Charge

District Administrative Support

While supporting the District Administrator during this reporting period, I completed 20.54 hours of District Administration duties.

During these shifts, I completed general District administrative duties including station cleaning and upkeep, apparatus and equipment checks, fueling and updating fuel records in Red Alert, and organizing apparatus compartments as needed. Additional work included receiving and organizing deliveries and member equipment, coordinating turnout gear for embroidery, and addressing various station and apparatus maintenance items.

Items identified or addressed during this period included:

- Three broken rubber equipment brackets on Engine 365, which were submitted for repair.
- Issues with the wash bay garage door. Commissioner Shipe and I were able to correct the immediate issue, with Alliance Garage door still being contacted to perform preventative maintenance on the door.
- Low inventory of vehicle wash soap and hand soap, both needing replacement.
- Follow-up regarding a personal item reportedly lost during an incident at the park, including contacting surrounding agencies to assist the individual in locating the item.
- Receiving and processing department deliveries, including equipment and turnout gear for members.
- Detailed documentation of the work completed during each District Administration shift was provided separately following each assignment.



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APPENDIX D: Training Officer Report (part 4 of 5)

Hours Summary

Training Hours by Category

- Training Administration and Planning - 23.50 Hours
- Training Delivery and Drill Support - 24.00 Hours
- Outside Training and Course Coordination - 15.00 Hours
- Qualification Program Development - 6.00 Hours
- New Member Orientation and Onboarding Development - 3.00 Hours
- Training Records and Administrative Management - 9.66 Hours

Training Division Total: 81.16 Hours

Training Hours by Date

- July 10, 2026 - 5.47 Hours - Drill planning, Red Alert updates, EVOC coordination, and Engine 367 training
- July 11, 2026 - 6.76 Hours - EVOC training, Red Alert scheduling, and monthly drill planning
- July 13, 2026 - 6.11 Hours - Training administration, Line Officer meeting, drill delivery, member assistance, and training record updates
- July 15, 2026 - 4.71 Hours - Drill planning and delivery, Red Alert updates, RTB coordination, and training folder updates
- July 16, 2026 - 2.22 Hours - August drill planning, RTB coordination, training hour updates, and FCL-X quick reference
- July 20, 2026 - 4.29 Hours - EMT and outside training registration, TALs, training records, BEFO coordination, and Monday night drill
- July 21, 2026 - 4.01 Hours - Drill administration, outside course coordination, live fire planning, training records, BEFO registration, and auto-extrication coordination
- July 24, 2026 - 2.42 Hours - August drill planning
- July 25, 2026 - 5.33 Hours - Drill planning, Wildland Search TAL, new firefighter orientation, and drill evaluation updates
- July 27, 2026 - 5.20 Hours - August and September drill planning, TAL preparation, Training Tracker and Red Alert updates, and Monday night skills evaluation
- July 29, 2026 - 2.12 Hours - Wednesday night drill setup, live fire scheduling, August membership report, and August Training Bulletin
- August 3, 2026 - 4.93 Hours - September drill planning, Red Alert and training folder updates, OFPC course reminders, Training Bulletin and report updates, and BEFO/IFO orientation
- August 4, 2026 - 8.44 Hours - BEFO/IFO coordination and orientation, member training assistance, course communications, EMT assistance, equipment preparation, and NYS LMS accounts



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APPENDIX D: Training Officer Report (part 5 of 5)

- August 7, 2026 - 3.73 Hours - BEFO/IFO equipment and student coordination, NYS/OFPC assistance, outside agency coordination, Training Tracker updates, and Red Alert updates
- August 8, 2026 - 5.13 Hours - August and September drill planning, Line Officer and Commissioners Meeting reports, Saturday morning drill, Red Alert attendance updates, and National Firefighter I certification assistance
- August 10, 2026 - 5.29 Hours - Red Alert updates, member training assistance, Monday night drill, IFSTA eLibrary research, TAL support, and BEFO/IFO coordination
- August 12, 2026 - 5.00 Hours - Red Alert updates, BEFO/IFO apparatus support requests, National Firefighter I assistance, Driver Training packet discussion, TAL support, NYS LMS accounts, August and September drill planning, and Wednesday night EMS assessments/review

District Administration

July 10, 2026 - 3.60 Hours - Administrative Support - see 07/10/2026 Administration email

July 16, 2026 - 1.82 Hours - Administrator training and orientation with Dale Sweet

July 27, 2026 - 8.05 Hours - Administrative Support - see 07/27/2026 Administration email

July 30, 2026 - 7.07 Hours - Administrative Support - see 07/30/2026 Administration email

District Administration Total: 20.54 Hours

Total Hours for Reporting Period: 101.70 Hours

Next Steps

The NEOP and clearance packets are with Chief Kester for review, and I'm working with Commissioner Wilsey on getting Adobe Pro set up.

The August and September drill plans are complete. Going forward, I'll be focusing on:

- Coordinating a fall live fire training with PSTF
- Continuing discussions with IFSTA regarding the eLibrary
- Maintaining Red Alert, training records, and member certifications
- Supporting current BEFO/IFO members and other outside training
- Continuing weekly drills and member clearance/qualification training
- Planning training for the remainder of the fall and winter

Submitted,

Gregory Francesco
Training Officer
Mendon Fire District



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APPENDIX E: Surplus Vehicle Sale Bid Notice (part 1 of 2)

LEGAL NOTICE

NOTICE OF SALE OF SURPLUS FIRE DISTRICT VEHICLE BY SEALED BID

PLEASE TAKE NOTICE that the Board of Fire Commissioners of the **Mendon Fire District, Monroe County, New York**, hereby invites sealed bids for the purchase of the following surplus Fire District vehicle:

Vehicle: 2015 Ford Police Interceptor Utility
VIN: 1FM5K8AR0FGC68599
Mileage: Approximately 106,366 miles
Minimum Bid: \$ 2500.00

The vehicle has been declared surplus to the needs of the Fire District and is offered for sale pursuant to the applicable provisions of the New York General Municipal Law.

The vehicle is being sold "**AS IS, WHERE IS**", without warranty or representation of any kind, express or implied, as to condition, fitness for a particular purpose, merchantability, or title. The Fire District makes no guarantee regarding the condition or operability of the vehicle.

Emergency Equipment: Prior to transfer of ownership, all emergency lighting, sirens, radios, emergency communications equipment, Fire District identification, decals, striping, lettering, insignia, and other emergency vehicle equipment shall be removed **unless the successful bidder is a governmental entity or emergency service organization legally authorized to own and operate such equipment under applicable law.**

The vehicle may be inspected at **Mendon Fire Station** by appointment between **9 AM** and **3 PM** by contacting the District Administrator at **585-624-1738**.

Sealed bids shall be submitted in a sealed envelope plainly marked:

"SEALED BID – SURPLUS FIRE DISTRICT VEHICLE"

and must be received no later than **3 PM on September 1, 2026** at:

Board of Fire Commissioners
Mendon Fire District
101 Mendon Ionia Road
P.O. Box 22
Mendon, New York 14506

Bids will be publicly opened and read at the regular or special meeting of the Board of Fire Commissioners commencing at **6 PM on September 3, 2026** at the Fire District offices located at the above address.



MENDON FIRE DISTRICT
Board of Commissioner
District Meeting Minutes (Approved)
August 13th, 2026



APPENDIX E: Surplus Vehicle Sale Bid Notice (part 2 of 2)

Each bid shall include the bidder's name, address, telephone number, email address (if applicable), the amount of the bid, and the bidder's signature.

The successful bidder shall be notified following Board action. Payment shall be made by certified check, bank check, or other form acceptable to the Fire District within **five (5) business days** after notice of award. The vehicle must be removed from Fire District property within **ten (10) business days** after payment unless otherwise approved by the Fire District.

The Board of Fire Commissioners reserves the right to reject any or all bids, to waive informalities or irregularities in the bidding process, and to accept the bid deemed to be in the best interests of the Fire District. The Board reserves the right not to award the sale if it determines that doing so serves the best interests of the Fire District.

By Order of the Board of Fire Commissioners

R. Thomas Sellman
Secretary, Mendon Fire District
Monroe County, New York

Dated: July 31, 2026

Failure to comply with this policy may result in suspension of bunk room privileges and/or disciplinary action in accordance with District rules and regulations.

APPENDIX F: 2025 2nd Qtr Incentive Payout Memo



Tom Sellman <tsellman@mendonfd.org>

2nd quarter payout for 2025 Incentive Program overdue

Tom Sellman <tsellman@mendonfd.org> Mon, Aug 10, 2026 at 10:58 PM
To: Commissioners <commissioners@mendonfd.org>, Heidi Baumer <hbaumer@gmail.com>, Heidi Baumer <hbaumer@mendonfd.org>, Dale Sweet <districtAdmin@mendonfd.org>

I was reminded by a recipient, that the 2nd quarter payout for the 2025 Incentive Program is overdue (unless someone tells me otherwise)... so I have attached the payout schedule.

The first column shows the amount due the recipient (whose name appears on the same line further to the right). The cells that have the format "State:\$\$\$\$" are simply a marker identifying that which NYS pays, not the District.

Someone needs to generate a voucher (I believe this was done the last time), such that checks could be issued soon after the Thursday Commissioners meeting ??

A total of \$ 5300 is due for the second quarter.

Tom Sellman
Secretary - Mendon Fire Department
Secretary - Mendon Fire District
mendonfd.org
fb.com/Mendonfd

MFD_2025 Incentive Program 2nd Qtr Payout.pdf
135K