MENDON FIRE DISTRICT
Board of Commissioner
Budget Hearing & District Meeting Minutes (Draft V2)
October 22nd, 2026

ROLL CALL (meeting called to order 18:56 hrs. on 010/22/2026 by R. Wilsey)

PRESENT	NAME	CAPACITY	NOTES
Yes	Arman, Mike	MFD Vice President	
Yes	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	
Yes	Chip Knapp	MFD President	
Yes	Sellman, Tom	Secretary	
No	Shipe, John	Commissioner	
Yes	Shuler, Steve	Commissioner	
Yes	Tschiderer, Steve	MFD, Chief	
Yes	Wilsey, Ryan	Commissioner (Chairman)	

OTHER ATTENDEES NOTED

NAME	CAPACITY	NOTES
Ryan Bowen	MFD Member	Fall Festival Question
Wyatt Wieboldt	MFD Member	Introduction to the Board
Scott Goodman	Rush Fire District Board Member	Observer

PUBLIC COMMENT None.

New Member Introduction

Dept. President Department President introduced Department new RAM-member Wyatt Wieboldt, a senior at HFL High School. There was a brief Q&A session with introductions to the members of the Board.

BUDGET HEARING FOR PROPOSED 2027 MFD BUDGET

Commissioner Wilsey opened the District Budget Hearing at 19:00, asking for any public comment. As there was no public comment, Treasurer Baumer and the Board reviewed the Proposed Budget (as accepted on September 28th – **see Appendix A**). There was a brief discussion with respect to the amount over the 2% tax-cap ($69,804) – representing a 12% increase (10% over the 2% cap). R. Wilsey motioned to formally accept the 10% overage of the 2% tax-cap for a total overage of 12% from year 2026. This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0. R. Wilsey then motioned that the 2027 budget of $ 770,332 (with tax apportionment of $743,672) be formally adopted. This was seconded by R. Joint, passing by unanimous consent of those present: 3-0-0. With no further public comment, the hearing closed at 19:06.

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CALENDAR / MEETING ROOM REQUEST REVIEW

R. Wilsey motioned to approve the following calendar requests: one new event and a date change for an existing request. This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0

Change: 11-14 to 11-21 for NY Ski Racing Assoc. change due to conflict with community CPR class
New: 10-24-2026 50th Wedding Anniversary Kester Family 8 AM–8 PM <P. Kester sponsor>

SECRETARY ITEMS

Past Meeting Minutes -- R. Wilsey motioned that the minutes for both September 10th, 2026 (monthly District meeting) and September 28th, 2026 (special budget review) meetings be approved. This was seconded by S. Shuler and passed by unanimous consent by those present: 3-0-0.

Date Reminders --

District Meeting (Nov 19th)
District Elections (Dec 8th) [Commissioner R. Wilsey term expiration]

Secretary Sellman elaborated that petitions for candidates will be available starting November 4th, with a due date of November 18th and the time-frame for the election is from 16:00 to 21:00 (this info to be included in the Legal Notice, due to the paper and website for publication on November 4th.) Sellman then reminded the Board that the District Election Chair (Dept. VP Arman) and $150 compensation amount per election clerk official had been resolved at the January 1, 2026 District organizational meeting.

Correspondence --

Engagement Letter from Jared Lusk, Esquire – Nixon Peabody LLC : Commissioner Wilsey reviewed the content (features and stipulations of support) therein. The intent is to keep current counsel Fletcher to the end of 2026, providing a two-month transition. Where upon Wilsey motioned that the District accept the Terms of Engagement an retain Jared Lusk as the Fire District Counsel for 2027. This was seconded by R. Joint, passing by unanimous consent by those present: 3-0-0.

Sellman noted he had an email exchange with Monroe County Deputy Election Commissioner David Reilich. Mr Reilich confirmed that the same process as 2025 for FTP distribution of the District voter rolls will be followed for 2026 (which occurred roughly mid-month November).

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

- Community Support Items

  Knapp reviewed the upcoming Community CPR class to be held Nov. 14th (with 18 entry slots).

MENDON FIRE DEPT BOARD OF DIRECTORS REPORT (cont.)

- Community Support
  Knapp proposed two programs that he would like considered: (a) holding a community fire preventative class to train residents in the proper use of fire extinguishers and fire suppression blankets, and (b) support for a 50/50 cost split proposition with TBD local businesses to provide an AED device (total cost each approximately $1200) that is maintained and registered by the business. The Board expressed some concern with the legality of buying equipment (event if it's a percentage) and suggested that Knapp check with District Counsel Fletcher before proceeding with consideration.

- Recruiting/Retention
  VP Arman reviewed the four new members accepted by the Department in October. He reviewed the Fall Festival coming up Oct 23rd - to be used as a recruiting event.

- MFD Duty Shifts
  President Knapp distributed packets of info with respect to his continued proposal for Duty Shifts (e.g. Station attendants) for volunteers that they are paid for. Included in Knapp's review was a proposed timeline for program roll-out, a draft of a Mendon Fire District Employee Handbook, and a proposed employment posting form. There was a brief discussion regarding analysis of how to determine best shift-times. There was concern expressed with respect to how workers' comp, insurance, social security, and all which that entails are handled. Treasurer Baumer expressed issues with payroll, especially with the cost for multiple runs of payroll handling. Wilsey requested that Knapp work with him for more definitive direction. Chairman Wilsey assessed that the program be held in an investigative stage to more fully analyze the various financial and legal issues that must be more fully determined – discussion perhaps with Jared Lusk and current counsel Fletcher. R. Joint inquired how this program would relate to the use of the just completed bunk-rooms in the station.

- Members Building
  President Knapp reviewed status of recently completed and upcoming tasks awaiting completion included: flooring and furniture acquired, fire coded items in progress (item ordered) and/or under analysis (awaiting C. Gates, Building Inspector input), awaiting landscaping quote, pavilion refurb plans. R. Joint observed that he has heard there's been some questioning by the community about the relationship of the funding for the building and the District / Dept. Knapp asked by who, so that he and the Dept. can address funding issues in the context of building purpose, funding, etc.

- Misc Items
  Need to get SAM registration for future FEMA grants, request more movement on Class A uniform acquisition and desks for the bunkrooms.

CHIEF'S REPORT

See **Appendix B** for content of Chief Tschiderer's report. R. Wilsey motioned to accept the Chief's report (including the following purchase order requests). This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0.

Purchase Orders Submitted

PO 26-26: Motorola RLN6527A Minitor VI Programming Kit: $78.40
PO 26-29: Ruth Lee Rescue Manikin (Adult and Youth models): $2915.20
PO 26-28: NAEMT EPC – Training Fees: $125.00
PO 26-27: CPR Certification / Training Fees: AHA BLS provider (Qty 15 @ $65) Total: $975.00
PO 26-30: Vital Signs 2026 EMS Conference (Registration, hotel, meals, car rental) Total: $1619.46
PO 26-25: Viking Exterior Turnout Gear (Qty 2 @ 1787.80) Total: 3575.60
PO 26-22: Turnout Gear Dryer Alpine Dryers (NYS Grant to be applied $3500) Total: $7499.00

Chief sent Secretary Sellman his draft of a Gross Decontamination Policy (policy update to work with the new Decon Seat Covers). Sellman will distribute the Policy to District Board members under separate cover for their consideration, holding approval until the November Board meeting.

TREASURER'S REPORT

Voucher & Reconciliation Review

With respect to the earlier budget hearing, Secretary Sellman indicated he will: (a) deliver the two required certified copies of the budget to the Mendon Town Clerk by the Nov. 7th deadline, (b) published to the website via these meeting minutes, and (c) posted on the station bulletin board.

Treasurer Baumer indicated we received the $ 287K reimbursement from NY State for the bunk-room project. We also received a $50 donation from the Mendon Square HOA for use of the facilities for their meeting. H. Baumer made note of the largest voucher ($ 106K) that Commissioner Shuler confirmed represents 70% of the total solar cost due once the permitting process was complete.

See **Appendix C** 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.

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.

Capital Projects / Special Projects

NYS VFIRE Grant Project Status

NYS reimbursement received as noted in the Treasurer's report. Project complete.

Station Parking Lot Maintenance

Quotes for surface treatment of the station parking area were received from New Look Sealcoating and Bella Paving. The consensus was to defer until 2027 given how late in the season we are now.

Solar System Installation

S. Shuler reported that: (a) installation will begin November 9th (b) the large payment (noted in the Treasurer's report) represents the match we're working with NYSERDA to start the rebate process now that permitting is complete and, (c) portal for FTC credits and Federal rebates established.

Personnel & Leadership

District Administrator's Report

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

Personnel & Leadership (cont.)

Training Officers Report

See **Appendix E** for content of Capt. Francesco's report.

Leadership

No report – D. Considine absent.

Recruiting & Retention

VP Arman raised a question about funding for the fitness and yoga classes. The Board expressed that prior participation for the fitness class has been either very poor, or no firefighters in attendance at all. It was proposed that no-show individuals be charged for classes they sign up for but then not attend. VP Arman to survey the membership at next Nov. Dept. meeting and discuss required participation parameters to keep the program.

Information/Technology (R. Wilsey)

Ryan noted that all internet upgrade equipment and preliminary controlled door should be complete by end of November. Cameras for District (and Dept.) are still in a price-negotiation phase with vendor. Low cost key-FOB access to bunk rooms is still being investigated.

OLD BUSINESS

None.

NEW BUSINESS

Department member Ryan Bowen asked permission to bring a mini-horse to the Department's Fall Festival event (in the context of a petting zoo, not for riding – and will have a necessary nutritional muzzle). The consensus was that there's no issue with bringing the horse.

PUBLIC COMMENT None.

Executive Session

At 19:54, R. Wilsey motioned for the Board to enter Executive Session to discuss a personnel matter related to possibly taking disciplinary action against a volunteer firefighter. This was seconded by S. Shuler and passed by unanimous consent of those present: 3-0-0.

At 20:01, the Board exited Executive Session and the regular meeting resumed.

MEETING ADJOURNMENT

At 20:02, R. Wilsey motioned to adjourn the District 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

APPENDIX A: Accepted 2027 Budget (part 1 of 3)

Mendon Fire District
2027 BUDGET

	2027 Projection
Appropriations	$770,332
Estimated Revenues	$26,660
Estimated prior years' unexpended balance	$0
Amount to be raised by real property taxes	**$743,672**
	TAX APPORTIONMENT
Town of Mendon	**$743,672**

October 22, 2026

Heide Baumer

Treasurer
Mendon Fire District

2026 Allowed Carryover	***$7,433***
2027 Tax Levy Limit	***$673,868***
Amount Over Tax Cap	***$69,804***

ESTIMATED REVENUES	2027 Projected
A2262* Fire protection & other services to other districts and governments	$
A2401 Interest and earnings	$488.00
A2410 Rentals	$26,172.00
A2665 Sales of Apparatus & Equip.	$
A2701 Refunds of Expenditures	$
A2705 Gifts & Donations	
Miscellaneous (Specify):	$
A2770	$
A2770	$
A4305 Federal Aid for Civil Defense	$
A5031 Transfer from Capital Fund	$
A5031 Transfer from Reserve Fund	$
A5031 Transfer from Reserve Fund	$
TOTALS	$26,660.00

* These codes are similar to those used by all local governments in New York State.

2027 Total Appropriations	2027
A3410.1 Total Personal Services	$125,014
A3410.2 Capital Equipment	$86,700
A3410.4 Contractual Expenditures	$365,118
A1930.4 Judgments & Claims	$0
A9010.8 State Retirement System	$16,000
A9030.8 Social Security	$9,000
A9040.8 Workers' Compensation	$20,000
A9045.8 Life Insurance	$25,000
A9050.8 Unemployment Insurance	$0
A9060.8 Hospital, Medical & accident insurance	$51,500
A9085.8 Supp. Benefit Payments to Disabled Firefighters	$
A9710.6 Redemption of Bonds	$
A97___.6 Redemption of Notes	$
A9710.7 Interest on Bonds	$
A97___.7 Interest on Notes	$
A9901.9 Transfer to Reserve Fund	$0
A9950.9 Transfer to Capital Fund	$72,000
TOTALS	$770,332

APPENDIX A: Accepted 2027 Budget (part 2 of 3)

BUDGET LINE ITEMS	2026 Budget	2027 Proposed Budget
Income		
Income		
Taxes Received / Proposed	645,493.15	743,672.15
Interest Income	488.00	488.00
Cell tower rental income	26,172.00	26,172.00
Total Income	672,153.15	770,332.15
Expense		
Employee Benefits		
A9010.8 State Retirement	$13,000.00	$16,000.00
A9030.8 Social Security	$6,000.00	$9,000.00
A9040.8 Worker's Compensation	$20,000.00	$20,000.00
A9060.8 Health Insurance	$36,000.00	$50,000.00
A9045.8 Life Insurance	$25,000.00	$25,000.00
Employee Benefits - Other	$1,500.00	$1,500.00
Total Employee Benefits	$101,500.00	$121,500.00
A9950.9 Transfer to Capital	$50,000.00	$72,000.00
A3410.1 PERSONAL SERVICES		
100.1 Payroll Expenses	$5,000.00	$5,000.00
100.2 Administrator	$74,825.00	$79,102.00
100.2A Overtime	$500.00	$0.00
100.2B Administrator Fill-in	$0.00	$5,000.00
100.3 SECRETARY	$7,725.00	$7,956.00
100.4 TREASURER	$7,725.00	$7,956.00
TRAINING	$10,000.00	$20,000.00
Total A3410.1 PERSONAL SERVICES	$105,575.00	$125,014.00
A3410.2 CAPITAL Expenditures		
200.0 Pagers and Radios	$5,000.00	$5,000.00
220.2 Hose	$15,000.00	$15,000.00
200.3 Turnout / PPE	$50,000.00	$50,000.00
200.4 Safety Equipment	$0.00	$0.00
200.5 EMS	$5,000.00	$5,000.00
200.6 Small Power equipment	$0.00	$0.00
200.7 Vehicles	$0.00	$0.00
200.83 Safety Equipment	$0.00	$0.00
200.85 Building Improvements	$0.00	$0.00
200.87 Computers	$10,000.00	$10,000.00
200.9 Other Equipment	$0.00	$1,700.00
Total A3410.2 CAPITAL Expenditures	$85,000.00	$86,700.00
A3410.4 Contractual Expenditure		
400.10 Office Supplies	$4,000.00	$4,000.00
400.10B Technology	$11,000.00	$11,000.00
400.12 Training		
400.12 Training	$27,000.00	$17,000.00
400.12A Workshops Conventions		
400.12D Travel	$2,500.00	$2,500.00
Total 400.12 Training	$29,500.00	$19,500.00
400.13 Marketing	$6,000.00	$7,500.00
400.14 Recruitment-Retention	$17,350.00	$20,350.00
Incentive Program	$0.00	$0.00
400.14B LOSAP	$40,000.00	$40,000.00
400.15 Uniforms	$8,000.00	$8,000.00
400.16 Public Drills, Dues	$4,000.00	$4,000.00
400.19 Utilities		
400.19A Electric and Gas	$22,000.00	$35,000.00
400.19B Fuel	$7,000.00	$8,000.00
400.19C Waste Disposal	$1,000.00	$1,000.00
400.19D Water	$750.00	$750.00
Total 400.19 Utilities	$30,750.00	$44,750.00
400.20 Building and Grounds		
400.20A Building Maint Supplies	$3,000.00	$3,000.00
400.20B Grounds Maintenance	$11,000.00	$11,000.00
400.20C Window Cleaning		
400.20D Snow Plowing	$3,250.00	$3,250.00
400.20O Bldg Grnds Other	$35,000.00	$35,000.00
400.20 Building and Grounds - Other	$0.00	$0.00

APPENDIX A: Accepted 2027 Budget (part 3 of 3)

			Total 400.20 Building and Grounds	**$52,250.00**	**$52,250.00**
			400.25 Phones and Internet	**$9,350.00**	**$9,350.00**
			400.27 Liability Insurance	**$42,642.52**	**$42,642.52**
			400.29 Legal, Audit, Elections		
			400.29A Audit	$9,960.00	$11,000.00
			400.29B Elections	$1,500.00	$1,500.00
			400.29C Legal	$11,000.00	$25,000.00
			400.29D Public Notices	$500.00	$500.00
			400.29E		
			Total 400.29 Legal, Audit, Elections	**$22,960.00**	**$38,000.00**
			400.30 Other	**$325.63**	**$325.63**
			400.31 EMS Supplies	**$2,000.00**	**$2,000.00**
			400.32 Small Equip Maint		
			400.32A Airpacks	$2,500.00	$5,000.00
			400.32B Fire Extinguishers	$0.00	$1,000.00
			400.32C Fire Alarm Maintenance	$0.00	$5,000.00
			400.32D Ladders	$0.00	$500.00
			400.32E Radios	$750.00	$750.00
			400.32F Pagers	$0.00	$0.00
			400.32G Hose	$2,500.00	$5,000.00
			400.32O Small Equip Maint Other	$2,500.00	$2,500.00
			Total 400.32 Small Equip Maint	**$8,250.00**	**$19,750.00**
			400.33 Vehicle Maintenance		
			400.33 Vehicle Maint Supplies		
			400.33A ATV		
			400.33B 364		
			400.33D 3617		
			400.33E 365		
			400.33F 3C16		
			400.33G 3C26		
			400.33H 367		
			400.33 Vehicle Maintenance - Other	$18,200.00	$18,200.00
			Total 400.33 Vehicle Maintenance	**$18,200.00**	**$18,200.00**
			400.34 FF Supplies		

			400.35 Physicals	**$16,000.00**	**$16,000.00**
			400.35B Fitness Training	**$5,000.00**	**$5,000.00**
			400.37 Turnout Gear Cleaning	**$2,500.00**	**$2,500.00**
	Total A3410.4 Contractual Expenditure			**$330,078.15**	**$365,118.15**
Total Expense				**$672,153.15**	**$770,332.15**

APPENDIX B: Chief's Report

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

October 2026 report:
221- Calls YTD, 20 since last mtg (on pace for 275, or approx. 28 call min/yr)

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

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 (88 responses)	9:49 0:03	14:27 0:03
365 (65 responses)	10:22 0:19	15:22 0:26
367 (119 responses)	8:33 0:06	13:13 0:04
3617 (24 responses)	11:09	16:02
AVG (296 responses)	9:58 0:18	14:46 0:26

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): 5.62 (0.05) Including interior, exterior, probationary, and Fire Police

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

"Damage"-

New business:
- PO's- EXT PPE, FF1 books, training attendance, Mannequin replacement, pager programming base

Old business:
- NERIS transition – Red Alert
  - Kiosk hardware replacement
- Rovik/Buys PPE- waiting for Victor – no answer, submitted PO will replace
- LDH Hook in service
- Grants
  - DEC- Dryer
  - AFG- Portable Radio upgrade
  - SAFER- Training Officer
- DECON Seats(Refurb, fund)- awaiting install, drafting updated DECON policy to include the seats
- Bunk room- in service
- Staffing- **In-house** duty shifts, per diem, career, consolidation; we need to address this growing safety concern
- Training Officer- up and running

APPENDIX C: Treasurer's Report

October 2026 Commissioner Meeting

Payee	Amount
ALERT-ALL	518.50
Convergent	604.04
Dival Safety	507.43
Everon LLC	390.35
FLOWER CITY COMMUNICATIONS	1,010.00
Healthworks	424.25
Mark Mossow	191.96
Mike Moreland's Lawn & Landscape	1,280.00
Morgan Rubbish Removal	65.70
Nancy Rovik	314.42
Noticestry LLC	555.29
Ronald Dreessen	64.49
Sentinel Publications	25.50
State Industrial Products	162.00
Town of Mendon	775.26
Bank Balances as of 10/18/26	**Balance**
CNB #5415 (checking)	$ 376,993.29
CNB #5417 (savings)	$ 301.90
CNB #0817 (Capital)	$ 121,717.09
Municipal CD - 3985 (Capital)	$ 424,228.57

Credit Card	
First Bank Card - Dan Considine	206.80
First Bankcard- John Shipe	31.12
First Bankcard- Ryan Wilsey	567.09
First Bankcard - Dale Sweet	1,135.62
First Bankcard - Steve Shuler	
AUTOPAY BILLS	
ATT Mobility	$ 278.11
ATT Mobility	$ 142.67
Spectrum	$ 149.99
Toshiba Financial Services	$ 254.19
Benecare	$ 4,051.16
Monroe County Water Authority	$ 254.30

**Autopay bill amounts vary by month / update in QB v

Added Bills;
No Problem Electric Co. #106837.50
Toshiba Financial Services # 406.49

TOTAL BILLS $ 13,960.24

Steve Shuler

absent Dan Considine

absent John Shipe

Ryan Wilsey

Richard Joint

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

To: Dan Considine
From: Dale E. Sweet

October 22nd, 2026

Physicals: Several more firefighters have completed their physical exams and letters will go out tomorrow for those who will need to get theirs completed.

Personnel: Nothing new to report.

Apparatus:

- **E-364** is running ok. The annual pump test was completed on 9/24. The Hurst Tool Ram that was damaged during training still needs the outer case replaced. Repairs will be made by M.E.S. after parts are received (ok to use).
- **E-365** is running ok. The annual pump test was completed on 9/24. We have been having trouble occasionally with the "door open" alarm. Temporary repairs were made on 9/28 by Dale, and we are looking for a new door magnet. The Driver's side cab scene light was broken at drill on 9/21. Dale cleaned up the glass that was still on the truck and had parts ordered for repair of the light (parts should be here today). We were also having problems with the driver seat sensor for the seat belt system. We had a retrofit seat sensor kit in stock and Dale installed the new sensor, tested it, and put the seat back together. This took half a day to complete and saved $$$. This was completed on 9/28.
- **TA-3617** is running ok. The annual pump test was completed on 9/24.
- **367** is running o.k. Dale installed straps (two sets) on 10/9 to the passenger side pull-out tray to secure SCBA cylinders or other equipment to be transported safely. Dale also added a tool bag to the truck on 9/16.
- **2015 Ford**: Dale went over the paperwork with the purchaser for the sale of the vehicle including the Title and a Bill of Sale. Paperwork was signed and a copy retained for our records. Dale also dismantled the wooden cabinets from the vehicle and disposed of them on 9/22.
- Boots were ordered on 9/21 and received on 10/5 for FF Terzo.
- Inventoried and issued three new helmets to members on 9/14.
- Dale gave 3617 a good scrubbing/wash after filling the truck with fuel on 9/16.
- Foam was ordered from Firematic Corporation on 10/9 and received on 10/21.
- A 5-gallon bucket of turnout gear soap was ordered on 10/6 and received on 10/14. It was originally ordered on 8/31 and lost in shipment. We were eventually refunded and it had to be reordered.

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

New Purchase Requests Received:

26-22: Turnout Gear Dryer Rack System = $7499.00 (NYS DEC Grant - $3500.00)
26-23: Firefighter 1 & 2 textbooks (2) = $234.00 **ordered**
26-24: Class Registration (Knapp) = $245.00 – **registered**
26-25: Viking Shield Turnout Gear (2) = $3575.60

Purchase Requests:

26-18: Exclusive Brass Window Punch (5) = $35.45 – **received/on vehicles**
26-19: Fire Hook Unlimited, Hose Hook (2) = $198.00 – **received/installed**
26-20: Motorola Minitor VI pagers (2) = $980.00 – **received/need programming**
26-21: Class Registration (Hampson) = $60.00 - **registered**

Building & Grounds:

- Dale cut new ceiling tiles for the hallway outside the bunk rooms, and the area where the copier/mailboxes are and replaced them (previous water damage from the HVAC unit). Dale also replaced some damaged insulation around the HVAC unit.
- All the bedding for the bunk rooms was received, washed and beds made on 9/11.
- Bunkroom doors were numbered by Dale on 9/17, keys for the doors were labeled to match the room numbers and mounted on hooks under the wall cabinet in the Chief's Office on 9/14.
- Dale noticed the locks on three out of the four bunk rooms were not functioning properly. Todd from Nichols Construction was contacted and the locks were adjusted and ready for use on 9/22.
- Lawn mowing and bed maintenance are ongoing. The bushes were trimmed and the flowers cut back.
- The sprinkler head trim rings for the ceiling in the Commissioners Room were installed on 9/11 by the vendor.
- The dishwasher drain was plugged solid with pancake batter and grease. Commissioner Shipe and Dale removed the drain line and Dale worked close to two hours trying to remove the solid nasty mass from the pipe. It is fixed and working. This was completed on 9/15.
- The quarterly fire sprinkler inspection was completed on 10/7 by Davis-Ulmer Inc.
- The fire alarm system was tested/inspected today by Johnson Controls.
- The Town of Mendon will be conducting an inspection of the fire district property on 10/23.

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

Fire Prevention:

- Dale ordered and received fire prevention materials on 9/15 from Alert-All.
- E-364 and Dale did fire prevention detail at the following locations:
  -Pea Pods Day Care on 9/30 at 9:00am
  -Mendon Child Care on 10/14 at 9:30am
  -Mendon Community Nursery School on 10/15 at 9:30am & 12:30pm and on 10/16 at 9:15am.
  In all there were approximately one hundred fifty children and approximately twenty adults that participated.

Grant (V-Grant): We submitted the bills to the state totaling $287,226.00 and it was just processed last week and the money has been transferred to the fire district's account from New York State.

Insurance: The Cancer Claim that was submitted has been processed by the insurance company and we were notified that they will be paying that claim.

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 has been busy!

Thank you,
Dale

APPENDIX E: Training Officer Report (part 1 of 2)

Commissioner - Training Activity Report
Reporting Period: September 10 - October 21, 2026
Submitted By: Gregory Francesco
Position: Training Officer

Summary
During this reporting period, I logged 73.21 hours of Training Division work and I am currently missing 5.75 due to payroll not being run.

Most of my time was spent planning and running department drills, helping members with training and qualifications, updating training records, and preparing for upcoming training.

Training Activities

- Planned, prepared, and conducted Monday, Wednesday, and Saturday drills - Developed October and November training plans.
- Assisted FF Bowen, FF Wachob, and FF Wastowicz with BEFO/IFO training, SCBA, turnout gear, and course requirements.
- Assisted FF Buys with Fire Police, HMFRO, and radio training.
- Assisted FF Ng, Lt. Knapp, and FF Brassie with driver training, qualification packets, and apparatus familiarization.
- Assisted FF Houle, FF Yates, and FF Javidnia with outside training, registrations, and course requirements.
- Maintained Red Alert, Training Tracker, Training Matrix, member training folders, certifications, and qualifications.
- Prepared monthly training reports, bulletins, Commissioner reports, and Board of Directors reports.
- Coordinated with PSTF on outside training, course registrations, and announcements.
- Completed SCBA bottle refilling, equipment inspections, and training equipment organization.
- Submitted purchase requests for the dollhouse burn prop and Ruth Lee training manikin.
- Attended Monroe County MAYDAY Training Officer Forum at PSTF, covering radio communications, MAYDAY procedures, and countywide training.

2026 Training 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 - Basic Wildland Search - Basic Passenger Vehicle Rescue
- **FF Ng** - EVOC
- **FF Bowen** - Basic Exterior Firefighter - CPR
- **FF Wachob** - Basic Exterior Firefighter - CPR
- **FF Wastowicz** - Basic Exterior Firefighter - CPR
- **FF Buys** - Fire Police - HMFRO - Basic Wildland Search
- **Chief Kester** - Fire Instructor 2

APPENDIX E: Training Officer Report (part 2 of 2)

- **FF Cook** - FDIC 2026
- **Training Officer Francesco** - Confined Space Technician - FDIC 2026 - Fire and Emergency Services Instructor 3 - Live Fire Instructor - Live Fire Instructor in Charge

Current and Upcoming Training

- **FF Wachob - FF Wastowicz** - Interior Firefighter Operations - Currently attending through November
- **FF Yates** - Firefighter 2 Module 4 - October 22-29 - Enrollment pending
- **Lt. Knapp** - NYSAFC Regional Hands-On Training - November 7
- **FF Torrey** - School Bus Rescue - November 12 - Enrollment pending
- **FF Hampson** - Kyle Romagus Conference - November 14
- **FF Javidnia** - Emergency Pediatric Care - November 17 - Pending approval and enrollment
- **FF Houle** - Firefighter 1 National Certification - November 21 - Pending approval and enrollment
- **FF Bowen** - Interior Firefighter Operations - Withdrew due to schedule change
- **FF Brassie** - Basic Passenger Vehicle Rescue - Completion confirmation pending

Moving Forward

- At the request of Chief Kester - earlier in the year, Lt. Fitzpatrick and Lt. Knapp taking over the New Member Orientation Program - Shared Google Drive folder with orientation materials, forms, ideas, and previous planning work - Coordinated transition of program materials - New member orientation packets - Driver qualification packets
- Weekly department drills - December training plans - 2027 training calendar
- BEFO/IFO member assistance - Outside training - Driver training - Department qualifications
- Red Alert Updates - Training Tracker Updates - Training folders - Certifications
- Dollhouse burn prop - Need to build
- Nov 9th Live Fire - Attendance and Prep with Burn Plan

Six-Month Review

- I would like to request a review with the Commissioners and Chiefs, as I have now been serving as Training Officer for just over six months. I would appreciate the opportunity to go over how things have been going, receive feedback, and discuss any areas where the Commissioners would like to see improvements or changes moving forward.

Submitted,
Gregory Francesco
Training Officer
Mendon Fire District