MENDON FIRE DISTRICT
Board of Commissioner
Budget Hearing & District Meeting Minutes (Draft)
November 19th, 2026

ROLL CALL (meeting called to order 19:00 hrs. on 11/19/2026 by R. Wilsey)

PRESENT	NAME	CAPACITY	NOTES
Yes	Arman, Mike	MFD Vice President	
No	Baumer, Heidi	Treasurer	
Yes	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	
Yes	Shipe, John	Commissioner	
Yes	Shuler, Steve	Commissioner	
Yes	Tschiderer, Steve	MFD, Chief	
Yes	Wilsey, Ryan	Commissioner (Chairman)	

OTHER ATTENDEES NOTED

NAME	CAPACITY	NOTES
William Wood	MFD Member	New Member Introduction
Brian Schmitt	MFD Member	Observer

PUBLIC COMMENT

None.

CALENDAR / MEETING ROOM REQUEST REVIEW

R. Wilsey motioned to approve the following calendar requests: one new event with context to bump scheduled use of an existing request. This was seconded by S. Shuler and passed by unanimous consent: 5-0-0

Change: 11-24-2026 Troop 105 will not be using the Community Room, allowing for new meeting below.
New: 11-24-2026 HFL Hockey Team Dinner 4 PM – 10 PM <S. Tschiderer/M. Brassie sponsors>

SECRETARY ITEMS

Past Meeting Minutes -- R. Wilsey motioned that the minutes for the October 22nd , 2026 monthly District Meeting and Budget Hearing be approved. This was seconded by S. Shuler and passed by unanimous consent: 5-0-0.

SECRETARY ITEMS (cont.)

Date Reminders --

District Meeting (December 8th)
District Elections (December 8th

Secretary Sellman indicated the election notice has been sent for posting to the following posting: (a) Mendon Town Clerk, (b) District Website, (c) station bulletin board. Sellman queried if the plans for the 2027 District Organizational meeting and follow-on swearing in ceremony/social hour are anticipated to be same as prior years. After brief discussion, the consensus of the Board is to hold the Organizational Meeting Jan 1, 2027 at 4 PM, with the swearing-in ceremony (and light food/beverage/Department bar service) to follow at 5 PM.

Correspondence --

Commissioner Wilsey reviewed a draft agreement from Honeoye Falls Mayor Richard Milne requesting that The Village be able to stage an ambulance and crew from HFVA at the Mendon Fire Station. Where upon Wilsey motioned that the District accept the agreement This was seconded by J. Shipe, passing by unanimous consent: 5-0-0. Secretary Sellman to get the signed agreement to Mayor Milne for cross-execution.

Sellman noted he received the District Voter Rolls from Monroe County Election Bureau on Nov. 18th and will be readying them for use Dec. 8th. Additionally, Sellman announced he received a signed petition from Commissioner Wilsey to place himself on the ballot for another five year term. No other petitions were received as of the announced deadline.

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

Knapp introduced Department new-member, District resident and past career/volunteer firefighter and paramedic William Wood. There was a brief Q&A session with introductions to the members of the Board.

Knapp reviewed the following Department items: (a) positive outcome of the recent Community CPR class held Nov. 14th , (b) financial audit results are anticipated shortly, and (c) establishment of a Ways & Means Committee.

Knapp requested an allocation of five hours of District Counsel Lusk's time to evaluation of the legal and cost aspects of a program to hire and pay for Mendon Fire Dept. volunteers for duty-shifts. After brief discussion, R. Wilsey motioned to approve the five hours of cost. This was seconded by J. Shipe and passed by unanimous consent: 5-0-0.

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CHIEF'S REPORT

See **Appendix A** 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: 5-0-0.

Chief briefed the Board on damage to SCBA & turnout gear as a result of a Sate Assoc. of Fire Chief training exercise that was run in a non-compliant NFPA 1403 manor. He will be tallying cost that the Board can evaluate if a claw-back of reimbursement is felt warranted.

Chief noted a need for two red PPE helmets in the next 30 days (within the price range for the District Administrator to pursue without a formal PO).

Purchase Orders Submitted

PO: CPR Training for up to 15 Dept. members: $1275.00

Chief asked about the outstanding approval for the Gross Decontamination Policy (policy updated to work with the new Decon Seat Covers) that was distributed to Board members for review at the October District meeting. R. Wilsey motioned to approve and accept the Decontamination Policy. This was seconded by S. Shuler and passed by unanimous consent: 5-0-0.

Chief noted his attendance at a comprehensive emergency management planning workshop at the Mendon Town Hall with the Town Supervisor (it had not been updated since 1997).

TREASURER'S REPORT

Voucher & Reconciliation Review

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: 5-0-0.

OPERATIONAL COMMITTEE ITEMS

Apparatus (R. Joint)

Vehicle/Equip	Issues/Problems/Plans
364	No issue
365	No issue
367	No issue.
3617	D.A. Sweet has been working on the seat-belt warning notification problem.
3618	No issue
Haul Trailer	No issue
3c16	No issue
3c26	No issue.

Commissioner Joint made special recognition to District Administrator Sweet with respect to the 1000's of dollars he saves the District in providing vehicle support that otherwise would have to be outsourced at a higher cost.

On questioning by Joint, the consensus (and confirmed in DA Sweet's report) was that a battery-conditioning system has been obtained and will be installed in the near-term on 3C26 vehicle.

Capital Projects / Special Projects

Solar System Installation

S. Shuler reported that: (a) panels supposed to be delivered within two days – with racking and other mounting hardware already delivered (b) installation to proceed through the Thanksgiving holiday.

Shuler also noted that the portal for IRS / rebate submission work has been established.

Personnel & Leadership

District Administrator's Report

R. Wilsey motioned that the District Administrator's report (see **Appendix C**) be approved. This was seconded by S. Shuler and passed by unanimous: 5-0-0.

OPERATIONAL COMMITTEE ITEMS (cont.)

Personnel & Leadership (cont.)

Training Officers Report

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

Francesco reported on recent issues triaging the record-keeping and historical CPR training conducted so as to get Department members compliant for their 'member in good standing' qualifications.

Greg issued a note of congratulations to Firefighter's Wachob and Wastowicz for completing their BEFO/IFO training.

Commissioner Wilsey suggested that the December Commissioner meeting would provide the opportunity to respond to Francesco's request for a 6-month performance review.

Leadership

Secretary Sellman requested a comprehensive report be generated for background-check status of the Department membership – just for record-completeness use.

Recruiting & Retention

VP Arman noted that the Department is in the process of onboarding four new members. There are a couple of prospects that are in development and a past member that is looking to return to service based on life circumstance changes.

Information/Technology (R. Wilsey)

Ryan briefed the Board on a new lease agreement (current one ends in 5 months) from Toshiba (for the current multi-function copier/scan/fax device. Ryan noted Toshiba is on NYState bid. Bottom line is lower cost per impression with more impressions offered – newer hardware that's supported, etc. The consensus of the Board was to accept the new lease proposal.

Ryan also reviewed the ongoing negotiations with CDW Government regarding sourcing of Wi-Fi, cameras, door security equipment – there are pricing & tax combinations that would make it more attractive to go with that organization even with paying sales tax.

There was a brief discussion with respect to smoke/fire alarm equipment to be acquired for use in the new Department member's building. The consensus at the end was Wilsey to supply info on the Wi-Fi detectors to President Knapp for evaluation.

OLD BUSINESS

None.

NEW BUSINESS

Commissioner Shipe reviewed status & pricing investigations with respect to the air-conditioning system needs at the station. An initial quote from Schueler Heating/Air Conditioning was approximately $ 14250 installed. J. Shipe will be getting two other quotations and present in the future.

Commissioner Shuler reviewed status with respect to the current contract negotiations with American Tower, especially with respect to maintenance and upgrade aspects of the station cell-tower. This may be an area that new District Counsel Lusk can be of assistance.

VP Arman reminded the Board of the benefit for Exempt member Mike Schueler at Westminster Hall on Nov 21st 4-8 pm.

PUBLIC COMMENT

None.

MEETING ADJOURNMENT

At 19:39, R. Wilsey motioned to adjourn the District meeting. This was seconded by S. Shuler and passed by unanimous consent: 5-0-0.

Minutes Respectfully Submitted by
Tom Sellman,
District Secretary,
Mendon Fire District

APPENDIX A: Chiefs Report

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

November 2026 report:
249- Calls YTD, 13 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 (102 responses)	9:47 0:05	15:06 0:42
365 (73 responses)	10:20 0:03	15:12 0:00
367 (140 responses)	8:41 0:11	13:09 0:04
3617 (26 responses)	11:09	16:02
AVG (341 responses)	9:55 0:02	14:51 0:03

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): 5.75 (0:14) Including interior, exterior, probationary, and Fire Police

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

"Damage"- PPE/SCBA from NYSAFC Training

New business:
- PO'sNeed to replace a Red Helmet
- CEMP workshop @ Mendon Town Hall

Old business:
- NERIS transition – Red Alert
  - Kiosk hardware replacement
- Rovik/Buys PPE- were fit for Viking PPE
- 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 B: Treasurer's Report

November 2026 Meeting

Payee	Amount
All Seasons Window Cleaning	135.00
AUTOWORKS OF MENDON	126.60
Convergent	303.54
Cozy Winters.com	7,499.00
Everon LLC	390.75
GLOBAL FIRE PROTECTION	-50.00
MES Service Company	509.00
Mike Moreland's Lawn & Landscape	1,055.00
Noticestry LLC	555.94
Sentinel Publications	26.25
Town of Mendon	832.83

Bank Balances as of 11/8/26	Balance
CNB #5415 (checking)	$ 246,481.68
CNB #5417 (savings)	$ 301.91
CNB #0817 (Capital)	$ 121,742.10
Municipal CD - 3985 (Capital)	$ 424,226.57

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	387.33
First Bankcard - Dale Sweet	1,315.08
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

Vouchers to add!

AT&T Mobility	$ 142.73
Bene-Care	$ 4051.16
Dival Safety	$ 718.99
Firematic Supply	$ 185.00
Monica Javidnia	$ 83.06
Monroe County Water Auth.	$ 219.19
Morgan Rubbish Removal	$ 65.70
Toshiba Financial Services	$ 254.19
Nancy Rovik	$ 741.20

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

To: Dan Considine November 19th, 2026
From: Dale E. Sweet

Physicals: Several more firefighters have completed their physical exams and letters went out for those needing them.

Personnel: Nothing new to report.

Apparatus:

- **E-364** is running ok. The driver's side cab scene light telescoping pole was not locking properly anymore. Dale called the manufacturer and found that we would need to purchase the section of the pole with the locking mechanism. Dale ordered and received the parts, dismantled the pole/light assembly, and installed the new one on 10/26. The Hurst Tool Ram that was damaged during training still needs the outer case replaced. I followed up with Jesse Dunshie from M.E.S. and he is checking with the service technician to see when it will be taken care of.
- **E-365** is running ok. The Driver's side cab scene light was broken at drill on 9/21. Dale received the new light lens and installed it on 10/23. It did not last very long; it popped like a light bulb several minutes after installation. I explained what happened to the vendor and had another lens ordered. The new lens arrived and was installed on 11/2 along with a new bulb which we had in stock, it has been working fine. The driver's side intake relief valve was leaking in more than one place. Dale removed it from the truck, cleaned the insides and noticed damage to the seals caused by stones. Dale and Chief Tschiderer discussed swapping valves between E-364 & E-365 until the valve is fixed and they were moved. Dale sent the valve by UPS to Task Force Tips for an evaluation and quote for repairs on 11/4. The hydrant gate on the deck gun had an "O" ring tear and break on 11/16 at drill. Dale took apart the valve and replaced the "O" ring that we had in stock and returned it to service on 11/17.
- **TA-3617** is running ok.
- **367** is running o.k.
- Inventoried and placed in the cage four (4) new helmets on 11/12.
- Ordered and received a NOCO battery conditioner on 11/18 for the 3C26 vehicle to be installed in the future to help with keeping equipment charged on the vehicle.
- SCBA Spare #1 was sent to DiVal Safety on 11/4 for service and a damaged mask and returned on 11/10.
- SCBA 3C36 was sent to DiVal Safety on 11/10 to have the mask repaired (extreme heat to the lens and a melted part were the regulator attaches) and to have the SCBA tested

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

and inspected for any damage from the recent NYS Chiefs Training. Repairs and inspection/testing were completed, and it was returned on 11/13.

- SCBA Spare #2 was sent to DiVal Safety on 11/13 for mask repairs and the SCBA tested/inspected. It was returned the same day.
- 3C16's 10lb dry chemical extinguisher was sent to Global Fire protection for refilling and returned.
- Gear wash detergent for the washing machine was ordered and received on 11/10.
- Ordered eight (8) rechargeable batteries for the Streamlight helmet lights on 11/16.
- The new gear dryer system was received on 11/18 and unpacked and put together today by Dale. Follow-up on the DEC grant will be happening soon.
- Dale went to Home Depot on 11/13 to pick up OSB board and supplies for training.

Purchase Requests:

26-22: Turnout Gear Dryer Rack System = $7499.00 (NYS DEC Grant - $3500.00) **received 11/18**
26-23: Firefighter 1 & 2 textbooks (2) = $234.00 **received**
26-24: Class Registration (Knapp) = $245.00 **completed**
26-25: Viking Shield Turnout Gear (2) = $3575.60 **on order**
26-26: Motorola Minitor VI Programming Kit = $78.40 **received**
26-27: CPR Certification/Training fees (15) = $975.00 **completed**
26-28: NAEMT EPC – Training = $125.00 **completed**
26-29: Training Manikins (2) = $2915.00 **working on it.**
26-30: Vital Signs Conference (FF Rovik) = $1619.46 **completed**

New Purchase Requests Received: None

Building & Grounds:

- Bed maintenance and fall cleanup completed.
- The Town of Mendon conducted their inspection of the fire district property on 10/23.
- Dale removed the ball valve from the wash bay water bib that was leaking and replaced it with a new one that we had in stock on 11/17.
- Annual fitness equipment maintenance was done on 10/23.
- Dale picked up two (2) cases of copy paper from Staples on 10/22.
- Some items for the Solar Project were delivered on 11/11 and are stored in the Apparatus Room.

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

Insurance:

- A Group Life Insurance Claim was filed for Exempt Member David Henning on 11/10. Dale met with Mrs. Henning to fill out the proper claim forms and sent them into the insurance company for processing.
- Dale is working on the renewal for the Cancer Insurance Policy.
- Dale is working on the forms for our annual policy renewals.

Grant (V-Grant): Dale will be filling out the quarterly progress report soon. We have just under $1000.00 left to spend and Dale would like to put it towards counter/work stations for the bunk rooms.

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 D: Training Officer Report

Commissioner - Training Activity Report
Reporting Period: October 22 - November 18, 2026
Submitted By: Gregory Francesco
Position: Training Officer

Summary
During this reporting period, I continued coordinating department drills, assisting members with training and qualifications, updating training records, and managing outside training. Major activities included the November 9 live fire drill, November 16 CPR training, November 18 ropes and knots drill, development of training bulletins, and an extensive review of CPR certifications. Work also continued on the 2027 training calendar and dollhouse burn prop.

Training Hours:
59.22 hours recorded from October 22 through November 18, 2026. Most recent entries are pending payroll approval.

Training Activities
- Planned and conducted weekly drills covering pump operations, driver training, interior/exterior operations, live fire, CPR, and ropes and knots.
- Coordinated the November 9 live fire drill at PSTF, November 16 CPR training for 18 members, and November 18 ropes and knots drill.
- Assisted members with BEFO/IFO, Firefighter 1 and 2, EMT, driver qualifications, outside training, and certifications.
- Updated Red Alert, RedNMX, the Training Matrix, member folders, training credits, and certification records.
- Prepared monthly reports and training bulletins covering turnout gear, SCBA cleaning and maintenance, washer-extractor operation, and electric vehicle safety.
- Coordinated outside training, registrations, and Acadis assistance with PSTF and surrounding counties.
- SCBA bottle filling, equipment inspections, the Red Alert kiosk, and McNeil & Company updates.
- Continued work on the 2027 training calendar and dollhouse burn prop.
- Attended the Monroe County MAYDAY Training Officer Forum at PSTF.

CPR Certification Review
A detailed review of CPR records was completed after multiple discrepancies were found between Red Alert training attendance and actual CPR certifications from the previous training year.

Moving Forward
- Continue weekly drills and finalize December training and the 2027 training calendar.
- Assist members with BEFO/IFO, driver training, outside classes, and qualifications.
- Follow up on CPR certifications, pending training records, and member documentation.
- Continue updating Red Alert, RedNMX, the Training Matrix, and member training folders.
- Assist Lt. Fitzpatrick and Lt. Knapp with New Member Orientation and Chief Kester with electronic forms.
- Continue work on the dollhouse burn prop and training bulletins.

Six-Month Review
As mentioned in last month's report, I would still like to meet with the Commissioners and Chiefs to review my first six months as Training Officer, get feedback, and discuss any changes or improvements moving forward.