



MENDON FIRE DISTRICT
Board of Commissioner
District Meeting Minutes (Draft - V2)
July 10th, 2025



ROLL CALL (meeting called to order 19:00 hrs. on 07/10/2025 by R. Wilsey)

PRESENT	NAME	CAPACITY	NOTES
Yes	Baumer, Heidi	Treasurer	
Yes	Considine, Dan	Commissioner	
Yes	Fletcher, William	General Counsel	
Yes	Friedlander, David	MFD Deputy Chief	
Yes	Joint, Richard	Commissioner	
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
Mike Arman	MFD President	Representing MFD Board of Directors
Greg Francesco	MFD Member	
Peter Kester	MFD Assistant Chief	

PUBLIC COMMENT

None.

CALENDAR / MEETING ROOM REQUEST REVIEW

None.

SECRETARY ITEMS

Past Meeting Minutes: S. Shuler motioned to approve the meeting minutes for the June 12th District meeting. This was seconded by R. Joint and passed with unanimous consent: 5-0-0.

Budget Process Calendar: Secretary Sellman reviewed the previously distributed proposed schedule looking for a consensus (based on everyone's schedules and possible conflicts). At the end of discussion, the consensus was to have a combined Budget Hearing and normal monthly District Meeting together on Oct 21st, 2025. Secretary Sellman will notify the District newspaper of the changes and to post them on the web-site. See **Appendix F** for the consensus schedule.



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SECRETARY ITEMS (cont.)

AFDSNY Annual Meeting: Sellman reminded the Board of the AFDSNY annual meeting to be held in Saratoga Springs October 2nd through the 4th.

District Correspondence:

None.

MENDON FIRE DEPT BOARD OF DIRECTORS REPORT (President Arman)

Arman briefly reviewed a selection of major expenditures the Department has approved and await final approval by the Board of Directors. This includes approximately \$ 250K for a member's building renovation (clean-slate build) and \$ 20K for a power-washer system.

CHIEF'S REPORT

See **Appendix A** for content presented in Chief Tschiderer's report.

Purchase Orders

Quantity 60 - Combination of exterior and interior Nomex turnout hoods : Dival Safety & Supplies @ ODSP Fire Rochester pricing : total price \$3211.20

D. Considine motioned to accept the purchase orders – seconded by S. Shuler and passed by unanimous consent: 5-0-0.

TREASURER'S REPORT

Voucher & Reconciliation Review

Treasurer Baumer supplied checking account and bank statement reconciliation reports for June with the usual voucher listing, billing from credit cards & autopay. She also supplied a Payroll Certification Report and reminded everyone of the necessary payroll audit at year's end. Treasurer Baumer noted that a wire of funds for the deposit of the Iconic X Truck Pack was sent.

See **Appendix B** for content.

S. Shuler motioned to accept the treasurer's report and pay the bills – seconded by J. Shipe and passed by unanimous consent: 5-0-0.



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OPERATIONAL COMMITTEE REPORTS

Capital Projects / Special Projects (S. Shuler)

NYS VFIRE Grant Project Status

S. Shuler led a discussion regarding the initial RFP proposed at last month's meeting, asking if there were any new changes not addressed at that time (see **Appendix C** for final version). He pointed out the six week timeframe for possible candidates to review and submit their RFP. The goal would be to review submissions and select from the candidate firms such that the winner could be hired in the September meeting. S. Shuler made a motion to accept, adopt and start the distribution/availability of the RFP request document as presented. R. Wilsey seconded the motion which passed by unanimous consent: 5-0-0. Secretary Sellman noted he would construct the Legal Notice and submit it for publication to the Sentinel paper. He would also make it available (the Notice with imbedded reference to the aforementioned RFP document) on the District website and station bulletin board.

Apparatus

Vehicle/Equip	Issues/Problems/Plans
364	No issue
365	Damaged fender
367	No issue
3617	No issue
3618	No issue
Haul Trailer	No issue
3c16	No issue
3c26	Repair scheduled for Monday of gas tank fill-tube.

367 Squad Truck Replacement: R. Joint was notified just before the meeting that the truck has arrived at the suppliers location.

Buildings and Grounds (S. Shuler)

Nothing new... just standard mowing / grounds work.



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OPERATIONAL COMMITTEE REPORTS (cont.)

Personnel & Leadership

District Administrator's Report

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

Leadership

D. Considine noted he will be formulating an agenda and time for the next leadership workshop.

Information/Technology (R. Wilsey)

No new status to report. When prompted regarding acquisition of laptop for Tom May (Training), Ryan indicated he will be checking with Dell.

When prompted by M. Arman, Ryan indicated he also needed to do some follow-up regarding the speaker system for the public community room.

OLD BUSINESS

Ryan noted that included in the District Administrator's report was a page showing firehose that has been identified to be either surveyed out of service, or to be kept in reserve (see **Appendix E**). S. Shuler motioned that the hose identified in the July 10th memorandum to be surveyed out of service be processed in that regard. The motion was seconded by R. Wilsey and passed by unanimous consent: 5-0-0.

NEW BUSINESS None:

PUBLIC COMMENT None:

MEETING ADJOURNMENT

At 19:27, J. Shipe motioned to adjourn, was seconded by S. Shuler, passing by unanimous consent: 5-0-0.

Minutes Respectfully Submitted by

Tom Sellman, District Secretary, Mendon Fire District



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Corrections: Draft V2 : 07/12/2025 section: NYS VFIRE Grant Project Status – projected hire date misspoken as December : intention was September.

APPENDIX A: Chief's Report



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

July report:

126- Calls YTD (32 since last mtg)

Calls of significance since the last meeting- Flooding, water problems, Deep fryer fire

The lack of qualified responders is an FF safety issue; we need a team to respond.

2025	AVG YTD Enroute	AVG YTD On scene
364	9:02 (+1:53)	12:18 (+0:48)
365	8:07 (-0:44)	9:52 (-3:50)
367	8:54 (-0:32)	13:22 (-1:22)
3617	9:04 (+1:50)	26:43 (1 data pt)

Average travel: 2.91 miles @ avg of 45 MPH- 3.8 Minutes of travel

YTD avg attendance (on apparatus): 5.05 - increase of .44

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

"Damage"-

FFs on medical leave (NONLOSAP)-

- J Obrien
- K Junge
- D Considine

New business:

- Staffing- in-house duty shifts, per diem, career; we need to address this growing safety concern
- Pager activations- working with MC Radio Center
- Met with Victor Town reps re: Fishers Fire dissolution

Old business:

- Performance standards/functional job descriptions - Interior, exterior, Driver, Fire Police, EMT-B, etc.
 - There will be two annual evaluations this year.
- PPE order- Viking- delivered and in service
- Battery fans- in service
- 367 replacement - truck and cap have been ordered
- PO for Helmet passports- District Admin ordered
- Bunk room- steering committee status?
- QR code, for information on calls without an officer
- OSHA 1910- update

Respectfully,

Stephen E. Tschiderer
District Chief
(585)-727-0811 (c)



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APPENDIX B: Treasurer's Voucher List

July 2025 Meeting

Payee	Amount
Davis Ulmer Sprinkler	150.00
Honeoye Falls NAPA	14.03
Island Tech Services	248.54
Jerome Fire Equipment	13,860.00
Mendon Fire Department	17,341.27
MES - New York	747.00
Mike Moreland's Lawn & Landscape	840.00
Morgan Rubbish Removal	58.30
Noticestry LLC	548.41
Ryan Wilsey	420.25
Sentinel Publications	15.75
Cloudtalk	300.72
Noticestry	538.96
Dival safety	1562.97
Dival safety	189.00
Exxon	329.06

Bank Balances as of 7/4/2025	Balance
CNB #5415 (checking)	\$95,367.75
CNB #5417 (savings)	\$301.75
CNB #4317 (Building Repair)	\$65,144.24
CNB #0817 (Capital)	\$17,480.95
Municipal CD (Checking)	\$302,193.00
Municipal CD (Capital)	\$732,093.72

Steve Shuler

Dan Considine

John Shipe

Ryan Wilsey

Richard Joint

Credit Card	
First Bank Card - Dan Considine	\$0.00
First Bankcard- John Shipe	\$0.00
First Bankcard- Ryan Wilsey	\$420.25
First Bankcard - Dale Sweet	\$3,018.72
First Bankcard - Steve Shuler	\$0.00
AUTOPAY BILLS	
ATT Mobility	\$267.61
ATT Mobility	\$149.60
Spectrum	\$149.99
Toshiba Financial Services	\$246.27
Benecare (April)	\$3,349.10
Monroe County Water Authority	\$180.80

Healthworks \$1525.75
Town of Mendon \$399.19
Fletcher \$2750-



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APPENDIX C: RFP for Station Renovation VFIRE-grant (part 1 of 3)



REQUEST FOR PROPOSAL (RFP)

Design-Build Renovation Services

Mendon Fire District

Date Issued: July 11, 2025

Summary & Background

The Mendon Fire District, located in Mendon, New York, is a volunteer organization dedicated to delivering fire protection and emergency services to its community with excellence and commitment. Serving the residents of Mendon and surrounding areas, the department operates from its station at 101 Mendon Ionia Road and upholds a strong tradition of service, safety, and public trust.

In 2024, the Mendon Fire District was awarded **\$288,249** through the New York State Volunteer Fire Infrastructure & Response Equipment (V-FIRE) Grant Program. This funding, administered by the NYS Division of Homeland Security and Emergency Services, serves to support critical infrastructure improvements and response equipment to enhance facility operations and safety. This RFP seeks qualified Design-Build partners to assist in delivering these upgrades efficiently and with the highest level of quality.

1. Introduction

The Mendon Fire District is requesting proposals from qualified Design-Build teams to provide comprehensive design and construction services for the renovation of its fire station. The facility, located at 101 Mendon Ionia Rd, Mendon, NY 14506, requires modernization to enhance operational effectiveness, address compliance needs, and improve the safety and well-being of its volunteer team.

2. Project Overview

Project Location: 101 Mendon Ionia Rd, Mendon, NY 14506

Project Type: Renovation of existing fire station

Delivery Method: Design-Build

Performance Period: November 1, 2024 – October 31, 2027 (aligned with V-FIRE grant)

Estimated Start Date: October 1, 2025

Estimated Completion Date: June 30, 2026

Anticipated Budget: \$288,249 (V-FIRE Grant Award)

This project aims to modernize the Mendon Fire District facility by addressing critical infrastructure needs to enhance operational efficiency and firefighter safety. A key component of the renovation includes the addition of dedicated bunk space to accommodate overnight staffing, improve response time, and support volunteer firefighter wellness and rest. Additionally, office and storage space to accommodate future growth will be required as part of the reconfiguration. All improvements must comply with applicable local, state, and grant-specific requirements.



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APPENDIX C: RFP for Station Renovation VFIRE-grant (part 2 of 3)



3. Scope of Work

Mendon Fire District is seeking a team that brings not only technical expertise, but also a deep understanding of our mission-driven purpose and the critical importance of fiscal responsibility, timely execution, and collaborative project delivery.

The selected Design-Build team will be responsible for, but not limited to:

- Comprehensive evaluation of existing facility conditions
- Design development (schematic through final construction documents)
- Demolition and removal (as needed)
- Construction and renovation activities, including:
 - Expansion and construction of new bunk rooms and sleeping quarters
 - Installation of bunk fixtures (beds, lockers, lighting, outlets, HVAC)
 - Integration of safety and code-compliant systems for residential use
- MEP (Mechanical, Electrical, Plumbing) and Fire Protection system upgrades
- Accessibility and site improvements (ADA, egress, etc. – as needed)
- Permit acquisition and code compliance
- Final inspection, closeout, and project turnover
- Adherence to V-FIRE grant guidelines, budgeting, and reporting requirements

4. Proposal Requirements

Proposals should include:

- Cover letter - In addition to providing the primary name and contact information, the cover letter should convey the importance of this project.
- Firm's Background and qualifications
- Team qualifications, including design and construction leadership
- Relevant project experience
- Preliminary approach and timeline
- Fee structure, including design, construction, and preconstruction
- Project references
- Proof of Insurance and bonding capacity

5. Evaluation Criteria

Submissions will be evaluated on:

- Team collaboration and Design-Build process experience
- Understanding of the project scope and renovation needs
- Quality of past work and references
- Cost control and value engineering proposals
- Project timeline feasibility



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APPENDIX C: RFP for Station Renovation VFIRE-grant (part 3 of 3)



6. Submission Details

Proposal Due Date: September 1, 2025

Submission Method: Email: Dale Sweet districtadmin@mendonfd.org

Pre-Proposal Walkthrough: TBD

Contact for Questions: Steve Shuler, Commissioner: Sshuler@mendonfd.org

[Dale Sweet:districtadmin@mendonfd.org](mailto:Dale.Sweet:districtadmin@mendonfd.org)

7. Additional Information

This project is funded by grant monies from the New York State Division of Homeland Security and Emergency Services (DHSES). As part of this grant funding, the project will be subject to the requirements of New York State Executive Law Article 15-A to promote opportunities for the participation of certified minority or women owned business enterprises (MWBE), as well as the employment of minority group members and women in the performance of the project. The MWBE goals established for this project are 15% of the contract for MBE and 15% of the contract for WBE. The Mendon Fire District reserves the right to accept or reject any or all proposals, waive any irregularities, and select the proposal that best aligns with the needs and mission of the department.

We appreciate your interest and look forward to partnering with a team that shares our commitment to safety, service, and community advancement.



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APPENDIX D: District Administrator Report (part 1 of 2)

To: Dan Considine
From: Dale E. Sweet

July 10th, 2025

Physicals: Some more firefighters have gotten their physicals completed since your last meeting and the files have been updated. Letters will go out soon for those who need them completed.

Personnel: Nothing new to report.

Apparatus:

- **The E-364** is running ok. Dale adjusted shelves and reconfigured the passenger side rear compartment to accommodate the new exhaust fan on 6/18. One red warning light on the driver's side front of the truck near the grille is out. A new light is on order as of 7/2.
- **The E-365** is running ok. I reached out to the Rosenbauer dealer and received a quote for a new fenderette and had them order it. I am still waiting for a price for the rear netting and the hose bed tarps (2) for the preconnected handlines. Dale adjusted shelves and reconfigured the passenger side rear compartment to accommodate the new exhaust fan on 6/18. Also, the two (2) heat shields for the pump heating system enclosure were damaged during the flooding. Dale will be looking into fixing or replacing them.
- **TA-3617** is running ok.
- **367** is running o.k.
- Har-Rob will be out in the future to change the oil and filters on the generators on E-364 & E-365. They will also be checking the air compressor systems on both trucks for leaks.
- The **3C26** vehicle had the fill tube for the gas tank repaired, Commissioner Joint arranged the repairs.
- The gas meters were calibrated by Dale on 7/10.
- SCBA annual inspections/testing was completed on 6/16. Two (2) face pieces are out for repairs at DiVal Safety.
- Annual ladder inspections/testing was completed on 6/20.
- Dale washed gear on 6/16 & 6/17.
- Ten (10) SCBA cylinders were taken to Honeoye Falls FD on 6/27 to be filled by Dale.
- Jerome Fire Equipment (Troy) was here on 6/16 to measure FF Javidnia for Viking exterior turn-out gear, and it was ordered.
- Attached is a list of fire hose to surplus/survey out of service and what to keep for spare hose.



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

Purchase Requests:

24-38: PPE: All items have been received. **Completed** on 6/16.
25-05: Battery operated exhaust fans (2) and batteries/charger = **Completed** on 6/16.
25-08: "Stop/Slow" reflective traffic paddles (15) = \$653.25 **Completed** on 6/16.
25-09A: 2025 Chevrolet Silverado 3500 Crew Cab 4x4 pick-up truck is on order.
25-09B: Iconic X Truck Pack is on order.
25-10: PPE for FF Javidnia is on order.
25-11: PPE for FF Buchanan & FF Martin = waiting to get measured.
25-12: 15 Radio Strap Kits w/anti sway = \$2250.00 (out of stock, will be checking).
25-13 (old 24-19 revisited): Passport Helmet shields = on order.

New Purchase Requests Received:

25-14: Protective Hoods

New 367:

The Iconic X Truck Pack has been ordered, and the 50% downpayment was made on 6/25.

Building & Grounds:

- Lawn mowing and bed maintenance are ongoing and looking good.
- The truck bay area (east side) was cleaned up and organized by Dale.

Grant (V-Grant): Commissioner Shuler has been working on an RFP, and it has been reviewed by our grant representative (Bailey). He will have an update for tonight's meeting.

Uniforms: Working on quotes for uniform brass and sizing.

Dr Hydrant Testing:

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

Thank you,
Dale



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APPENDIX E: Firehose surveyed out of service

Mendon Fire District

-Fire hose for surplus and what to keep for spare-

Hose to surplus/survey out of service:

1.75" hose #1013 (blue) 50' length.

1.75" hose #1003, 1007 (orange) 100' lengths, #1006 (orange) 50' length.

1.75" hose #1100, 1102 (yellow) 100' lengths, #1015, 1044 (yellow) 50' lengths.

Total = 550'

5.00" hose #5003, 5005, 5007, 5010, 5025, 5029, 5035, 5041, 5047, 5048 (yellow) 100' lengths.

Total = 1000'

5.00" hose that failed previously but was kept for making shorter pieces of hose:

#5012 (50'), 5037 (25'), 5017, 5032, 5038 (100' lengths)

Total = 375'

Hose to keep in reserve:

1.75" hose #1061, 1063, 1064, 1065, 1066, 1068, 1069, 1070 (blue) 50' lengths.

1.75" hose #1071, 1072, 1073, 1074, 1075 (yellow) 50' lengths.

1.75" hose #1059, 1060 (red) 50' lengths.

Total = 750'

2.50" hose #2014, 2015, 2016 (red) 100' lengths, #2018 (red) 50' length.

Total = 350'

5.00" hose #5050, 5051, 5052, 5053, 5054, 5055, 5056, 5057, 5058, 5065 (yellow) 100' lengths.

5.00" hose #5039 (yellow) 25' length, #5061 (yellow) 50' length.

Total = 1075'

This puts us in great shape for the next several years. The 1.75" hose gives us enough to replace attack hose if it becomes contaminated and extra for storm/pump details.

Submitted by: Dale Sweet

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APPENDIX F: Mendon Fire District Budget Process for 2026 (version II)

	Mendon Fire District	Assoc. Fire Districts NYS
<p style="text-align: center;">Adopt Proposed Budget</p> <p>Adopt proposed budget for 2026 including fund balance estimates for 2025 and (a) post Budget on Fire District's website (b) provide copy of proposed 2026 budget including fund balance estimate for 2025 to the Town Clerk. Note: if the tax levy will exceed the tax levy cap, Fire District must pass a resolution by a 60% vote of its Board to override the tax cap and "submit" the Fire District budget/tax cap form to the New York State Comptroller's Office on the form prescribed by them (GML3-c7).</p>	On/before Sept 30	On/before Sept 30
<p style="text-align: center;">Notice of Hearing</p> <p>Post Notice of budget hearing on Fire District Website and Signboard and provide notice of budget hearing to Town Clerk.</p>	Oct 1 -> Oct 6	Oct 1 -> Oct 6
<p style="text-align: center;">Publish Legal Notice</p> <p>On or before 5 days prior to hearing. Due to Sentinel's publishing schedule, deliver Oct 10 for a actual Oct 15th publication date.</p>	Due to newspaper Oct 10	On/before Oct 16
<p style="text-align: center;">Budget Hearing</p> <p>Hold budget hearing.</p>	Oct 21	Oct 21
Modification Window	Oct 21 -> Nov 4	Oct 21 -> Nov 4
Complete (assuming content presented at hearing is final) and Submit Budget (on or before Nov 4 th)	Oct 23	Nov 4
Budget Deliver to Town Clerk (two certified copies due within 3 days of adoption)	Oct 27	Nov 7