



**MENDON FIRE DISTRICT**  
**Board of Commissioner**  
**District Meeting Minutes (Draft)**  
**September 11<sup>th</sup>, 2025**



**ROLL CALL ( meeting called to order 19:00 hrs. on 09/11/2025 by R. Wilsey )**

PRESENT	NAME	CAPACITY	NOTES
Yes	Arman, Mike	MFD President	
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
Greg Francesco	MFD Member	Newly elected Lieutenant
Matthew Brassie	New MF Department RAM Member	Board Introduction

**PUBLIC COMMENT**

Dept. President Arman introduced Matthew Brassie, a new (but third generation) member candidate introduced at the Sept 8<sup>th</sup> Mendon Fire Department meeting. Matt gave a brief summary of his background as an incoming freshman at FLCC, studying cybersecurity – looking to go into law enforcement. It was noted that his father David and grandfather Larry Pierce were members.

**CALENDAR / MEETING ROOM REQUEST REVIEW**

The following meeting room requests (for year 2025) were submitted for approval. Secretary Sellman indicated calendar is free for them. S. Shuler moved to approved the requests. Seconded by J. Shipe and passed by unanimous consent: 5-0-0.

- 09-17 Moving party for Anne Eilinger – ( Debbie Hastings )
- 10-10 HFL Youth Cheerleading – pizza bonding event ( Danielle Liberatore)
- 12-06 Mendon Community Nursery School – gingerbread houses (Amy Tschiderer)



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**SECRETARY ITEMS**

**Past Meeting Minutes:** S. Shuler motioned to approve the V2 version of the meeting minutes for the August 14<sup>th</sup> District meeting. Seconded by J. Shipe and passed by unanimous consent: 5-0-0.

**Calendar Reminders:** Secretary Sellman reviewed several calendar items coming up in the next couple months including:

- AFDSNY annual meeting in Saratoga Springs Oct. 2<sup>nd</sup> – 4<sup>th</sup>
- Budget Hearing & District Meeting - Oct 21<sup>st</sup>
- Nov 20<sup>th</sup> November District Meeting
- District Elections – Dec. 9<sup>th</sup> (Commissioner Shuler's term expiration)

**Terminology Synchronization**

Secretary Sellman noted that Department By-Laws and District Rules and Regulations are out of sync on a given officer position. By-Laws reference a '*Deputy Chief and Assistant Chief*' whereas Rules and Regulations reference '*1<sup>st</sup> Assistant Chief and 2<sup>nd</sup> Assistant Chief*'. R. Wilsey motioned that the District Rules & Regulations be brought in sync with the Department By-Laws. Seconded by J. Shipe and passed by unanimous consent: 5-0-0.

**District Correspondence:**

Note was received from Penflex confirming a deposit of the LOSAP funding (invoiced in June).

**MENDON FIRE DEPT BOARD OF DIRECTORS REPORT (President Arman)**

Members Building

President Arman summarized a report given at the Sept Department meeting. Drawing have been received from contractor allowing pursuit of all required permits. The current building needs to be cleaned out – J. Hastings to perform demolition. 30% down has been given to FLC. Electric to current building shut down. J. Shipe inquired as to competitive pricing pursued with respect to site work and interior work. Mike explained that there had been three quotes when a 'renovation' approach was planned. With the 'replacement' approach, not so much. The Department ended up using one of the 'renovation' contractors.



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**MENDON FIRE DEPT BOARD OF DIRECTORS REPORT (cont.)**

Recruiting / Retention NYS Grant

Mike explained that there was a late start in trying to apply for recruitment/retention grant brought to the Departments attention by Senator Helming. The 7 to 10 days necessary to qualify as a volunteer department was in excess of the deadline. Mike felt there was good learning as to the process and information required, and that MDF Board member B. Schmitt would be in a good position for the next time.

Mike has become aware of an open house at HFL high school with an invitation to talk about our Explorer program. Mike is speaking with firefighter Yates (recent RAM) about perhaps participating.

**CHIEF'S REPORT**

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

**Purchase Orders**

- 25-19 : Bosch Saw Blades: web pricing comparison @ \$ 19.99
- 25-20 : T & J Rescue Enterprises TL-9 Plate for Hurst Tools (3 prices) : \$ 790.00
- 25-21 : Bridgehill EV Fire Blanket & two EV Emergency Shutoff Plugs : \$ 3140.00
- 25-22 : Hose nozzles, gated wyes and 2.5" hydrant gates : \$ 7675.13
- 25-23: Striping/Lettering for new 367 truck Ewing Graphics : \$ 1412.79

R. Wilsey motioned to accept the purchase orders – seconded by J. Shipe and passed by unanimous consent: 5-0-0.

**Officer Election/Nomination Confirmation**

Chief introduced the nomination (e.g. election) by the Department for Greg Francesco to be a Lieutenant. – R. Wilsey motioned that G. Francesco be confirmed as a District Lieutenant. This was seconded by S. Shuler and passed by unanimous consent: 5-0-0.

**TREASURER'S REPORT**

Voucher & Reconciliation Review

Treasurer Baumer reviewed the voucher and reconciliation statements. See **Appendix B** for submitted content.



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**TREASURER'S REPORT (cont.)**

Proposed 2026 District Budget

Treasurer Baumer began a discussion (with thanks to all that participated) to review the results of the September 4<sup>th</sup> District Budget Workshop. The workshop identified some surplus for 2025 that can be used for some capital items using this year's budget. There will be a need to generate a corresponding permissive referendum to support the draw against reserves. The items (with final pricing still in progress) include 5" hose and DCON seats for the engines.

Heidi continued to review the various line items and adjustments (up & down) that were identified via the workshop. She also identified the projected \$ 50K transfer to capital. See **Appendix D** for the proposed 2026 budget.

At the end of discussion, R. Wilsey, motioned to (a) accept the treasurer's report and pay the bills, and (b) adopt the proposed 2026 budget. This was seconded by J. Shipe and passed by unanimous consent: 5-0-0.

**OPERATIONAL COMMITTEE REPORTS**

**Capital Projects / Special Projects** (S. Shuler)

NYS VFIRE Grant Project Status

S. Shuler led a discussion regarding status of the Grant Project, indicating that of the three organizations that had expressed possible interest in the project, two ( Taylor, and DGA Builders either backed out or had a conflict). The remaining firm ( Nichols Construction ) submitted a proposal that he'll distribute to everyone that's currently involved (or interested ). There was preliminary discussion about an initial meeting of folks to start moving forward – looking like around Sept 25<sup>th</sup>.



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**OPERATIONAL COMMITTEE REPORTS (cont.)**

**Apparatus**

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

All trucks have been inspected. 3c26 got new front brakes.

**Buildings and Grounds** (S. Shuler)

3 year interval reached to start re-bid process for mowing & snow plowing contracts. RFP’s expected to be sent out soon to Collins, Josh, and Moreland.

J. Shipe suggested (from the budget workshop talks) that perhaps with the new members building project (with concrete apron) – it might be wise to defer the driveway sealing until spring of 2026.

**Personnel & Leadership** ( D. Considine )

**District Administrator’s Report**

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

**Leadership** : Dan indicated he’s looking at calendar to come up with the next workshop.



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**OPERATIONAL COMMITTEE REPORTS (cont.)**

**Information/Technology** (R. Wilsey)

Anticipating delivery of some new laptop computers next week. Ryan indicated he's still working through issues dealing with the newest Dell representative with respect to contract pricing.

**OLD BUSINESS : None**

**NEW BUSINESS : None**

**PUBLIC COMMENT**

G. Francesco expressed his thanks for all who have supported him and appreciation for the confirmation as Lieutenant.

**MEETING ADJOURNMENT**

At 20:47 R. Wilsey motioned to adjourn, 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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**APPENDIX A: Chief's Report**



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

September report:

172- Calls YTD (16 since last mtg)

Calls of significance since the last meeting

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

2025	AVG YTD Enroute:	AVG YTD On scene
364	9:08 (-0:15)	12:18 (-0:01)
365	8:40 (+0:16)	12:32 (+0:04)
367	8:45 (-0:04)	12:56 (-0:10)
3617	8:36 (-0:05)	15:51 (4 data pts)

Average travel: 2.76 miles @ avg of 45 MPH - 3.42 Minutes of travel(no change)

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

In-house response time would be an average of 3:42+1:30= **5:12**

YTD avg. attendance (total MFD interior, exterior, fire police, etc. on apparatus): 5.0 – **no change**

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

"Damage"- no new

FFs on medical leave (NONLOSAP)-

- K Junge, D Considine

New business:

- Fishers dissolution : Basin/Victor is providing the service starting Oct 1st @ 0700
- Budget workshop : Training, PPE, DECON seats (reserve), complete 5" update, staffing "options"
- Bailout inspections : Reminder to complete them monthly
- PO's
  - o EV items: Blanket, safety plug
  - o New nozzles- Hotel packs and 3617
  - o TL-9 plate- can be used with 364 Hurst spreader and 365 Combi tool

Old business:

- Performance standards/functional job descriptions - Interior, exterior, Driver, Fire Police, EMT-B, etc. ∴ There will be two annual evaluations this year.
- 367 replacement - truck (@ MFD wash bay) and cap have been ordered
- PO for Helmet passports- training is ongoing
- Bunk room - survey results (21 valid responses)
  - o #1 Shared workspace/office area (AVG rank: 3.48)
  - o #2 A full bathroom located near (same floor) as the bunks (AVG rank: 3.52)
  - o #3 Individual bunk room (nonshared space w/ lockable door) (AVG rank: 3.67)
  - o #4 Additional storage spaces/locations (AVG rank: 4.00)
  - o #5 Individual bunk room with workspace/office (AVG rank: 4.14)
  - o #6 Shared (open bay style) bunk room (AVG rank: 4.52)
  - o #7 Individual workspace/office (AVG rank: 4.67)
- Pager activations - working with MC Radio Center
- Staffing- **In-house** duty shifts, per diem, career, consolidation; we need to address this growing safety concern



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**APPENDIX B: Treasurer's Voucher List**

**September 2025 Meeting**

Payee	Amount
C.A.R.S.	368.42
Capital One Trade Credit (Welders)	47.65
Davis Ulmer Sprinkler	150.00
Dive! Safety	189.90
Fire Service Safety Testing	238.08
KMS Medical Products LLC	688.80
Mike Moreland's Lawn & Landscape	920.00
Morgan Rubbish Removal	58.30
Sentinel Publications	13.50
Share Corporation	389.39
Town of Mendon	347.70
Tracey Road Equipment	80.00
Wilcac Life Insurance	125.64
<i>convergent</i>	<i>\$300.00</i>

Credit Card	Amount
First Bank Card - Dan Considine	\$0.00
First Bankcard- John Shipe	\$0.00
First Bankcard- Ryan Wilsey	\$421.60
First Bankcard - Dale Sweet	\$3,601.83
First Bankcard - Steve Shuler	\$3,764.99
<b>AUTOPAY BILLS</b>	
ATT Mobility	\$287.61
ATT Mobility	\$149.60
Spectrum	\$148.99
Toshiba Financial Services	\$248.27
Benecare (April)	\$3,348.10
Monroe County Water Authority	\$191.12

Bank Balances as of 9/7/2025	Balance
CNB #6415 (checking)	\$100,602.14
CNB #5417 (savings)	\$301.77
CNB #4317 (Building Repair)	\$85,149.60
CNB #0817 (Capital)	\$29,631.44
Municipal CD (Checking)	\$100,602.14
Municipal CD (Capital)	\$650,000.00

Steve Shuler

Dan Considine

John Shipe

Ryan Wilsey

Richard Joint



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**APPENDIX C: District Administrator Report (part 1 of 2)**

To: Dan Considine  
From: Dale E. Sweet

September 11<sup>th</sup>, 2025

**Physicals:** Some more firefighters have gotten their physicals completed since your last meeting and the files have been updated. Letters went out since the last meeting for those that need to get their physicals completed.

**Personnel:** Nothing new.

**Apparatus:**

- **E-364** is running ok. NYS Inspection completed on 8/26 at Tracey Road Equipment. Dale took off both pump intake valves and cleaned, lubed, and reinstalled. Also back flushed the pump and front intake (removed stones) and made sure the pump would pull and hold a "dry" prime. This was done on 8/26.
- **E-365** is running ok. NYS Inspection completed on 8/27 at Tracey Road Equipment. The Sawzall was sent out to have the blade "chuck" replaced on 8/28 and was returned on 9/8. I am still waiting for a price for the rear netting, and the hose bed tarps (2) for the preconnected handlines. 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. NYS Inspection completed on 8/28 at Tracey Road Equipment. Dale repaired the passenger side frame that holds the portable pond. Two bolts were "sheared off" and new bolts were installed on 8/29.
- **367** is running o.k.
- Har-Rob will be here on 9/18 to perform the annual pump tests.
- M.E.S. will be here on 9/23 to perform the annual maintenance/testing on the Hurst Tool Equipment.
- 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.
- Jerome Fire Equipment (Troy): FF Shipe's Viking coat was sent back on 6/16 to have the sleeves lengthened, still waiting for its return.
- Two (2) O2 tanks were sent to Global Fire Protection for hydro testing on 8/26.
- A.E.D. Pads were ordered and received on 9/10.

**Purchase Requests:**

25-09B: Iconic X Truck Pack is on order.  
25-10: PPE for FF Javidnia is on order. Boots were received; Viking Gear was received on 9/10.  
25-11: PPE for FF Buchanan & FF Martin = on order.



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

- 25-12: 15 Radio Strap Kits w/anti sway = \$2250.00 Ordered & received on 9/2.
- 25-13: (old 24-19 revisited): Passport Helmet shields = received 8/11. **Completed, we need guidelines for use and where to mount passports on the trucks.**
- 25-14: Protective Hoods (1/3 of the hoods have been received).
- 25-17: Viking Gear for FF Oppelt = needs to be measured.
- 25-18: NFA Incident Safety Officers Class for Asst. Chief Friedlander was ordered.

**New Purchase Requests Received:**

- 25-19: Bosch Sawzall blades = \$19.99
- 25-20: T&J Rescue TL-9 Plate for the Hurst Tool Jaws = \$790.00
- 25-21: Car Fire Blanket/Emergency Plug EV Shutoff Tool = \$3,140.00
- 25-22: 1.5" Smoothbore TFT Nozzles (3), 1.5" Mid Force low pressure TFT Nozzle (1), 2.5" by 1.5" gated wye (2), 2.5" hydrant gates (6) = \$7675.13
- 25-23: Striping/Lettering for the new 367 = \$1412.79

**New 367:**

Graphics quote from Ewing Graphics is here for consideration tonight (Request 25-23).  
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.
- Quarterly fire sprinkler system inspection was completed on 8/20.
- Snowplowing quotes need to be done.

**Grant** (V-Grant): Commissioner Shuler will have an update on responses for the RFP.

**Uniforms:** Secretary Sellman compiled a list of uniform items needed this week from his emails he received.

**Dry Hydrant Testing:**

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

**Fire Prevention:**

Pea Pod Daycare on September 24<sup>th</sup> at 9:00am

Thank you, Dale.



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**APPENDIX D: Adopted Proposed Budget for 2026 (part 1 of 3)**

Mendon Fire District 2026 Budget Projection	
	2026 Projection
Appropriations	\$672,153
Estimated Revenues	\$26,660
Estimated prior years' unexpended balance	\$0
<b>Amount to be raised by real property taxes</b>	<b>\$645,493</b>
<b>TAX APPORTIONMENT</b>	
Town of Mendon	\$645,493

September 12, 2025

*Heide Baumer*

Treasurer  
Mendon Fire District

\*\*Tax levy limit including carryover for 2026      \$652,926

ESTIMATED REVENUES	
	2026 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	\$
<b>TOTALS</b>	<b>\$26,660.00</b>

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

2026 Total Appropriations	
	2026
A3410.1 Total Personal Services	\$105,575
A3410.2 Capital Equipment	\$85,000
A3410.4 Contractual Expenditures	\$330,078
A1930.4 Judgments & Claims	\$0
A9010.8 State Retirement System	\$13,000
A9030.8 Social Security	\$6,000
A9040.8 Workers' Compensation	\$20,000
A9045.8 Life Insurance	\$25,000
A9050.8 Unemployment Insurance	\$0
A9060.8 Hospital, Medical & accident insurance	\$37,500
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	\$50,000
<b>TOTALS</b>	<b>\$672,153</b>



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**APPENDIX D: Adopted Proposed Budget for 2026 (part 2 of 3)**

MFD 2026 PROPOSED BUDGET		
<b>Income</b>		
Income		
Taxes Received		\$645,493.15
Interest Income		\$488.00
Cell tower rental income		\$26,172.00
<b>Total Income</b>		<b>\$672,153.15</b>
<b>Expense</b>		
<b>Employee Benefits</b>		
A9010.8 State Retirement		\$13,000.00
A9030.8 Social Security		\$6,000.00
A9040.8 Worker's Compensation		\$20,000.00
A9060.8 Health Insurance		\$36,000.00
A9045.8 Life Insurance		\$25,000.00
Employee Benefits - Other		\$1,500.00
<b>Total Employee Benefits</b>		<b>\$101,500.00</b>
<b>A9950.9 Transfer to Capital</b>		<b>\$50,000.00</b>
<b>A3410.1 PERSONAL SERVICES</b>		
100.1 Payroll Expenses		\$5,000.00
100.2 Administrator		\$74,625.00
100.2A Overtime		\$500.00
100.2B Administrator Fill-in		\$0.00
100.3 SECRETARY		\$7,725.00
100.4 TREASURER		\$7,725.00
TRAINING		\$10,000.00
<b>Total A3410.1 PERSONAL SERVICES</b>		<b>\$105,575.00</b>
<b>A3410.2 CAPITAL Expenditures</b>		
200.0 Pagers and Radios		\$5,000.00
220.2 Hose		\$15,000.00
200.3 Turnout / PPE		\$50,000.00
200.4 Safety Equipment		\$0.00
200.5 EMS		\$5,000.00

200.6 Small Power equipment		\$0.00
200.7 Vehicles		\$0.00
200.83 Safety Equipment		\$0.00
200.85 Building Improvements		\$0.00
200.87 Computers		\$10,000.00
200.9 Other Equipment		\$0.00
<b>Total A3410.2 CAPITAL Expenditures</b>		<b>\$85,000.00</b>
<b>A3410.4 Contractual Expenditure</b>		
<b>400.10 Office Supplies</b>		<b>\$4,000.00</b>
<b>400.10B Technology</b>		<b>\$11,000.00</b>
400.12 Training		
400.12A Workshops Conventions		
400.12D Travel		\$2,500.00
400.12 Training - Other		\$27,000.00
<b>Total 400.12 Training</b>		<b>\$29,500.00</b>
<b>400.13 Marketing</b>		<b>\$6,000.00</b>
<b>400.14 Recruitment-Retention</b>		<b>\$17,350.00</b>
<b>400.14B LOSAP</b>		<b>\$40,000.00</b>
<b>400.15 Uniforms</b>		<b>\$8,000.00</b>
<b>400.16 Public Drills, Dues</b>		<b>\$4,000.00</b>
400.19 Utilities		
400.19A Electric and Gas		\$22,000.00
400.19B Fuel		\$7,000.00
400.19C Waste Disposal		\$1,000.00
400.19D Water		\$750.00
<b>Total 400.19 Utilities</b>		<b>\$30,750.00</b>
400.20 Building and Grounds		
400.20A Building Maint Supplies		\$3,000.00
400.20B Grounds Maintenance		\$11,000.00
400.20C Window Cleaning		
400.20D Snow Plowing		\$3,250.00
400.20E Bldg Grnds Other		\$35,000.00
400.20 Building and Grounds - Other		\$0.00
<b>Total 400.20 Building and Grounds</b>		<b>\$52,250.00</b>



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**APPENDIX D: Adopted Proposed Budget for 2026 (part 3 of 3)**

	<b>400.25 Phones and Internet</b>	<b>\$9,350.00</b>
	<b>400.27 Liability Insurance</b>	<b>\$42,642.52</b>
	400.29 Legal, Audit, Elections	
	400.29A Audit	\$9,960.00
	400.29B Elections	\$1,500.00
	400.29C Legal	\$11,000.00
	400.29D Public Notices	\$500.00
	400.29E	
	<b>Total 400.29 Legal, Audit, Elections</b>	<b>\$22,960.00</b>
	<b>400.30 Other</b>	<b>\$325.63</b>
	<b>400.31 EMS Supplies</b>	<b>\$2,000.00</b>
	400.32 Small Equip Maint	
	400.32A Airpacks	\$2,500.00
	400.32B Fire Extinguishers	\$0.00
	400.32C Fire Alarm Maintenance	\$0.00
	400.32D Ladders	\$0.00
	400.32E Radios	\$750.00
	400.32F Pagers	\$0.00
	400.32G Hose	\$2,500.00
	400.32O Small Equip Maint Other	\$2,500.00
	<b>Total 400.32 Small Equip Maint</b>	<b>\$8,250.00</b>
	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	
	400.33 Vehicle Maintenance - Other	\$18,200.00
	<b>Total 400.33 Vehicle Maintenance</b>	<b>\$18,200.00</b>
	<b>400.34 FF Supplies</b>	
	<b>400.35 Physicals</b>	<b>\$16,000.00</b>
	<b>400.35B Fitness Training</b>	<b>\$5,000.00</b>

	<b>400.37 Turnout Gear Cleaning</b>	<b>\$2,500.00</b>
	<b>Total A3410.4 Contractual Expenditure</b>	<b>\$330,078.15</b>
	<b>Total Expense</b>	<b>\$672,153.15</b>