



**MENDON FIRE DISTRICT**  
**Board of Commissioner**  
**District Meeting Minutes (Draft)**  
**May 14<sup>th</sup>, 2026**



**ROLL CALL ( meeting called to order 19:00 hrs. on 05/14/2026 by R. Wilsey )**

PRESENT	NAME	CAPACITY	NOTES
No	Arman, Mike	MFD Vice President	
Yes	Baumer, Heidi	Treasurer	
Yes	Considine, Dan	Commissioner	
No	Fletcher, William	General Counsel	Resigned (5/14/2026)
Yes	Francesco, Gregory	MFD Training officer	
Yes	Friedlander, David	MFD Deputy Chief	
Yes	Joint, Richard	Commissioner	
No	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
Ken Hampson	Mendon Fire Dept. Board member	Fill-in for Chip Knapp
Robert Houle	Mendon Fire District Resident	1108 Cheese Factory Rd
Alan Ng	Mendon Fire Dept.	New Member
Kaitlyn Sennett	Mendon Fire Dept.	New Member

**PUBLIC COMMENT**

None.

New Member Introductions

C. Knapp introduced two new members (Alan Ng and Kaitlyn Sennett) recently voted into the Mendon Fire Dept. Introductions to Board members were exchanged, then each gave a brief synopsis of their background. After a brief Q&A, Alan and Kaitlyn were thanked for their willingness to volunteer and welcomed to the organization.

**CALENDAR / MEETING ROOM REQUEST REVIEW**

- a. Pavilion Rental with Alcohol Use Requested Kellogg Birthday Celebration 06/27/26 11am-3pm Sponsor – Tschiderer
- b. Pack 105 Bridging Ceremony – Community Room 05/21/2026 (6:30-7:30pm)
- c. Community Room: Kester Graduation Party 06/27/2026 all-day (Sponsor – P. Kester)



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**CALENDAR / MEETING ROOM REQUEST REVIEW ( cont. )**

S. Shuler motioned that the Pavilion Rental request with Alcohol Use be conditionally approved with the stipulation that the Kellogg party must supply/have a NYS TIPS (Alcohol Server/Seller Training) certified bartender. Chief Tschiderer will relay the requirement and report back when confirmed/obtained. Included in the motion was approval for the remaining room/facility requests. This was seconded by R. Wilsey and passed by unanimous consent by those present: 4-0-0.

**SECRETARY ITEMS**

**Past Meeting Minutes**

S. Shuler motioned that the minutes for the April 9<sup>th</sup> 2026 District meeting be approved. This was seconded by D. Considine and passed by unanimous consent by those present: 4-0-0.

**Pending Approval**

Secretary Sellman inquired as to approval status for the Payroll Summary Report as presented to the Board by D. Considine at the April 9<sup>th</sup> District meeting. R. Wilsey motioned that the Report as presented be approved. S. Shuler seconded the motion which passed by unanimous consent by those present: 4-0-0.

**District Correspondence**

- A. Sellman noted an email request (forwarded by Chief Tschiderer) from Mendon Town Supervisor Alati requesting permission for the Mendon Democrats to march in the upcoming MFD Carnival Parade. The Chief reviewed the District/Department policy allowing currently elected representatives to march, but not permitting generalized political party groups.
- B. Sellman noted an email received at noon May 14<sup>th</sup> (forwarded by R. Wilsey) from District Counsel Fletcher tendering his resignation from the position. R. Wilsey motioned that the Board accept Counsel Fletcher's letter of resignation and extend the Board's thanks to District Counsel Fletcher for his 40+ years of service to the District & community. This was seconded by D. Considine which passed by unanimous consent by those present: 4-0-0.

**MENDON FIRE DEPT BOARD OF DIRECTORS REPORT ( by Board Member K. Hampson )**

- Ken initiated discussion with respect to an area of concern / observation of need that the Mendon Fire Department Board recently observed. The principle observation was that there needs to be a formulation of a set of policy guidelines addressing the use/care/maintenance – rules and regulations with respect to the soon-to-be-completed bunk-rooms in the station. R. Wilsey indicated that bunk-room policy will soon be a topic at a line officers meeting and encouraged participation by the Department Board. Wiley added that the District would work with the Chief as he drafts a policy and presents it to the District for discussion and approval.



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

- A brief update on progress of the Department’s new-member building was given.
- Ken noted that the Department will be looking at alternative locations for the next year’s annual banquet.
- An update on an upcoming recruiting event at the Mendon Festival was given.
- Ken asked for approval to backfill open slots in the upcoming community CPR class with members need the certification. He was reminded to verify the level of certification – with the Chief noting that it would need to be the first responder level, not just the laypersons. Ken indicated he would pass that on to C. Knapp (organizing the class).
- Sellman noted there was interest by the Mendon Fire Department Board regarding payment against an invoice by LRT Outdoor & Millwork for the French drain installed as part of the ground-work in front of the new members building. A brief discussion occurred and an examination of the invoices (for this month) being submitted for approval by the District revealed one approved by J. Shipe.

**CHIEF’S REPORT**

See **Appendix A** for content of Chief Tschiderer’s report.

**Purchase Orders**

- 26-10 : Hexarmor FireArmor SR-X fire-fighting gloves from TheFireStore: Qty. 12, cost: \$1,331.88

R. Wilsey motioned to accept the purchase order – seconded by S. Shuler and passing by unanimous consent of those present: 4-0-0.

Chief also presented a proposal to accept the turnout gear gifted to new member Alan Ng once cleaned and inspected to check serviceability – although it would be a different color than standard MFD gear. This would be a short-term option that minimizes cost and maximizes availability. The consensus was that this was a good option.

**TREASURER’S REPORT**

**Voucher & Reconciliation Review**

Treasurer Baumer reviewed the voucher and reconciliation statements. See **Appendix B** for submitted content. Status update included commentary that costs associated with the new training appointment are anticipated to outstrip budgeted amounts (\$ 10K).



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**TREASURER’S REPORT (cont.)**

R. Wilsey motioned to pay the bills and approve the Treasurer’s report – this was seconded by S. Shuler and passed by unanimous consent of those present: 4-0-0

**OPERATIONAL COMMITTEE REPORTS**

**Apparatus (R. Joint)**

Vehicle/Equip	Issues/Problems/Plans
364	No issue
365	No issue
367	No issue. The new 367 is back with lights/electronics. District Admin Sweet working to complete install of necessary hardware systems to accommodate the complement of equipment of the current 367.
3617	No issue
3618	No issue
Haul Trailer	No issue
3c16	No issue
3c26	No issue.

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

**NYS VFIRE Grant Project**

R. Wilsey briefed the Board on several small ‘punch-list’ items, some door lock wiring, security camera relocation, floor cleaning/rebuffing. He noted the discussion above regarding bunk-room policy formation needs. S. Shuler and Treasurer Baumer noted plans to get with the District Admin in preparation to submit invoices for NYS reimbursement.

**Roof Replacement and Solar System Installation**

Per S. Shuler, roof installation should be starting Monday/Tuesday week of May 18<sup>th</sup> – should take 7-8 days and be completed prior to carnival.



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**OPERATIONAL COMMITTEE REPORTS (cont.)**

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

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 consent of those present: 4-0-0.

Training Officers Report

See **Appendix D** for content of Capt. Francesco's report. R. Wilsey motioned that the report be approved. This was seconded by S. Shuler and passed by unanimous consent of those present: 4-0-0.

Commissioner Joint initiated some discussion on how the 20 hrs/week for training vs. administrative assistant hours are tracked. This led to a generalized discussion / clarification by Wilsey and Tschiderer regarding the coordination training focus & responsibilities split between Assist. Chief Kester, Capt. Francesco and Chief May. Chief Tschiderer reinforced the need for a 72 hr. heads-up given to any trainers so they can properly prepare.

UDS Health Screening

Commissioner Considine reviewed some additional health screening offerings ( e.g. calcium scoring) in excess of the ultrasound suite used last April. The calcium scoring tests require a larger commitment of attendance (120+ people) and is of significant cost. He thought this more of a 2027 time-frame and multi-department invitational event. Dan did think the standard ultrasound offering would be good to bring back given the number of new members. Dan concluded that he'd get the cost of their basic test offerings and look to perhaps schedule a session in the September / Fall season timeframe.

Leadership Workshop

After brief discussion regarding scheduling, Dan will send out a survey to determine possible dates.

Replacement Attorney Search

There was a brief discussion regarding the search process for an attorney to replace retired Counsel Fletcher. Compensation and projected hours of need were discussed. A need to schedule a workshop prior to the June 11<sup>th</sup> District Commissioner meeting was identified, the purpose being to draft an RFP for the position.

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

Ryan presented list of IT infrastructure needs: re-fobbing station doors in renovation area, internet / wireless systems. He will be getting quotes for consideration.



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**OLD BUSINESS** - None.

**NEW BUSINESS** - None.

**PUBLIC COMMENT**

Robert Houle (of Cheese Factory Road) asked for time to raise a couple topics. Mr. Houle noted that one of his sons is a member of MFD. His son achieved his BSA Eagle Scout rank, and Mr. Houle expressed thanks to the Fire District/Department for being a Scout Charter Organization and the continued support to the Scouting organizations: Pack and Troop 105. Secondly, Mr. Houle observed that with completion of the bunk-room project, they might be offered as an emergency shelter in a severe situation on a very temporary basis. Lastly, Mr. Houle made some suggestions with respect to marketing efforts relative to recruitment/retention, advertising the MFD brand, and better generalized community awareness of the District and Department.

**Executive Session**

At 19:58, R. Wilsey made a motion for the Board to go into Executive Session for the purpose of discussing employment and personnel discipline issues. This was seconded by D. Considine and passed with unanimous consent of those present: 4-0-0.

At 20:15, the Board exited Executive Session and the regular meeting resumed.

Commissioner Considine made a motion rescinding the suspension of Firefighter Art Torrey. The motion was seconded by R. Wilsey and passed by unanimous consent of those present: 4-0-0. Considine also noted that the Board will be looking / investigating options to get Department training for a more enhanced sensitivity training.

**PUBLIC COMMENT**

None.

**MEETING ADJOURNMENT**

At 20:20 R. Wilsey motioned to adjourn the meeting. This was seconded by S. Shuler and passed by unanimous consent of those present: 4-0-0.

**Minutes Respectfully Submitted by**

Tom Sellman,  
District Secretary,  
Mendon Fire District



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**APPENDIX A: Chief's Report (part 1 of 2)**



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

May 2026 report:

81- Calls YTD, 14 since last mtg

Calls of significance since the last meeting: MVC Pittsford Mendon Center @ Pond

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 (29 calls)	9:45 0.11	14:20 0.25
365 (18 Call)	10:41 0.16	15:54 0.16
367 (49 Calls)	9:13 0.29	14:21 0.45
3617 (9 Calls)	10:09 0.44	17:29 0
AVG	9.57 0.21	15:31 0.22

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 **10:25 faster**

YTD avg attendance (on apparatus): 5.25 (+0.08)

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

"Damage"-

FFs in danger of separation due to participation levels:

- M. Principe

FFs on medical leave (NONLOSAP)-

- K Junge

New business:

- PO's – PPE, Alan Ng PPE

Old business:

- NERIS transition – Red Alert
- Fleet plan
  - Current 367 to 3C-16
    - Request approval for \$500 or less in materials
  - Current 3C-16 to 3C-26
  - Current 3C-26 to 3C-36



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**APPENDIX A: Chief's Report (part 2 of 2)**

- Request approval for the District to do a NYS bid for a 12-person Van (Approx \$ 60K)
  - Fire Police
  - Training
  - Parades/General errands
- Grants
  - DEC- Dryer
  - AFG- Portable Radio upgrade
  - SAFER- Training Officer
- DECON Seats(Reburb. fund)- ordering when funds are available
- Hose replacement- waiting for hose testing to place in service
- Bunk room- survey results (21 valid responses)
  - #1 Shared workspace/office area (AVG rank: 3.48)
  - #2 A full bathroom located near (same floor) as the bunkrooms (AVG rank: 3.52)
  - #3 Individual bunk room (nonshared space w/ lockable door) (AVG rank: 3.67)
  - #4 Additional storage spaces/locations (AVG rank: 4.00)
  - #5 Individual bunk room with workspace/office (AVG rank: 4.14)
  - #6 Shared (open bay style) bunk room (AVG rank: 4.52)
  - #7 Individual workspace/office (AVG rank: 4.67)
- EV/LiOn items: Blanket (needs repair), FCL-X(arrived, need to conduct in-service training)
- 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 Voucher List**

**May 2026 Meeting**

Payee	Amount
Convergent	\$301.03
Dival Safety	\$3,481.21
Eke Alone	\$1,400.00
Everon LLC	\$358.67
GLOBAL FIRE PROTECTION	\$679.35
Healthworks	\$2,010.25
Honeoye Falls NAPA	\$6.86
LRT Outdoor and Millwork	\$2,800.00
McNeil & Company	\$33,026.73
MES Service Company	\$639.00
Mike Moreland's Lawn & Landscape	\$2,600.00
Morgan Rubbish Removal	\$64.66
The Nichols Team	\$96,026.24
Town of Mendon	\$597.76
W.S. Darley & Co	\$531.21
<b>Bank Balances as of 4/6/2026</b>	<b>Balance</b>
CNB #5415 (checking)	\$ 313,815.85
CNB #5417 (savings)	\$ 301.85
CNB #0817 (Capital)	\$ 250,949.32
Municipal CD - 3985 (Capital)	\$ 414,252.78

Credit Card	
First Bank Card - Dan Considine	\$ 190.05
First Bankcard- John Shipe	\$ 497.99
First Bankcard- Ryan Wilsey	\$ 1,172.89
First Bankcard - Dale Sweet	\$ 2,207.28
First Bankcard - Steve Shuler	\$ -
<b>AUTOPAY BILLS</b>	
ATT Mobility	\$ 271.11
ATT Mobility	\$ 148.61
Spectrum	\$ 149.99
Toshiba Financial Services	\$ 248.27
Benecare	\$ 4,051.16
Monroe County Water Authority	\$ -

**TOTAL BILLS \$ 153,460.32**

Additional Bills

Bene-Care	\$ 4051.16
Gig Fitness	\$ 616.56
Har-Rob	\$ 475.00
Healthworks	\$ 1906.25
Noticestry	\$ 554.15
West Fire Systems	\$ 240.00
Mike Moreland's	\$ 705.00

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

May 14<sup>th</sup>, 2026

**Physicals:** A few more firefighters have gotten their physicals completed since your last meeting and letters will be going out for those who need to get theirs completed.

**Personnel:** Greg Francesco has been utilized to cover for Dale Sweet on April 14<sup>th</sup> (7 hours), April 27<sup>th</sup> (4 hours), and May 6<sup>th</sup> (3.5 hours). Dale and Greg will get together soon to go over items related to covering. Dale also renewed his EMT license on 5/6.

**Apparatus:**

- **E-364** is running ok. The mobile radio was not working, and Dale checked the connections and found the antenna not connected. After reconnecting the antenna, the radio was tested and it would not transmit. The radio was removed by Dale and sent back to Motorola through Skywave Inc. to be repaired on 4/15. Dale made a new shoreline cord for the truck after the other cord was found damaged and not safe to use on 4/13. We are keeping an eye on the "auto primer" as it was said to be acting up but appears to be working fine again. Gaskets for the driver's side intake were found on the ground near the hydrant at the fire station. They were reinstalled.
- **E-365** is running ok. The officer's seat SCBA bracket was adjusted by Dale on 4/23 after the SCBA fell out of the bracket.
- **TA-3617** is running ok.
- **367** is running o.k. The fuse for the shoreline charging system was found blown on 5/6. Dale replaced the fuse and it has been working properly.
- Kubota generator #3 was dropped off to Saxby's for service/maintenance on 4/2. This will be the last unit to be serviced.

**New Purchase Requests Received:** None

**Purchase Requests:**

25-25: Seat covers for decontamination/cancer prevention = \$15,286.19 – on order as of 4/13.  
26-03: Boots, Gloves, Mega Movers = \$3018.08 – Completed.  
26-04: SoundOff Signal Emergency light/siren items (367) = \$5028.00, Completed on 4/27.  
26-05: Install of Emergency light/siren items (367) = \$3995.00, Completed on 4/27.  
25-06: Helmets/Shields = \$3463.39 – ordered  
25-08: Battery Conditioner for new 367 = \$124.95 – Completed.  
26-09: FCL X FD Suppression Agent = \$1879.96 – Completed.

**New 367:**

- The truck was returned from installation of lights and wiring on 4/27.
- Extinguisher brackets were received, modified, and painted and have been installed by Dale.



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

- Har-Rob made an aluminum partition for storage of the SCBA's and hand tools on the roll-out tray. Dale picked it up on 4/30 and installed it. Dale also has mounted hand tools to the partition.
- Turtle tile flooring has been installed on the roll-out trays.
- The back-up camera was received today.
- The portable radio chargers, TIC's, and the hand lights have been mounted.

**Building & Grounds:**

- Lawn mowing has started for the season.
- The beds around the building were cleaned up and mulched.
- The Bunk Room Project is near completion. The beds should be delivered today, and the contractor will put them together and place them in the rooms.
- Dale repaired the leaking water pipe in the wash bay that feeds the back building on 4/16.
- The exercise equipment was serviced on 4/15.
- The fire alarm system was inspected/tested by Johnson Controls on 5/8.
- We are looking into having the tiles floors stripped and waxed.
- Dale purchased two (2) 65" televisions to be used as monitors in the truck bay with Commissioner Wilsey's permission and Dale mounted them.

**Grant** (V-Grant): Work on the Bunk Room Project is almost complete. A second bill has been submitted for payment from The Nichols Team, Inc. Treasurer Heidi Baumer and Dale plan to submit information to New York State to get reimbursed.

**Insurance:**

- The Mendon Fire Department's new building was added to the insurance policy on 5/1 for \$250,000.00.
- A Group Life Insurance claim was submitted to the insurance company for Exempt Firefighter Laurence Barnes on 4/23.

**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



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**APPENDIX D: Training Officer Report**

Mendon Fire District  
 Training Officer & Administrative Support Activity Report  
 Reporting Period: April 1, 2026 – May 30th, 2026



**Submitted By:** Gregory Francesco

**Summary:**

During this reporting period, I completed a total of 110.5 hours working in both Training Officer and District Administrative roles. My responsibilities included organizing and conducting training, updating department records and schedules, assisting with operational readiness, and completing station and apparatus support tasks.

**Training Officer Responsibilities:**

Training-related activities completed:

- Conducted and supervised department trainings
- Managed Red Alert updates and training documentation
- Assisted with FF1 and FF2 training orientation
- Currently updating NEOP Manual
- Prepared departmental drill plans
- Conducted driver trainings
- Assisted with quarterly operational training updates
- Managed multiple drill preparation and Red Alert drill operations
- Restart the MFD Training Report Tracker
- Completed the 2026 Training Schedule and Submitted to Chief Kester
- Attended the Fire Department Instructors Conference with Firefighter Cook
- Expanded training opportunities to increase consistency and participation
  - Every other Wednesday at 1800 and every other Saturday at 0900
- Restarted the Quarter Point Drills at monthly meetings
  - This allows members to continue building training credit while reinforcing key fundamentals.

**District Administrative / Operational Support Responsibilities:**

District administrative and operational support tasks completed:

- Apparatus checks and maintenance
- Station cleaning and upkeep
- Fueling and apparatus readiness support

*Operational Tasks Completed on 05/06/2026:*

- Ran and circulated all pumps in apparatus
- Refilled empty SCBA bottles at HFLF
- Re-added 364's Streamlight from the charger on the workbench
- Re-added 365's Streamlight from the charger on the workbench
- Purchased AAA and 9V batteries at Weiders - approved by Commissioner Wilsey
  - Purchased four 9V batteries and one 30-pack of AAA batteries
- Replaced 3617's garage door remote battery
- Updated and corrected garage door calibration and remote sensor for 3617
- Washed and cleaned all apparatus
- Mopped floors in 364 and 365
- Refueled 367