



MENDON FIRE DISTRICT
Board of Commissioner
District Meeting Minutes (Draft)
June 11th, 2026



ROLL CALL (meeting called to order 19:00 hrs. on 06/11/2026 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	
Yes	Shipe, John	Commissioner	
Yes	Shuler, Steve	Commissioner	
Yes	Tschiderer, Steve	MFD, Chief	
Yes	Wilsey, Ryan	Commissioner (Chairman)	

OTHER ATTENDEES NOTED

NAME	CAPACITY	NOTES
Michael Terzo	New Member Candidate	Past Rush Fire Department Member
Robert Houle	Mendon Fire District Resident	1108 Cheese Factory Rd, late arrival

PUBLIC COMMENT

None.

New Member Introductions

C. Knapp introduced Michael Terzo, a past member of the Rush Fire Department looking to join MFD. Mr. Terzo gave a brief background bio, including having been a NYS Fire Instructor since 2011. M. Arman outlined the path of tasks (assuming he receives an affirmative vote at the July MFD monthly meeting) including physical, background check, etc. Mr. Terzo was thanked for his interest in volunteering especially given his experience as an instructor.

CALENDAR / MEETING ROOM REQUEST REVIEW

None.



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SECRETARY ITEMS

Past Meeting Minutes

R. Wilsey motioned that the minutes for the May 14th 2026 District meeting be approved. This was seconded by S. Shuler and passed by unanimous consent by those present: 4-0-0.

Member Suspension

Secretary Sellman inquired as to the status moving forward in regards to a current member on Chief suspension until this day. After discussion, R. Wilsey motioned that the suspension be lifted without conditions for time served. This was seconded by S. Shuler and passed by unanimous consent by those present: 4-0-0.

District Correspondence

- R. Wilsey reviewed conversations he had with W. Fletcher (recently resigned District Counsel). Mr. Fletcher indicated that he would continue representing the District through the end of the year in exchange for his normal pay. Wilsey indicated Fletcher would be available as needed, and assist with the onboarding process of any new attorney brought in as his replacement.
- Wilsey also reported the outcome of the R. Houle vs. Mendon Fire District TRO Conference held via Teams teleconference hearing on June 3rd, 2026. MFD was represented by R. Wilsey and W. Fletcher. The TRO was denied by Judge Hon. Elena Cariola.

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

- Knapp reported that community CPR class not well attended – projected reason was that it was held on weekday evening. Last success was offered on fall weekend.
- Knapp reviewed the success of carnival and touched on a Department plan to acquire another CONEX box for storage
- Knapp started a brief discussion regarding acquiring a couple of desks and monitors to outfit two of the bunkrooms – allowing room occupants a quieter space to use the space as a remote office. Knapp proposed the possibility of using MF Dept. 2% money. Path forward is for the District Admin to do some pricing and then evaluate. Wilsey commented that IT will be acquiring new monitors, freeing up some older monitors that still function but would eliminate cost.

CHIEF'S REPORT

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



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CHIEF'S REPORT (cont.)

Purchase Orders

- None

Chief verbally presented two emails he addressed to the District Board that were received simultaneously with the start of the meeting. One was a note forwarded from Deputy Chief Friedlander regarding operational issues that were not in compliance with Dept. procedures by Fire Police members at incident #2026000112. The second was a letter from the Chief to the District Board expressing concerns that the Board needs to: work more collaboratively, rebuild trust, improve communication and establish a culture of mutual respect and accountability.

TREASURER'S REPORT

Voucher & Reconciliation Review

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

Heidi noted that she and the District Administer are assembling as many of the Nichols Construction invoices into the necessary package for submission to NYS for reimbursement (as it relates to the VFIRE 2024 grant for the bunk-room project). She also remarked that the District needs to manage unnecessary spending as there are additional major projects (new station roof and solar installation) that have required a great deal of outgoing expenditure and the District will have to wait on reimbursement from the various governmental entities based on their speed in processing the reimbursement paperwork. Submission of that information is in turn gated by the speed & timing in which project goals are completed.

R. Wilsey re-raised the need (as pointed out by Secretary Sellman earlier) that the Board needs to schedule a budget workshop as the proposed budget for 2027 needs to be adopted typically on or before September 30th. After discussion, the consensus is to hold the workshop on Sept. 3rd, starting at 6 PM. Secretary Sellman to send the appropriate notices to the Mendon Town Clerk, the Sentinel newspaper, the District web-site with posting on the station bulletin board.

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



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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.

Commissioner Joint announced he and the District Administrator were preparing to send the 3c26 vehicle to auction. This initiated discussion as Chief Tschiderer noted the plan in his reports for multiple months indicated a fleet plan for 3c26 to transition to 3c36. During discussion, D. Joint motioned that the 3c26 vehicle be surveyed out of service as of June 12th, 2026. The was seconded by S. Shuler with the motion passing by majority consent of those present: 3 yea (Joint, Shuler, Shipe), 1 nay (Wilsey).

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

NYS VFIRE Grant Project Status

R. Wilsey announced to the Board that the project is complete from a Nichols Construction involvement, noting that: (a) Nichols had donated the refinishing of the tile floors, (b) the owner reinforced that if something comes up, goes wrong or is noticed that is not correct, they stand by ready to remedy. Ryan indicated there is a customer survey form and he recommends giving them a great recommendation based on their performance.



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OPERATIONAL COMMITTEE REPORTS (cont.)

Capital Projects / Special Projects (cont.)

Roof Replacement and Solar System Installation

Per S. Shuler, roof installation should be finishing up by the middle of June 15th week. Solar portion of project waiting on permits from RGE – once obtained, then permitting process would proceed to Town of Mendon. Everything with NYS (e.g. NYSERDA grant) is complete. Shuler extended his thanks to those present for accommodating to the temporary inconveniences introduced by the roofing project.

Personnel & Leadership (R. Wilsey in D. Considine's absence)

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.

Leadership Workshop

After brief discussion the consensus was to hold the leadership workshop on June 25th starting at 6 PM. Topics will include: Morale & Manpower (District and Line Officer messaging) , Communication between District & Department & Future Planning. Secretary Sellman to send the appropriate notices to the Mendon Town Clerk, the Sentinel newspaper, the District web-site with posting on the station bulletin board.

Information/Technology (R. Wilsey)

Ryan noted that items being considered are on NYS bid. In priority order, items include replacement of the RedAlert kiosk, some monitors for bunk-rooms, a couple laptops (Treasurer Baumer's current one has battery issues, one for G. Francesco, training officer).

OLD BUSINESS

Replacement Attorney Search

S. Shuler initiated a discussion with respect to the status of District Counsel prospect Dave Cook Esq. who attended the April District meeting regarding the position. Shuler made a motion that the District hire Mr. Cook in the same context as W. Fletcher. The motion failed to get a second with continued discussion. R. Wilsey indicated he was arranging an additional conversation with Mr. Cook, and that he felt the position should be officially posted, needing some input for a job description from W. Fletcher prior to any distribution.



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NEW BUSINESS

R. Wilsey imitated discussion proposing that the Fire Department get first right of refusal in acquiring the 3C36 that was surveyed out of service earlier in the meeting. The District needs to ascertain the value (e.g. Kelly Blue Book) which would then be passed to the Department for evaluation and consideration.

PUBLIC COMMENT

Robert Houle asked for time to raise a couple topics. In a lengthy discourse, he continued advocating for better communication and transparency from the Fire District. He stressed the importance of updating communication policies and improving public awareness of the District. There was back & forth discussion with Mr. Houle emphasizing the importance of addressing public concerns and perceptions.

Executive Session

At 20:10, R. Wilsey made a motion to take a 5 minute recess and reconvene the Board into Executive Session for the purpose of discussing employment issues. This was seconded by S. Shuler and passed with unanimous consent of those present: 4-0-0.

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

MEETING ADJOURNMENT

At 20:21 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

June 2026 report:
 111- Calls YTD, 30 since last mtg

Calls of significance since the last meeting: Tractor extrication, Dumpster fire, Partition fire

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 (37 calls)	9:11 0.34	13:52 0.28
365 (24 Call)	9:33 1.08 <i>(4-second change since Dept mtg)</i>	14:10 1:41
367 (60 Calls)	8:37 0.36	13:45 0.40
3617 (12 Calls)	8:41 1.28	13:56 3:33
AVG (111 Calls)	9:00 0.57	13:53 1.38

MFD Members in "quarters" make a difference!

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 **8:50 faster**

YTD avg attendance (on apparatus): 5.19 (-0.04)

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 (2 pts)
- S McQuillan (1 pt)
- S Jokl (3 pt)

New business:

- PO's – Terzo PPE (Rush)
- Lots of Chiefs in/out of town this week
- FIT testing completed
- Bunk Room Policy – DRAFT
- Fire Police email
- Letter of concern
- Suspension of a member for Social media violation



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

- Old business:
- NERIS transition – Red Alert
 - Kiosk hardware replacement
 - Fleet plan
 - Current 3C7 to 3C-16
 - Request approval for \$1000 or less in materials (approved)
 - Current 3C-16 to 3C-26
 - Current 3C-26 to 3C-36
 - NYS bid for a 3/4 Ton pick-up w/ soft cap-
 - Approx \$ 60K
 - Fire Police
 - Training
 - Parades/General errands
 - Grants
 - DEC- Dryer
 - AFG- Portable Radio upgrade
 - SAFER- Training Officer
 - DECON Seats(Reburb. fund)- delivered this week
 - 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)
 - EVID/On 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

June 2026 Commissioner Meeting

Payee	Amount
Capital One Trade Credit (Weiders)	\$ 292.98
Dival Safety	\$ 95.76
Eke Aiono	\$ 800.00
Firematic Supply Company	\$ 225.00
GLOBAL FIRE PROTECTION	\$ (50.00)
Har Rob Fire Apparatus	\$ 475.00
HILLYARD NEW YORK	\$ 1,026.78
McNeil & Company	\$ 148.35
Mike Moreland's Lawn & Landscape	\$ 960.00
Morgan Rubbish Removal	\$ 64.66
Noticestry LLC	\$ 556.60
Paul R. Schad	\$ 9,627.00
Postmaster	\$ 196.00
Skywave Communications, Inc	\$ 689.45
Town of Mendon	\$ 881.50
William Fletcher Esq	\$ 3,667.00
Bank Balances as of 6/7/2026	Balance
CNB #5415 (checking)	\$ 146,352.25
CNB #5417 (savings)	\$ 301.86
CNB #0817 (Capital)	\$ 250,999.17
Municipal CD - 3985 (Capital)	\$ 418,049.15

Steve Shuler _____
 Dan Considine _____
 John Shipe _____
 Ryan Wilsey _____
 Richard Joint _____

Credit Card	Amount
First Bank Card - Dan Considine	\$ 763.66
First Bankcard- John Shipe	
First Bankcard- Ryan Wilsey	\$ 313.67
First Bankcard - Dale Sweet	\$ 734.32
First Bankcard - Steve Shuler	
AUTOPAY BILLS	
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 \$ 26,337.07

Addition Vouchers to add:
 The Nichols Team, Inc. # 30,421.85
 The Nichols Team, Inc. # 14,361.30
 Bone-Care # 4,051.16
 Everalon # 358.67
 State Industrial Products # 281.00

Total = \$ 75,811.05
 + William Fletcher \$3667
 CMAA-SWEET-SUBIT-AUG
 Nancy Rank \$1500
 Convergint \$30104



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

To: Dan Considine
From: Dale E. Sweet

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Physicals: A few more firefighters have gotten their physicals completed.

Personnel: Dale will be taking a few hours off today for an appointment.

Apparatus:

- **E-364** is running ok. The mobile radio was repaired by Motorola by way of Skywave Inc. Dale picked the radio up and reinstalled it and made sure it transmitted and received properly. This was completed on 5/18.
- **E-365** is running ok. Dale adjusted the hose bed dividers during hose testing to better accommodate the hose loads.
- **TA-3617** is running ok.
- **367** is running o.k. The new truck went into service on 5/27. The truck went to Jessica Chevrolet on 6/3 to have the truck programmed for the backup alarm.
- Hose Testing was completed on 6/9. Two spare pieces of hose failed.
- The Self-Contained Breathing Apparatus were all inspected/tested by DiVal Safety on 6/10. Several cylinders will be going to DiVal Safety at a time for hydrotesting this month.
- Ladder testing is scheduled for June 19th.
- 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 – have been received.

26-06: Helmets/Shields = \$3463.39 – ordered, waiting on delivery.

26-10: Firefighting Gloves (12) \$1,113.00 - ordered (partial order received 6/10.)

New 367:

- The back-up camera was ordered, received, and installed, the portable radios and chargers (3), the flashlights (2), the Thermal Imaging Cameras with chargers (2) were all installed and wired by Dale.
- The tool board was mounted along with the hand tools and the SCBA's and spare cylinders by Dale.
- Dale switched all the equipment over from the old 367 to the new 367 on 5/27 and the truck was put into service.

Building & Grounds:

- The Roof Replacement Project started on 6/1. We currently have the Taylor Road entrance closed for this project.



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

- The tile flooring on the 1st floor was stripped and waxed through the Nichols Construction Team on 6/6. Dale came in to move tables, chairs, furniture, etc., so the floors could be done.
- The conference table and chairs were placed in the new Commissioners Room on 6/10 by Dale, Commissioner Shuler, and V.P. Arman.
- Lawn mowing and bed maintenance are ongoing.
- The Bunk Room Project is near completion. The beds were delivered and put together, and a couple of HVAC vents were connected. A couple of minor items need to be taken care of.
- The fire sprinkler system and the backflow prevention device were inspected/tested by Davis-Ulmer on 6/4.
- Now that the Carnival is over, we will slowly be getting items that belong out in the department building out of the firehouse.

Grant (V-Grant): Work on the Bunk Room Project is almost complete. Two more bills have been received, and we need to submit bills to the state.

Insurance:

- Dale worked on a Group Life Insurance claim that was submitted to the insurance company for Exempt Firefighter Laurence Barnes on 4/23 has been finalized and paid out.
- Dale also worked on a Cancer Insurance claim that was submitted for one of our firefighters and it has been processed and paid out.

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 crazy busy of late!

Thank you,

Dale



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APPENDIX D: Training Officer Report (part 1 of 3)

Training Activity Report

Reporting Period: May 15, 2026 – June 11, 2026

Submitted By: Gregory Francesco

Position: Training Officer

Summary

During the reporting period, a total of 72.0 hours were dedicated to Training activities supporting member development, training delivery, qualification program development, onboarding, record management, and administrative improvements. Significant progress was made toward modernizing training documentation, establishing qualification pathways, and improving member onboarding and progression tracking.

Major Projects and Accomplishments

- Training Program Development
- Developed and coordinated Monday night drill schedules, lesson plans, and drill preparation activities.
- Assisted with Driver/Operator and Pump Operations training programs.
- Assisted with FEMA, ODP, and county training coordination.
- Coordinated live fire training planning, documentation, and member preparation.
- Supported EVOC and TAL-related training activities.
- Qualification Program Development
- Continued development of Interior Firefighter qualification packets, quizzes, and evaluation materials.
- Continued development of Basic Exterior Firefighter qualification packets, quizzes, and evaluation materials.
- Worked on future qualification pathways for EMS, Driver/Operator, and Fire Police personnel.
- Conducted qualification reviews and member progression assessments.
- New Member Development and Onboarding
- Conducted new member orientation activities.
- Continued development of the New Member Handbook and Orientation Guide.
- Developed and revised onboarding forms, checklists, and qualification tracking processes.
- Implemented electronic onboarding systems utilizing Google Forms and digital workflows.
- Assisted new members with training planning and qualification progression.
- Training Records and Tracking
- Updated and maintained department training tracking systems and training matrix documentation.



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APPENDIX D: Training Officer Report (part 2 of 3)

- Continued development of electronic qualification forms and training documentation.
- Updated member qualification records and progression tracking.
- Managed Red Alert training records, updates, and communications.

Administrative Training

- Completed quarterly training planning and reporting activities.
- Coordinated training communications and member notifications.
- Managed TAL administration and documentation.
- Continued modernization of Training Division forms, documentation, and recordkeeping systems.
- Supported department-wide training compliance and qualification tracking efforts.

Hours Summary

- Training Administration and Planning: 24.0 Hours
- Training Delivery and Drill Support: 26.0 Hours
- Qualification Program Development: 10.0 Hours
- New Member Orientation and Onboarding Development: 8.0 Hours
- Training Records and Qualification Management: 4.0 Hours

Total Hours Reported: 72.0 Hours

Upcoming Priorities

- Finalize New Member Orientation and Onboarding Program.
- Complete Interior Firefighter qualification packet and assessment implementation.
- Complete Basic Exterior Firefighter qualification packet and assessment implementation.
- Begin development of EMS, Driver/Operator, and Fire Police qualification pathways.
- Continue expansion of electronic training, qualification, and onboarding systems.
- Support upcoming live fire training and department training evolutions.
- Continue modernization of Training Division documentation, records management, and member progression tracking.

Professional Development

- Successfully completed and passed the National Live Fire Instructor course. Course Dates of June 8th through 9th.



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APPENDIX D: Training Officer Report (part 3 of 3)

- Scheduled to complete the National Live Fire Instructor in Charge course on June 12, 2026. Course Dates of June 10th through 12th.
- Scheduled for examination of the National Fire and Emergency Services Instructor III certification on June 18, 2026.
- Continued professional development efforts focused on enhancing instructional, curriculum development, and live fire training management capabilities to better support department training programs and member development.

Submitted,

Gregory Francesco
Training Officer
Mendon Fire District