



MENDON FIRE DISTRICT
Board of Commissioner
District Meeting Minutes (Draft)
July 09th, 2026



ROLL CALL (meeting called to order 19:00 hrs. on 07/09/2026 by R. Wilsey)

PRESENT	NAME	CAPACITY	NOTES
Yes	Arman, Mike	MFD Vice President	
Yes	Baumer, Heidi	Treasurer	
Yes	Considine, Dan	Commissioner	
No	Fletcher, William	General Counsel	
No	Francesco, Gregory	MFD Training officer	
Yes	Friedlander, David	MFD Deputy Chief	
Yes	Joint, Richard	Commissioner	
Yes	Kester, Peter	MFD Assist Chief	
Yes	Chip Knapp	MFD President	
Yes	Sellman, Tom	Secretary	
Yes	Shipe, John	Commissioner	
Yes	Shuler, Steve	Commissioner	
No	Tschiderer, Steve	MFD, Chief	
Yes	Wilsey, Ryan	Commissioner (Chairman)	

PUBLIC COMMENT

None.

CALENDAR / MEETING ROOM REQUEST REVIEW

R. Wilsey motioned to approve the following room request. This was seconded by S. Shuler and passed by unanimous consent: 5-0-0.

09-16-2026 Mendon Neighborhood HOA Meeting 5 - 9 pm <S. Shuler sponsor>

SECRETARY ITEMS

Past Meeting Minutes -- R. Wilsey motioned that the minutes for the June 11th 2026 District meeting be approved. This was seconded by S. Shuler and passed by unanimous consent by those present: 5-0-0.

Budget Process -- Secretary Sellman reminded the Board of the Budget Workshop scheduled (with meeting notices sent last month to Sentinel, posted on station bulletin board, and District website) for Sept 3rd 2026 @ 6 PM. Sellman presented the budget process schedule for 2026. (see **Appendix E**). The schedule received unanimous acceptance without change.

Background Checks -- Secretary Sellman confirmed request for new member background checks received by Commissioner Considine.



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SECRETARY ITEMS (cont.)

District Correspondence

- Sellman reminded Board members of Assoc. Fire Districts Annual meeting Oct 7-11. Registration link distributed to Board members via email June 27th.
- Reviewed receipt of:
 - Email note from Chief Tschiderer to Rush FD with inquiry regarding acquisition of Michael Terzo's PPE from Rush FD.
 - Training officer Francesco's monthly report (distributed to District email alias July 9) with embedded PO request.
 - Memorandum from W. Fletcher regarding disposition of former 3C26 vehicle (surveyed out of service June 11th) **see Appendix F**.
 - Note from Monica Javidnia with non-LOSAP medical leave.

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

- reviewed results of the Department's major Carnival event – most successful, with acquisition of a second CONEX box for storage (to be installed July 10th).
- reviewed status of the new member's building & antique truck storage bays – work crews being scheduled for last finishing items.
- Knapp proposed some ideas to offer a program whereby volunteer members are paid as 'station workers' for 3-4 hour duty crew shifts that have been identified as historically the most active fire/ems call timeframes. A formalized proposal will be presented in the August timeframe. Rates of compensation and eligibility-to-participate guidelines were discussed in light of the upcoming budget process.
- Knapp spoke to efforts he'll be championing for improving the relationships between the Department membership and the District leadership.

CHIEF'S REPORT

See **Appendix A** for content of Chief Tschiderer's report as presented by Deputy Chief Friedlander.

Purchase Orders

- 26-11 : Why-Not Detail – Clean/Refurb 3C-16 and 3C-26 vehicles: \$320
- 26-12 : Turnout Express - Nameplates for 4 IFO members : \$219.96
- 26-13 : Bunkroom bedding (pillows, sheet sets, quilts) – 2 set x 4 rooms : \$352.00

R. Wilsey motioned to approve the above purchase orders. This was seconded by S. Shuler and passed by unanimous consent: 5-0-0.



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TREASURER'S REPORT

Voucher & Reconciliation Review

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

Heidi noted the District has not received any of the NY State reimbursement for the bunk-room construction project and therefore checking account balance is getting lower than has been historically experienced for similar timeframes in previous years – the District Administrator is working the issue.

Heidi noted that the 2% insurance fund rebate for the year was significantly increased over last year, coming in at \$ 26.5K -- funds which have typically been earmarked for recruiting/retention.

R. Wilsey motioned to pay the bills and approve the Treasurer's report – this was seconded by D. Considine and passed by unanimous consent: 5-0-0

OPERATIONAL COMMITTEE REPORTS

Apparatus (R. Joint)

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.

Commissioner Joint reviewed appraisal's received from Garber Chevrolet for the white Chief's vehicle that was surveyed out of service last month – the range being between ~\$10K for sale down to ~ \$3K There was discussion regarding final disposition options of the vehicle based on the memorandum from District Counsel Fletcher. In summary, Commissioner Wilsey indicated we need to wait for more input from Fletcher.



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OPERATIONAL COMMITTEE REPORTS (cont.)

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

NYS VFIRE Grant Project Status

R. Wilsey conducted a brief review of the Bunk Room Use Policy draft as submitted by Chief Tschiderer (see **Appendix E**) and motioned that it be accepted (making it the basis for an 'evergreen' policy doc). This was seconded by S. Shuler and passed by unanimous consent: 5-0-0

Roof Replacement and Solar System Installation

Per S. Shuler, roof installation completed and signed off. Solar portion of project waiting on permits from RGE – once obtained, then permitting process would proceed to Town of Mendon. Shuler noted that all the material equipment is ready to go. Shuler elaborated that once the permit is received, the project timeline should be complete in two to three weeks.

President Knapp requested that the logistics of material placement during the project be more favorable to apparatus movement into/out of truck bays. Commissioner Wilsey indicated he expects the blockage will only affect some daytime operations and that materials would be moved to open access during the evening and weekend hours

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: 5-0-0.

Training Officers Report

See **Appendix D** for content of Capt. Francesco's report. R. Wilsey motioned that the report be accepted with the exception of the report's referenced P.O. request (that didn't come through the Chief). This was seconded by S. Shuler and passed by unanimous consent: 5-0-0.

Commissioner Joint commented that those responsible for, or had a hand in the number of newly qualified interior FF and drivers should be commended for a great job.

Recruiting & Retention

VP Arman noted three new members voted in at the July Department meeting. After that, the pipeline is empty. President Knapp remarked about the coming loss of two long-tenured members that will be moving on to retirement (A. Morrell and T. DeRuyscher) towards years-end.

New District Counsel Search

Looking to get candidate David Cook to meet with W. Fletcher in August with Nov/Dec transition intention.



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Information/Technology (R. Wilsey)

Ryan noted that items being considered are on NYS bid. In priority order, items continue to include replacement of the RedAlert kiosk, eight monitors for bunk-rooms, a couple laptops, access points for the station and new members building. Approximate cost is \$6K.

Ryan reviewed thoughts regarding replacement doors to support key-fob access in such a way as to eliminate some of the Brivo access control subscription cost. He also discussed projected costs for Wi-Fi access points and cameras needed by the station and new members building.

The combined total of expenditures for IT estimated at roughly \$ 8K.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC COMMENT

None.

Executive Session

At 19:51, R. Wilsey made a motion enter into into Executive Session for the purpose of discussing personnel, employment and administrative issues. This was seconded by D. Considine and passed with unanimous consent: 5-0-0.

At 20:17, the Board exited Executive Session and the regular meeting resumed.

MEETING ADJOURNMENT

At 20:18 R. Wilsey motioned to adjourn the 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



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APPENDIX A: Chief's Report from July Dept Meeting (07/06/2026) (part 1 of 2)



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

July 2026 report:

138- Calls YTD, 27 since last mtg

Calls of significance since the last meeting: (discussed Ulster Co LODD)

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 (52 calls)	9:14 0:03	14:05 0:13
365 (36 Call)	9:34 0:01	14:44 0:34
367 (78 Calls)	8:38 0:01	13:44 0:07
3617 (14 Calls)	8:41	13:56
AVG (111 Calls)	9:01 0:01	14:07 0:14

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 **9:00 faster**

YTD avg attendance (on apparatus): 5.34 (+0.15) Including interior, exterior, probationary, and Fire Police

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

"Damage"-

New business:

- PO's – Terzo PPE (Rush)
- Bunk Room Policy – DRAFT
- Fire Police email
- Letter of concern

FFOM: M Brassie- Classes, Calls, odds and ends

Old business:

- NERIS transition – Red Alert
 - Kiosk hardware replacement
- Fleet plan
 - Current 367 to 3C-16
 - Request approval for \$1000 or less in materials (approved)
 - 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)

- NYS bid for a ½ 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
- 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 space/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)
- EVL/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

July 2026 Commissioner Meeting

Payee	Amount
Dival Safety	\$ 3,484.65
Fire Service Safety Testing	\$ 313.96
First Due Services LLC	\$ 4,063.00
GLOBAL FIRE PROTECTION	\$ (50.00)
Har Rob Fire Apparatus	\$ (475.00)
Healthworks	\$ 2,636.25
Mike Moreland's Lawn & Landscape	\$ 80.00
Morgan Rubbish Removal	\$ 63.39
Sentinel Publications	\$ 26.25
Steve Schiderer	\$ 67.24
Cloudtalk	\$ 301.03
Eke Aron	\$ 300.00
Mike Moreland	\$ 96.00
Town of Mendon	\$ 589.84
MFD	\$ 2449.57
Brian Shmitt	\$ 35.00
Bank Balances as of 6/7/2026	Balance
CNB #5415 (checking)	\$ 87,153.37
CNB #5417 (savings)	\$ 301.87
CNB #0817 (Capital)	\$ 251,054.18
Municipal CD - 3985 (Capital)	\$ 418,049.15

Credit Card	
First Bank Card - Dan Considine	413.61
First Bankcard- John Shipe	\$ -
First Bankcard- Ryan Wilsey	\$ 328.10
First Bankcard - Dale Sweet	\$ 1,813.47
First Bankcard - Steve Shuler	\$ -
AUTOPAY BILLS	
ATT Mobility	\$ 271.11
ATT Mobility	\$ 145.16
Spectrum	\$ 149.99
Toshiba Financial Services	\$ 248.27
Benecare	\$ 4,051.16
Monroe County Water Authority	\$ -

TOTAL BILLS \$ 17,563.37

notiastry \$555.58
 Healthworks \$174.25
 Everson FKA \$358.67

Steve Shuler

Dan Considine

John Shipe

Ryan Wilsey

Richard Joint



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

To: Dan Considine
From: Dale E. Sweet

July 9th, 2026

Physicals: A few more firefighters have completed their physicals completed and letters will be going out shortly for those who will need them.

Personnel: Dale used a half day of vacation on 7/7 (Greg Francesco covered from 12:00 – 4:00pm). Dale will also be using a half day of vacation tomorrow 7/10 and will be in for the afternoon (Greg Francesco will be in at 9:00 am and cover until I get back).

Apparatus:

- **E-364** is running ok. Dale repaired the driver's side rear cab door window crank handle on 6/23.
- **E-365** is running ok. Dale repaired a broken discharge cap chain.
- **TA-3617** is running ok. Dale repaired a broken discharge cap chain. Dale also received two work orders: The "door open" alarm not working when the truck is moving. Dale investigated and everything is working normally. It is believed that the electrical power switch for the Pierce body was not on. The "door open" alarm will not function if this is not turned on but the chassis will start and move with the Peterbilt "on/off" switch. The other work order was for the remote door opener not working properly. This is the second time I received this complaint in a couple of months from the same truck operator. I have tried several times with no issues. It works the same as it has over the almost 14 years that we have had the truck. On occasion, as with some of our other trucks, you may have to take the remote off from the window visor, so the signal connects with the door opener. This has a lot to do with the truck blocking the signal. No issues, it is working normally. These work orders were completed on 7/8.
- **367** is running o.k. Dale replaced a microphone adapter on one of the Harris portable radios on 6/23. We had the "take down" lights come on twice automatically at night. Dale contacted Paul Schad and he came out to look at the problem within two hours of calling him on 7/2. Paul checked the warning light programming and shut off a sensor on the light bar operating system, and it is operating normally now.
- **3C26 Vehicle:** Dale removed a Harris portable radio charger from the "old" 3C26 vehicle and installed it in the current 3C26 vehicle on 6/23.
- **Gas monitors** from E-364 & E-365 were calibrated by Dale on 7/7.
- Several cylinders will be going to DiVal Safety at a time for hydro testing this month, some are out now and more need to be done.
- Ladder testing was completed on June 19th. No repairs are needed.
- Kubota generator #3 was dropped off to Saxby's for service/maintenance on 4/2. This will be the last unit to be serviced. Dale checked on the status, and they have not gotten to it yet.



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

New Purchase Requests Received:

26-11: Chief vehicles (2) interior detailing = \$320.00

26-12: Turnout Coat Nameplates for 4 firefighters = \$219.00

Purchase Requests:

26-06: Helmets/Shields = \$3463.39 – ordered. Dale checked with the salesperson, and we are waiting for their delivery.

26-10: Firefighting Gloves (12) = \$1,113.00 – Completed.

Building & Grounds:

- The Roof Replacement Project started on 6/1 and ended on 6/27.
- Second floor bar sink: While the sink at the bar was being used for cleaning purposes, Dale heard water dripping from the ceiling in the 1st floor lounge area. After going upstairs and shutting the water off, Dale found items shoved under the bar sink which separated the bar sink drain line from the main drain line. Dale cleaned up the water, and the next day drilled holes in the second-floor concrete and mounted the drain support (6/22). Dale then replaced the damaged ceiling tiles in the 1st floor lounge area on 6/24 and cleaned the area up.
- Dale pulled Category 6 wire from the network computer to the copier so Commissioner Wilsey could make the connections on 6/22.
- Dale replaced the weather stripping on the east side of overhead door #1 on 6/23.
- The filters were changed in the HVAC units in the Meeting Room/Commissioners Room and ceiling tiles replaced in the Commissioners Room along with cleanup by Dale on 7/6.
- The cabinets and countertop were moved back from the Apparatus Room by Dale.
- Commissioner Shipe and Dale have been working on the office area HVAC unit that froze up. It was on the list to have the filter changed this week because of the construction dust but had frozen up before it was done. There are contributing factors: Thermostat set too low, dirty filter, and the filter door was missing and found in the insulation. New filters have been ordered, and replacement "pan" insulation is being purchased for the unit. We also used the shop vacuum to make sure the condensation line is clear, not plugged (7/8 & 7/9).
- Lawn mowing and bed maintenance are ongoing.
- The Bunk Room Project construction has been completed on the Nichols Team's end, except for the sprinkler head trim rings for the ceiling in the Commissioners Room.
- Now that the Carnival is over, we will slowly be getting items that belong out in the department building out of the firehouse. Some items were moved by Dale, but we still need to get the Ice Cooler moved to the back building.
- Dale opened the building up for NYS Primary voting on 6/23 at 4:15 am.



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

- Dale had two meetings with Verizon about something interfering with their tower on 7/7 & 7/8. We are looking to relocate the AT&T antenna to see if it helps.

Grant (V-Grant): We need to submit bills to the state. Dale has been looking into the forms and is reaching out to The Nichols Team and our grant representative for help.

Insurance: Currently looking into another possible cancer claim to see if it qualifies.

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 4)

Mendon Fire District
101 Mendon Ionia Rd
Mendon, NY 14506



Training Activity Report

Reporting Period: June 12, 2026 – July 7, 2026

Submitted By: Gregory Francesco

Position: Training Officer

Summary

During this reporting period, I logged 51.64 hours performing Training Division duties and an additional 8.75 hours covering District Administration shifts, for a total of 60.06 hours worked.

The primary focus this month was continuing to build a structured training program that provides members with clear expectations, standardized qualifications, and documentation. All are awaiting review and approval before they can be implemented.

Training Activities

Over the past month I continued planning and coordinating Monday night and weekend drills, preparing lesson plans, building drill schedules, and updating Red Alert with training events and attendance records.

Training topics included hoseline operations, extended lays, apparatus familiarization, Quarter Point operations, and Driver/Operator familiarization. Successfully organized and completed the first Live Fire Training of the year.

In addition to weekly training, I continued updating the department Training Tracker, training matrix, correcting attendance records, coordinating member training registrations, and maintaining department training records.

Qualification and Onboarding Projects

A significant amount of time during this reporting period was spent building standardized qualification programs for the department.

Work continued on the following qualification packets:

- Interior Firefighter
- Exterior Firefighter
- Driver/Operator
- Apparatus Clearance
- EMS



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APPENDIX D: Training Officer Report (part 2 of 4)

Each packet has been designed to provide members with a clear progression through training while giving company officers a standardized method of evaluating competencies and documenting completion.

Work also continued on the new member onboarding program. The orientation packet, onboarding paperwork, qualification tracking documents, and electronic forms have all been revised and organized to create a more consistent onboarding process for future members.

At this time, the qualification packets and the New Member Orientation Program are complete and are awaiting review and approval by Chief Kester before they are placed into service.

Resources Requested - PO Request

To continue improving the department's training and administrative systems, I would like to request consideration for the following:

- Adobe Acrobat Pro Studio subscription to create, edit, and manage fillable training, onboarding, qualification, and department forms. This would significantly improve the consistency of department documentation and reduce the amount of manual editing currently required.
- There are different subscription options depending on how many people we want to have the ability to utilize Adobe Pro
 - Adobe Acrobat Pro is available through either an Individual or Business (Teams) subscription.
 - The Individual plan costs \$24.99 per month (\$299.88 annually) and provides a single-user license.
 - The Business (Teams) plan costs \$29.99 per month (\$359.88 annually) per license, with a minimum purchase of two licenses. This option includes centralized license management, allowing licenses to be reassigned if personnel or responsibilities change, making it a more flexible long-term solution for the department.

Additional Notation:

I would also like to make the Board aware of multiple upcoming mileage reimbursement requests. Due to a Ford Explorer being marked out of service, and unavailable for members to utilize for traveling to classes throughout this reporting period, members attending approved training have been required to use their personal vehicles for transportation to and from training classes.



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APPENDIX D: Training Officer Report (part 3 of 4)

As a result, the District should expect multiple mileage reimbursement requests to be submitted for approved training-related travel. These reimbursement requests are being submitted in accordance with District policy due to the unavailability of a District vehicle for training transportation.

District Administrative Support

While covering District Administration assignments, I completed routine station and apparatus cleaning maintenance to help maintain operational readiness.

This included fueling apparatus and updating fuel records in Red Alert, exchanging hydrotested SCBA cylinders, preparing additional bottles for testing, cleaning and detailing apparatus, continually performing station cleaning, restocking equipment, submitting maintenance work orders, and identifying facility issues that required attention.

Items reported during this period included:

- Malfunctioning garage door remote for Tanker 3617.
- Ceiling leak in the mail room originating from the HVAC unit.
- Overflowing dumpster requiring pickup.
- Low inventory of hand soap, floor cleaning solution, and vacuum bags.
- Existing station vacuum requiring replacement due to poor performance.

Hours Summary

Training Division

- Training Administration and Planning — 15.30 Hours
- Training Delivery and Drill Support — 18.50 Hours
- Qualification Program Development — 10.00 Hours
- New Member Orientation and Onboarding Development — 5.00 Hours
- Training Records and Administrative Management — 2.84 Hours
- Training Division Total: 51.64 Hours

District Administration

June 26, 2026 — 4.17 Hours

July 7, 2026 — 4.58 Hours

District Administration Total: 8.75 Hours



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APPENDIX D: Training Officer Report (part 4 of 4)

Next Steps

Currently waiting for Chief Kester to review and approve the NEOP and clearance packets. My goal is to then begin implementing the new member orientation program along with the Interior, Exterior, Apparatus Clearance, Driver/Operator, and EMS qualification packets. These programs are intended to give every member a consistent training path while making qualifications easier to document, track, and maintain.

I will also continue updating the department's training records, expanding the qualification system, supporting weekly drills, and preparing future live fire training.

Submitted,

Gregory Francesco
Training Officer
Mendon Fire District



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APPENDIX E: District Budget Schedule (part 1 of 2)

Mendon Fire District Budget Process for 2027 (version I)

	Mendon Fire District	Assoc. Fire Districts NYS
Adopt Proposed Budget (on or before 21 st day prior to hearing)	On/before Oct 1	On/before Sept 29
Notice of Hearing (must be posted 15-20 days prior to hearing on website/digital sign)	Oct 2 -> Oct 7	Sept 30 -> Oct 5
Publish Legal Notice (on or before 5 days prior to hearing)	Due to newspaper Oct 9 (due by Friday prior to week of publication [oct 14] for Sentinel)	On/before Oct 15
Budget Hearing (can be any day in week of 3 rd Tues in Oct.)	Oct 22	Oct 20
Modification Window (timeframe for alterations/revisions)	Oct 22 -> Nov 4	Oct 20 -> 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 26	Nov 7

On or Before 10/01/2026

- Adopt proposed budget for 2027 including fund balance estimates for end of 2026.
- File Budget with district secretary.
- Post Budget on Fire District's website.
- Provide copy of proposed 2027 budget including fund balance estimate for 2026 to the Town Clerk.
- Treasurer determines if proposed budget will exceed the tax cap.

10/02/2026 - 10/07/2026

- Post Notice of budget hearing on Fire District Website and Signboard and provide notice of budget hearing to Town Clerk.



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APPENDIX E: District Budget Schedule (part 2 of 2)

By 10/09/2026

-Publish notice of budget hearing in official newspaper. Get to Sentinel by 10/09/2026 so it can hit the streets 10/14/2025 [publishing date] (prior to the 17th).

10/22/2026

-Hold budget hearing. **Before adopting the Fire District Annual Budget**, determine if the tax levy will exceed the tax levy cap, and if so, the Fire District must pass a resolution by a 60% vote of its Board to override the tax cap.

-Before adopting the Fire District Annual Budget and after passing any resolution necessary to override the tax cap levy, **"submit"** the Fire District budget/tax cap form to the New York State Comptroller's Office on the form prescribed by them (GML3-c7).

On or Before 11/04/2026

-Adopt 2027 Fire District Annual Budget (most likely already done in Oct 23). NOTE: It's anticipated then that the budget is Adopted at the end of the Hearing on Oct 22, and the process is basically completed other than possible submission of NYS 'tax cap levy' notifications.

On or Before 11/07/26 (for MFD, 10/26/26)

-Fire District Secretary or Treasurer delivers two (2) certified copies of Fire District Annual Budget to the Town Clerk and obtains a receipt.



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APPENDIX E: Bunk Room Policy – Draft Version 1 (part 1 of 2)



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

Bunk Room Use Policy

Purpose

The purpose of this policy is to establish guidelines for the safe, professional, and respectful use of bunk room facilities within the Mendon Fire District. These facilities are provided to support operational readiness and member wellness during duty shifts and emergency response activities.

General Rules

Bunk rooms are for official use only and may only be occupied by authorized operational members.

No visitors or guests are permitted to occupy the bunk rooms at any time.

Members may not occupy bunk rooms for more than three (3) consecutive nights without prior approval from a Chief Officer.

Members occupying bunk rooms during their shift shall respond to all alarms and emergency incidents occurring during that shift unless otherwise directed by an officer.

If more than 4 members wish to use the bunkrooms, rooms will be issued in the following order:

- a) One (1) Line Officer
- b) Driver qualified on all apparatus
- c) Interior Firefighter / EMT
- d) Interior Firefighter
- e) 367 Driver Qualified Member
- f) Exterior Firefighter / EMT
- g) Exterior Firefighter
- h) Probationary Member

Room Assignment and Keys

A Line Officer shall sign out bunk room keys to individual members authorized to use the facilities. The bunkroom keys will be stored in the Chief's Office.

- a) Duplicate keys shall not be made without the approval of the District



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APPENDIX E: Bunk Room Policy – Draft Version 1 (part 2 of 2)

- b) Members are responsible for returning assigned keys after their shift or assignment.

Cleanliness and Maintenance

Members shall keep bunk rooms clean, orderly, and sanitary at all times.

Members shall use sheets on all mattresses while occupying a bunk.

Upon vacating a bunk room at the end of a shift or assignment, members shall:

- a) Strip all sheets and bedding from the mattress
 - i) Place all bedding in the district washing machine and start the wash
 - (1) Clean bedding will be moved to the dryer by on-duty personnel
 - (2) Once dry bedding is dry, it shall be returned to bunk rooms, ensuring each room has at least 1 spare clean set of bedding
- b) Remove all personal belongings
- c) Leave the room in a clean condition for the next occupant
 - i) Floors vacuumed
 - ii) Surfaces wiped down with antibacterial wipes
 - iii) Window shades open

Quiet Hours

Quiet hours shall be observed daily between 2200 hours and 0700 hours.

During quiet hours, members using portable electronic devices, including phones, tablets, computers, or televisions, shall use headphones or earbuds to avoid disturbing others.

Professional Conduct

Members shall wear appropriate clothing while in common areas of the station, anytime outside their assigned bunk room, or whenever the bunk room door is open.

Consumption, possession, or storage of alcoholic beverages is strictly prohibited during any assigned shift and within all bunk rooms or bunk room areas at all times.

Members shall conduct themselves in a professional manner consistent with the standards, rules, and regulations of the Mendon Fire District.

Enforcement

Failure to comply with this policy may result in suspension of bunk room privileges and/or disciplinary action in accordance with District rules and regulations.



MENDON FIRE DISTRICT
Board of Commissioner
District Meeting Minutes (Draft)
July 09th, 2026



APPENDIX F: Fletcher Memorandum Vehicle Disposal

MEMORANDUM

TO: RICHARD JOINT Mendon Fire District Commissioner
RE: PROPER DISPOSAL OF third Chief's Car
From: William P. Fletcher, Esq Board Atty Pro Tem
Dated: July 7, 2026

Dick, you have asked me to give you an up to date "road map" of how to properly dispose of the third chief's vehicle.

Your inquiry is timely because the rules have been liberalized as of late 2016.

As of this date the road map is as follows:

1. Survey the apparatus "out of service" I understand this step has occurred.
2. Establish a value of the apparatus. In discussion last week I said that you should secure an opinion in writing from an obviously knowledgeable source: a dealership, might be the best source.

I understand that you have secured a written opinion from the Garber Automotive Group which valued the vehicle's highest value to be \$10,000 +- in a retail sale, down to 2,000 to 3,000 in a wholesale context.. These numbers are derived from a general inspection of the vehicle and as being in operational condition with little or no curb appeal.

This written opinion should be made available for public review.

3. The established value places the vehicle in the statutory category under \$20,000 and may, therefore, be sold without the conduct of a permissive referendum.
4. This determination does not relieve the District from having to sell the vehicle for a reasonable value. The District purchased the vehicle with tax payer money. Therefore the District must take reasonable steps to collect the highest number of dollars between 10k and 2k on disposal.

Remember the lower the sale number the higher the likelihood of criticism by the "experts" who, as you know, are EVERYWHERE. I would recommend that whatever you do, make the offer subject to the approval of the full Board of Commissioners and document your efforts. Good Luck.

Call me if you need further detail. Bill Fletcher.