



BRIGHTON FIRE DISTRICT

3100 EAST AVENUE
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BRIGHTON FIRE DISTRICT BOARD OF COMMISSIONERS - 03/04/21

MEMBERS PRESENT: Chairman Garrett, Commissioners Jeffries, Metzger, Wright, Potter, Chief Hiller, Executive Director Aroesty, Treasurer Howk, Business Manager Fitch and other public listeners. Absent: Executive Assistant Finizio.

CHAIRMAN GARRETT OPENED THE COMMISSION MEETING at 5:30pm. Good Evening Everyone. Today is Thursday, March 4, 2021 and we are at the Brighton Fire Commission meeting. I am Chairman Richard Garrett. We are meeting for the regularly scheduled time. It has been posted on our website, on our signboard, and our newspaper of record, the Brighton Pittsford Post. It is being held virtually as per the Governor's executive order. A transcript will be available upon request at a later date. The meeting is being recorded. All Commissioners are present and please identify yourselves for motions and seconds to motions. He then asked if anyone had any questions about the process. Hearing none, we moved on to the Chief's report.

CHIEF HILLER said that there have been 300 calls year-to-date with one call of significance since the last meeting. It was a working fire on Eastbrooke Lane last Thursday. It started in the entry vestibule area with limited extension to the upper floor. The crews did a phenomenal job. We received the fire investigation report from the fire bureau and the cause is being attributed to a heating appliance in that entryway.

The new rescue 308 is in service. Consistent with past practices that we have done for quints and engines, drivers who predominantly drive that apparatus, were qualified first. The equipment training is ongoing and the initial training has been completed. Chief Hiller thanked the District for getting us to that point, as well as the officers who helped coordinate that training and getting the truck in service. Deputy Chief Peartree, Assistant Chief Sands, Captain Hahn, Lieutenant Donovan Lieutenant Gulick, Lieutenant MacAdam, Lieutenant Matzan and Lieutenant Meagher all did a great job in moving that process along.

The new 3C20 vehicle is in service. The new 3C30 vehicle is at the upfitter for lights and sirens.

Chief Hiller had nothing to discuss in Executive Session.

Chairman Garrett asked if anyone had any questions of the Chief. There were none. Chairman Garrett asked that we move on to Executive Director Aroesty's report.

EXECUTIVE DIRECTOR AROESTY reported that we are in the process of renumbering the old 308 to 3028. That is currently over at Station #2. It is being readied to run as part of the squad program.

Executive Director Aroesty proposed to the Commission that in the future, as part of our physical program, that the blood work be combined on the day of the physical and be done by Pulse. This would eliminate two trips and combine that into one. It would reduce us down to a single vendor. There is often confusion and finger pointing between the blood work vendor and the physical vendor. What would happen is that the doctor would follow up with each firefighter if there was a problem found in the blood work. The doctor wouldn't have the results on the day of the physical, but overall, the efficiencies gained outweigh any down sides. As long as the Commission is in favor of that, we will then move to that more efficient model. Chairman Garrett asked if the results would be made available so that they could get them to their primary care physicians as well. Executive Director Aroesty answered yes, that is correct. Commissioner Metzger asked if it would be for this year, so people who have their physical packets already would not go with the blood order form to the other location, they would just do it at the time of their physical. Executive



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EXECUTIVE DIRECTOR AROESTY CONTINUED

Director Aroesty answered that we would put this into effect for the next physical season, which would be in the fall, with the career physicals. Commissioner Metzger made the motion and Commissioner Potter seconded the motion that we start doing blood work at the physicals at Pulse starting in the fall of 2021. All of the Commissioners approved and the motion carried.

We have extended two conditional offers of employment. The individuals are in the process of completing their pre-employment requirements. Once that's complete, we will announce their names publicly. That should be done sometime in the next 7-8 days.

The academy should be starting somewhere between the 24th and 29th of the month. It is currently in flux. There are a number of things going on. It is tough to say the exact day at this point. We are working on that and will have firmer information at the next Commission meeting.

The State has finally come out with draft regulations, as they relate to the chief's requirements that came out almost two years ago, relative to the requirements for the individual to hold the office in a department where there are six or more career firefighters. The regulations are in draft form and are open to a comment period. In reviewing the regulations, there is some language that is confusing and a little concerning. Executive Director Aroesty asked the Commission to consider some discussion tonight. The process that we went through back in December when we reviewed our current chiefs against the best practices. If you recall, the best practices had to do with the 22 criteria for an incident commander to demonstrate. When we evaluated our officers against those practices, we looked at their educational and experience backgrounds. We then measured them against that. The concern in the regulation that came out is that they look at a singular qualifier of the course of Fire Officer 3. We look at that as a benchmark that is difficult and not a good benchmark against those best practices. Executive Director Aroesty is asking the Commission to consider to draft a response during the open period to express our satisfaction with measuring our chief officers against the best practices and feeling that that is an appropriate way for the authority having jurisdiction to evaluate chief officers. Chairman Garrett suggested that the Personnel Committee review this and work to get the letter of our concerns together. Commissioner Metzger asked if we were looking for a motion. Chairman Garrett answered that yes, it would be good. Commissioner Wright made the motion and Commissioner Potter seconded the motion that the Personnel Committee review and work on a response to the State on the chief's requirements. Chairman Garrett asked if there was any further discussion. There was none and the motion carried.

Over the last several months, we have circulated drafts of our strategic plan. The Commissioners have all had opportunities to look at it. All of the stakeholders within the organization: the Board, the Line, the Commission and the Union, have all had opportunities to look at the draft. Executive Director Aroesty asked the Commission to adopt the current version tonight, so that it may be circulated throughout the organization so that everyone could read it. It will remain a living document. It's important that the document continue to live, because as our organization changes and evolves, the strategic plan needs to be able to change as we do. Commissioner Jeffries made the motion and Commissioner Potter seconded the motion to approve circulating the strategic plan to the entire organization. Chairman Garrett asked if there was any further discussion. Chairman Garrett added that if in the future, someone thinks of something that is of concern and that should be updated in the strategic plan, to bring it to the Executive



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EXECUTIVE DIRECTOR AROESTY CONTINUED

Director's or the Chief's attention, so that we keep it current and relevant. The Commissioners had nothing else to add and the motion carried.

The February numbers from the Pilot Program have been prepared. There are no changes from January. There were 57 responses of 303 at Station #2, still averaging about two per day. Originating from Station #3, there were 51 responses. Originating from Station #1, there were seven responses. There were four calls that were covered by 303 in Station #2's area. There were no missed calls in Station #3's area, while 303 was covering. Executive Director Aroesty will be circulating that information to everyone in the interest of transparency. He asked if anyone had any questions on that data. Chairman Garrett stated that seeing no questions, that we would go ahead and distribute that information.

306 was finally traded in to Van Bortel as part of the acquisition of the two new chiefs' cars that we purchased back in December.

The District has talked with Dixon Schwabl, who we have used in the past, about some PR work. They will be available at an amount not to exceed \$2,500.

We had previously approved a lighting project for the front apron at Station #1 in the amount of \$2,500. We are looking to expand the scope of that project to include inside the bays. That would bring the project to \$4,900. Commissioner Wright made the motion and Commissioner Potter seconded the motion to approve adding work to the lighting project at Station #1 at a cost not to exceed \$4,900. Chairman Garrett asked if there was any further discussion. There was none and the motion carried.

This is budgeted, but to mention it for the minutes, Clover Lawn and Landscape is renewing their agreement to fertilize all three stations with six applications per station over the season, in an amount of \$1,590.

We received an invoice from Churchville for all of the installation and fabrication work for the new rescue, which was planned as part of the purchase of 308. That amount was \$29,741. Commissioner Metzger made the motion and Commissioner Jeffries seconded the motion to approve paying the invoice from Churchville for the installation and fabrication work on 308 in the amount of \$29,741. There was no further discussion and the motion carried.

One of the treadmills at Station #1 is broken and in need of replacement. It is one of our original treadmills that was purchased back in 2006. The replacement cost is \$5,995 and that is a NYS contract price. Commissioner Metzger made the motion and Commissioner Wright seconded the motion for us to go ahead and replace the broken treadmill at Station #1 for \$5,995. There was no further questions and the motion carried.

We received a nice Atta Boy for Lieutenant Jeffries and Firefighters Jarzabek and Janowski. They were to a lift assist call. The citizen's husband that they helped called into the firehouse and wanted to make sure we knew what an outstanding job that they did.

We have received thank you notes from Chief Hiller, retired Captain Palma and the Rochester Area Interfaith Hospitality Network, Inc. We recently replaced mattresses here, they were more than willing



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EXECUTIVE DIRECTOR AROESTY CONTINUED

and happy to receive some of the mattresses that we were getting rid of. They put those to good use and were very thankful for them.

Executive Director Aroesty said that this was the end of his report and asked if anyone had any questions. There were no questions.

Executive Director Aroesty stated that he had two personnel items to discuss in Executive Session.

Chairman Garrett asked if any of the Commissioners had anything to report.

COMMISSIONER METZGER stated that as Chairman of the Truck Committee, he wanted to extend his thanks to Chief Hiller and Executive Director Aroesty for all of their effort that they put in on the rescue truck. During COVID times there were lots of challenges and trips that were changed. The two of them are really the reason that the truck is here to begin with, so that all of the other people could work on it.

Chairman Garrett reminded everyone that our next meetings are on Tuesday, March 16th and Thursday, April 1st.

Chairman Garrett also thanked the Truck Committee for all of the work they did in getting 308 in service, the training, etc.

Commissioner Metzger asked if we would continue on Zoom in the foreseeable future. Chairman Garrett answered that for the time being we will continue. We can also always adjust the meetings if something changes. Zoom does provide a lot of flexibility for people. Commissioner Metzger agreed. He mentioned that he would out of town on April 1st, but is happy to attend the meeting from wherever he is.

Chairman Garrett then said that Executive Director Aroesty had one more thing to report.

Executive Director Aroesty said that everyone should be aware that on March 14th, ECD will be changing over the CAD to the new CAD, which means that the MDT's in the firehouses will no longer be working. They will be switching over to the new dispatch system. Our pagers will continue to go off the same way. If they do make the switch, March 14th could be an interesting day because they are switching over to an entire new system.

TREASURER HOWK requested permission to pay the invoices as audited. The abstracts and fund balance reports are available for review. Since the last Commission Meeting, we have spent \$197,725.01. A listing with all of the vouchers and amounts is attached inside the folder with the vouchers and Treasurer Howk is requesting that each Commissioner initial that sheet after they have reviewed it. It will be at the firehouse. The Treasurer has certified and previously reviewed the purchase orders and budget and certified that there are sufficient funds in the budget to pay for these invoices. A motion was made by Commissioner Potter and seconded by Commissioner Wright to pay the bills as audited and the motion was approved unanimously by all of the Commissioners.

Chairman Garrett asked if there were any questions on the Treasurer's report. Seeing none, we moved on to the Business Manager's report.



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Chairman Garrett stated that Business Manager Fitch would be reporting for herself and Executive Assistant Finizio.

BUSINESS MANAGER FITCH advised that we have received the additional installment from the Town of Pittsford in the amount of \$582,004.81. We have now received all of the funds from the Towns of Pittsford and Brighton.

BUSINESS MANAGER FITCH PRESENTED ON BEHALF OF EXECUTIVE ASSISTANT FINIZIO. She requested approval of the minutes as submitted. A motion was made by Commissioner Wright and seconded by Commissioner Potter to approve the minutes as submitted and the motion was unanimously approved by all of the Commissioners.

We were notified by the Department that effective January 29th, that Alex Brayer has returned to active status.

Chairman Garrett then asked if there was anything else.

Chairman Garrett then asked if anyone else had anything additional for the regular portion of the meeting. Since there was nothing else, he asked for a motion to go into Executive Session.

Commissioner Wright made the motion and Commissioner Potter seconded the motion that we go into Executive Session at 5:56pm to discuss two personnel items.

Commissioner Wright made the motion and Commissioner Potter seconded the motion that we come out of Executive Session at 6:22pm where no action was taken.

Commissioner Jeffries made the motion and Commissioner Metzger seconded the motion to adjourn the meeting at 6:23pm.

Respectfully submitted,

Dina Finizio
Executive Assistant / (Acting Secretary)