



# *BRIGHTON FIRE DISTRICT*

3100 EAST AVENUE  
ROCHESTER, NEW YORK 14610-3522  
(585) 381-3200 FAX (585) 586-3048  
[www.brightonfd.org](http://www.brightonfd.org)

## **BRIGHTON FIRE DISTRICT BOARD OF COMMISSIONERS – 09/20/22**

**MEMBERS PRESENT:** Chairman Garrett, Commissioners Jeffries and Potter, Chief Hiller, Deputy Chief Peartree, District Director Aroesty, Treasurer Howk, Business Manager Fitch, Captain Meagher, Captain Stavalone, Firefighters Lacey and Rathbun. Absent: Commissioners Metzger and Wright.

**CHAIRMAN GARRETT** opened the Commission Meeting at 5:30 p.m.

**CHIEF HILLER** stated that we have had approximately 1,772 calls year-to-date with nothing of significance since our last meeting.

Chief Hiller stated that recruit firefighter Payne was injured during training at the academy yesterday and was transferred by ambulance to Strong Memorial Hospital and released the same day. He is currently on light duty and more information to follow as we work with our worker's compensation carrier.

Chief Hiller stated that the construction of the new maze at Station #1 will begin this weekend led by Chief Sands.

Chief Hiller stated that group meetings with Chief Hiller and the personnel committee have been scheduled for the week of October 17<sup>th</sup> through October 20<sup>th</sup>.

Chief Hiller stated that Captain Stavalone wanted to compliment Lt. Cline on the repairs of the plymovent exhaust system which saved the District significant dollars.

Chief Hiller stated as you are aware, there are temporary orders and running rules in place regarding the Allens Creek Office Park due to weight limitations and restrictions on the bridge.

Chief Hiller stated that open house is October 16<sup>th</sup>.

This is the end of Chief Hiller's report. Chief Hiller said he has one personnel matter for Executive Session.

Chairman Garrett asked if anyone had any questions on the Chief's report. There were none.

Chairman Garrett said we will move on to the District Director's report.

**DISTRICT DIRECTOR AROESTY** stated that we were recently contacted by T-Mobile, who is currently a tenant on our tower, wanting to do some reinforcement on the tower because they are doing some renovations to their panels. As District Director Aroesty has mentioned in prior meetings, we are in the process of signing a lease with Dish Network who is going on the tower. District Director Aroesty has put T-Mobile and Dish Network in communication with each other to coordinate with each other regarding the reinforcements.



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## **BRIGHTON FIRE DISTRICT BOARD OF COMMISSIONERS 09/20/22 PAGE 2** DISTRICT DIRECTOR AROESTY CONTINUED

District Director Aroesty stated we are switching garbage vendors. Waste Management will complete their service with the District on September 30. On October 1, Casella Waste Systems will be taking over our garbage and recycling service and there will be a significant savings to the District and better service.

Chairman Garrett asked District Director if Casella Waste Systems will be picking up garbage at all three stations.

District Director Aroesty stated that Casella Waste Systems will be picking up at all three stations. The biggest difference is that Waste Management was every other week for collection of the recycling at the wing stations but Casella Waste Systems will pick up the recycling weekly.

District Director Aroesty stated as mentioned at prior meetings, we put out RFPs for the Sim-Man as well as Quint 300 to see if we could get additional interest than what we already had. We have received no responses on the Sim-Man so we are re-canvassing to additional surrounding county areas, and as far as Quint 300 goes, we still have the original offers that we had. So, after the vote on October 11, we will be in a position to move forward with Quint 300.

District Director on behalf of Commissioner Metzger stated that we are soliciting volunteers from both the volunteer and career staff for the diversity, equity inclusion committee that is being formed, if anyone is interested in participating in this committee, reach out to Commissioner Metzger.

This is the end of the District Director's report and he has nothing for Executive Session.

Chairman Garrett asked if anyone had any questions on the District Director's report. There were none.

Chairman Garrett asked if anyone had anything to report. There were none.

Chairman Garrett asked if the Commissioners had anything to report. There were none.

Chairman Garrett stated that our next commission meetings are Thursday, October 6, and Tuesday, October 18 at 5:00 pm which is the budget hearing. Chairman Garrett stated he will not be here on October 6.

Chairman Garrett said we will move on to the Treasurer's report.

**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 \$147,617.06. 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 you have reviewed it.



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## **BRIGHTON FIRE DISTRICT BOARD OF COMMISSIONERS 09/20/22 PAGE 3 TREASURER HOWK CONTINUED**

A motion was made by Commissioner Potter and seconded by Commissioner Jeffries to pay the bills as audited and the motion was approved unanimously by all of the Commissioners.

Treasurer Howk stated that we will be amending our investment policy to add an item number 9 which will read as follows: "That the Board of Fire Commissioners of the Brighton Fire District authorizes the Treasurer to invest money in cooperative investment pools pursuant to the General Municipal Law 3-A and 5-G." Treasurer Howk stated that this was reviewed by our attorney.

A motion was made by Commissioner Potter and seconded by Commissioner Jeffries to approve our updated investment policy allowing the District Treasurer to invest money in cooperative investment pools pursuant to General Municipal Law 3-A and 5-G and the motion was approved unanimously by all of the Commissioners.

On roll call, the following vote was recorded:

AYES:	Commissioners Garrett, Potter and Jeffries
ABSTAINING:	None
ABSENT:	Commissioners Metzger and Wright

Treasurer Howk mentioned that there was a change from Donegan's engagement letter. The change reads as follows: "Pursuant to SEC MSRB Rule G-42, this letter of services should be in place prior to municipal advice being given. The firm has not been subject to any legal or disciplinary proceedings under SEC regulations."

Bernard P. Donegan, Inc. represents that in connection with the issuance of municipal securities, we may receive compensation from the Municipality for services rendered which is contingent on the successful closing and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, we hereby represent that such fee structure may represent a potential conflict of interest regarding our ability to provide unbiased advice on such transaction. We manage and mitigate this potential conflict of interest by adherence to our fiduciary duty to all of our municipal entities.

A motion was made by Commissioner Potter and seconded by Commissioner Jeffries to accept the terms of the engagement letter from Donegan and the motion was approved unanimously by all of the Commissioners.

Treasurer Howk stated that we would like to use NY MuniTrust as one of our investment options. Treasurer Howk stated we checked the legalities and we are confident that we are following the New York State Guidelines and looking for approval by the commissioners.



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## **BRIGHTON FIRE DISTRICT BOARD OF COMMISSIONERS 09/20/22 PAGE 4** TREASURER HOWK CONTINUED

A motion was made by Commissioner Potter and seconded by Commissioner Jeffries to use NY MuniTrust for our investments and the motion was approved unanimously by all of the Commissioners.

On roll call, the following vote was recorded:

AYES:	Commissioners Garrett, Potter and Jeffries
ABSTAINING:	None
ABSENT:	Commissioners Metzger and Wright

Treasurer Howk presented the proposed 2023 budget.

Chairman Garrett stated that this is a proposed budget and that we have several more opportunities and the public hearing before it is formalized.

Treasurer Howk stated that our 2023 budget for our proposed operating expenses are \$913,600 and our proposed non-operating expenses which includes our capital reserve funds are \$235,000 for a total of \$1,148,600.00. Treasurer Howk stated our proposed personnel expenses are \$6,417,148.00 for a total budget of \$7,565,748.00.

Chairman Garrett asked Treasurer Howk if this was under the CAP. Treasurer Howk said that this is under the CAP.

Chairman Garrett asked if anyone had any questions on the proposed 2023 budget. There were none.

Treasurer Howk has nothing further to report.

Chairman Garrett said we will move on to the Business Manager's report.

**BUSINESS MANAGER FITCH** stated that we need to pass a Resolution on the proposed Budget and to post the legal notice.

Chairman Garrett stated that we need someone to make a motion to accept our proposed 2023 budget for \$7,565,748.00 and to post our legal notice in the newspaper.

Commissioner Jeffries made the motion and Commissioner Potter seconded the motion to approve the proposed budget and to post the legal notice in the paper and was approved unanimously by all of the Commissioners.



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## **BRIGHTON FIRE DISTRICT BOARD OF COMMISSIONERS 09/20/22 PAGE 5 BUSINESS MANAGER FITCH CONTINUED**

On a roll call vote, the following votes were recorded:

Ayes: Commissioners Garrett, Jeffries and Potter

Nays: None

Absent: Commissioners Metzger and Wright.

Business Manager Fitch is requesting approval of the September 1, 2022 minutes as submitted. A motion was made by Commissioner Potter and seconded by Commissioner Jeffries to approve the minutes as submitted and the motion was approved unanimously by all of the commissioners.

Business Manager Fitch stated that she has a Resolution to set the date of October 3 for the preparation of the election rolls on October 3 for the public vote on October 11.

Commissioner Jeffries made the motion and Commissioner Potter seconded the motion to approve the preparation of the election rolls on October 3, 2022 and it was unanimously approved on a roll call vote.

On a roll call vote, the following votes were recorded:

Ayes: Commissioners Garrett, Jeffries and Potter

Nays: None

Absent: Commissioners Metzger and Wright.

Business Manager Fitch mentioned that we have scheduled our 2022 flu shot clinics at Station 1 on October 3 and October 10 from 4:00 to 6:00 pm. You can sign up online.

Business Manager Fitch has been notified by Firefighter McCarthy that he has a new address.

Business Manager Fitch had nothing further to report.

Chairman Garrett asked if anyone had questions. There were none.

A motion was made by Commissioner Potter and seconded by Commissioner Jeffries to go into Executive Session to discuss a personnel matter at 5:47 pm.

A motion was made by Commissioner Potter and seconded by Commissioner Jeffries to come out of Executive Session at 6:02 pm, where no action was taken.



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### **BRIGHTON FIRE DISTRICT BOARD OF COMMISSIONERS 09/20/22 PAGE 6**

Chief Hiller stated that he had one item that he had omitted from his report. Chief Hiller has received notification from Firefighter Ellman that he intends to retire at the end of March 2023. Firefighter Ellman expects his last shift to be either the 26<sup>th</sup> or 30<sup>th</sup> of March. This notification was made to qualify for the six-month incentive.

A motion was made by Commissioner Jeffries and seconded by Commissioner Potter to adjourn the meeting at 6:05 pm.

Respectfully submitted,

Michele Fitch  
Business Manager/ (Acting Secretary)