

DRAFT

A meeting of the Mendon Citizens Advisory Committee for Town of Mendon Fire Service was held on Wednesday, July 13, 2022 at the Mendon Community Center, 167 North Main Street, Honeoye Falls, NY, 14472.

PRESENT: Muffy Meisenzahl, Karen Jenkins, John Moffitt, Ryan Wilsey, Peter Kester, Mike Arman, Gerald Lonchair (Zoom), Cory Trewer, Anthony Militello, David Smith, Robin Stewart Ha, Steve Tschiderer,

OTHERS: Richard Milne, Brian Anderson, Tom Sellman and Danny Bassette

Ms. Meisenzahl opened the meeting at 7:00 p.m. and led the Pledge of Allegiance.

#### HOUSEKEEPING

Ms. Meisenzahl pointed out exits and restrooms. She addressed the binders which were provided to each Committee Member, referring to the Membership tab. This section includes the Town Board resolution establishing the committee, its charge and desired representation. The roster is also included.

#### INTRODUCTIONS

Cory Trewer – Honeoye Falls Fire Department

Anthony Militello – Honeoye Falls Fire Department

John Moffitt – Mendon Town Board

Mike Arman – Mendon Fire Department

Karen Jenkins – Mendon Town Board

Robin Stewart Ha – Village Resident

Pete Kester – Mendon Fire Department

David Smith – Mendon Fire Protection District#1 Resident

Ryan Wilsey – Mendon Fire District

Steve Tschiderer – Mendon Fire District Resident

Muffy Mesisenzahl – Chair

Gerald Lonchair – Village Board of Trustees Representative

Ms. Meisenzahl acknowledge the others present and stated guests are always welcome. She indicated that data and information will be presented in formats that will accommodate in-put in successive years to allow continuous review and assessment. For example, charts, table graphs and other depictions will provide representations that may reveal patterns and allow comparisons.

Bonnie Toomey will normally be in attendance to take the minutes and Danny Bassette will assist with IT.

John Moffitt thanked the Committee Members for participating. Fire Chief's concern regarding volunteerism and the Town Board's responsibility for fire protection for the Town are two of the reasons for this Committee.

Ms. Meisenzahl stated that the meetings will follow New York State Open Meetings Law, they will be publicized, records will be kept by the Town of Mendon and available to the public. The resolution is currently on the Town website. The meeting schedule is in the notebook. We will meet in the Town of Mendon Community Center from 7:00-8:00 p.m. Denise Zimmerman will be the main point of contact for dissemination of information. If a Committee Member wants to share information with the Committee, send it to Denise.

Ms. Meisenzahl cautioned the Members about sharing on social media. Until our Report is ready, our work will be in "draft" format. If asked about the Committee work, direct people to the Town website for official work products and documents.

Decisions are determined by the eleven voting Members; the Chair does not have a vote.

Ms. Meisenzahl asked if there were any questions, there were none.

#### COMMITTEE CHARGE

Ms. Meisenzahl referred back to the Membership tab, pointing out the official copy of the resolution. She then discussed the charge of the Committee divided into three tasks.

Task #1. Identify governance framework and current capacities

Task #2. Complete a needs assessment for Fire Protection within the Town

Task#3. Report on current capacities and recommend sustainment models commensurate with the needs assessment.

She then referred to the draft Table of Contents and its references to the Tasks. As information is generated and decisions are made Committee work products will build towards a report. The notebook tabs cross reference the Table of Contents sections to provide easy access to pertinent information storage and organization.

Ms. Meisenzahl asked everyone to keep an open mind, to park opinions and take an objective look at fire protection and the Town's responsibility to provide fire protection and their fiduciary responsibility. Also, to respect each other, everyone has knowledge to share and everyone can learn from each other. There is no preconceived idea for a recommendation in the Committee's report to the Town Board.

Ms. Meisenzahl detailed the jurisdiction and authority involved in fire protection within the Town of Mendon.

Ms. Meisenzahl referred to a 2016 report where she has extracted information for fire protection. She asked Mr. Wilsey to provide documentation to verify when the Mendon Fire District was created. She went on to detail information needed to fulfill Tasks #2 and #3.

Members will look at staffing: active volunteers, identify all staff designations with definition, how many officers, ranks, paid employees with Civil Service title, job descriptions and salary schedules (range). Regarding mutual assistance; what are the current dispatch instructions to ECD/911? What are the call types and mutual assistance expectations upon dispatch?

Calls for Service; response times, consistent reporting of types of calls, time of day, how many mutual assistance/mutual aid calls, destinations, are predominate calls residential, highway or business? Red Alert reporting?

Equipment; Roster of vehicles with their number assignment, make and model, primary function and equipment load.

Ms. Meisenzahl asked if there were any questions.

Ms. Steward Ha asked if there was a time frame for responses. Ms. Meisenzahl answered, one year and reasonably how many previous years to verify. The more data we have will help the Committee make decisions.

David Smith asked about the 2016 report that was referenced. Ms. Meisenzahl answered that it was commissioned by the Honeoye Falls Board of Trustees and Mendon Town Board. She wrote the report based on information collected from the Village, Town and the 911 Center. All information was verified with its source in an Appendix, which is the format we will follow in our Report.

Ms. Meisenzahl asked Mr. Lonthair (on Zoom) if he had any questions and he stated not at this time. There were no other questions.

The next meeting is July 27<sup>th</sup>. Committee Members will be receiving information from Ms. Zimmerman to review electronically. Everything will be in print at the meetings. We are expecting water district and hydrant location maps from the Monroe County Water Authority which can be shared.

PUBLIC COMMENT – None

Ms. Meisenzahl thanked those in attendance and indicated that other Fire Departments are welcome to attend meetings if they feel the Committee final outcome may affect them.

The meeting was adjourned at 7:55 p.m.

