

**Victor Fire District**

**Board of Fire Commissioners**

**Minutes - Regular Meeting – 7/11/2019 @ 6:30**

1. **Call to Order** The Regular Meeting of the Commissioners of the Victor Fire District was called to order by Chairman McConnell in compliance with the Open Meetings Law at 6:30 p.m.

2. **Pledge of Allegiance.** The Pledge was led by Glenn Lockwood

3. **Roll Call and Affirmation of Quorum**

<u>Board Member</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
Chairman McConnell	<u>  X  </u>	<u>      </u>	<u>      </u>
Commissioner Keyes	<u>  X  </u>	<u>      </u>	<u>      </u>
Commissioner Kowal	<u>  X  </u>	<u>      </u>	<u>      </u>
Commissioner Trego	<u>      </u>	<u>  X  </u>	<u>      </u>
Commissioner Turner	<u>  X  </u>	<u>      </u>	<u>      </u>

A quorum was declared by the Chairman and the business of the meeting proceeded.

4. **Others Present**

  X   Fire District Secretary  
  X   Fire District Treasurer

  X   Fire Chief McAdoo  
       1<sup>st</sup> Asst Fire Chief \_\_\_\_\_  
  X   2<sup>nd</sup> Asst Fire Chief Lockwood

  X   Others: Kate Gruenfelder, Glenn Lockwood, Gerald Barry, Jason Shelton

5. **Approval of Minutes**

The minutes of the meeting of the Board of Fire Commissioners held on 6/27/19 were reviewed by the Commissioners. The Chairman called for and corrections to the minutes;

there were none. A motion to approve the minutes as presented was made by Commissioner Keyes, seconded by Commissioner Turner. The vote was:

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal			X	
Commissioner Trego				X
Commissioner Turner	X			
Vote Tally	3		1	1

The motion was X was not \_\_\_ approved.

## 6. Presentation of the Bills

Prior to the meeting the Treasurer presented the claims against the Fire District in the form of vouchers with attachments. The Board of Fire Commissioners, having reviewed and audited all such claims discussed the finance charge included in the Invoice from The Law Offices of Mark Butler, PLLC. for the Commissioner’s Training, on motion of Chairman McConnell, seconded by Commissioner Keyes, it was resolved as follows:

RESOLVED, that the Treasurer is hereby ordered to pay the claims against the Fire District as audited and allow by the Board of Fire Commissioners as set forth in the **attached itemization of claims**, minus the above referenced finance charge, in the total amount of \$ 13,326,19.

The vote on such motion and Resolution was:

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman McConnell	x			
Commissioner Keyes	x			
Commissioner Kowal	x			
Commissioner Trego				x
Commissioner Turner	x			
Vote Tally	4			1

The motion and Resolution was X was not \_\_\_ approved.

## 7. Treasurer’s Report

The Board received, reviewed and discussed the Report of the Fire District Treasurer for the period 6/28/19 to 7/11/2019. Commissioner Keyes wondered of the report was budget vs. Actual. Commissioner Turner inquired if Treasurer Post’s stipend was resolved, which she confirmed that it was. Commissioner Kowal asked if Treasurer Post was claiming the stipend as Income. Treasurer post affirmed that she was claiming the stipend as Income.

On motion by Commissioner , and seconded by Commissioner \_\_\_\_\_ the Treasurer’s Report was accepted and ordered filed with the Fire District Secretary with these Minutes. The vote was: No vote took place

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman McConnell				
Commissioner Keyes				
Commissioner Kowal				
Commissioner Trego				
Commissioner Turner				
Vote Tally				

The motion was \_\_\_ was not\_\_\_ approved.

### **8. Chief’s Report**

Chief McAdoo noted that he had made an error in his report; the average attendance on a fire call is 14.3 not 143.

Chief McAdoo advised the Commission that while we are still experiencing problems with our AC, Kennedy and Davis Ulmer will service the problem together to secure a remedy to the problem.

Preventative Maintenances are in progress.

#### Purchase Requests

Quotes for Firefighter Gear from Churchville and Lafrance were included in the report. The equipment is mid-ranged priced and help with safety, it is accounted for in the budget.

Quotes for Hoods were included in the report, they are very important purchase because of the Cancer protection they provide. The most competitive quote was for 13,000.

Chief requested a purchase approval for an annual training in Indianapolis. Also, looking for future approval for trainings like “Crash Course in Ohio” This training helps with Underwater rescues. Commissioner Kowal inquired if this was tax exempt, chief responded “they will give you Government cost” Kowal also inquired if the Fire Fighters that attended would bring it back to the other Firefighters. Chief confirmed that the goal is to bring back training. Commissioner Turner stated that he noticed they have a group rate on their website and inquired how does it get decided who goes, to which the Chief replied “points”.

Chief McAdoo provided the Board with a chart outlining the Bill Pay Responsibilities. He also reported that QuickBooks is problematic and we are looking alternatives.

Also submitted for Commission approval was a RFP for Accounting Services and the revised Credit Card policy. Chief questioned the forty-eight hour receipt turn-in policy. The Commission discussed the practicality of this as Firefighters might still be traveling.

The Bagpipers have submitted a request for building use, Chief McAdoo is not comfortable making a decision will defer to the Commission for review.

**9. Commissioner and Committee Reports**

Commissioner Turner reported that the Village is not seeking monies for services (e.g. lawn mowing). Mr. Turner also inquired if we had up to date Certificate of Liabilities for each Vendor. The District Secretary will send out request for the new certificates with Victor Fire District named as an insured.

Commissioner Turner requested a list of volunteers who show up at fire calls. Chief McAdoo asked for clarification to help better understand his request to provide with the correct information. Commissioner Turner wants to see who is actually showing up, the Chief will provide him with the monthly report. Commissioner Kowal noted that some volunteers probably can't get out of work. Chief McAdoo stated that he was leery of providing this information as he was trying to protect his volunteers.

**10. Old Business (specify each item)**

2019-24: The Board reviewed the Credit Card Policy. Chairman McConnell suggested Changing the receipt turn policy to "when it is practical" as well as the altering the approval amount \$3,500. Commissioner Kowal inquired what the credit card limit and Commissioner Keyes stated that there should be generous outside limits and Commissioner Kowal recommended within five days of return. Commissioner Keyes made a motion to approve and Chairman McConnell seconded it.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman McConnell	x			
Commissioner Keyes	x			
Commissioner Kowal	x			
Commissioner Trego				x
Commissioner Turner	x			
Vote Tally	4			

The motion was  X  was not   approved.

The Commission made a decision to table the Mission Statement to the July 25<sup>th</sup> meeting, citing the need for further development by Chairman McConnell and Commissioner Keyes.

2019-25: The Board discussed the Treasurer beginning the process of securing two poly-sub Credit Cards. There was a motion to approve from Commissioner Keyes and seconded by Commissioner Turner.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman McConnell	x			
Commissioner Keyes	x			
Commissioner Kowal	x			
Commissioner Trego				x
Commissioner Turner	x			
Vote Tally	4			

The motion was X was not\_\_\_ approved.

**11. New Business (specify each item)**

2019-26: The Commission voted to approve the Firefighter Equipment and Hoods. Chairman McConnell made a motion to approve and Commissioner Turner seconded it.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman McConnell	x			
Commissioner Keyes	x			
Commissioner Kowal	x			
Commissioner Trego				x
Commissioner Turner	x			
Vote Tally	4			

The motion was X was not\_\_\_ approved.

2019-27: The Commission discussed the approval of the 2020 Indianapolis. There was a motion to approve from Chairman McConnell and Commissioner Turner seconded it.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman McConnell	x			
Commissioner Keyes	x			
Commissioner Kowal	x			
Commissioner Trego				x
Commissioner Turner	x			
Vote Tally	4			

The motion was X was not\_\_\_ approved.

2019-28: The Board reviewed the RFP for Accountant services. Chairman McConnell inquired who the Village uses, Chairman Turner informed the Commission that they use

Wagner and he is reasonable. Fire District Secretary will confirm with the Village. Commissioner Keyes made a motion to approve which was seconded by Turner.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman McConnell	x			
Commissioner Keyes	x			
Commissioner Kowal	x			
Commissioner Trego				x
Commissioner Turner	x			
Vote Tally	4			

The motion was X was not\_\_\_ approved.

### Budget Discussion

Chief McAdoo began the Budget process for 2020, no need for approval at this time just consideration. The Commission will get the full budget next meeting.

Reviewed the Budget Lines for:

MDT's	4,400.00
Cell Phone Reimbursement	5,300.00
Fuel	7,500.00
Annual Hose Testing	2,000.00
AFSNY Dues	500.00
Ontario County- Association Dues	64.00
Firefighter Physicals	12,000.00
Recruitment and Retention	10,000.00

There are forty-three budget lines overall. Chairman McConnell inquired if Chief McAdoo was comfortable with Recruitment and Retention line. Chief McAdoo predicted we might run out in third quarter. Commissioner Turner inquired if we were short this year and Chairman Kowal asked if the people who come to calls get the points. Chief added that innovative gear is desirable and all items are Firefighter related and can be used on the fire scene.

Commissioner Keyes questioned who gets the physical reports and Chief McAdoo explained to the Commission that he receives the report and is the only individual who views them because of HIPPA. Chief provided further information regarding using Healthworks as a provider, citing that they are very comprehensive. Healthworks can retrieve information on a patient if they have potentially contaminated a Firefighter.

**12. Executive Session (If needed)**

None

**13. Other Business (if needed)**

None

**14. Public Comments**

None

**15. Next Regular Board Meeting:** July 25<sup>th</sup> @ 6:30

**16. Adjournment**

With no further business to conduct, on motion of Commissioner Keyes, seconded by Commissioner Turner, to adjourn the meeting The vote was:

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego			X	
Commissioner Turner	X			
Vote Tally	4			

The motion was  X  was not   approved and the meeting was adjourned at 7:35P.M.

Respectfully submitted,

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Lisa Hauf, Fire District Secretary