

Victor Fire District

Board of Fire Commissioners

Minutes - Regular Meeting – 6-13-19

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 Chief McAdoo

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> X </u>	<u> </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
- 1st Asst Fire Chief Eifert
- X 2nd Asst Fire Chief Lockwood

 Others: Linsey McConnell, Kevin MacDonald, Renee McConnell

5. **Approval of Minutes**

The minutes of the meeting of the Board of Fire Commissioners held on 6/1/19 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 Trego. The vote was:

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	x			
Vote Tally	5			

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, on motion of Commissioner _____, seconded by Commissioner _____, 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**, in the total amount of \$ 12,734.29.

There was no vote or resolution.

7. Treasurer’s Report

No Treasurer’s report as we just received the funds disbursement on June 13th.

8. Chief’s Report

Chief McAdoo requested permission to schedule PM’s for the Building and Fire Trucks. The Commission voted by consensus to approve the request.

9. Counsel’s Report

Mark Butler sent the Commission an update prior to meeting in regards to the status of the funds disbursement from the Village and the IMA for the transfer of the Quint. The update included the communications with Reid Holter, Village Attorney.

10. Commissioner and Committee Reports

Chairman McConnell reported that he has Titles and Registration for all but two vehicles.

11. Old Business

The Board reviewed the Rules Pertaining to Public Comment. Commissioner Keyes made a motion to accept the policy. Commissioner Turner seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-1 was X was not approved.

The Board reviewed the Ethics Policy. Commissioner Trego made a motion to accept and it was seconded by Chairman McConnell.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-2 was X was not approved.

The Board reviewed the Procurement Policy. Commissioner Keyes motioned to approve and Commissioner Turner seconded it.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-3 was X was not approved.

The Commission discussed the Investment Policy. Commissioner Keyes made a motion to approve and it was seconded by Commissioner Trego.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			

Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-4 X was approved was not approved.

The Commission reviewed the Work Place Violence Policy. Chairman McConnell made a motion to approve and it was seconded by Commissioner Trego.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-5 X was approved was not approved.

The Board reviewed the Sexual Harassment Policy. Commissioner Turner made a motion to approve and Commissioner Keyes seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-6 x was approved was not approved.

Chairman McConnell expressed concern about the Procurement Policy's Purchasing Limit, would like to raise it from \$250 to \$500. Commissioner Keyes motioned to approve and Commissioner Turner seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-7 was X was not _____ approved.

The Board considered the adoption of the Cash Receipts and Disbursement Policy. Commissioner Trego would like the Treasurer to add current year and include a 90-day cash forecast and comparison to budget. Chairman McConnell motioned to approve and seconded by Commissioner Kowal.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-8 was X was not _____ approved.

12. New Business

Treasurer Post contacted two payroll companies for the Administrative Assistant/ Fire District Secretary's Payroll. The Board discussed that Paychex was the better option due to pricing and location. Commissioner Keyes made a motion to approve and Commissioner Turner seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-9 was X was not _____ approved.

Chief McAdoo requested an expansion of the Administrative Assistant/Fire District Secretary's hours from twenty hours to thirty-five hours a week. Cited the need for an increase due to work load (Red Alert, Vendor Coordination, Fire District Secretary duties). Also, Human Resource support is likely forthcoming, recommended deciding the balance of hours in December. Commissioner Turner motioned to approve and it was seconded by Commissioner Kowal.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-10 was X was not _____ approved.

The Board reviewed the S.O.G's. A motion to approve was made by Commissioner Keyes and seconded by Chairman McConnell.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-11 was X was not _____ approved.

The Commission reviewed the Written Training Program. Commissioner Keyes made a motion to approve and it was seconded by Commissioner Kowal.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-12 was X was not _____ approved.

The Technology Resource Policy was discussed by the Commission. Chief McAdoo confirmed he conducts background checks. Commissioner Keyes made a motion to approve and Jon McConnell seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			

Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-13 was __X__ was not____ approved.

The Board reviewed the Cell Phone Reimbursement Policy and a motion to approve was made by Commissioner Keyes and it was seconded by Commissioner Trego.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-14 was __X__ was not____ approved.

The Commission reviewed the Meeting Room Agreement. Chief McAdoo provided clarification the refundable deposit and the hours that we allow it to be used. Commissioner Keyes made a motion to approve the policy and Commissioner Turner seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

Resolution: 2019-15 was __ X was not____ approved.

13. Executive Session (if needed)

No Executive Session needed.

14. Other Business (if needed)

No other Business noted.

15. Public Comments

No Public Comments made.

16. Next Regular Board Meeting: June 27, 2019 @ 6:30

17. Adjournment

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

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes	X			
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	5			

The motion was X was not approved and the meeting was adjourned at 7:45 P.M.

Respectfully submitted,

Lisa Hauf, Fire District Secretary