

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

1. Call to Order: - The Regular Business 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 Chairman McConnell

3. Roll Call and Affirmation of Quorum

<u>Board Member</u>	<u>Present</u>	<u>Excused</u>	<u>Absent</u>
Chairman McConnell	_X_	_____	_____
Commissioner Keyes	_X_	_____	_____
Commissioner Kowal	_X_	_____	_____
Commissioner Turner	_X_	_____	_____
Commissioner Barry	_X_	_____	_____

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

Others Present

- _X_ Fire District Secretary
- _X_ Interim Fire District Treasurer McAdoo
- _X_ Fire Chief Lockwood
- ___ Deputy Fire Chief Eifert
- ___ Asst. Fire Chief Lamarco

Others: Marty Avila and Mark Butler, Esq.

4. Resolution to Approve Minutes from 10/8/2020

On the motion of Commissioner Barry and seconded by Commissioner Keyes the Victor Fire District approves the Meeting Minutes from 10/8/2020/

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner McConnell	X			

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

Commissioner Turner	X			
Commissioner Turner	x			
Commissioner Barry	x			
Commissioner Kowal	x			
Commissioner Keyes	x			
Vote Tally	5			

5. Resolution to Pay Bills: On the motion of Commissioner Turner seconded by Commissioner McConnell to approve Invoices for the total amount of \$

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner McConnell	x			
Commissioner Turner	x			
Commissioner Barry	x			
Commissioner Kowal	x			
Commissioner Keyes	x			
Vote Tally	5			

6. Correspondence: None

7. Reports

a. Treasurer’s Report: Treasurer McAdoo brought the matter of funding the LOSAP program to the Commission. The District can pay the minimum or pay more into the fund. Our insurance broker, Rob Anderson recommends overfunding the account.

b. Chief’s Report- See report.

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

- c. **Fire District Secretary Report:** District Secretary Hauf reported on election matters and informed the Commission of important dates.

- d. **Commissioner's Report:** None

- e. **Counsel Report:** Attorney Mark Butler reminded the Commission that when encountering new district issues that it might be helpful to reach out to him for guidance and commended us on our election and budget process.

8. **Old Business:**

Resolution-#2020-73- Resolution #2020-65-to amend the District Treasurer's position from an elected position to an appointed position

We would like to rescind this Resolution as follows:

Resolution #2020-73-

Whereas, the Board of Fire Commissioners adopted resolution #2020-0065 on October 8, 2020; and now, based on advice of the Fire District Attorney, the Board wishes to strike the resolution in its entirety;

Now, therefore, be it,

RESOLVED, on the motion of Turner, seconded by Barry, that Resolution #2020-0065 is rescinded in its entirety, effective immediately. 5 Ayes and 0 Nays

Resolution #2020-66- to authorize the creation of the position of District Administrator as described in Attachment A

We would like to amend this Resolution as follows:

Resolution # 2020- 66A-

Whereas, the Board of Fire Commissioners adopted resolution #2020-0066 on October 8, 2020; and now, based on advice and counsel of the Fire District Attorney, the Board desires to rescind that resolution in its entirety and replace it with the following Resolution; and

Whereas, the Board of Fire Commissioners has received and reviewed the revised duties statement for the position of Deputy Treasurer, as shown on attachment A; and

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

Whereas, Section 177-b of the Town Law authorizes the Board of Fire Commissioners to appoint a deputy fire district treasurer to hold office until the thirty-first day of December next succeeding appointment, and

Whereas, the Board of Fire Commissioners of the Victor Fire District desires to appoint a deputy fire district treasurer pursuant to such statute, and

Whereas, pursuant to Town Law 174, the Board of Fire Commissioners has determined it is in the best interests of the Fire District and the taxpayers of the Fire District to appoint a resident as deputy treasurer for the balance of 2020;

Now, therefore, be it

RESOLVED, that Resolution 2020-66 is hereby rescinded, effective immediately; and it is further

RESOLVED, that the Victor Fire District does hereby create the position of Deputy Fire District Treasurer of the Victor Fire District, which position shall be appointed annually at the Organizational Meeting of the Board of Fire Commissioners, or at such other time as may be convenient for the Board of Fire Commissioners, the term for which shall expire on December 31st next succeeding; and it is further

RESOLVED, that the deputy fire district treasurer shall be vested with all of the powers and may perform all of the duties of the fire district treasurer as provided by law, including the provisions of Town Law section 176(4) relating to the giving and filing of an official undertaking, together with such other duties as may be assigned by the Board of Fire Commissioners pursuant to the Job Description previously developed and approved as and for the job description of the Deputy Treasurer; and it is further

RESOLVED, that the fire district treasurer shall not be liable for the acts of a deputy fire district treasurer, and it is

FURTHER RESOLVED, that the Victor Fire District Board of Fire Commissioners does hereby appoint Sean McAdoo as Deputy Fire District Treasurer of the Victor Fire District, through December 31, 2020, effective immediately and is hereby directed to forthwith take and file the required oath of office with the Town Clerk for the calendar year 2020.

On the motion of _____, seconded by _____, , Resolution 2020-66A is hereby approved by the following vote:

Victor Fire District

Board of Fire Commissioners

Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

a.

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

Therefore, be it resolved the Board of Fire Commissioners will appoint a District Treasurer to provide consistency and allow the District to select a candidate with the appropriate experience.

b. Resolution-#2020-66-Whereas, 2020 District Budget included a position known as the “District Administrator”,

Whereas, on advice from the District Attorney the anticipated responsibilities were best described as a Deputy Treasurer and after circulating a list of duties for this position the Board of Fire Commissioners discussed the duties,

Whereas, the Board of Fire Commissioners authorizes the creation of the position of Deputy Treasurer as described in Attachment A on the motion of Commissioner Barry and seconded by Commissioner Keyes 5 Ayes and 0 Nays,

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner McConnell	X			
Commissioner Turner	X			

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

Commissioner Barry	X			
Commissioner Kowal	X			
Commissioner Keyes	X			
Vote Tally	5			

Therefore, the Board of Fire Commissioners authorizes the creation of the position of Deputy Treasurer as described in Attachment A.

9. New Business

A. Purchase Approval

1. **Resolution #2020-67-** Whereas, The Victor Fire District Election will be held on December 8th 2020 and one Commissioner Position will be on the ballot,

Whereas, the Victor Fire Commission desires to ensure voter turnout and improve communication with the district's residents,

Whereas, a district mailing will inform fire district residents of the date, time, and location of the election and the positions on the ballot,

Whereas, the Fire District Secretary has obtained quotes for a district mailing and believes that Rapid Printing will offer the most comprehensive services for under \$1,000. This quote includes both the printing and a direct mailing to residents,

Whereas, the Victor Fire Commission authorize the Fire District Secretary to obtain Rapid Printing's services to print and mail an informational post card about the election to the Victor Fire District residents on the motion of Commissioner McConnell and seconded by Commissioners Kowal. 5 Ayes and 0 Nays,

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner McConnell	X			
Commissioner Turner	X			

Victor Fire District

Board of Fire Commissioners

Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

Commissioner Barry	X			
Commissioner Kowal	X			
Commissioner Keys	X			
Vote Tally	5			

Therefore, be it resolved that the Victor Fire Commission authorize the Fire District Secretary to obtain Rapid Printing’s services to print and mail an informational post card about the election to the Victor Fire District residents.

2. Resolution #2020-68- Whereas, the Victor Fire District Line Officer Staff has desired to redesign the Line Officer Suite to create a more effective and efficient work space,

Whereas, Treasurer McAdoo contacted Sedgwick Business Interiors for blueprints and quotes to redesign the Line Officer Suite,

Whereas, Sedgwick Business Interior provided blueprints and a quote to redesign the Line Officer’s Suite \$11,078.27

Whereas, the Victor Board of Fire Commissioners wishes to continually improve the effectiveness and efficiency of all Victor Fire District Staff and Volunteers and accepts Treasurer McAdoo’s recommendation to redesign the Line Officer’s Suite and authorizes him to move forward with this process on the motion of Commissioner McConnell and seconded by Commissioner Barry.5 Ayes and 0 Nays

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner McConnell	X			
Commissioner Turner	X			

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

Commissioner Barry	X			
Commissioner Kowal	X			
Commissioner Keys	X			
Vote Tally	5			

Therefore, be it resolved that the Victor Board of Fire Commissioners authorize Treasurer McAdoo to contract with Sedgwick Business Interiors to redesign the Line Officer's Suite.

- b. Resolution #2020-69:** , the 2020 Fire District Election is to be held on December 8th, 2020 at the Victor Firehouse and one Election Chair and two Election Inspectors is required by New York State General Municipal Law,

Whereas, Fire District Secretary Hauf recommended the appointment of Cecile Brindisi as Election Chair and Jonathon Walker and Mary Miller as Election Inspectors for the 2020 Fire District Election. On motion of Commissioner Turner, seconded by Commissioner Keys,

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner McConnell	X			
Commissioner Turner	X			
Commissioner Barry	X			
Commissioner Kowal	X			
Commissioner Keys	X			

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

Vote Tally	5			
------------	---	--	--	--

Therefore, be it resolved that the District will appoint Cecile Brindisi as Election Chair and Jonathon Walker and Mary Miller as an Election Inspectors for the 2020 Fire District Election,

- c. Resolution # 2020-70** Whereas, the 2020 Fire District Election is to be held on December 8th, 2020 at the Victor Firehouse

Whereas, according to Municipal Law the Fire District Election MUST be held a minimum of three hours, from 6:00 p.m. -9:00 p.m.,

Whereas, there is only one Commissioner Position on the ballot

Whereas, Fire District Secretary Hauf recommends setting the Election hours as 6:00 p.m.-9:00 p.m. on December 8th, 2020,

Whereas, the Victor Board of Fire Commissioners authorizes Fire District Secretary Hauf to set the 2020 Victor Fire District Election hours as 6:00 p.m.-9 p.m. on the motion of Commissioner Turner and Commissioner Barry. 5 Ayes and 0 Nays

Therefore be it resolved, that the Victor Board of Fire Commissioners authorize Fire

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

District Secretary Hauf to set the 2020 Victor Fire District Election hours as 6:00 p.m.- 9 p.m. on the motion of Commissioner Turner and Commissioner Barry. 5 Ayes and 0 Nays

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

D. Resolution #2020-71- Whereas, by New York State General Municipal Law states that Fire Districts will hold their election on the second Tuesday of December each year,

Whereas, District Secretary Hauf has developed an Election Policy to be used each subsequent election to year to ensure consistency and professionalism

Whereas, the Victor Fire Commission has reviewed and approves the Election Policy effective October 8th 2020. On the motion of Commissioner McConnell and seconded by Commissioner Turner

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

Therefore, be it resolved that the Victor Fire Commission has reviewed and approves the Election Policy effective October 8th, 2020.

E. Resolution #2020-72 –Whereas, Interim Deputy Treasurer McAdoo has recommended that we make the budget transfers noted in Attachment B to maintain balance within the 2020 Victor Fire District Budget

Whereas, The Victor Fire District Board of Commissioners desires to have a balanced budget and authorizes Interim Deputy Treasurer McAdoo to make the recommended budget transfers

On the motion of Commissioner McConnell and seconded by Commissioner Keyes 5 Ayes and 0 Nays

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 11/5/2020 @ 6:30 p.m.

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

Therefore, be it resolved that the Victor Fire District Board of Commissioners desires to have a balanced budget and authorizes Interim Deputy Treasurer McAdoo to make the recommended budget transfers

11. Executive Session: None

12. Other Business/Comments: None

13. Next Regular Business: December 3rd, 2020

14. A motion to adjourn was made by Commissioner Turner and seconded by Commissioner McConnell at 7:50 p.m.