

**Victor Fire District**  
**Board of Fire Commissioners**  
**Minutes - Regular Meeting – 10/8/2020 @ 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: Fishers Fire District Chief Dan Chapman

4. Resolution to Approve Minutes from 9/24/2020

On the motion of Commissioner Turner and seconded by Commissioner Barry the Victor Fire District approves the Meeting Minutes from 9/24/2020.

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner McConnell	X			
Commissioner Turner	X			

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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 Keyes to approve Invoices for the total amount of \$ 9,194.10

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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:** See report
- b. **Chief’s Report-** See report.
- c. **Fire District Secretary Report:** Fire District Secretary reported that the required Public Notices for the Budget have been sent to the Daily Messenger and both Village and Town Clerks. Additionally, a copy of the 2020 Proposed Budget has been sent to Village and Town Offices for public viewing.

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**d. Commissioner’s Report:** Commissioner Turner reported that he was going to look in to our insurance costs and why we are over budget in those lines.

**e. Counsel Report:** None

**8. Old Business:**

**a. Resolution-#2020-65-** Whereas, the Victor Board of Fire Commissioners discussed the merits of having the District Treasurer’s position be appointable by the Board of Commissioners as opposed to it being an electable position as pursuant,

Whereas, the Board of Fire Commissioners came to the conclusion that having the District Treasurer be an appointed position would provide consistency and would allow the District to select a candidate with the appropriate experience on the motion of Commissioner Turner and seconded by Commissioner McConnell 5 Ayes and 0 Nays,

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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”,

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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,

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner McConnell	X			
Commissioner Turner	X			
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 8<sup>th</sup> 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,

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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,

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 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

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<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 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 8<sup>th</sup>, 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 Keyes,

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner McConnell	X			
Commissioner Turner	X			
Commissioner Barry	X			

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Commissioner Kowal	X			
Commissioner Keyes	X			
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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 8<sup>th</sup>, 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 8<sup>th</sup>, 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

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
Commissioner McConnell	X			
Commissioner Turner	X			
Commissioner Barry	X			
Commissioner Kowal	X			
Commissioner Keyes	X			

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Vote Tally	5			

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

**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 8<sup>th</sup> 2020. On the motion of Commissioner McConnell and seconded by Commissioner Turner

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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 8<sup>th</sup>, 2020.



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**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

<b>Board Member</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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: November 12<sup>th</sup>, 2020**

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