

Victor Fire District
Board of Fire Commissioners
Minutes - Regular Meeting – 12/3/2020 @ 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_ District Administrator McAdoo
- _X_ Fire Chief Lockwood
- ___ Deputy Fire Chief Eifert
- ___ Asst. Fire Chief Lamarco

Others: None

4. Resolution to Approve Minutes from 11/5/2020.

On the motion of Commissioner Turner and seconded by Commissioner Barry the Victor Fire District approves the Meeting Minutes from 11/5/2020.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Commissioner McConnell	X			

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

5. Resolution to Pay Bills: On the motion of Commissioner Barry seconded by Commissioner Keys to approve Invoices for the total amount of \$ 46,628.50

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

6. Correspondence: We received a letter from the Victor Fire District requesting reimbursement for District formation expenses. Commissioner Turner will draft a response for the Commission's review.

7. Reports:

- a. **Treasurer's Report:** See report
- b. **Chief's Report-** See report.
- c. **Fire District Secretary Report:** District Secretary Hauf reported on election matters and informed the Commission of important dates.

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d. Commissioner’s Report: None

e. Counsel Report: None

8. Old Business:

A. Resolution #2020-0077– Acceptance of sealed bids, 2013 Chevy Tahoe

On motion of Commissioner McConnell;, seconded by Commissioner Barry, the following resolution was adopted:

5 Ayes; 0 Nays ; 0 Abstain

WHEREAS the Board of Fire Commissioners declared the 2013 Chevy Tahoe as surplus at their regular business meeting on July 11, 2020, and authorized the Chief to solicit for sealed bids;

WHEREAS notice was made in the Daily Messenger on October 21, 2020, with a deadline of November 19, 2020; and,

WHEREAS a public opening of the bid was conducted at 11 AM on November 20, 2020, as follows:

<u>Bidder</u>	<u>Bid</u>
Welcome Motors	\$9,686.00

Now, therefore, be it RESOLVED, that the Board of Fire Commission awards the bid to Welcome Motors; and, be it also

RESOLVED, that a copy of this resolution is forwarded to the Fire Chief and District Treasurer.

B. Resolution #2020-0078 – Adoption of LGS-1

On motion of Commissioner McConnell, seconded by Commissioner Keyes, the following resolution was adopted:

5 Ayes; 0 Nays 0 Abstain

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WHEREAS Article 57-A of the Arts and Cultural Affairs Law requires all local government records are maintained in an orderly and efficient manner and retained for minimum periods dependent on the nature of the record;

WHEREAS since the formation of the Victor Fire District last June, the District is in need to organize the records on hand and are created; and,

WHEREAS the Board of Education has published a revised *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* which contain the legal minimum retention periods for local government records, and which require adoption by the local authority; therefore, be it

RESOLVED that the Board of Fire Commissioners of the Victor Fire District hereby adopts the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)* for use by all officers in legally disposing of valueless records listed therein;

RESOLVED that in accordance of Article 57-A only those records will be disposed of are described in the LGS-1 after they have met the minimum retention period described there and that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum period;

RESOLVED that District Secretary Lisa Hauf, as Records Management Officer, work with a committee composed at the minimum of a representative of the Board of Fire Commissioners, Victor Fire Department, Inc., and the District Fire Chief to evaluate and organize the District records; and,

RESOLVED, that a copy of this resolution be delivered to Chief Glenn Lockwood, Deputy Treasurer Sean McAdoo, and the Secretary of the Victor Fire Department, Inc.

C. Resolution # 2020-0079 On motion of Commissioner Turner, seconded by Commissioner Keyes, the following resolution was adopted:

5 Ayes; 0 Nays 0 Abstain

WHEREAS, in 2019, the Victor Fire District selected the Bonadio Group after a RFP process in order to meet Town Law §181-b, which requires an annual independent outside audit of Fire Districts with budgets over \$400,000 per year;

WHEREAS, Deputy Treasurer Sean McAdoo has received the annual engagement letter from Bonadio for services including the Audit, preparation of the Annual Update Document (AUD), and closing the 2020 books; and,

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WHEREAS, the Board of Fire Commissioners have reviewed Deputy Treasurer McAdoo's recommendations to engage Bonadio for the audit, preparation of the AUD, and closing the 2020 books; therefore,

BE IT RESOLVED, the Board of Fire Commissioners authorize Deputy Treasurer McAdoo to sign the engagement letter and arrange for services as needed; and,

BE IT RESOLVED that a copy of this resolution be forwarded to the Bonadio Group, District Secretary, and Deputy Treasurer.

D. Resolution #2020-0080 -A/V Upgrade

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted:

5 Ayes; 0 Nays 0 Abstain

WHEREAS at the November 5, 2020, Board of Fire Commissioners Meeting IT Director Martin Avila, after identifying the meeting room projector and equipment is in need of replacement due to obsolete equipment and the 2nd floor conference room is in need of Audio/Visual (AV) equipment, received direction to provide cost for an upgraded system;

WHEREAS IT Director Avila has provided the equipment proposals, including three written quotes, for the Board of Fire Commissioner's review as more fully described in Attachment A; and,

WHEREAS the Board of Fire Commissioners have reviewed the proposals, finding the purchases meet the procurement policy and are necessary for the efficient operation of the Fire District; therefore,

BE IT RESOLVED that the Board of Fire Commissioners approves the [Expanded system/ Bare Bones] purchase proposal for the total cost of [\$16,800.15 / \$7,881.90] from budget line A3410.406.5 (Building Maintenance & Repair) ; and

BE IT RESOLVED that a copy of this resolution be delivered to Martin Avila, Chief Glenn Lockwood, and Deputy Treasurer Sean McAdoo.

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9. New Business

a. Resolution #2020-0081- VICTOR FIRE DISTRICT

**RESOLUTIONS ADOPTING REVISED
PROCUREMENT POLICY**

Resolution No 2020-0081

WHEREAS, the Board of Fire Commissioners (“Board”) of the Victor Fire District (“Fire District”) is required pursuant to General Municipal law 104-b and otherwise to have and maintain a Procurement Policy for the acquisition of goods and services by the Fire District; and

WHEREAS, upon review of the Procurement Policy previously adopted by the Fire District and with the guidance and assistance of counsel the Board Commissioners may, from time to time and in its discretion based on the needs of the Fire District, designate certain “preferred vendors” or “preferred source vendors” (“Preferred Vendors”) for the purpose of uniformity of service and products to assure continued operability which may not be present with using a variety of different vendors based on lowest quote or proposal; and

WHEREAS, the Board of Fire Commissioners desires to amend its existing Procurement Policy to include provisions permitting designation of such Preferred Vendors;

NOW THEREFORE, it is

RESOLVED, that the revised Procurement Policy attached hereto is hereby adopted as and for the Procurement Policy of the Victor Fire District effective immediately and the Fire District Secretary is hereby directed to distribute and post the Procurement Policy to users thereof and as needed.

Commissioner McConnell moved, Commissioner Keyes seconded, and the Board of Fire Commissioners voted as follows:

Name:	Voting: Aye or Nay:
Chairman McConnell	Aye
Commissioner Barry	Aye
Commissioner Keyes	Aye
Commissioner Kowal	Aye
Commissioner Turner	Aye

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b. Resolution #2020-0082 - Purchase Authorizations

On motion of Commissioner McConnell, seconded by Commissioner Barry, the following resolution was adopted:

5 Ayes; 0 Nays 0 Abstain

WHEREAS, Chief Lockwood requested authorization to make the following purchases

Item	Budget Code	Amount
Internal Signage Redo	406.5	1875.00
*Wall Mounts	408.4.1	740.33
*Replacement Laptop Mtg. room	408.4.1	2056.34
*Microsoft Office-Mtg. room	408.4.2	389.38
* Line Officer Displays	408.4.1	377.99
*Replacement Document Cameras	408.4.1	1819.30
*Meeting Room Displays	408.4.2	747.99
*Replacement Hoods	405.4.2	1613.00
T-Shirts/Sweatshirts	408.16.2	2340.00
Fire Alarm Device Upgrade	406.5	6,550.00
2711 Lighting Replacement	404.1	14,596.00
Firefighter PPE	405.4.1	50,070.00
TIC	405.2	1,990.00
Replacement of phones	406.5	5568.99
Generator Maintenance	406.8	938.00

WHEREAS, the Board of Fire Commissioners have reviewed and accept the purchases; now therefore, be it

RESOLVED that the Chief be authorized to make the purchases as indicated; and further,

***Items with an asterisk are part of the AV Upgrade**

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c. Resolution #2020-0083- Budget Transfers-

On the motion of Commissioner McConnell, seconded by Commissioner McConnell, seconded by Commissioner Barry, the following resolution was adopted:

5 Ayes; 0 Nays; 0 Abstain

WHEREAS, In order to maintain balanced budget lines, Treasurer McAdoo recommended that attached (Attachment A) Inter-Fund transfers

WHEREAS, the Board of Fire Commissioners has reviewed and agreed with the transfers, now, be it Resolved the Board of Fire Commissioners authorize Treasurer McAdoo to make the transfers.

d. Resolution #2020-0084 – Adoption of Public Health Emergency Policy

On motion of Commissioner Turner, seconded by Commissioner Kowal, the following resolution was adopted:

5 Ayes; 0 Nays 0 Abstain

WHEREAS on September 7, 2020, the Governor signed into law a new provision of Labor Law Section 27-c which requires public employers, including Fire Districts, to “adopt a plan for operations in the event of a declared public health emergency involving a communicable disease”;

WHEREAS the District Fire Chief has reviewed the policy drafted by the Fire District Attorney and has no suggested changes; and,

WHEREAS the Board of Fire Commissioners have reviewed the policy drafted by the Fire District Attorney and found it acceptable; therefore, be it

RESOLVED that the Board of Fire Commissioners hereby adopts the *Operations Plan in the Event of Certain Declared Public Health Emergencies*, as shown on Attachment A;

RESOLVED that the District Secretary adds this policy to the Victor Fire District Policy Book; and,

RESOLVED that a copy of this resolution and attachment is forwarded to Chief Glenn Lockwood and Deputy Treasurer Sean McAdoo.

e. Resolution #2020-0085 –Eye and dental benefits enrollment

On motion of Commissioner McConnell, seconded by Commissioner Keyes, the following resolution was adopted:

5 Ayes; 0 Nays 0 Abstain

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WHEREAS the Board of Fire Commissioners desires to offer eye and dental benefits for all full-time district employees;

WHEREAS Brown & Brown of New York have evaluated available plans and recommend the plans for EyeMed Vision Insurance and Excellus Dental Blue Options, as described more fully in Attachment A; and

WHEREAS, the Board of Fire Commissioners have reviewed the plans and agree with the recommendation of Brown & Brown; therefore,

BE IT RESOLVED that the Board of Fire Commissioners authorizes Deputy Treasurer Sean McAdoo to complete the enrollment process for offering eye and dental benefits for all full-time district employees at 100% employer cost; and,

RESOLVED, that a copy of this resolution be delivered to Brown & Brown of New York and Deputy Treasurer Sean McAdoo.

f. Resolution #2020-0086 –Acceptance of new volunteer Rebecca Bearce

On motion of Commissioner Barry, seconded by Commissioner Kowal, the following resolution was adopted:

5 Ayes; 0 Nays 0 Abstain

WHEREAS, the Victor Fire Department, Inc., after completing a background investigation which included record of convictions for arson, have recommended for membership Rebecca Bearce of Victor, NY; therefore,

RESOLVED, that the Board of Fire Commissioners appoints Rebecca Bearce to the Victor Fire Department's Hose Company as Firefighter #250 upon a driver's license approval and the passing of a physical examination from Healthworks; and

RESOLVED, that a copy of this resolution be forwarded to Chief Glenn Lockwood, the Victor Fire Department, Inc., and Rebecca Bearce.

g. Resolution #2020-0087 –Acceptance of new volunteer Edmund Schultz

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted:

5 Ayes; 0 Nays 0 Abstain

WHEREAS, the Victor Fire Department, Inc., after completing a background investigation which included record of convictions for arson, have recommended for membership Edmund Schultz of Victor, NY; therefore,

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RESOLVED, that the Board of Fire Commissioners appoints Edmund Schultz to the Victor Fire Department's Hook & Ladder Company as Firefighter #251 upon a driver's license approval and the passing of a physical examination from Healthworks; and

RESOLVED, that a copy of this resolution be forwarded to Chief Glenn Lockwood, the Victor Fire Department, Inc., and Edmund Schultz.

10. Executive Session: None

11. Other Business: None

12. Motion to adjourn: at 8:56 p.m. by Commissioner Keyes and seconded by Commissioner Barry. 5 Ayes and 0 Nays

13. Next Regular Business Meeting: January 14th, 2020 @ 6:30 p.m.

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