

VICTOR FIRE DISTRICT

Board of Fire Commissioners Meeting Minutes

June 8, 2021 @ 6:30 PM

1. **Call to Order:** A 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:** Commissioner McConnell led the Pledge.
3. **Roll Call and Affirmation of Quorum:**

Board Member	Present	Excused	Absent
Chairman McConnell	x		
Commissioner Keyes	x		
Commissioner Kowal			
Commissioner Turner	x		
Commissioner Barry	x		

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

a. Others Present:

Fire District Secretary Hauf	x
Deputy Treasurer McAdoo	x
Chief Lockwood	x
Deputy Chief Eifert	
Assistant Chief Lamarco	

Lieutenant Murphy and Firefighter Green

4. **Privilege of the Floor:**
5. **Motion to approve Minutes from 2021.06.08 Meeting**
Commissioner _____ motioned to approve the minutes from the April 2021 Regular Business Meeting; seconded by Commissioner _____ and carried, 5 Ayes and 0 Nays.
6. **Resolution to Pay Bills:**
Commissioner Turner motioned to approve payment of invoices shown on the Abstract of June 8, 2021, totaling \$ 130,566.77 ; seconded by Commissioner Barry and carried 5 Ayes and 0 Nays.
7. **Correspondence:**

8. Executive Session:

9. Reports

a. Treasurer Report:

Presented and is on file.

b. District Secretary Report: Presented and is on file

c. Chief's Report:

Read and is on file.

d. Commissioners Reports: Commissioner Barry reported that the hiring committee for paid firefighters is ready to move forward.

10. Old Business:

- a. On motion from Gerald Barry, second by Michael Keyes, that the Board of Fire Commissioners will accept the invoice from the Town of Victor seeking the reimbursement of formation expenses provided the Town can document the funds will be reserved for "A" fund expenses (Town outside of Village), carried 4 Ayes, 0 Nays, 1 Abstention (McConnell).

11. New Business

a. Resolution #2020-0060- Purchase Authorizations

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

5 Ayes; 0 Nays

WHEREAS Chief Glenn Lockwood requested authorization to make the following purchases:

Item	Budget Code	Amount
10 Minitor 6 pagers	405.9	\$ 3,822.00
40 Hoods	405.4.2	\$ 1,720.00
10 structural firefighting boots	405.4.2	\$ 3,300.00
Replacement 18" chain saw	405.2	\$ 487.00
Replacement scene light	404.4	\$ 1,476.00
NY Fire District Officers' Guide	403.12	\$ 638.43
Replacement Work Uniform Tops	405.8.2	\$ 1,980.00

WHEREAS, the Board of Fire Commissioners have reviewed the purchases, found they meet the District's Procurement Policy, and are needed for the safe and efficient operation of the Fire District; now, therefore, be it

RESOLVED to authorize the Chief to purchase the items as indicated.

b. Resolution #2021-0061 –Approval of work on apron

On motion of Commissioner McConnell, seconded by Commissioner Keyes, the following resolution was adopted: 5 Ayes; 0 Nays

WHEREAS, the Board of Fire Commissioners previously authorized Chief Glenn Lockwood to enter into an inter-municipal agreement with the Village of Victor for site improvements in Resolution #2021-0046;

WHEREAS, the Village of Victor has provided an estimate for work to repave the apron facing Adams St in front of the truck bays, including the chiefs' parking area, with 5 inches of type 3 binder as follows:

Removal of asphalt, drainage, and re-grading with Village DPW resources, \$6,048

Installation of 245 tons of type 3 binder through the Ontario County bid, \$23,155;

WHEREAS, the Board of Fire Commissioners have reviewed this estimate, found they meet the District's Procurement Policy, there are sufficient appropriated funds in the current budget; and are necessary for the safe and efficient operation of the Fire District; now, therefore, be it

RESOLVED to authorize the work described in the Village of Victor's estimate;

RESOLVED that the expenses of this work will be assigned to A3410.406.9 – Grounds Maintenance; and,

RESOLVED that a copy of this resolution be delivered to Chief Glenn Lockwood and the Village of Victor via Village Clerk Pam Hogenes.

c. Resolution #2021-0062 –Adoption of Capitalization Policy

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

5 Ayes; 0 Nays

WHEREAS, Town Law 176, the Office of State Comptroller, and best practices of a Fire District requires adoption of various policies and forms; and

WHEREAS the Board of Fire Commissioners, on advice of the Fire District Attorney, have reviewed a proposed policy on fixed asset capitalization, as fully described in Attachment A, and have found it consistent with the objectives of the Victor Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the Capitalization Policy and directs that it be added to the District Policy Book; and,

RESOLVED that a copy of the policy be made available to the members and staff of the Victor Fire District.

d. **Resolution #2021-0063 – Resolution to transfer funds from building repair and replacement capital reserve account to the general operating account.**

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

5 Ayes; 0 Nays

RESOLVED, that pursuant to Section 6-g of the General Municipal Law, as amended, the Victor Fire District does hereby authorize the transfer of a sum not to exceed \$_____ from its Building Repair and Replacement Capital Reserve Account to the District's General Operating Account for continued Fire District operations including the acquisition and installation of HVAC improvements for Fire District purposes and services related thereto.

No expenditure shall be made except upon authorization of the Board; and it is further

RESOLVED, that this resolution is subject to a permissive referendum as provided by Section 6-g of the General Municipal Law.

e. **Resolution #2021-0064 – Authorization to Replace RTU#3**

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

5 Ayes; 0 Nays

WHEREAS, Kennedy Mechanical has notified the Board of Fire Commissioners that the heat exchanger for roof-top unit (RTU) #3 is damaged and beyond repair;

WHEREAS, the Board of Fire Commissioners previously determined as part of their review of the HVAC Replacement Study from LaBella Associates, DPC, to replace RTUs when they are beyond repair; and

WHEREAS, the Board of Fire Commissioners have reviewed written estimates to replace the RTU and found that the contract provided by Kennedy Mechanical Contractors meets the District's Procurement Policy;

WHEREAS, the price of this work will be an amount not to exceed \$11,640, which will be appropriated in part from a transfer from the Building Repair and Replacement Capital Reserve Account to the Operating Account, identified in Resolution #2021-0063, which is subject to a permissive referendum; now, therefore, be it

RESOLVED that the Board of Fire Commissioners accepts the proposal by Kennedy Mechanical Contractors dated May 21, 2021, subject to and contingent upon the completion of the permissive referendum process for the transfer of the capital reserve funds described in Resolution #2021-0063; and

RESOLVED that a copy of this resolution be delivered to Kennedy Mechanical Contractors and Deputy Treasurer Sean McAdoo.

f. Resolution #2021-0065 – Authorization to purchase HVAC controls

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

5 Ayes; 0 Nays

WHEREAS, in October of 2020 the Board of Fire Commissioners received an HVAC Replacement Study from LaBella Associates, DPC, that identified a necessity to replace the existing HVAC air system controllers as a means to provide more efficient heating & cooling of the occupied spaces;

WHEREAS, the Board of Fire Commissioners have deemed it necessary to replace the existing HVAC air system controllers in their entirety;

WHEREAS, Day Automation provided on May 5, 2021 a price of replacement of these controls, including installation, via NYS OGS contract PT-68783;

WHEREAS, the Board of Fire Commissioners discussed benefits of using state bid versus going to public bid and determined, in their discretion, that the possible savings will not be sufficient for cost of staff time and legal preparations; and,

WHEREAS, the price of this work will be an amount not to exceed \$64,000, which will be appropriated in part from a transfer from the Building Repair and Replacement Capital Reserve Account to the Operating Account, identified in Resolution #2021-0063, which is subject to a permissive referendum; now, therefore, be it

RESOLVED that the Board of Fire Commissioners accepts the proposal by Day Automation dated May 5, 2021, subject to and contingent upon the completion of the permissive referendum process for the transfer of the capital reserve funds described in Resolution #2021-0063; and

RESOLVED that a copy of this resolution be delivered to Day Automation and Deputy Treasurer Sean McAdoo.

g. Resolution #2021-0066 – Authorization to submit for 2021 DEC Volunteer Fire Assistance Grant.

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

5 Ayes; 0 Nays

WHEREAS, the NYS Department of Environmental Conservation has announced the 2021 Volunteer Fire Assistance Grant program for 50% match up to \$3000 for the purchase of fire suppression equipment used for outdoor, wildland, and/or brush fires;

WHEREAS, Lieutenant Michael Murphy has submitted to the Board of Fire Commissioners a list of equipment that fits the grant parameters as follows:

Item	Budget Code	Amount
10 sections of 1" wildland hose	405.2	\$ 1,300.00
4 PAC tool mounts	405.2	\$ 157.32
2 Adjustable Nozzles	405.2	\$ 205.97
2 2.5-1. Adaptors	405.2	\$ 120.99
2 Wildland Tool/gear bags	405.2	\$ 420.97
5 Hoe/Rake	405.2	\$ 408.45

WHEREAS Chief Glenn Lockwood is requesting authorization to apply for the grant and, if approved, make these purchases; and,

WHEREAS, the Board of Fire Commissioners have reviewed the purchases, found they meet the District's Procurement Policy, and are needed for the safe and efficient operation of the Fire District; now, therefore, be it

RESOLVED to authorize Deputy Treasurer Sean McAdoo to submit the application and supporting documentation;

RESOLVED to authorize the Chief to purchase the items as indicated if the grant is approved; and, further, be it

RESOLVED to forward a copy of this resolution to Chief Lockwood and Deputy Treasurer Sean McAdoo.

h. Resolution #2021-0067 – Acceptance of Floor Waxing Agreement

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

5 Ayes; 0 Nays

WHEREAS District Secretary Lisa Hauf requested estimates from 3 companies for an estimate to strip and re-wax the first floor VCT areas in the fire house, of which 1 responded and provided an estimate, which is provided in Attachment A; and

WHEREAS the Board of Fire Commissioners have reviewed the estimate, finds it is a necessary expense and meets the District's Procurement Policy; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the services described in the estimate dated June 1, 2021.

i. Resolution #2021-0068 –Acceptance of Carpet Cleaning Agreement.

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

5 Ayes; 0 Nays

WHEREAS District Secretary Lisa Hauf requested estimates from 3 companies for an estimate to vaccum and steam clean carpets in the fire house, of which 1 responded and provided an estimate, which is provided in Attachment A; and

WHEREAS the Board of Fire Commissioners have reviewed the estimate, finds it is a necessary expense and meets the District’s Procurement Policy; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the services described in the estimate dated June 1, 2021.

j. Resolution #2021-0069 –Authorization for DT McAdoo to attend Educational Seminar.

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

5 Ayes; 0 Nays

WHEREAS, General Municipal Law 72-g and Victor Fire District Policies require training opportunities at the state level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, Deputy Treasurer Sean McAdoo is a certified code enforcement officer, which requires periodic refresher and specialty training to maintain these credentials;

WHEREAS, the Monroe County Fire Marshals and Inspectors Association has an educational seminar from August 17 – 19, 2021, at the West Webster Fire Department, which meets the needs of the continued training; and,

WHEREAS, the Board of Fire Commissioners upon hire stated that Deputy Treasurer McAdoo is to maintain this credentials and Chief Glenn Lockwood has authorized this training; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Deputy Treasurer McAdoo to attend the Monroe County Fire Marshals and Inspectors Association’s Educational Seminar at West Webster Fire Department from August 17 – 19, 2021;

RESOLVED, that any necessary expenses will be paid for by the Fire District as is consistent with the Travel Expense and School & Training policies;

RESOLVED, that the expenses for this training will be assigned to A3410.403.11.2 Training – NYS Fire Academy; and

RESOLVED that a copy of this resolution be delivered to Deputy Treasurer Sean McAdoo.

k. Resolution #2021-0070 –Appointment of new volunteer Mark Haggett.

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

5 Ayes; 0 Nays

WHEREAS, pursuant to Town Law §176, volunteer members of a company shall be appointed by the Board of Fire Commissioners after selection by the fire company;

WHEREAS, Mark Haggett has completed all requirements for membership and been approved by vote of the Victor Fire Department, Inc.; and,

WHEREAS, the Board of Fire Commissioners wishes to honor and approve new volunteer firefighters to serve with the Victor Fire Department and to satisfy all legal and insurance requirements for the benefit of our volunteers; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby appoints Evan Haggett to the Victor Fire Department's Hose Company as Firefighter #258 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 Mark Haggett.

l. Resolution #2021-0070 –Appointment of new volunteer Evan Haggett.

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

5 Ayes; 0 Nays

WHEREAS, pursuant to Town Law §176, volunteer members of a company shall be appointed by the Board of Fire Commissioners after selection by the fire company;

WHEREAS, Evan Haggett has completed all requirements for membership and been approved by vote of the Victor Fire Department, Inc.; and,

WHEREAS, the Board of Fire Commissioners wishes to honor and approve new volunteer firefighters to serve with the Victor Fire Department and to satisfy all legal and insurance requirements for the benefit of our volunteers; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby appoints Evan Haggett to the Victor Fire Department's Hose Company as Firefighter #257 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 Evan Haggett.

m. Resolution #2021-0070-Appointment of new volunteer Michael Bellinger.

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

5 Ayes; 0 Nays

WHEREAS, pursuant to Town Law §176, volunteer members of a company shall be appointed by the Board of Fire Commissioners after selection by the fire company;

WHEREAS, Michael Bellinger has completed all requirements for membership and been approved by vote of the Victor Fire Department, Inc.; and,

WHEREAS, the Board of Fire Commissioners wishes to honor and approve new volunteer firefighters to serve with the Victor Fire Department and to satisfy all legal and insurance requirements for the benefit of our volunteers; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby appoints Michael Bellinger to the Victor Fire Department's Hook & Ladder Company as Firefighter #256 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 Michael Bellinger.

n. Resolution #2021-0070 -Appointment of new volunteer Bradley Atherholt, Jr.

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

5 Ayes; 0 Nays

WHEREAS, pursuant to Town Law §176, volunteer members of a company shall be appointed by the Board of Fire Commissioners after selection by the fire company;

WHEREAS, Bradley Atherholt, Jr. has completed all requirements for membership and been approved by vote of the Victor Fire Department, Inc.; and,

WHEREAS, the Board of Fire Commissioners wishes to honor and approve new volunteer firefighters to serve with the Victor Fire Department and to satisfy all legal and insurance requirements for the benefit of our volunteers; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby appoints Bradley Atherholt, Jr., to the Victor Fire Department's Engine Company as Firefighter #255 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 Bradley Atherholt, Jr..

12. Comments: None

13. Adjournment:

Chairman McConnell made a motion to adjourn at 7:47 p.m.