

VICTOR FIRE DISTRICT

**Board of Fire Commissioners Meeting Minutes**

**July 13, 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:**

<b>Board Member</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
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 district proceeded.

**a. Others Present:**

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

Attorney Melissa Fingar, Tom Simonds, Linda Tice

4. **Motion to approve Minutes from 2021.06.08 Meeting**  
Commissioner Turner motioned to approve the minutes from the April 2021 Regular Business Meeting; seconded by Commissioner Keyes and carried, 4 Ayes and 0 Nays.
5. **Resolution to Pay Bills:**  
Commissioner Barry motioned to approve payment of invoices shown on the Abstract of June 8, 2021, totaling \$ 130,566.77; seconded by Commissioner Turner and carried 4 Ayes and 0 Nays.
6. **Correspondence:** None
7. **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 Turner reported that the Moore Ave engineering design did not account for fire apparatus access. The design is past the point of change, and the fire department will have to access the rear parking lot via the alley off Town Hall.

Commissioner Turner noted the trash enclosure is filled with extra trash; the Village will take care of that. Discussed with Chief Lockwood the status of the acquiring totes for recycling.

**8. Old Business:**

a. **Resolution #2021-0071-Authorizing the Employment of Paid Firefighters**

On motion of Commissioner Barry, seconded by Commissioner Keyes seconded, the following resolution was adopted: 4 Ayes and 0 Nays

WHEREAS, Town Law §176(11-c) and (18-a) authorizes a Board of Fire Commissioners to employ such persons as may be necessary to effectuate the objects and purposes of the Fire District including employment of paid firefighters; and

WHEREAS, the Board of Fire Commissioners of the Victor Fire District previously determined that the consideration of the employment of paid firefighters may be in the public interest, and called for and held a public hearing for the purpose of considering the employment of paid firefighters, pursuant to Town Law §176(18-a); and

WHEREAS, the Board of Fire Commissioners of the Victor Fire District, having conducted such public hearing, upon due consideration of such matter including the information discussed at such public hearing and upon due deliberation thereon desires to authorize the employment of paid firefighters within the Victor Fire District.

NOW THEREFORE, it is hereby

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District hereby authorizes the employment of paid firefighters within the Victor Fire District effective immediately; and it is further

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District shall establish the salary and benefits for the position of paid firefighters to be paid from the budgeted funds of the Fire District; and it is further

RESOLVED, that these resolutions shall take effect immediately.

b. **Resolution # 2021-0072- Adoption of Capital Plan**

On motion of Commissioner McConnell, seconded by Commissioner Barry, the following resolution was adopted 4 Ayes; 0 Nays

WHEREAS, consistent with General Municipal Law §6, the Victor Fire District established separate repair and reserve capital funds designated for Apparatus, Equipment, Building, and Emergency needs, which was approved by voter referendum in December of 2019;

WHEREAS, the Office of State Comptroller encourages written policies to communicate with taxpayers why money is being set aside;

WHEREAS, Chief Glenn Lockwood and Deputy Treasurer Sean McAdoo, with input from the members of the Victor Fire Department and Line Officers, presented a capital plan outlining the needs for apparatus, equipment, and building purchases over the next ten years, as fully described in Attachment A; and,

WHEREAS, the Board of Fire Commissioners have reviewed this plan and found it consistent with the objectives of the Victor Fire District and the items are necessary and reasonable; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the Capital Plan.

**9. New Business**

**a. Resolution #2020-0073- Purchase Authorizations**

On motion of Commissioner Turner, seconded by Commissioner Keyes, the following resolution was adopted: 4 Ayes; 0 Nays

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

Item	Budget Code	Amount
Tire Replacement for 2781	404.7	\$4,954.48

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 #2021-0074 -Budget Transfers**

On motion of Commissioner McConnell, seconded by Commissioner Barry, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS in order to maintain balanced budget lines, Deputy Treasurer McAdoo recommended inter-budget transfers as fully described in Attachment A; and,

WHEREAS the Board of Fire Commissioners have reviewed and discussed the transfers and found they are consistent with good financial practices; now, therefore, be it

RESOLVED the Board of Fire Commissioners approve the inter-budget transfers as shown.

**c. Resolution to Approve Benefits**

After brief discussion between the District Officers, Commissioners, and Special Project Attorney, this resolution was tabled.

**d. 2022 Budget Discussions**

Deputy Treasurer McAdoo presented recommendations for budget line changes to the 2022 budget. Chief Lockwood presented recommendations for selected budget lines. Board members discussed and gave feedback on presentation.

**e. Resolution #2021-0075- Authorization to amend VFVAC MOU Policy**

On motion of Commissioner Turner, seconded by Commissioner Keyes, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS, the Board of Fire Commissioners approved a memorandum of understanding (MOU) on February 9, 2021, with the Victor Farmington Volunteer Ambulance, Inc. (VFVAC), to continue the staging of an ambulance at the Victor Fire House;

WHEREAS, the provisions of this MOU limited the time of this staging to between the hours of 07:00 and 18:00;

WHEREAS, Chief Glenn Lockwood, at the request of VFVAC, accepted the temporary change of hours to between 06:00 and 22:00 and now desires permission to amend the MOU to make this change permanent; and,

WHEREAS, the Board of Fire Commissioners have discussed this request, and finds it does not interfere with fire department operations or create a financial burden on the District, while providing a benefit to the residents and businesses of the Victor Fire District; now, therefore, be it

RESOLVED to authorize the change of hours in the MOU to 06:00 – 22:00; and,

RESOLVED to deliver a copy of this resolution to the Victor Farmington Volunteer Ambulance, Inc., and Chief Glenn Lockwood.

**f. Resolution #2021-0076 –Adoption of FOIL Policy**

On motion of Commissioner McConnell, seconded by Commissioner Barry, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS, Town Law 176 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 compliance with the Freedom of Information

Law, 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 FOIL 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.

**g. Resolution #2021-0077 –Authorization to Release Request for Proposals for HVAC, Elevator, and Apparatus Maintenance**

On motion of Commissioner Barry, seconded by Commissioner McConnell, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS, the Deputy Treasurer has drafted request for proposals (RFP) for professional service agreements on heating, ventilation, and air conditioning (HVAC), elevator inspection and repair, and fire apparatus vehicle maintenance services, which are fully described in Appendix A;

WHEREAS, the Fire District Attorney has reviewed the proposals and recommends they are issued; and,

WHEREAS, the Board of Fire Commissioners have reviewed the RFPs and finds they are consistent with the objectives of the District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the Deputy Treasurer to advertise and solicit for the RFPs as indicated.

**h. Resolution #2021-0078 –Authorization for Firefighters to Attend FDIC**

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted: 3 Ayes; 0 Nays; 1 Abstain (Commissioner Turner)

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

WHEREAS, the Fire Department Instructor's Conference (FDIC) provides fire and rescue departments classroom, workshop, and hands-on fire, rescue, and emergency response training for attendees from across the world;

WHEREAS, Chief Glenn Lockwood has authorized Deputy Chief Mark Eifert, Assistant Chief Steve Lamarco, and Firefighter Michael Murphy to attend this training; and,

WHEREAS the Board of Fire Commissioners have reviewed the written justification for attending FDIC, as shown in Attachment A, and finds that it is necessary, in the public interest, and provides training not available within a reasonable time or distance within New York; therefore, now, be it

RESOLVED, the Board of Fire Commissioners authorizes Deputy Chief Mark Eifert, Assistant Chief Steve Lamarco, and Firefighter Michael Murphy to attend FDIC International utilizing a rented vehicle on August 2 – 7, 2021, at the Indiana Convention Center, Indianapolis, Indiana, including hotel rooms for six nights;

RESOLVED, that the attendees are authorized to use one of District Credit Cards for expenses on the condition they review the travel policy with the Deputy Treasurer prior to departure and with the understanding that any expenses not determined to be consistent with the travel policy shall be refunded to the District within 30 days of notification;

RESOLVED that the expenses for this training will be assigned to A3410.403.11.3 Training -FDIC; and

RESOLVED that a copy of this resolution be delivered to Deputy Treasurer Sean McAdoo, Deputy Chief Mark Eifert, Assistant Chief Steve Lamarco, and Firefighter Michael Murphy.

**i. Resolution #2021-0079 –Appointment of new volunteer Nicholas Matteson.**

On motion of Commissioner Turner, seconded by Commissioner Keyes, the following resolution was adopted: 4 Ayes; 0 Nays

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

WHEREAS, Nicholas Matteson 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 volunteer firefighters wishing to serve with the Victor Fire Department and desire 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 Nicholas Matteson to the Victor Fire Department's Hose Company as Firefighter #259 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 Nicholas Matteson.

**10. Comments:** None

**11. Executive Session:**

Chairman McConnell made a motion to enter executive session for the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the employment, promotion, demotion, discipline, suspension, dismissal, or

removal of a particular person or corporation. The motion was seconded by Commissioner Turner, and adopted with 4 Ayes; 0 Nays.

The Board entered executive session at 7:30 p.m.

A motion was made by Commissioner McConnell and seconded by Commissioner Barry to exit Executive Session. The motion was approved 3 Ayes; 0 Nays.

The Board exited Executive Session and returned to Open Session at 7:48 p.m. The Board took no action in Executive Session.

**12. Adjournment:**

Chairman McConnell made a motion to adjourn at 7:57 p.m.