

Victor Fire District

Board of Fire Commissioners

Minutes - Regular Meeting – 8/8/2019

1. **Call to Order** The 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.** 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	<u> X </u>	<u> </u>	<u> </u>
Commissioner Keyes	<u> </u>	<u> </u>	<u> X </u>
Commissioner Kowal	<u> X </u>	<u> </u>	<u> </u>
Commissioner Trego	<u> X </u>	<u> </u>	<u> </u>
Commissioner Turner	<u> X </u>	<u> </u>	<u> </u>

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

4. **Others Present**

 X Fire District Secretary
 Fire District Treasurer

 X Fire Chief McAdoo
 Deputy Fire Chief Eifert
 X Asst Fire Chief Lockwood

 Others: Gerald Barry

5. **Approval of Minutes**

The minutes of the meeting of the Board of Fire Commissioners held on 7/25/19 were reviewed by the Commissioners. The Chairman called for corrections to the minutes; the Commissioners discussed the needed corrections for the Fire District Secretary to make. A motion to approve the minutes with the suggested corrections was made by Commissioner Kowal, seconded by Commissioner Turner. The vote was:

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes				X
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	4			1

The motion was X was not ___ approved.

6. Presentation of the Bills

Prior to the meeting the Treasurer presented the claims against the Fire District in the form of vouchers with attachments. The Board of Fire Commissioners, having reviewed and audited all such claims, on motion of Commissioner Kowal, seconded by Commissioner Trego, it was resolved as follows:

RESOLVED, that the Treasurer is hereby ordered to pay the claims against the Fire District as audited and allow by the Board of Fire Commissioners as set forth in the **attached itemization of claims**, in the total amount of \$ 4243.03.

The vote on such motion and Resolution was:

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes				X
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	4			1

The motion and Resolution was X was not ___ approved.

7. Treasurer's Report

The Board received, reviewed and discussed the Report of the Fire District Treasurer for the period 7/26/19 to 8/8/19. Commissioner Trego recommended we get a copy of the Bank Statement from the Treasurer each month.

8. Chief's Report

Chief McAdoo discussed the budget transfers to date. Some accounts are over and some under, the idea is to keep the budget lines in budget:

3,000 transferred from Payroll Services to Recruitment and Retention
3,000 transferred from Insurance and Liabilities to Recruitment and Retention
1,500 transferred from General Maintenance and Supply Line to HVAC (for repairs)
1,000 transferred from Payroll Services for Computers

Empire Access will be coming in Tuesday the 13th for site survey and then on the 20th for the Installation.

2771 had issues, the brakes were staying locked.

Chief Lockwood would like to move forward with the repairs that Ward Diesel found during the Preventative Maintenances.

Purchase Approvals

Chief McAdoo presented a quote from Emergency Reporting. We currently use Red Alert to report to the state about our Fire Calls. This is a server based data system and it is stagnant. Emergency Reporting is a cloud based program for the half price. The cost is 3,400 for the first year and 2,200 each subsequent year after that. Obtaining quotes is difficult because it is such a specialized service.

Wasp Inventory Software would provide us with the hard data that we need regarding our inventory. It produces a bar code label that we can scan in using a hand held scanner. Chief McAdoo's goal is to purchase next year. The Commission discussed and found it to be a favorable purchase.

BXI provided us with a quote which buys out our old contract and provides us with a better copier. The cents per copy are the same, our members are allowed to use this service, Chief McAdoo does monitor this. BXI provides us with service seven days a week.

National Union Fire Insurance provided us with a quote for Accident and Sickness Insurance for our Volunteers in case of death and exceeds the benefit paid by law by Ontario County. It is designed more for the death benefit and we have not had a claim in over a decade. Commissioner Trego inquired when would it start and Chief McAdoo informed him that is a renewal.

Greenlight Update

They will provide us with a Certificate of Liability Insurance. The Commission reviewed the contract and a general discussion took place. The Board decided that we would move forward after the questions and recommended changes were met or answered.

9. Commissioner and Committee Reports

Credit Card Update

Commissioner Trego provided a report to the Board about securing a Credit Card. He has met with Amy Flaitz, Branch Sales Manager at Canandaigua National Bank. They will provide us with a Business Visa Card, 25,000, credit limit, zero liability. The Treasurer will meet with her to complete the process and Fire District Secretary was appointed by the Commission as the Card Administrator.

10. Old Business (specify each item)

Accounting Services

We received a proposal from the Bonnadio Group for Accounting Services. The Commissioners will review and discuss at the August 22nd meeting.

11. New Business (specify each item)

Resolution 2019-29: The Commission discussed Purchase Approvals of Emergency Reporting, BXL and National Union Fire and Ward Diesel. Chairman McConnell made a motion to approve and Commissioner Trego seconded it.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes				X
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	4			1

The motion and Resolution was X was not___ approved.

Website

The Commission discussed what they would like to upload to the Victor Fire District Website. Items to be included are; agendas, minutes, budgets, public notices, and Chief's reports.

Election Process

The Board reviewed the Fire District Election Activities. Chairman McConnell will meet with Fire District Secretary to move forward with this activities and policies.

Budget Scheduling

The Commission discussed Budget Scheduling. Commissioner Turner will assist Treasurer Post with this process.

Resolution 2019-30: Commissioner Turner made a motion to approve the Budget Line Transfers. Chairman McConnell seconded that motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes				X
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	4			1

The motion and Resolution was X was not___ approved.

12. Budget

Chief McAdoo continued with the Budget Review. No approval needed at this time.

13. Executive Session

None

14. Other Business

Resolution 2019-31: Commissioner Turner made a motion to have the Treasurer cut a check for the Fire District Secretary to purchase stamps. Chairman seconded the motion.

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes				X
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	4			1

The motion and Resolution was X was not___ approved.

15. Public Comments

None

16. Next Regular Board Meeting: August 22nd @ 6:30

16. Adjournment

With no further business to conduct, on motion of Commissioner Kowal, seconded by Commissioner Turner, to adjourn the meeting The vote was:

Board Member	AYES	NAYS	ABSTAIN	ABSENT
Chairman McConnell	X			
Commissioner Keyes				1
Commissioner Kowal	X			
Commissioner Trego	X			
Commissioner Turner	X			
Vote Tally	4			1

The motion was X was not ___ approved and the meeting was adjourned at 8:29 P.M.

Respectfully submitted,

Lisa Hauf, Fire District Secretary