

VICTOR FIRE DISTRICT

Board of Fire Commissioners Meeting Minutes

February 9, 2021

- 1. Call to Order:** The Organizational 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	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	

- 4. Privilege of the Floor:**
Randy Shepherd of Bonadino, Inc., presented the 2020 Audit. Informed the Commission that there is new accounting standards that will affect our LOSAP Program and recommended that we consider developing our five-year Capital Plan.
- 5. Motion to approve Minutes from 2021.01.14 Meeting**
Commissioner Turner motioned to approve the minutes from the January 14, 2021 Organizational and Regular Business Meeting; seconded by Commissioner Keyes and carried 5 Ayes and 0 Nays.
- 6. Resolution to Pay Bills:**
Commissioner Barry motioned to approve payment of invoices shown on the Abstract of February 9, 2021; totaling 54,824.30 seconded by Commissioner Kowal and carried 5 Ayes and 0 Nays

7. Correspondence:

- a. Received notification from Jerome Fire Equipment explaining the standards have changed for testing of breathing air (SCBA fill station) from two to four times a year.

8. Reports

a. Treasurer Report:

Presented and is on file. Deputy Treasurer McAdoo informed the Commission that a new payroll report will be included in his monthly reports and that the District received the tax levy check.

b. District Secretary Report:

Presented and is on file. District Secretary reported that January Bank Reconciliation reports have been completed and are available for review, no anomalies found. In addition, District Secretary Hauf will meet with Rob Anderson to discuss insurance matters.

c. Chief's Report

Read and is on file. Chief Lockwood reported that he called Kennedy Mechanical over the weekend because there was an issue with the boiler.

d. Commissioners Reports

Commissioner Turner reported that he met with Deputy Treasurer McAdoo and District Secretary Hauf to discuss the IMA with the Village and that the Village is paying Fire District taxes on properties that are in an URA district. Commissioner Turner provided a revised IMA to District Secretary Hauf for edit before the March meeting. Deputy Treasurer McAdoo will confer with Counsel in regards to the matter of the Village being charged taxes on URA property and will discuss if this can be waived.

Commissioner Barry reported on the recent Staff Meeting.

Chairman McConnell informed the Commission that he met with Commissioner Deb Hogan from the Fishers Fire District. They discussed the past interactions between Victor and Fishers; any future meetings will be between the Boards of Commissioners; no additional individual conversations will take place.

9. Old Business

- a. Letter from the Town of Victor – District Formation Expenses – Tabled

b. Resolution #2021-0022 -Adoption of Polices and Forms

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

WHEREAS Town Law 176 and best practices of a Fire District requires an annual review and adoption of policies and forms, including vouchers; and

WHEREAS the Board of Fire Commissioners have reviewed the previously adopted policies and forms and finds they are consistent with known expectations and best practices; and

WHEREAS the District Secretary and Deputy Treasurer have provided a table for a future consolidated resource containing policies and forms that includes a prioritization to adopt or amend forms over the next year; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the policies and forms on file.

10. New Business

a. Resolution #2021-0023- Budget Transfers

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

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

WHEREAS the Board of Fire Commissioners have reviewed and discussed the transfers; now therefore, be it

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

b. Resolution #2021-0024 - Purchase Authorizations

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

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

Item	Budget Code	Amount
Electric Work	406.5	4,825

WHEREAS, as 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; and, further, be it

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

c. Staffing

Deputy Treasurer McAdoo provided a proposed timeline to evaluate whether or not to expend the funds appropriated in the 2021 budget for two firefighters. After discussion and modification, the consensus was to proceed generally with the timeline.

d. Resolution #2021 - 0025 - Authorization for Chairman to sign Memorandum of Understanding with Victor Farmington Volunteer Ambulance, Inc.

On motion of Commissioner Turner, seconded by Commissioner Keyes, the following resolution was adopted with 5 Ayes and 0 Nays:

WHEREAS, Chief Lockwood has requested to Board of Fire Commissioners to accept a memorandum of understanding (MOU) with the Victor Farmington Volunteer Ambulance, Inc., to continue allowing an ambulance to be staged in the Victor Fire House;

WHEREAS Attorney Mark Butler has reviewed and accepted the proposed MOU shown in Attachment A; and,

WHEREAS the Board of Fire Commissioners have discussed this request, recognize 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 Chairman Jon McConnell the authority to sign the proposed agreement after acceptance by the Victor Farmington Volunteer Ambulance, Inc.; and,

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

e. Resolution #2021-0026-Acceptance of new volunteer Jason Nye

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted with 5 Ayes and 0 Nays:

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

RESOLVED, that the Board of Fire Commissioners appoints Jason Nye to the Victor Fire Department's Hose Company as Firefighter #253 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 Jason Nye.

11. Public Comments: None

12. Adjournment:

Chairman McConnell made a motion to adjourn at 8:48 p.m.