

VICTOR FIRE DISTRICT

Board of Fire Commissioners Meeting Minutes

December 7, 2021, 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	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	
Deputy Chief Eifert	x
Assistant Chief Lamarco	

Abby Miller, Robert Whilen, Mike Murphy, Jason Maier

4. **Motion to approve Minutes from November 9, 2021 Meeting**
Commissioner Barry motioned to approve the minutes from November 9, 2021 Regular Business Meeting; seconded by Commissioner Turner and carried, 5 Ayes and 0 Nays
5. **Resolution to Pay Bills:**
Commissioner McConnell motioned to approve payment of invoices shown on the Abstract of November 9, 2021, totaling \$10,452.23; seconded by Commissioner Kowal and carried 5 Ayes and 0 Nays
6. **Correspondence:**
 - a. 11/23/21 letter from Excellus Re: Dental Rates
 - b. 11/24/2021 letter from Utica National Re: claim status
 - c. 12/4/2021 update on Vision rates
 - d. 12/3/2021 emails re: banners on truck

7. Reports

a. Treasurer's Report:

Read and on file

b. District Secretary's Report:

Read and on file

c. Chief's Report:

Read and on file

d. Commissioner's Reports:

Commissioner Turner requested to review and discuss the Chief's Vehicle Usage Policy.

7. Old Business:

None

8. New Business:

a. Resolution #2021-0107 -Motion to approve budget transfers

On motion of Commissioner McConnell, seconded by Commissioner Keyes, the following resolution was adopted: 5 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.

b. Resolution #2021-0108 -Resolution for Disposition of Insurance Monies

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

WHEREAS, Victor Fire District received a dividend from Utica National Insurance Company for \$2,032.20, earned through participation through that company's New York State Volunteer Fire Department Safety Group;

WHEREAS, Utica National Insurance Company, as part of their claim investigation from the October 14, 2021 collision involving the District's 2015 Ford Interceptor, have assessed the value of the vehicle to be \$20,796.83 and have already issued a partial settlement for \$10,398.41; and,

WHEREAS, in order to maintain fiscal responsibility, the Board of Fire Commissioners desires to move these unanticipated funds to future apparatus purchases; now, therefore be it

RESOLVED that the Board of Fire Commissioners directs that the aforementioned monies be promptly transferred to the Apparatus Repair and Replacement Reserve (A3410.901) within ten days of the approval of this resolution or when the monies are received;

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

c. Resolution #2021-0109 – Transfer of Unspent 2021 Funds to Reserve

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

WHEREAS the circumstances of 2021, including delays with Civil Service and the unexpected and necessary absence of the fire chief, have resulted in the delays to implement items appropriated in the 2021 budget, particularly the hiring of paid firefighters and not appointing a treasurer;

WHEREAS Deputy Treasurer Sean McAdoo has provided an updated 2021 Budget Worksheet, attached to the Treasurer’s Report, showing \$1,050,943 in cash against \$840,943 in liabilities for the 2021 funds, resulting in a surplus of \$210,000;

WHEREAS, the Board of Fire Commissioners recognizes these delays, the challenges of understanding the requirements of being a Fire District, and, in order to maintain fiscal responsibility, desires to move a portion of the unspent 2021 funds to reserves; now, therefore, be it

RESOLVED that the Board of Fire Commissioners directs that a portion of the unspent 2021 funds to be transferred to reserves as follows:

A3410.901	Apparatus Repair and Replacement	\$175,000
A3410.902	Building Repair and Replacement	\$ 35,000;

RESOLVED directs the Treasurer to transfer these funds within ten days of the approval of this resolution; and

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

d. Resolution #2021-010 – Authorization to enter into contract for audit services.

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

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

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 2021 books; and,

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 2021 books; therefore,

BE IT RESOLVED, the Board of Fire Commissioners authorizes 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.

e. Resolution #2021-0110 –Appointment of Career Firefighter.

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

WHEREAS, the Board of Fire Commissioners has determined that it is in the best interests of the Victor Fire District to add two career staff members to its roster to provide support to the volunteers and enhance the service provided to the residents of the Victor Fire District;

WHEREAS, an interview committee was formed to review and evaluate candidates for the position of paid firefighter pursuant to the requirements of New York State Civil Service Law and the procedures of Ontario County Civil Service;

WHEREAS, after a thorough interview process, the interview committee recommends the appointment of Robert Whilen to the position of Firefighter/Maintenance and Custodial with the Victor Fire District; now, therefore, it is hereby

RESOLVED that, based on the recommendation of the interview committee, the Board of Fire Commissioners hereby appoints Robert Whilen to the position of Firefighter/Maintenance and Custodial, effective January 3, 2022 on a full-time probationary basis at an annual salary of \$43,680;

RESOLVED that Robert Whilen may be employed on a part-time basis prior to his full-time appointment at an hourly rate based on his annual salary for the hours agreed upon by Mr. Whilen and the Deputy Treasurer for training purposes; and

RESOLVED, that a copy of this resolution be forwarded to Deputy Chief Mark Eifert, Ontario County Civil Service, and Robert Whilen.

f. Resolution #2021-xxxx –Approval of flexible benefits vendor

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

WHEREAS the Board of Fire Commissioners desires to offer flexible spending benefits for all full-time district employees;

WHEREAS Brown & Brown of New York have solicited for vendors on behalf of Victor Fire District to provide this service, and recommend TASC as the vendor, 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; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Deputy Treasurer Sean McAdoo to complete the enrollment process for offering flexible spending benefits for all full-time district employees with TASC; and,

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

9. Public Comments: None

10. Executive Session: None

11. Adjournment: Commissioner McConnell made a motion to adjourn at 7:20 p.m.