

# DRAFT

VICTOR FIRE DISTRICT

## Board of Fire Commissioners Meeting Minutes

February 8, 2022 @ 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 |
| Treasurer McAdoo             | X |
| Chief Eifert                 | X |
| Deputy Chief Lamarco         |   |
| Assistant Chief Millitello   |   |

Randall Shepherd (Bonadio group), Spenser Iodice (Bonadio group), Jason Maier

**4. Privilege of the Floor**

- a.** Audit Findings (Bonadio Group) – Mr. Shepard & Mr. Iodice presented the draft findings of the 2021 audit.

**5. Motion to approve Minutes from January 11, 2022 Meeting**

Commissioner Turner motioned to approve the minutes from January 11, 2022 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 January 11, 2022, totaling \$18,354.55; seconded by Commissioner McConnell and carried 5 Ayes and 0 Nays

**7. Correspondence:** None

**8. Old Business:** None

**9. New Business:**

**a. Resolution #2022-2022 - Purchase Authorizations**

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

WHEREAS Chief Mark Eifert requested authorization to make the following purchases:

| Item                             | Budget Code   | Amount       |
|----------------------------------|---------------|--------------|
| PPE 2002 Order #1 (5 sets)       | 405.4.1       | \$ 17,100.00 |
| Annual car wash subscription (3) | 404.8         | \$ 890.67    |
| Replacement gear extractor       | 405.4.3       | \$ 5,581.89  |
| Receptical Installation, 81 & 11 | 404.1 & 404.7 | \$ 1906.14   |
| Naxalone                         | 405.1.1       | \$ 1,195.92  |
| Wool blankets (EMS)              | 405.1.1       | \$ 119.92    |
| Epinephrine                      | 405.1.1       | \$ 735.84    |
| Address battery drain, 2702      | 404.8         | \$ 776.10    |

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 #2022-0023 -Motion to approve budget transfers**

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

WHEREAS in order to maintain balanced budget lines within the 2022 budget, 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. Adoption of Call Back Policies - Tabled**

Chief Eifert and Treasurer McAdoo presented the following resolution; after discussion, the Board of Fire Commissioners by consensus tabled the motion.

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 proposed policies and revisions to the standard operating guidelines (SOG) related to call back as fully described in Attachments A, B, & C, 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 Call Back/Hold Over Policy, Compensatory Policy, and Revisions to Emergency Response SOG and directs that it be added to the District Policy Book or SOG; and,

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

**d. Resolution #2022-2024 -Authorization for Firefighters to Attend FDIC**

On motion of Commissioner Barry, seconded by Commissioner Keyes, 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 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 Mark Eifert has authorized Deputy Chief Steve Lamarco, Assistant Chief Mark Militello, and Lieutenant Mike 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 Steve Lamarco, Assistant Chief Mark Militello, and Lieutenant Mike Murphy to attend FDIC International utilizing a rented vehicle on April 25-30, 2022, 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 hotel and travel expenses on the condition they review the travel policy with the 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 Treasurer Sean McAdoo, Deputy Chief Steve Lamarco, Assistant Chief Mark Militello, and Lieutenant Mike Murphy.

**10. Public Comments:** None

**11. Executive Session:** None

**12. Adjournment:** Commissioner McConnell made a motion to adjourn at 7:39 p.m., seconded by Commissioner Keyes

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