

DRAFT

VICTOR FIRE DISTRICT

Board of Fire Commissioners Meeting Minutes

March 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
Deputy Treasurer McAdoo	X
Chief Eifert	
Deputy Chief Lamarco	X
Assistant Chief Militello	X

Neal Cotton, Lane Smith, Jason Maier, Linda Tice, David Graham, Michael Murphy, Jerry Sensabaugh, John McDonald, and several others who did sign in

4. Special Business Items

a. Resolution #2022-0025 – Resolution Recognizing 50 years of service. Neal Cotton.

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

WHEREAS, Village of Victor resident Neal Cotton was appointed by the Village of Victor Board of Trustees on May 5, 1972, as Firefighter #47, assigned to the Engine Company of the Victor Fire Department;

WHEREAS, during his active and faithful service with Victor Fire Department, he held the offices of Lieutenant for 4 years and Director for 2;

WHEREAS, Firefighter Cotton was awarded life membership on May 5, 1997;

WHEREAS, by virtue of his continuous and dedicated service to the Victor Fire Department, as had a profound influence on the lives of many within the Town and Village of Victor; now, therefore, be it

RESOLVED that the Board of Fire Commissions of the Victor Fire District extends appreciation and thanks to Firefighter Neal Cotton for his many years of dedicated community service.

b. Resolution #2022-0026 -Resolution Recognizing 50 years of service, Lane Smith.

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

WHEREAS, Village of Victor resident Lane Smith was appointed by the Village of Victor Board of Trustees on July 6, 1971, as Firefighter #44, assigned to the Ladder Company of the Victor Fire Department;

WHEREAS, during his active and faithful service with Victor Fire Department, held the offices of Director for 24 years and Vice President for 5;

WHEREAS, Firefighter Smith was awarded life membership on July 6, 1996;

WHEREAS, by virtue of his continuous and dedicated service to the Victor Fire Department, as had a profound influence on the lives of many within the Town and Village of Victor; now, therefore, be it

RESOLVED that the Board of Fire Commissions of the Victor Fire District extends appreciation and thanks to Firefighter Lane Smith for his many years of dedicated community service.

Chairman McConnell called for a recess at 6:32 pm for the presentation of awards by the District and Victor Fire Department, Inc, to Firefighters Cotton and Smith. Meeting was called back to order at 6:39 p.m.

5. Motion to approve Minutes from February 8, 2022 Meeting

Commissioner Barry motioned to approve the minutes from February 8, 2022 Regular Business Meeting; seconded by Commissioner Turner and carried, 5 Ayes and 0 Nays

6. Resolution to Pay Bills:

Commissioner Turner motioned to approve payment of invoices shown on the Abstract of March 8 ,2022, totaling \$ 59,789.19; seconded by Commissioner Kowal and carried 5 Ayes and 0 Nays

7. Correspondence:

- a. Notification from Worker's Board
- b. Anonymous letter re: posting

8. Old Business:

a. Resolution #2022-0027 -Adoption of Call Back Policies

On motion of Commissioner Turner, seconded by Commissioner Kowal, the following resolution was adopted: 5 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 proposed policies and revisions to the standard operating guidelines (SOG) related to call back as fully described in Attachments A & B, 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 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.

b. Resolution #2022-0028 -Resolution to Hold Workshop with VFD, Inc. Board of Directors

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

WHEREAS, the Board of Fire Commissioners recognizes that the Board of Directors of the Victor Fire Department, Inc., is a valuable partner in planning and preparing for the future of the Victor Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners will conducting a joint workshop with the Victor Fire Department, Inc. Board of Directors starting at 6:00 pm, prior to their regular business meeting on Tuesday, April 12, 2022, for the sole purpose of discussing vision and goals for the future;

RESOLVED that a copy of this resolution be delivered to the Victor Fire Department Inc. and Chief Mark Eifert; and

RESOLVED that the District Secretary Hauf make all necessary legal notifications for public posting.

9. New Business:

a. Resolution #2022-0029 - Purchase Authorizations

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

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

Item	Budget Code	Amount
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Adobe Software renewal	408.4.2	\$ 611.73
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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 #2022-0030 -Motion to approve budget transfers

On motion of Commissioner McConnell , seconded by Commissioner Kowal , 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. Resolution #2022-0031 -Authorization for Commissioners to Attend Offsite Training

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

WHEREAS the Association of Fire Districts of the State of New York (AFDSNY) have published a calendar at their annual meeting which includes commissioner and district activity training; and

WHEREAS Commissioner Jon McConnell and Commissioner Gerald Barry desire to take this training and the Board of Fire Commissioners finds it is in the interest of the Fire District to support the continuing education; now, therefore, it is

RESOLVED to authorize Jon McConnell and Gerald Barry to register and attend the AFDSNY training on May 4th - 7th, 2022, at Verona, NY, including hotel rooms for three nights and meals provided in lieu of reimbursement of expenses, except that mileage and tolls for use of personal vehicle will be reimbursed upon demand; and,

RESOLVED that the expenses for this training will be assigned to A3410.403.12 Training -Other

d. Resolution #2022-0032 -Authorization for Three Firefighters to Attend ICS Training.

On motion of Commissioner Turner, seconded by Commissioner Kowal, 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 regional level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, the New York State Office of Emergency Management is offering “Advanced ICS for Major and/or Complex Incidents (I-400)” in Batavia, NY on April 5 & 6, 2022 and Deputy Chief Lamarco, Assistant Chief Militello, and Firefighter McAdoo have expressed interest in attending;

WHEREAS Chief Mark Eifert has authorized this training, Deputy Chief Lamarco, Assistant Chief Militello, and Firefighter McAdoo are available to attend; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Deputy Chief Lamarco, Assistant Chief Militello, and Firefighter McAdoo to attend “Advanced ICS for Major and/or Complex Incidents (I-400)” in Batavia, NY on April 5 & 6, 2022;

RESOLVED, that any necessary expenses will be paid for by the Fire District as is consistent with the Travel Expense and School & Training policies; and

RESOLVED, that the expenses for this training will be assigned to A3410.403.11.2 Training – NYS Fire Academy;

e. Resolution #2022-0033 -Authorization for Treasurer to Open a Certificate of Deposit

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

WHEREAS, pursuant to GML §39, the Board of Fire Commissioners has adopted an investment policy which encourages the Fire District to diversify its deposits and investments;

WHEREAS, District Treasurer McAdoo has provided documentation from Canandaigua National Bank, showing current rates for certificate of deposits and recommends to opening two certificates of deposit as follows:

From Apparatus Repair & Replacement, \$650,000 for 60 days, and

From Building Repair & Replacement, \$250,000 for 30 days; and,

WHEREAS, the Board of Fire Commissioners have reviewed the documentation and recommendation, and finds them to be consistent with District Policy and in the best interest of the Fire District to open the certificates of deposit as indicated; now, therefore, be it

RESOLVED, the Board of Fire Commissioners authorizes the Treasurer to open two certificates of deposit as indicated.

f. Resolution #2022-0034 – Authorization to Release Request for Proposals for Fire Alarm Inspection & Monitoring

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

WHEREAS, the Treasurer has drafted a request for proposal for a professional service agreement for monitoring, maintaining, and repair of fire alarm, which is fully described in Appendix A;

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

RESOLVED that the Board of Fire Commissioners authorizes the Secretary to advertise and solicit for the RFP as indicated.

Firefighter Jason Maier, Chairman of the Truck Committee, presented the Board of Fire Commissioners with an update on the work on planning the replacement to the rescue truck. The Board can expect a full report at a future meeting.

10. Public Comments: None

11. Adjournment: Commissioner McConnell made a motion to adjourn at 7:48 p.m., seconded by Commissioner Keyes