

VICTOR FIRE DISTRICT

**Board of Fire Commissioners Meeting Minutes**

**February 14, 2023 @ 6:30 PM**

**1. Call to Order:**

The Organizational Meeting of the Commissioners of the Victor Fire District was called to order by Commissioner Turner in compliance with the Open Meetings Law at 6:30 p.m.

**2. Pledge of Allegiance:**

Commissioner McConnell led the Pledge.

**3. Roll Call Affirmation of Quorum:**

<b>Board Member</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
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.

**Others Present:**

District Secretary Hauf	x
District Treasurer McAdoo	x
District Chief Eifert	x
Deputy Chief Lamarco	
Assistant Chief Militello	
Fire District Attorney Fingar	x

Ed Kahovec, Spenser Iodice, Randy Shepherd, Max Mahoney, Brooke Monfalcone, Mark Haggett.

**4. Privilege of the Floor**

Audit Findings (Bonadio Group) – Mr. Shepard & Mr. Iodice presented the draft findings of the 2022 audit.

**5. Motion to approve Minutes from January 10, 2023 Meeting**

Commissioner Barry motioned to approve the minutes from the January 10, 2023 Regular Business Meeting; seconded by Commissioner Keyes and carried, 5 Ayes and 0 Nays.

**6. Training Authorizations**

- a. **Resolution #2023-0024 -Authorization to Attend Child Seat Certification Training.**

On motion of Commissioner Turner, seconded by Commissioner McConnell, 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 local level where costs or fees are involved must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, Safe Kids Worldwide is offering a Child Passenger Seat Certification course in Victor, NY from February 28 – March 3, Firefighter Robert Wihlen, Firefighter Bradley Atherholt, and District Secretary Lisa Hauf have expressed interest and availability in attending, and Chief Eifert has authorized their attendance; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Firefighter Robert Wihlen, Firefighter Bradley Atherholt, and District Secretary Lisa Hauf to attend the Child Passenger Seat Certification course in Victor, NY from February 28 – March 3;

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, training – Fire

**b. Resolution #2023-0025 –Authorization to Attend Geneva FD Training Seminar.**

On motion of Commissioner McConnell, 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 local level where costs or fees are involved must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, the Geneva Fire Department is presenting their 2023 training seminar on Engine Company Ops, Truck Company Ops, and Drill Preparation in Geneva, NY, on February 18, 2023;

WHEREAS, Lt Lucas Gruenfelder and Firefighters Bradley Atherholt, Cathy Benjamin, Mike Bellinger, Mark Haggett, and Evan Haggett have expressed interest and availability in attending and Chief Eifert has authorized their attendance; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes this list of attendees to attend the 2023 Geneva Fire Department training seminar in Geneva, NY, on February 18, utilizing Squad 2761 and Chief Vehicle 2701;

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, training – Fire

**c. Resolution #2023-0026 –Authorization to Attend NYS AFC Regional Hands On Training.**

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 local level where costs or fees are involved must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, the New York State Association of Fire Chiefs is presenting a one-day regional hands-on training event in Fairport, NY on April 15 and 16, 2023;

WHEREAS, Firefighters Mike Bellinger, Mark Haggett, Evan Haggett, and Mike Murphy have expressed interest and availability in attending the April 15 class and Chief Eifert has authorized their attendance; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Mike Bellinger, Mark Haggett, Evan Haggett, and Mike Murphy to attend the 2023 Geneva Fire Department training seminar in Geneva, NY, on April 15, utilizing Squad 2761;

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

**d. Resolution #2023-0027 –Authorization for FF 263 to attend ice/cold water rescue tech training.**

On motion of Commissioner Keyes, seconded by Commissioner Turner, 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 state 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 Fire Prevention & Control has an Ice/Cold Water Rescue Technician course scheduled on March 8 & 9, 2023 at the Monroe County Public Safety Training Facility;

WHEREAS, Firefighter Robert Wihlen has requested permission to attend this training to further his professional development as a firefighter;

WHEREAS, Chief Mark Eifert has authorized this training, recognizing there is a benefit to the Victor Fire Department in enhancing operations; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Firefighter Wihlen to attend the Live Fire Instructor course at the Monroe County Public Safety Training Facility on March 8 & 9, 2023;

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

RESOLVED, that the expenses for this training will be assigned to A3410.403.13 Training – Paid FF

**7. Motion to Pay Bills:**

Commissioner McConnell motioned to approve payment of invoices shown on the Abstract of February 14, 2023, totaling \$67,355.36 seconded by Commissioner Kowal and carried 5 Ayes, 0 Nays.

**8. Correspondence**

- a. Letter from Victor Fire Department, Inc.

**9. Reports**

**a. District Treasurer Report**

Read and is on file

**b. District Secretary Report**

Read and is on file

**c. District Chief Report**

Read and is on file

**d. Commissioner Reports**

Commission reviewed the 2023 Fire Inspection Report

**10. Old Business**

**11. New Business**

**a. Resolution #2023-0028 - 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:

No.	Item	Budget Code	Amount
1	PPE Order (7)	405.4.1	\$ 29,575.00
2	Replacement HVAC system, radio room	406.5	\$ 4,075.00

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 issuance of a purchase order and the Chief to purchase the items as indicated.

**b. Resolution #2023-0029 -Appointment of Career Firefighter.**

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

WHEREAS, there exists a vacancy in one of the career firefighter positions with 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 Maxwell Mahoney to the position of Firefighter/Administrative 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 Maxwell Mahoney to the position of Firefighter/ Administrative, effective March 9, 2023 on a full-time probationary basis at an annual salary of \$45,760;

RESOLVED that Mr. Mahoney 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. Mahoney and the Treasurer for training purposes; and

RESOLVED, that a copy of this resolution be forwarded to Ontario County Civil Service, and Mr. Mahoney.

**c. Resolution #2023-0030 -Authorization for Career Firefighters to Attend Training**

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

WHEREAS, prior to receiving a permanent appointment as a firefighter from an open competitive list, individuals are required to complete a basic fire training program certified by the State Fire Administrator as meeting the requirements of Part 426 and 427, pursuant to General Municipal Law §209-w and Civil Service Law §58-a;

WHEREAS the Victor Fire District Policies require training opportunities where costs or fees are involved must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS the next training opportunities that meet Parts 426 is the Gates Fire District Recruit Firefighter Training Program starting March 27, 2023;

WHEREAS the Gates Fire District has accepted a request to include Firefighter Max Mahoney in their program, which they have indicated the cost will be at or less than the quoted cost of attending the New York State Fire Academy;

WHEREAS the Board of Fire Commissioners have reviewed these requirements and finds that attending Gates Fire District RFFT is timely, necessary, and in the public interest; therefore, now, be it

RESOLVED the Board of Fire Commissioners authorizes Firefighter Max Mahoney to attend this training;

RESOLVED to authorize Chief Mark Eifert the authority to sign all agreements necessary for this training;

RESOLVED that the expenses for this training will be assigned to A3410.403.13 – Training – Paid FF; and,

RESOLVED that a copy of this resolution be delivered to Gates Fire District.

**d. Resolution #2023-0031 –Appointment of a Grantwriter for Records Grant**

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

WHEREAS, there exists through the NYS Archives Local Records Management Improvement Fund opportunities for grants to support a variety of the required records management functions of a local government;

WHEREAS, the Board of Fire Commissioners, upon the recommendation of Treasurer McAdoo, which is described in Attachment A, recognizes the need to inventory and organize the existing records and to develop a Needs Assessment and Action Plan to ensure the efficient organization and storage of these records;

WHEREAS, the Board of Directors of the Victor Fire Department, Inc., have expressed willingness to share in this process with the records available to them; and

WHEREAS, General Municipal Law §103 provides that a governing body may award a Contract without public advertising for competitive bidding where the nature of said Contract is in the form of a professional service; therefore, be it

RESOLVED that Ann McDonnell Miller is hereby appointed to provide grantwriting services for the preparation and submittal of to 2023- 2024 NYS Archives Local Records Management Improvement Fund as indicated in the contract dated December 15, 2022, which is described in Attachment B;

RESOLVED that the Board of Fire Commissioners authorizes the District Secretary to sign any documentation, including applications, to submit for said grant; and,

RESOLVED that the expenses for this service be assigned to A3410.408.6 – General District Expenses

**e. Resolution #2023-0032 –Approval of Amendments to SOG and Training Program**

On motion of Commissioner Keys, 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 adoption of various policies and forms; and

WHEREAS the Board of Fire Commissioners have reviewed proposed changes to the Standard Operating Guidelines and the Department Training Program related to BLS clearing procedures and protocols for Naloxone and Epinephrine as fully described in Attachment A, 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 amending the Standard Operating Guidelines and the Department Training Program; and,

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

**f. Resolution #2023-0033 –Adoption of Hazard Communication Program**

On motion of Commissioner McConnell, seconded by Commissioner Keys, 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 have reviewed proposed program related to hazard communication as fully described in Attachment A, 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 Hazard Communication Program and directs that it be added to the District Policy Book; and,

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

**12. Public Comments - none**

**13. Next Regular Board Meeting: March 14, 2023**

**14. Executive Session**

A motion was made by Commissioner McConnell, seconded by Commissioner Barry, to enter Executive Session for the purposed acquisition, sale or lease of real property or proposed acquisition of securities held by such public body but only publicity would substantially affect the value thereof; the motion was approved, 5 Ayes and 0 Nays.

The Board entered Executive Session at 7:15 p.m, and invited Attorney Fingar, Secretary Hauf, and Treasurer McAdoo.

A motion was made by Commissioner McConnell, seconded by Commissioner Kowal to exit Executive Session. The motion was approved, 5 ayes and 0 Nays;

The Board exited Executive Session and returned to Open Session at 7:35 p.m. The Board took no action in Executive Session.

**15. Adjournment:** 7:36 p.m.