

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
August 8, 2023 Regular Meeting @ 6:30 PM

1. Call to Order:

A regular meeting of the Board of Fire Commissioners for 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:

Chairman McConnell led the Pledge.

3. Roll Call 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.

Others Present

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

Ed Kahovek, Linda Tice, Tom Simonds, Rob Wihlen, Max Mahoney

4. Motion to approve Minutes from July 25, 2023 Meeting

Commissioner Keyes motioned to approve the minutes from the July 25, 2023 Regular Business Meeting; seconded by Commissioner Turner, and carried, 5 Ayes and 0 Nays.

5. Motion to Pay Bills:

Commissioner McConnell motioned to approve payment of invoices shown on the Abstract of August 8, 2023, totaling \$18,530.41, seconded by Commissioner Keyes, and carried 5 Ayes, 0 Nays.

6. Correspondence:

- a. Thank you from Cheshire FD

7. Reports

- a. **District Treasurer Report**

Read and is on file. District Treasurer McAdoo reported to the Commission that the auction for the sale of the 2018 Ford Interceptor closed at \$15,600, which is below the reserve price. The Commission agreed by consensus to solicit a different auction source.

b. District Secretary Report

Read and is on file

c. District Chief Report

Read and is on file

d. Commissioner Reports

None

8. Old Business

a. None

9. New Business

a. Resolution #2023-0071 - Purchase Authorizations

On motion of Commissioner Barry, seconded by Commissioner McConnell, 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	Sprinkler 5-year internal pipe exam	406.16	\$ 1,115.00
2	Add logo to 81, 11, 61	404.x	\$ 551.00
3	Bldg Speaker amp, installed	406.5	\$ 1,080.00
4	Replacement 1 3/4 " hose (12)	201.3	\$ 3,189.90
5	Replacement 1 3/4 " nozzles (2)	201.3	\$ 1,227.00
6	Truck Cap/ new 350	201.2	\$ 2,689.93
7	Truck plow/ new 350	201.2	\$ 7,350.30
8	New 350 upfitting	201.2	\$ 10,235.67
9	Outside Display Board	406.5	\$ 1,688.00

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 #2023-0072 -Motion to approve budget transfers

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

WHEREAS, to maintain balanced budget lines within the 2023 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 #2023-0073 –Early Reimbursement for Meals

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

WHEREAS, the Victor Fire District Policy provides reasonable reimbursement for per diem travel expenses, including reimbursement for meals for actual expenses verified through original receipts not to exceed IRS per diem meal allowance rates;

WHEREAS, to eliminate using the District credit card for meals, the District has provided funds for meals on multi-day training events to the individual attendees at the full IRS reimbursement rate in advance of the training;

WHEREAS, Treasurer McAdoo has provided the current Federal per diem rates for Rome, NY, shown in Appendix A, and determined the total funds for meals per person will be \$280.25; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby authorizes the Treasurer to issue an early reimbursement for meals for Firefighter Rob Wihlen 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; and,

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

d. Resolution #2023-0074 –Approval of attendees, Extrication College

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

WHEREAS, the Board of Fire Commissioners in resolution #23-49 approved reserving four seats at the First Out Rescue Extrication College in Farmington, NY on September 16, 2023;

WHEREAS, Chief Eifert has approved Lieutenant Lucas Gruenfelder and Firefighters Mark Haggett, Evan Haggett, and Peter Boyer to attend this course; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Lieutenant Lucas Gruenfelder and Firefighters Mark Haggett, Evan Haggett, and Peter Boyer to attend First Out Rescue Extrication College in Farmington, NY, per the conditions listed in Resolution #22

e. Resolution #2023-0075 –Authorization for FF 254 & 274 to attend EMT Class.

On motion of Commissioner Barry, 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 that incur cost must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, the Finger Lakes Regional EMS Council is providing EMT original classes in Ontario County starting in September through December, 2023;

WHEREAS, NYS Department of Health provides a reimbursement for this course upon the successful completion of the program;

WHEREAS, Firefighters Jorge Coria and Riley Hauf have expressed interest and availability in attending one of these two classes and Chief Eifert has authorized their attendance; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Firefighter s Coria and Hauf to attend the EMT Classes in Ontario County from September through December, 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 A3410.403.10 Training – EMS

f. Resolution #2023-0076 –Adoption of Creation of Fire District Secretary Position, Retroactive

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

WHEREAS, Town Law §176 authorizes a fire district to appoint a Fire District Secretary and, in recognition of this authority and of the importance of the role of the Fire District Secretary to ensure that the business of the Victor Fire District is conducted in an organized and efficient manner, the Board of Fire Commissioners determined that such a position was necessary to the Fire District;

WHEREAS, the initial appointment to this role was made at the Victor Fire District’s Organizational Meeting held on June 1, 2019 and every organizational meeting thereafter;

WHEREAS, the Victor Fire District has been informed by the Ontario County Civil Service that, in addition to appointing an individual to this role, the position of Fire District Secretary must be created by formal Board resolution; NOW, THEREFORE, be it

RESOLVED, that the Board of Commissioners of the Victor Fire District does hereby create the position of District Secretary, effective June 1, 2019 pursuant to its authority under Town Law Section 176 and to satisfy the requirement of the Ontario County Civil Service Commission.

g. Resolution #2023-0077 – Resolution Declaring Certain Fire Apparatus Surplus Pursuant to Town Law 176(23)

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

WHEREAS, Section 176(23) of the New York Town Law permits the District to sell or otherwise dispose of surplus property of the District that is no longer necessary for any of its purposes; and

WHEREAS, the Victor Fire District (the "Fire District") previously acquired a certain 2013 Sutphen Urban Interface VIN 1HTWEAZR2DJ045012 (referred to herein as the "Apparatus") and owned and operated this Apparatus to meet the objectives and purposes of the Fire District; and

WHEREAS, the Victor Fire District has determined that the Apparatus is no longer necessary for the Fire District to achieve its objectives and is therefore surplus property; and

WHEREAS, the Fire District has determined that the Apparatus has a value of more than One Hundred Thousand Dollars (\$100,000), making it necessary to obtain the approval of a proposition permitting the sale of the Apparatus as surplus property through a mandatory referendum pursuant to the requirements of New York State Town Law Sections 176(23) and 179; NOW, THEREFORE, BE IT

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District, does hereby determine that the Apparatus owned and operated by the Victor Fire District previously used and maintained to meet the objectives and purposes of the Fire District is no longer necessary for any of its objectives or purposes; and it is further

RESOLVED, that pursuant to certain preliminary valuations of the Apparatus setting the value of the Apparatus in excess of One Hundred Thousand Dollars (\$100,000) and its declaration as surplus is subject to a mandatory referendum granting approval by the qualified voters of the Victor Fire District to designate the Apparatus as surplus; and it is further

RESOLVED, that subject to the satisfaction of the requirements for a mandatory referendum approving the declaration of the Apparatus as surplus property, that it be disposed of in a manner acceptable to the Board of Fire Commissioners as it may determine in its discretion including but not limited to advertised for bid, to be sold to the highest responsible bidder, with a minimum bid acceptable to the Board of Fire Commissioners, on an "as is, where is, how is" basis; that the Board of Fire Commissioners shall reserve the right to reject any and all bids submitted; and that the sale be made without warranty, representation or guarantee and upon such further terms or conditions as in the best interests of the Fire District as determined by the Board of Fire Commissioners, and it is further

RESOLVED, that this resolution is subject to a mandatory referendum as provided by of Town Law Section 176(23), Town Law Section 179, and Section 6-g of the General Municipal Law and shall, before becoming effective, be approved by the qualified electors of the Victor Fire District at the Annual Fire District Election to be held at the Victor Fire Station, located at 34 Maple Avenue, Victor New York 14564, on December 12, 2023, between the hours of 6:00 p.m. and 9:00 p.m.

h. Resolution #2023-0078 – Authorization to Replace RTU # 3.

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

WHEREAS, Kennedy Mechanical has notified the Board of Fire Commissioners that the heat exchanger for roof-top unit serving the north side of the second floor is damaged and beyond repair;

WHEREAS, the Board of Fire Commissioners previously determined as part of their review of the HVAC Replacement Study from LaBella Associates, DPC, to replace RTUs when they are beyond repair;

WHEREAS, the Board of Fire Commissioners have reviewed written estimates more fully described in Appendix A, and found that the contract provided by Kennedy Mechanical Contractors meets the District's Procurement Policy; and

WHEREAS, the price of this work will be an amount not to exceed \$17,220, which will be appropriated in part from a transfer from the Building Repair and Replacement Capital Reserve Account to the Operating Account, identified in Resolution #2023-0079 which is subject to a permissive referendum; now, therefore, be it

RESOLVED that the Board of Fire Commissioners accepts the proposal by Kennedy Mechanical Contractors dated July 28, 2023, subject to and contingent upon the completion of the permissive referendum process for the transfer of the capital reserve funds described in Resolution #2023-0079; and

RESOLVED that a copy of this resolution be delivered to Kennedy Mechanical Contractors and Treasurer Sean McAdoo.

i. Resolution #2023-0079 – Resolution to Transfer Funds from Building Repair and Replacement Capital Reserve Account to the General Operating Account.

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

RESOLVED, that pursuant to Section 6-g of the General Municipal Law, as amended, the Victor Fire District does hereby authorize the transfer of a sum not to exceed \$17,000 from its Building Repair and Replacement Capital Reserve Account to the District's General Operating Account for continued Fire District operations including the replacement of an existing rooftop HVAC unit.

No expenditure shall be made except upon authorization of the Board; and it is further

RESOLVED, that this resolution is subject to a permissive referendum as provided by Section 6-g of the General Municipal Law.

j. Tabled – Authorization to Create Temporary Records Management Clerk Position.

WHEREAS, the Victor Fire District received a grant for records management from the New York State Archives which included funds for a position to complete records inventory work;

WHEREAS, the Fire District Attorney has reviewed a temporary position announcement for a Records Management Clerk, which will end when the grant funding is gone or the project is completed, whichever is sooner, as fully described in Appendix A;

WHEREAS, Civil Service has confirmed the District can make a temporary appointment to the District's unfilled typist position under Civil Service Law §64(3);

WHEREAS, the Board of Fire Commissioners have reviewed the position 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 release the temporary position announcement as indicated; and,

RESOLVED that a committee consisting of the District Secretary and Commissioners _____ and _____ be established to interview and make recommendations for appointment.

10. Public Comments - none

11. Next Regular Board Meeting: August 22, 2023 @6:30 p.m.

12. Adjournment: 7:08 p.m.

DRAFT