

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
August 22, 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 Kahovec

4. Motion to approve Minutes from August 8, 2023 Meeting

Commissioner Keyes motioned to approve the minutes from the August 8, 2023 Regular Business Meeting; seconded by Commissioner Turner, and carried, 5 Ayes and 0 Nays.

5. Motion to Pay Bills:

Commissioner Barry motioned to approve payment of invoices shown on the Abstract of August 22, 2023, in the amount of \$18,097.10, seconded by Commissioner Keyes, and carried 5 Ayes, 0 Nays.

6. Reports

a. Commission Barry gave an update on the status of the rescue truck specifications.

7. 2024 Budget Requests:

Chief Eifert presented recommendations for selected budget lines. Board members discussed and gave feedback on presentation.

8. Old Business

a. Resolution #2023-0080 –Authorization to Release Request for Proposals for Records Management Consultant Services.

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

WHEREAS, in order to meet the objectives of the NYS Archives Records Management Grant, the District requires services of a third party to complete the work of indexing and organizing files,

WHEREAS, a request for proposal for these services has been creased, 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.

9. New Business

a. Resolution #2023-0081- Purchase Authorizations

On motion of Commissioner McConnell, seconded by Commissioner Kowal, 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	Slide out tray for 2763	201.2	\$ 2,689.93
2	Graphics for 2763	201.2	\$ 2,363.32
3	SCBA masks (5)	405.4.3	\$ 2,464.25
4	Logos for 81,11,61 (revised)	404.x	\$ 1,078.09

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 #2023-0082 –Authorization for EV & Lithium-Ion Training Class.

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

WHEREAS, Training Coordinator Cramer has identified the need for a 3rd party vendor to provide a training class for the fire department on Responding to Electric Vehicle & Lithium-Ion fires;

WHEREAS, the District has been provided a quote from Vigilant Fire Service Training for this class; and,

WHEREAS, Chief Eifert has approved this course would provide enhanced safety for responding firefighters; now, therefore, be it,

RESOLVED that the Board of Fire Commissioners authorizes the Chief to schedule the class at his discretion, but prior to December 1, 2023; and,

RESOLVED, that the expenses for this training will be assigned to A3410.403.11 Training – Fire

c. Resolution #2023-0083 –Authorization for Advanced Training, ST02.

On motion of Commissioner McConnell, seconded by Commissioner Barry, 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, there exists a training opportunity for Live Fire Instructor-in-Charge at the NYS Fire Academy in Montour Falls October 23 – 25, 2023, which provides the most current and highest level of training for compliance with NFPA 1403; and,

WHEREAS, Training Coordinator Cramer has indicated interest and availability in attending this course and Chief Eifert has approved his attendance;

RESOLVED that the Board of Fire Commissioners authorizes Training Coordinator Cramer to attend the Live Fire Instructor-in-Charge at the NYS Fire Academy in Montour Falls October 23 – 25, 2023; and,

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 A3410.403.11.2 Training – Fire Academy

d. Resolution #2023-0084 –Authorization to Release Request for Proposals for Various Kitchen Work.

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

WHEREAS, the Treasurer has drafted four (4) requests for proposal for a plumbing, tile, drywall, and interior finish construction work related to the relocation of equipment in the kitchen, 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.

10. Public Comments

Town Councilman Ed Kahovec presented to the Commission an update on public safety matters in Ontario County

11. Next Regular Board Meeting: September 12, 2023 @6:30 p.m.

12. Adjournment: 7:35 p.m.