

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
September 12, 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, Max Mahoney, Rob Wihlen

4. Motion to approve Minutes from August 22, 2023 Meeting

Commissioner Keyes motioned to approve the minutes from the August 22, 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 September 12, 2023, in the amount of \$109,397.09, seconded by Commissioner Kowal, and carried 5 Ayes, 0 Nays.

6. Correspondence: None

7. 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:

None

e. Council Report

Commission received the draft rescue truck specifications from Mark Butler

f. Town Report

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

8. Old Business

None

9. New Business

a. Resolution #2023-0085 - Purchase Authorizations

On motion of Commissioner Barry, seconded by Commissioner McConnell, the following resolution was adopted: 4 Ayes; 1 Nay (Turner);

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

| No. | Item | Budget Code | Amount |
|-----|------------------------------------|-------------|--------------|
| 1 | 2711 Tires | 404.1 | \$ 4,711.04 |
| 2 | Replacement Elliptical Trainer | 204.3 | \$ 2,499.00 |
| 3 | Dish Caddy, large | 204.3 | \$ 789.00 |
| 4 | Dish Caddy, Small | 204.3 | \$ 797.00 |
| 5 | Misc fitness equipment | 405.11 | \$ 476.91 |
| 6 | Fixed Shelving for kitchen project | 204.3 | \$ 1,421.00 |
| 7 | Duct Cleaning | 406.5 | \$ 4,640.00 |
| 8 | Portable Radios (2) | 203.2 | \$ 11,964.00 |
| 9 | Pagers (5) | 203.1 | \$ 1,911.00 |

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 #2023-0086 –Motion to approve budget transfers

On motion of Commissioner McConnell, seconded by Commissioner Kowal, 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 #2023-0087 –Adoption of 2024 Preliminary Budget

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

WHEREAS, Chief Eifert has presented the budget requests for 2024 to the Board of Fire Commissioners for their review and comment;

WHEREAS, District Treasurer McAdoo has assembled the budget requests into a proposed budget for 2024; and,

WHEREAS, the Board of Fire Commissioners have carefully considered, discussed, and modified the proposed budget, and found the proposed appropriations are necessary for the safe and efficient operation of the Fire District in 2024; now, therefore, be it

RESOLVED the Board of Fire Commissioners hereby approves the 2024 Preliminary Budget; and,

RESOLVED that District Secretary Hauf posts and files the Preliminary Budget, and prepares the notice of budget hearing, as required by law.

d. Resolution #2023-0088 –Authorization for FF 263 & 269 to attend advanced 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 state level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, at the Monroe County Public Safety Training Facility, OFPC is holding a Confined Space Technician course October 4, 5, 17, and 18, 2023;

WHEREAS, Firefighters Robert Wihlen and Max Mahoney have requested permission to attend this training to further their 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 operational resources; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Firefighters Wihlen and Mahoney to attend the Confined Space Technician course in Monroe County on October 4, 5, 17, and 18, 2023, utilizing 2763 (if in service);

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 A3410.403.13 Training – Paid FF

e. Resolution #2023-0089 –Authorization for FF 141, 257, & 269 to attend EMT Class.

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 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 Monroe Community College is providing an EMT original class at the Victor Farmington Ambulance base during daytime hours starting January 2, 2024;

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

WHEREAS, Chief Mark Eifert and Firefighters Evan Haggett & Max Mahoney have expressed interest and availability in attending these two classes and Chief Eifert has authorized their attendance; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Chief Mark Eifert and Firefighters Evan Haggett & Max Mahoney to attend the EMT class at the Victor Farmington Ambulance base in January of 2024;

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 #2023-0090 –Authorization to enter into contract for audit services.

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

WHEREAS, in compliance with Town Law §181-b, which requires an annual independent outside audit of Fire Districts with revenues over \$400,000 per year and limits audit engagements to no longer than five consecutive years, the Victor Fire District issued a request for proposal (RFP) for professional auditing services on July 12, 2023;

WHEREAS, the District Secretary received two bids by the deadline of August 24, 2023, which are fully described in Appendix A;

WHEREAS, the Board of Fire Commissioners have reviewed the bids; now, therefore, be it

RESOLVED that the Board of Fire Commissioners awards a one-year contract for professional auditing services including the Audit of the fiscal year ending December 31, 2023, preparation and filing of the Annual Financial Report (AFR), and closing the 2023 books to Stokes, Visca, Hucko & Barone CPAs LLC;

RESOLVED, that the Board of Fire Commissioners authorizes Treasurer McAdoo to sign any necessary documents to affect this decision and to arrange for services as needed; and,

RESOLVED that a copy of this resolution be forwarded to Stokes, Visca, Hucko & Barone CPAs LLC

RESOLVED, that District Treasurer McAdoo is authorized to execute any necessary contracts in furtherance of this resolution.

g. Resolution #2023-xxxx – Authorization to Contract to Auction 2018 Interceptor.

WHEREAS, the bids in the previous auction for the 2018 Ford Interceptor that was declared surplus in Resolution #2023-56 did not meet the minimum threshold set by the Board of Fire Commissioners;

WHEREAS, the 2013 Sutphen Urban Interface has been declared surplus, pending a mandatory referendum, in Resolution #23-77;

WHEREAS, Brindlee Mountain Fire Apparatus is an independent company specializing in selling fire apparatus surplus by nationwide online auctions; and,

WHEREAS, the Board of Fire Commissioners has reviewed the terms and conditions of Brindlee Mountain Fire Apparatus, which is fully described in Appendix A, and finds it efficient and cost effective to utilize their services; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes the Victor Fire District to enter into a contract as of October 1, 2023, with Brindlee Mountain Fire Apparatus to sell 2018 Ford Interceptor at a minimum bid of \$22,500 and the 2013 Sutphen Urban Interface at a minimum bid of \$210,000; and

RESOLVED, that District Treasurer McAdoo is authorized to execute any necessary contracts in furtherance of this resolution.

h. Resolution #2023-0092 –Approval of Amendments to Selected Policies

On motion of Commissioner McConnell, seconded by Commissioner Keyes, 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 Chief Vehicle Usage Policy and Travel Expense Reimbursement Policy as fully described in Attachments A and B, respectively, 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 Chief Vehicle Usage Policy and Travel Expense Reimbursement Policy; and,

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

10. Public Comments - none

11. Next Regular Board Meeting: October 10, 2023 @6:30 p.m.

12. Adjournment: 7:28 p.m.