

**DRAFT**

VICTOR FIRE DISTRICT  
**Board of Fire Commissioners Meeting Minutes  
October 10, 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:**

<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	
Deputy Chief Lamarco	
Assistant Chief Militello	
Fire District Attorney Fingar	x

Tom Simonds

**4. Motion to approve Minutes from September 9, 2023 Meeting**

Commissioner Turner motioned to approve the minutes from the September 9, 2023 Regular Business Meeting; seconded by Commissioner Barry, 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 October 10, 2023, in the amount of \$38,914.09, seconded by Commissioner Turner, and carried 5 Ayes, 0 Nays.

**6. Correspondence**

Four thank you notes read and are on file

**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**

None

**8. Old Business**

None

**9. New Business**

**a. Resolution #2023-093 - Purchase Authorizations**

On motion of Commissioner McConnell, seconded by Commissioner Keyes, 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	3 bay sink	204.3	\$ 659.00
2	Rolling shelf (kitchen)	204.3	\$ 593.00
3	Kitchen work table	204.3	\$ 489.00
4	Replacement desktops (2)	203.3	\$ 1,562.00
5	Chief Christmas Gifts (estimate)	408.16.2	\$ 1,000.00
6	Kitchen Faucet	204.3	\$ 359.99
7	Replacement meeting room chairs (24)	204.3	\$ 1,425.00
8	Election postcards	408.7	\$ 1,025.00

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 #2023-094 - Motion to approve budget transfers**

On motion of Commissioner Barry, seconded by Commissioner McConnell, 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 #2023-095 –Authorization to Release Bid Specifications.**

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

WHEREAS, the truck committee submitted draft specifications for a replacement of heavy rescue 2771 in June of 2023;

WHEREAS, Special Counsel Mark Butler has reviewed these specifications and completed a complete bid specifications package for the purchase of this apparatus; and

WHEREAS, the Board of Fire Commissioners has reviewed the bid specifications and finds it is consistent with the objectives of the District and the District Procurement Policy; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the Secretary to release the bid specifications package after the final review of the clarifications listed by Mark Butler and to advertise as proscribed by law.

d. **Resolution #2023-096 –Appointment of Election Inspectors.**

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

WHEREAS, the Board of Fire Commissioners designated the hours for fire district elections from 6:00 pm to 9:00 pm prevailing time as part of their adopted election policy;

WHEREAS, pursuant to Town Law §175, the Board of Fire Commissioners must appoint one chairman and between two and four electors to serve as election inspectors for the annual fire district elections;

WHEREAS, Fire District Secretary Hauf has provided a recommendation to appoint three electors in the event one elector has a conflict; now, therefore, be it

RESOLVED, the Board of Fire Commissioners appoints Cecile Brindisi as Chairman and Constance Krauza, Sara Dibble, & Jim Spawton as Inspectors for the 2023 Fire District Election, paid \$70 each as compensation of their services, which is the maximum allowed by law; and,

RESOLVED that a copy of this resolution be forwarded to Cecile Brindisi, Constance Krauza, Sara Buckbee, & Jim Spawton.

e. **Resolution #2023-097 – Authorization to Enter into Professional Service Contract for Records Management Consultant**

On motion of Commissioner Keyes, seconded by Commissioner Kowal, 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 released an RFP to completed the work of indexing and organizing files;

WHEREAS, the Board of Fire Commissioners have reviewed the results of the proposals, which are fully described in Attachment A; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes contracting with K. Sickler Murphy for completion of the work of indexing and organizing files;

RESOLVED, that Treasurer McAdoo is authorized to sign any documents to execute the contract; and,

RESOLVED that the Treasurer create a new budget line: A3410.408.20 Records Management Expenses and assign any expenses related to this contract to this line.

**f. Resolution #2023-098 -Authorization to Enter into Agreement with PJTF**

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

WHEREAS, the Training Coordinator has requested the use of the Perinton Joint Training Facility ("PJTF") at 425 Perinton Parkway, Perinton, New York, for conducting live fire training evolutions on October 14, 2023;

WHEREAS, the PJTF has provided a use and license agreement for Victor Fire District's participation in this event, which is fully described in Appendix A; and,

WHEREAS, the Board of Fire Commissioners has reviewed the details of the use and license agreement with the PJTF; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes the Victor Fire District to enter into a use and license agreement with the PJTF;

RESOLVED, that any expenses related to the use of the PJTF be assigned to A3410.403.11 – Training -Fire; and

RESOLVED, that Chief Eifert is authorized to execute any necessary contracts in furtherance of this resolution.

**g. Resolution #2023-099 -Authorization for Firefighters to Attend FDIC**

On motion of Commissioner McConnell, 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 national level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, the Fire Department Instructor's Conference (FDIC) provides fire and rescue departments classroom, workshop, and hands-on fire, rescue, and emergency response training for attendees from across the world;

WHEREAS the Board of Fire Commissioners have reviewed the written justification for attending FDIC, as shown in Attachment A, and finds that it is necessary, in the public interest, and provides training not available within a reasonable time or distance within New York; therefore, now, be it

RESOLVED, the Board of Fire Commissioners authorizes three firefighters to be named and approved at a later date, to attend FDIC International utilizing the 2763 vehicle, from April 15 -20, 2024, at the Indiana Convention Center, Indianapolis, Indiana, including hotel rooms for six nights;

RESOLVED, that the attendees are authorized to use one of District Credit Cards for hotel and travel expenses on the condition they review the travel policy with the Treasurer prior to departure and 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;

RESOLVED that the expenses for this training will be assigned to A3410.403.11.3 Training - FDIC.

**h. Resolution #2023-100 -Authorization to Enter into Agreement for to accept contract for email migration**

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

WHEREAS, the District's computer services provider has recommended transitioning the current server and email system to a cloud-based email and storage system;

WHEREAS, the IT committee has reviewed the available choices and estimates and recommends the migration to Microsoft 365 Email and Azure AD for storage options;

WHEREAS, the Board of Fire Commissioners has received the estimate for this service, which is more fully described in Appendix A, and have found it to meet the District's Procurement Policy and are needed for the safe and efficient operation of the Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the Victor Fire District to enter into a service agreement with Brite to migrate the email and server as indicated;

RESOLVED, that the Treasurer be authorized to sign any documentation in furtherance of this resolution; and,

RESOLVED that any expenses related to this agreement be assigned to A3410.203.3 - Computers - Hardware Replacement

**i. Acceptance of Plumbing Contract - Tabled**

WHEREAS District Secretary Lisa Hauf requested estimates from 4 separate companies to complete the work identified in the Kitchen Plumbing Work RFP, of which 2 responded with estimates, which are provided in Attachment A; and,

WHEREAS the Board of Fire Commissioners have reviewed the estimates, found it is a necessary expense and meets the District's Procurement Policy; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes contracting with Kennedy Mechanical for the plumbing work related to phase 1 of the kitchen project; and,

RESOLVED, that Treasurer McAdoo is authorized to sign any documents to execute the contract; and,

RESOLVED that the expenses to be assigned to A3410.406.5 – Building Maintenance and Repair

**j. Resolution #2023-101 – Acceptance of Drywall & Ceiling Contract**

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

WHEREAS District Secretary Lisa Hauf requested estimates from 4 separate companies to complete the work identified in the Kitchen Ceiling & Drywall RFPs, of which 2 responded with estimates, which are provided in Attachment A; and,

WHEREAS the Board of Fire Commissioners have reviewed the estimates, found it is a necessary expense and meets the District’s Procurement Policy; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes contracting with Accurate Acoustical for work on the drywall and ceiling contract the kitchen project; and,

RESOLVED, that Treasurer McAdoo is authorized to sign any documents to execute the contract; and,

RESOLVED that the expenses to be assigned to A3410.406.5 – Building Maintenance and Repair

**k. Resolution #2023-102 – Authorization to Release Request for Proposals for HVAC Maintenance & Repair**

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

WHEREAS, the Treasurer has drafted a request for proposal for HVAC Maintenance and Repair, 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.

**l. Resolution #2023-103 – Authorization to Release Request for Proposals for Fire Sprinkler Inspection, Maintenance & Repair**

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

WHEREAS, the Treasurer has drafted a request for proposal for Fire Sprinkler Inspection, Maintenance & Repair, 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.

**m. Resolution #2023-104 –Authorization to Enter into Agreement for Cloth Services**

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

WHEREAS, in an effort to provide sufficient and sustainable cleaning supplies, staff has requested a cloth cleaning service; and,

WHEREAS, the Board of Fire Commissioners has received the several quotes for this service, which are more fully described in Appendix A, and have found them to meet the District's Procurement Policy and are needed for the sale and efficient operation of the Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorized the Victor Fire District to enter into a service agreement with Cintas for a trial period until September 1, 2014;

RESOLVED that any expenses related to this agreement be assigned to A3410.406.11 – Maintenance Supplies

10. Public Comments - none

**11. Executive Session for the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof**

A motion was made by Commissioner Barry, seconded by Commissioner McConnell to enter Executive Session for the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof

The motion was approved, 5 Ayes and 0 Nays.

The Board entered Executive Session at 7:26 p.m.

When leaving Executive Session, a similar motion and vote is required:

A motion was made by Commissioner Barry, seconded by Commissioner Turner to exit Executive Session. The motion was approved, 5 Ayes and 0 Nays.

The Board exited Executive Session and returned to Open Session at 7:34 p.m. The Board took no action in Executive Session.

**12. Regular Board Meeting:** November 14, 2023 @6:30 p.m.

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