

# DRAFT

VICTOR FIRE DISTRICT  
**Board of Fire Commissioners Meeting Minutes  
November 14, 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	x
Assistant Chief Militello	
Fire District Attorney Fingar	

Ed Kahovek

**4. Motion to approve Minutes from October 10, 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 approve Minutes from October 18, 2023 Public Hearing and Meeting**

Commissioner Barry motioned to approve the minutes from the August 22, 2023 Regular Business Meeting; seconded by Commissioner Keyes, and carried, 5 Ayes and 0 Nays.

**6. Motion to Pay Bills:**

Commissioner McConnell motioned to approve payment of invoices shown on the Abstract of November 14, 2023, in the amount of 108,723.08, seconded by Commissioner Kowal, and carried, 5 Ayes, 0 Nays.

**7. Correspondence:**

Letter from Thomas Driscoll regarding traffic situation at School Street and Rawson Intersection

**8. 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. Town Report**

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

**9. Old Business**

**a. Resolution #2023-107 – Acceptance of Plumbing Contract**

On motion of Commissioner Keyes, seconded by Commissioner Kowal, 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 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 Trumble Construction 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

**10. New Business**

**a. Resolution #2023-108 - Purchase Authorizations**

On motion of Commissioner Kowal, seconded by Commissioner Turner, 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
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1	Rope Rescue Equipment	202.4	\$ 3,273.00
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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 #2023-109 -Motion to approve budget transfers**

On motion of Commissioner Kowal, seconded by Commissioner Turner, 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 #2023-110 -Adoption of Corrected 2024 Budget.**

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

WHEREAS, on October 17, 2023, the Board of Fire Commissioners adopted the 2024 Budget in resolution #23-105, and copies of this budget were filed by the District Secretary on or about October 25, 2023; and,

WHEREAS, due to a calculation error in the filed budget, caused by the double counting of an \$11,000 entry, and based on advice the from the Fire District Attorney, the District Treasurer provided a corrected version of the budget to the Town and the Comptroller's Office on November 2, 2023; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners approves the corrected version of the adopted 2024 budget; and,

RESOLVED, that the Fire District Secretary files the corrected budget as required by law.

**d. Resolution #2023-111 -Approval of Amendments to SOG and Training Program**

On motion of Commissioner Barry, 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 the changes to the fleet 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.

**e. Resolution #2023-112 – Approval of updated Sexual Harassment policy**

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;

WHEREAS, the Fire District Attorney has provided an updated policy for sexual harassment, based on the New York State Model Policy; and

WHEREAS the Board of Fire Commissioners have reviewed proposed changes to the Sexual Harassment Policy as fully described in Attachment A, 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 current Sexual Harassment Policy; and,

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

**f. Resolution #2023-113 – Disposition of Monies from Sale of Apparatus**

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

WHEREAS, the Board of Fire Commissioners declared the 2018 Ford Interceptor surplus in Resolution #2023-56;

WHEREAS the Board of Fire Commissioners entered into a contract with Brindlee Mountain to sell the vehicle in Resolution #2023-91;

WHEREAS, the sale was completed and the vehicle transferred on or about November 1, 2023;

WHEREAS, in order to maintain fiscal responsibility, the Board of Fire Commissioners desires to move these unanticipated funds to future apparatus purchases; now, therefore be it

RESOLVED that the Board of Fire Commissioners directs that the monies from the sale of this vehicle, less any fees or commissions from Brindlee Mountain, be transferred to the Apparatus Repair and Replacement Reserve (A3410.901) within ten days of the approval of this resolution.

**g. Resolution #2023-114 – Acceptance of Floor Tile Repair Contract**

On motion of Commissioner McConnell, seconded by Commissioner Barry, 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 Floor Tile Repair RFP, of which 1 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 Trumble Construction for the floor tile 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

**11. Public Comments**

None

**12. Next Regular Board Meeting:** December 5, 2023 @6:30 p.m.

**13. Adjournment:** 6:54 p.m.