

DRAFT

VICTOR FIRE DISTRICT Board of Fire Commissioners Meeting Minutes December 5, 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	

Linda Tice, Ed Kahovek, Jason Maier, Joe Murphy

4. Motion to approve Minutes from December 5, 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 McConnell motioned to approve payment of invoices shown on the Abstract of December 5, 2023, in the amount of 49,304.64 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

Chairman McConnell reported that the Truck Committee will be reviewing the rescue trucks bids and will send the findings in shortly.

e. Town Report

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

8. Old Business

9. New Business

a. Resolution #2023-115 - Purchase Authorizations

On motion of Commissioner Keyes, 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	Line Officer Gifts	408.16.2	\$ 2,195.60
2	36x18x84 shelving (records)	408.20	\$ 570.00

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 #2023-116 -Authorization to Replace RTU # 2.

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

WHEREAS, Kennedy Mechanical has notified the District that the heat exchanger for roof-top unit serving the south side of the first 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 and found that the contract provided by Kennedy Mechanical Contractors meets the District's Procurement Policy; now, therefore, be it,

RESOLVED that the Board of Fire Commissioners accepts the proposal by Kennedy Mechanical Contractors dated October 26, 2023; and

RESOLVED, that expenses for this training will be assigned to A3410.204.1 – Building Mechanicals

c. Resolution #2023-117 -Motion to approve budget transfers

On motion of Commissioner Kowal, seconded by Commissioner Barry, 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.

d. Resolution #2023-118 -Approval of attendees. FDIC

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

WHEREAS, the Board of Fire Commissioners in resolution #23-99 approved reserving three seats at the Fire Department Instructor's Conference (FDIC), from April 15 - 20, 2024; and

WHEREAS, Chief Eifert has approved Assistant Chief Mark Militello and Firefighters Mark Haggett and Max Mahoney to attend this course; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Assistant Chief Mark Militello and Firefighters Mark Haggett and Max Mahoney to attend FDIC per the conditions listed in Resolution #23-99.

e. Resolution #2023-119 – Acceptance of HVAC Maintenance and Repair Contract

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

WHEREAS, the District issued a request for proposals (RFP) for HVAC Maintenance and Repair services on October 10, 2023;

WHEREAS, the Board of Fire Commissioners have reviewed the 2 proposals received and read by the November 16, 2023, deadline, as more fully described in Appendix A; and

RESOLVED that the Board of Fire Commissioners authorizes entering into a three-year contract with Kennedy Mechanical for HVAC Maintenance and Repair, effective January 1, 2024; and,

RESOLVED that the Treasurer is authorized to sign any documentation necessary to execute the contract.

f. Resolution #2023-120 – Acceptance of Sprinkler Inspection, Maintenance and Repair Contract

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

WHEREAS, the District issued a request for proposals (RFP) for Fire Sprinkler Inspection, Maintenance and Repair services on October 10, 2023;

WHEREAS, the Board of Fire Commissioners have reviewed the 4 proposals received and read by the November 16, 2023, deadline, as more fully described in Appendix A; and

RESOLVED that the Board of Fire Commissioners authorizes entering into a three-year contract with Empire Fire Protection for Fire Sprinkler Inspection, Maintenance and Repair, effective January 1, 2024; and,

RESOLVED that the Treasurer is authorized to sign any documentation necessary to execute the contract.

g. Resolution #2023-121 – Authorization to sign IMA with Village of Victor

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

WHEREAS, a variety of property services provided by the Village of Victor ceased with the completion of the lease and subsequent transfer of the property at 34 Maple Avenue to the Victor Fire District;

WHEREAS, the discussions have taken place between the Village of Victor and the Victor Fire District regarding terms and conditions of an intermunicipal agreement to provide snow plowing and salting services;

WHEREAS, the Fire District Attorney has reviewed and accepted the proposed agreement, which is shown in Appendix A;

WHEREAS, the Board of Fire Commissioners have reviewed the agreement and have deemed it to be in the best interest of the Victor Fire District; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Chairman Jon McConnell to sign the intermunicipal agreement with the Village of Victor; and,

RESOLVED that the Treasurer is authorized to take any necessary actions to implement the provisions of the agreement, including but not limited to coordinating with the Village of Victor and ensuring compliance with the agreement.

h. Resolution #2023-122 –Adoption of Leave Bank Policy

On motion of Commissioner Barry, seconded by Commissioner Kowal, 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 Board of Fire Commissioners have reviewed the proposed policy that permit employees to donate accrued paid time for certain paid time off to a Leave Bank, 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 the Leave Bank and Donation Policy and directs that they be added to the District Policy Book; and,

RESOLVED that a copy of this attachment be made part of the District

10. Public Comments: None

11. Executive Session:

A motion was made by Commissioner Barry, seconded by Commissioner Kowal to enter Executive Session for the purpose of personnel matters and invite District Treasurer McAdoo, to participate in the session. The motion was approved, 5 Ayes; 0 Nays

The Board entered Executive Session at 6:53 p.m.

A motion was made by Commissioner McConnell, seconded by Commissioner Keyes to exit Executive Session. The motion was approved, 5 Ayes: 0 Nays.

The Board exited Executive Session and returned to Open Session at 7:14 p.m. The Board took no action in Executive Session.

12. Next Regular Board Meeting: TBD-proposed Dec 19

13. Organizational Meeting: January 9,2024

14. Adjournment: 7:14 p.m.