

VICTOR FIRE DISTRICT  
**Board of Fire Commissioners Meeting Minutes**  
**December 19, 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	x
Deputy Chief Lamarco	
Assistant Chief Militello	
Fire District Attorney Fingar	

Joe Murphy, Jason Maier, Rob Wihlen, Max Mahoney, Ed Kahovec, Amy Johnston

**4. Motion to approve Minutes from December 5, 2023 Meeting**

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

**5. Motion to Pay Bills:**

Commissioner Turner motioned to approve payment of invoices shown on the Abstract of December 19, 2023, in the amount of 27,505.71 seconded by Commissioner Kowal, and carried, 5 Ayes, 0 Nays.

**6. Correspondence:** None

**7. Reports**

**a. District Secretary Report**

Secretary Hauf reported on the recent election process and some comments from the public that the District doesn't advertise enough about the election. She showed we meet the standard established by NYS Law and District Policy.

**b. 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 #2023-123 - 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	2761 Speakers	404.4	\$ 883.17
2	VLAN for security cameras	408.19	\$ 1,050.00

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 #2023-124 -Motion to approve budget transfers**

On motion of Commissioner Keyes, 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 #2023-124 - Transfer from Unassigned Fund Balance**

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

WHEREAS, the Board of Fire Commissioners in Resolution #s 23-101, 23-107, and 23-114, awarded contracts to complete repairs to the kitchen, with the intent to use funds allocated in the 2023 budget;

WHEREAS, due to scheduling issues, the work will not be completed until the first quarter of 2024, resulting in the allocated funds of \$17,746.52 being added of the unassigned fund balance as of December 31, 2023, and not reflected in the 2024 budget; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby allocates \$17,746.52 from the unassigned fund balance to the A3410.406.5 – Building Maintenance/ Repair of the 2024 Budget.

**d. Resolution #2023-125 Awarding Bid of Fire Apparatus**

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

WHEREAS, the Board of Fire Commissioners of the Victor Fire District having duly considered the bids received and opened on November 21, 2023, for the purchase of a heavy rescue fire apparatus (“Apparatus”) following published notice thereof; now, therefore, it is

RESOLVED, that, according to the New York State Environmental Quality Review Act (“SEQR”), the purchase of fire apparatus is deemed to be a Type II action pursuant to 6 NYCRR 617.5(c)(31), has been found to not have a significant adverse impact on the environment, and has been statutorily exempted from SEQR review and it is further

RESOLVED, that the Victor Fire District does hereby award the bid to the lowest compliant bidder, Seagrave Fire Apparatus, LLC. as manufacturer and its authorized dealer Salt City Fire Equipment in the total amount of \$ 1,303,695.00, and that the Chairman of the Board of Fire Commissioners is hereby authorized to execute the contract and such other documents with Seagrave Fire Apparatus, LLC. as manufacturer and its authorized dealer Salt City Fire Equipment, on behalf of the Victor Fire District to give effect to these Resolutions, subject to prior approval of the Fire District’s legal counsel; and it is further

RESOLVED, that this approval is contingent upon the successful completion and approval of the resolutions and the required permissive referendum process for use of the District’s reserve funds which will provide for the purchase of the Apparatus.

**10. Public Comments:** none

**11. Next Meeting:** January 9, 2024 (Organizational Meeting)

**12. Adjournment:** 6:43 p.m.