

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
February 12, 2024, Regular Meeting @ 6:00 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 6:00 p.m. Item “e” under new business removed from the agenda.

2. Pledge of Allegiance:

Chairman McConnell led the Pledge.

3. Roll Call Affirmation of Quorum:

Board Member	Present	Excused	Absent
Chairman McConnell	x		
Commissioner Barry	x		
Commissioner Keyes	x		
Commissioner Kowal	x		
Commissioner Matteson	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 Lamarco	
Deputy Chief Eifert	x
Assistant Chief Militello	
Fire District Attorney Fingar	

Mareina Bellinger, Mike Bellinger, Jason Maier, Rob Wihlen and Max Mahoney

4. Motion to approve Minutes from January 9, 2024 Meeting

Commissioner Keyes motioned to approve the minutes from the January 9, 2023, Organizational and 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 January 9, 2024, in the amount of \$58,856.45 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 announced formation of committee to review procurement policy, to include Commissioner Matteson, Chief Lamarco, Treasurer McAdoo, and Commissioner McConnell.

8. Old Business

9. New Business

a. Resolution #2024-028 - Purchase Authorizations

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

WHEREAS Chief Lamarco requested authorization to make the following purchases:

No.	Item	Budget Code	Amount (USD)
1	Tires for 270 truck	404.8	735.60
2	Replacement Chief Helmet	405.4.2	1541.71
3	Snow Plow Dolly	404.3	569.95
4	Replace water flow switch	406.5	1,131.98
5	Station Boots for career staff	405.8.2	824.00
6	2024 PPE order (partial)	202.1	22,222.06

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 #2024-029 -Authorization for Bailout Train-the-Trainer class.

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 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 District's Training Coordinator identified there are no internal personnel qualified to safely conduct the Public Employees Safety & Health (PESH) required firefighter escape system ("Bailout") training.

WHEREAS, the District has been provided two quotes that do not exceed \$800 for providing a class to meet this need at the Victor Fire Department, not to exceed 5 members.

WHEREAS, Chief Lamarco has approved this course as it would provide additional training opportunities for our members; now, therefore, be it,

RESOLVED that the Board of Fire Commissioners approves Meridian Fire Training Solutions to conduct this training, to be scheduled at the discretion of the Chief.

RESOLVED, that the expenses for this training will be assigned to A3410.403.11 Training – Fire

c. Resolution #2024-0030 –Authorization to Apply for FEMA AFG Grant.

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

WHEREAS, the Victor Fire District has the opportunity to apply for funding through the Federal Emergency Management (FEMA) Assistance to Firefighters Grant (AFG) program, which would be used to replace the District’s self-contained breathing apparatus (SCBA);

WHEREAS, the new SCBA would replace current equipment that is over twelve years old and is no longer under warranty with the manufacturer;

WHEREAS, the new SCBA would meet the current NFPA 1852: Standard on Selection, Care, and Maintenance of Open Circuit Self Contained Breathing Apparatus (SCBA), increasing safety of our firefighting personnel;

WHEREAS, the Victor Fire District is interested in applying for FEMA AFG funding to cover the anticipated cost of \$402,845.44 for the purchase of 32 SCBA;

WHEREAS, this FEMA AFG application will, if awarded, cover up to 95% of the SCBA, requiring the Victor Fire District to match 5%, or \$20,142.27, in District funds; and

WHEREAS, the current Victor Fire District budget does not contain sufficient funds to replace the SCBA, so it is necessary to apply for funding assistance from the FEMA AFG program; now, therefore, be it

RESOLVED, that the Chief is authorized to execute any and all forms or applications necessary to complete the grant application.

RESOLVED, that the purchase of this equipment shall follow the current District’s Procurement Policy;

RESOLVED, that the Treasurer, upon notice of the funding award, is authorized to execute a FEMA AFG contract and any reimbursement forms or other necessary documents to complete the project; and,

RESOLVED that this resolution takes effect immediately upon its approval and adoption.

d. Resolution #2024-031 –Motion to approve budget transfers

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

WHEREAS, to maintain balanced budget lines within the 2024 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.

Chief Lamarco exited the meeting at 6:57 P.M.

f. Resolution #2024-032 – Disposition of Monies from Sale of Apparatus

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

WHEREAS the Board of Fire Commissioners declared the 2013 Sutphen Urban Interface surplus in Resolution #23-77;

WHEREAS the Board of Fire Commissioners entered into a contract with Brindlee Mountain to sell the vehicle in Resolution #23-91;

WHEREAS the sale was completed, and the vehicle transferred on or about January 25, 2024; and,

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 due to Brindlee Mountain, be transferred to the Apparatus Repair and Replacement Reserve (A3410.901) within ten days of the approval of this resolution.

g. Resolution #2024-033 –Approval of Sexual Abuse and Misconduct Prevention Policy

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

WHEREAS, due to accepting membership under the age of 18 to the Victor Fire Department, the Fire District’s insurance agent identified the need to adopt a sexual abuse and misconduct prevention policy to help protect our members and reputation, prevent incidents, and mitigate the district’s liability.

WHEREAS the Fire District’s attorney has prepared a draft policy and related postings which meet the legal responsibility of the District; and,

WHEREAS, the Board of Fire Commissioners have reviewed the proposed Sexual Abuse and Misconduct Prevention Policy as fully described in Attachment A, and found it consistent with the objectives of the Victor Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the Sexual Abuse and Misconduct Prevention Policy, effectively immediately; and,

RESOLVED, that the policy will be immediately distributed to the members and employees of the Victor Fire District.

10. Public Comments: None

11. Executive Session:

A motion was made by Commissioner Barry, seconded by Commissioner McConnell, to enter into Executive Session for the purpose of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. Chairman McConnell invited Treasurer McAdoo to participate in the session. The motion was approved, 5 Ayes; 0 nays;

The Board entered Executive Session at 7:10 PM.

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 7:36 PM. The Board took no action in Executive Session.

12. Next Regular Business Meeting: March 12 ,2024

13. Adjournment: 7:37 p.m.