

VICTOR FIRE DISTRICT  
**Board of Fire Commissioners Meeting Minutes**  
**May 14, 2024, Regular Meeting @6:00 PM**

**Regular Business Meeting**

**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 6:08 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 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	x
Deputy Chief Eifert	
Assistant Chief Militello	
Fire District Attorney Fingar	

Glenn Lockwood, Jack Marren, Rob Wihlen, Max Mahoney, Mark Haggett

**4. Motion to approve Minutes from April 9, 2024, Meeting**

Commissioner Barry motioned to approve the minutes from the April 9, 2024, Business Meeting; seconded by Commissioner McConnell, and carried, 4 Ayes and 0 Nays.

**5. Motion to Pay Bills:**

Commissioner Keyes motioned to approve payment of invoices shown on the Abstract of April 9, 2024, in the amount of \$50,622.19 seconded by Commissioner Barry, and carried, 4 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:**

1. **Truck Committee:** Chairman McConnell reported the rescue truck pre-con meeting is scheduled for July 7, 2024.
2. **Finance Committee:** Read final report and is on file

**e. Town Report: Town Supervisor Jack Marren presented an update on public safety matters in Ontario County**

**8. Old Business - none**

**9. New Business**

**a. Resolution #2024-049 - Purchase Authorizations**

On motion of Commissioner McConnell, seconded by Commissioner Matteson, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS the Board of Fire Commissioners received requests to make the following purchases:

No.	Item	Budget Code	Amount (USD)
1	Class A Uniforms (20)	405.8.1	11,849.80
2	MDT's Revised Quote	203.4	19,590.00
3	Picnic Table	204.3	1347.00

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 #2024-050 -Authorization for FF 273 to attend BEFO and SCBA/IFO class out of county.**

On motion of Commissioner Barry, seconded by Commissioner Matteson, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS, General Municipal Law 72-g and Victor Fire District Policies require training opportunities at the state level that incur cost must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, certain counties, including Rensselaer, Erie, Saratoga, and Albany, offer an academy-style blended learning opportunity for BEFO and SCBA/IFO classes over 9 weeks

(3 weeks of which are on site) during the summer, a full description of which is provided in Appendix A;

WHEREAS Firefighter Jeffrey Allan has expressed interest and availability in attending such a class and Chief Lamarco has authorized his attendance; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Firefighter Jeffrey Allan to attend one of the BEFO and SCBA/IFO blended learning classes this summer, including a hotel room for a total of 14 nights;

RESOLVED, that the Board of Fire Commissioners authorizes the use of 2763 for transportation for travel;

RESOLVED, that any necessary expenses will be paid for by the Fire District as is consistent with the Travel Expense and School & Training policies and that the attendees are authorized to use one of the District Credit Cards for 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; and,

RESOLVED, that the expenses for this training will be assigned to A3410.403.11.2 Training – NYS Fire Academy

**c. Resolution #2024-051 –Approval of Vehicle Data Collection Device Policy**

On motion of Commissioner McConnell, seconded by Commissioner Barry, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS, Town Law 176 and best practices of a Fire District require adoption of various policies and forms;

WHEREAS, the Fire District’s attorney has reviewed and edited a draft policy for the use of relevant technologies in certain District vehicles;

WHEREAS, the Board of Fire Commissioners have reviewed the Vehicle Data Collection Device Policy 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 In-Vehicle Camera Policy, effective immediately.

**d. Resolution #2024-052 –Authorization to travel for preconstruction visit.**

On motion of Commissioner Barry, seconded by Commissioner Kowal, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS, Victor Fire District Policies require travel for meetings to be approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, a preconstruction meeting for the rescue truck, approved by resolution #23-125, is scheduled for July 8 & 9, 2024, in Clintonville, WI;

WHEREAS, Commissioner Jon McConnell and Firefighters Joseph Murphy and Jason Maier have been designed to represent the Victor Fire District at this meeting; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Commissioner Jon McConnell and Firefighters Joseph Murphy and Jason Maier to attend this meeting, including three (3) hotel rooms for 4 nights;

RESOLVED, that the Board of Fire Commissioners authorizes the use of 2763 for transportation for travel;

RESOLVED, that any necessary expenses will be paid for by the Fire District as is consistent with the Travel Expense policy and that the attendees are authorized to use one of the District Credit Cards for 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; and,

RESOLVED, that the expenses for this travel will be assigned to A3410.408.6 – General District Expenses

e. **Resolution #2024-053 -Authorization to Release Request for Proposals for Fire Extinguisher Services**

On motion of Commissioner Matteson, seconded by Commissioner Kowal, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS, the Treasurer has drafted a request for proposal for Fire Extinguisher Service, 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.

f. **Resolution #2024-054 -Authorization to Release Request for Proposals Fill Station Services.**

On motion of Commissioner McConnell, seconded by Commissioner Barry, the following resolution was adopted: 4 Ayes; 0 Nays

WHEREAS, the Treasurer has drafted a request for proposal for SCBA Fill Station Inspection & Maintenance Services, 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.

**10. Public Comments:** None

**11. Executive Session:**

A motion was made by Commissioner McConnell, seconded by Commissioner Barry, to enter into Executive Session for the purpose of the medical, financial, 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. The Board invited Chief Lamarco and District Treasurer McAdoo into the executive session. The motion was approved, 4 Ayes and 0 Nays.

The Board entered Executive Session at 6:31 p.m.

Chief Lamarco exited Executive Session at 6:43 p.m.

A motion was made by Commissioner McConnell, seconded by Commissioner Kowal, to exit Executive Session. The motion was approved 4 Ayes and 0 Nays. The Board exited Executive Session and returned to Open Session at 7:06 p.m.

The Board took no action in Executive Session.

**12. Next Regular Business Meeting:** June 11th ,2024

**13. Adjournment:** 7:07 p.m.