

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
June 11, 2024, Regular Business 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.

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 | x |
| Deputy Chief Eifert | |
| Assistant Chief Militello | |
| Fire District Attorney Fingar | x |

Linda Tice, Max Mahoney, Rob Wihlen and Glenn Lockwood

4. Motion to approve Minutes from May 14, 2024, Meeting

Commissioner Barry motioned to approve the minutes from the, May 14 2024, Business Meeting; seconded by Commissioner McConnell, and carried, 5 Ayes and 0 Nays.

5. Motion to Pay Bills:

Commissioner Kowal motioned to approve payment of invoices shown on the Abstract of June 11, 2024, in the amount of \$60,951.42 seconded by Commissioner McConnell, 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. Victor Fire Department, Inc. Report

President Tice provided an update on the Inc. activities.

e. Commissioner Reports:

Truck Committee: Chaiman McConnell reported the rescue truck pre-con meeting is scheduled for July 7, 2024 and he will not be in attendance for the July Regular Business Meeting

f. Town Report: Submitted

g. Capital Plan Update/Discussion

Treasurer McAdoo presented the draft revisions to the Building, Equipment, and Apparatus Capital Plans, based on the input from January’s membership survey and the work of the Financial Planning committee. A resolution to approve is anticipated at the July meeting.

8. Old Business - none

9. New Business

a. Resolution #2024-055 - Purchase Authorizations

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

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

| No. | Item | Budget Code | Amount (USD) |
|-----|-------------------------|---------------------------------|--------------|
| 1 | Wire Shelving | 408.20 (\$537) 204.3 (\$347) | 884.00 |
| 2 | Dash Cams for Apparatus | 404 | 999.75 |

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 #2024-056 -Motion to approve budget transfers

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

c. Resolution #2024-057 –Appointment of Volunteer Firefighter Dylan Marx.

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

WHEREAS, pursuant to Town Law §176, volunteer members of a company shall be appointed by the Board of Fire Commissioners after selection by the fire company;

WHEREAS, Dylan Marx has completed all requirements for membership and been approved by vote of the Victor Fire Department, Inc.; and,

WHEREAS, the Board of Fire Commissioners wishes to honor and approve new volunteer firefighters to serve with the Victor Fire Department and to satisfy all legal and insurance requirements for the benefit of our volunteers; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby appoints Dylan Marx to the Victor Fire Department’s Hook & Ladder Company as Firefighter #275 upon a driver’s license approval and the passing of a physical examination from Healthworks; and,

RESOLVED, that a copy of this resolution be forwarded to Chief Lamarco, the Victor Fire Department, Inc., and Dylan Marx.

d. Resolution #2024-058 –Approval of Volunteer Firefighter Training Stipend Policy

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

WHEREAS, New York State has adopted under General Municipal Law §200-aa, authorizing training stipends for volunteer firefighters to increase recruitment and retention of volunteer firefighters;

WHEREAS, the Fire District’s attorney has reviewed and edited a draft policy to implement the objectives of GML §200-aa;

WHEREAS, the members of Victor Fire Department, Inc., have had an opportunity to review and make suggestions to this policy;

WHEREAS, the Board of Fire Commissioners have reviewed the Volunteer Firefighter Training Stipend Policy as fully described in Attachment A, and have found it consistent with the mission and objectives of the Victor Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the Volunteer Firefighter Training Stipend Policy, effective immediately.

e. Resolution #2024-059 –Authorization for FF 263 & 269 to attend advanced training.

On motion of Commissioner Matteson, seconded by Commissioner Kowal, 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 state level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, at the Monroe County Public Safety Training Facility, OFPC is holding a Surface Water Rescue course June 29 & 30, 2024;

WHEREAS, Firefighters Robert Wihlen and Max Mahoney have requested permission to attend this training to further their professional development as a firefighter;

WHEREAS, Chief Lamarco has authorized this training, recognizing there is a benefit to the Victor Fire Department in enhancing operational resources; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Firefighters Wihlen and Mahoney to attend the surface water rescue course in Monroe County on June 29 & 30, 2024, utilizing 2763 (if in service);

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

RESOLVED, that the expenses for this training will be assigned to A3410.403.13 Training – Paid FF

f. Resolution #2024 -060 Acceptance of Extinguisher Maintenance Contract

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

WHEREAS, the District issued a request for proposals for extinguisher maintenance services on April 9,2024;

WHEREAS, the Board of Fire Commissioners have reviewed the proposals received and read by the June 6, 2024, deadline, as more fully described in Appendix A; and

RESOLVED that the Board of Fire Commissioners authorizes entering into a three-year contract with Jerome Fire Equipment for extinguisher maintenance services, effective July 1, 2024; and,

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

g. Resolution #2024-xxx – Acceptance of SCBA Fill Station Maintenance Contract - TABLED

After a motion by Commissioner McConnell, seconded by Commissioner Barry, the following resolution was **tabled** after discussion:

WHEREAS, the District issued a request for proposals for SCBA fill station maintenance services on April 9,2024;

WHEREAS, the Board of Fire Commissioners have reviewed the proposals received and read by the June 6, 2024, deadline, as more fully described in Appendix A; and

RESOLVED that the Board of Fire Commissioners authorizes entering into a three-year contract with Fletch-Aire for SCBA fills station maintenance services, effective July 1, 2024; and,

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

h. Resolution #2024-061 –Approval of Revisions to the Meeting Room Policy

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

WHEREAS, with Resolution #24-23, the Board of Fire Commissioners authorized a temporary and limited suspension of the District’s Meeting Room Usage Policy in order to review potential changes;

WHEREAS, the District Treasurer has made a recommendation to amend the current policy as fully described in Attachment A; and,

WHEREAS, the Board of Fire Commissioners have reviewed the recommendations and finds it to be consistent with the objectives of the Victor Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners approves the revisions to the Meeting Room Policy, effective immediately.

i. Resolution #2024-062 –Authorization to Release Request for Proposals for Replacement of Overhead Doors.

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

WHEREAS, the Fire District Attorney has drafted a request for proposal for replacement of overhead doors, 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.

j. Resolution #2024-063 –Approval of Updated Standard Work Day

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

WHEREAS, the New York State and Local Retirement System (NYSLRS) requires employees to establish by resolution the number of hours that constitutes a standard work day;

WHEREAS, the previous resolutions established a standard work day for full-time employees, but not part-time employees; and,

WHEREAS, the Treasurer recommends establishing for part time employees a standard work day of 6 hours; now, therefore, be it

RESOLVED the Board of Fire Commissioners establishes the standard work day for full-time employees as 8 hours and for part-time employees as 6 hours; and

RESOLVED that the Treasurer and Secretary are authorized to submit any necessary documentation as required by NYRLRS.

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, Firefighter Rob Wihlen, Firefighter Max Mahoney and Attorney Melissa Fingar into the executive session. The motion was approved, 5 Ayes and 0 Nays.

The Board entered Executive Session at 6:54 p.m.

Firefighter Wihlen and Firefighter Mahoney exited Executive Session at 7:15 p.m.

Chief Lamarco exited Executive Session at 7:21 p.m.

A motion was made by Commissioner Keyes, seconded by Commissioner Kowal, to exit Executive Session. The motion was approved 5 Ayes and 0 Nays. The Board exited Executive Session and returned to Open Session at 7:54 p.m.

The Board took no action in Executive Session.

12. Next Regular Business Meeting: July 9th ,2024

13. Adjournment: 7:55 p.m.