

VICTOR FIRE DISTRICT  
**Board of Fire Commissioners Meeting Minutes**  
**July 9, 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 Vice Chairman Keyes in compliance with the Open Meetings Law at 6:00 p.m.

**2. Pledge of Allegiance:**

Vice Chairman Keyes 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, Stephen Graham, Max Mahoney, Rob Wihlen, Riley Hauf, Jack Marren

**4. Motion to approve Minutes from June 11, 2024, Meeting**

Commissioner Barry motioned to approve the minutes from the, June 11, 2024, Business Meeting; seconded by Commissioner Barry, 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 June 11, 2024, in the amount of \$43,426.68 seconded by Commissioner Barry, and carried, 4 Ayes, 0 Nays.

**6. 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:**

Commissioner Matteson reported the Recruitment/Retention Committee has met and is working to find resources as a starting point

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

**7. Old Business**

**a. Resolution #2024-064 - Acceptance of SCBA Fill Station Maintenance Contract**

On the motion of Commissioner Matteson, second by Commissioner Barry, the following resolution failed to carry: 0 Ayes, 4 Nays

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.

Appendix A

<b>Vendor</b>	<b>Base Quote</b>
Fletch-Aire	250.95 per quarter
Jerome	No response

**8. New Business**

**a. Resolution #2024-065 - Purchase Authorizations**

On motion of Commissioner Kowal, seconded by Commissioner Matheson, 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	Lockers	204.3	2,161.00
2	Monitors	203.3	1,245.00

3	Video Conference Equipment	203.3	2,249.99
4	Interior Painting	406.5	4,120.00
5	Furniture Upgrades	204.3	18,926.00

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 #2024-066 -Motion to approve budget transfers**

WHEREAS, the adoption of the Local Volunteer Firefighter Training Stipend creates a need to establish a separate budget line within the 2024 budget; and

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 to redesignate A3410.1 as A3410.101 and create A3410.102 - Volunteer Firefighter Training Stipend; and,

RESOLVED the Board of Fire Commissioners approve the inter-budget transfers as shown.

Appendix A

From				Transfer to		
Code	Budget	Tsfr Amount	Adj Budget	Code	Budget	Adj Budget
A3410.403.16	Operational - Contingenc	\$ 5.00	\$ 1,720.00	A3410.403.6.2	MDT software license	\$ 1,705.00
A3410.403.16	Operational - Contingenc	\$ 335.00	\$ 1,385.00	A3410.403.9.3	Testing - Annual Hydraulic	\$ 4,085.00
A3410.403.16	Operational - Contingenc	\$ 385.00	\$ 1,000.00	A3410.405.11	Equipment - supplies	\$ 1,235.00
A3410.403.16	Operational - Contingenc	\$ 1,000.00	\$ -	A3410.102	Vol FF Training Stipend	\$ 1,000.00

**c. Resolution #2024-067 -Creation of Part Time Firefighter Position**

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

WHEREAS, pursuant to Town Law §176(11-c) and (18-a), the Board of Fire Commissioners authorized in Resolution #21-71, authorized the employment of paid firefighters;

WHEREAS, after review of the nature and operations employing paid firefighters, the Board of Fire Commissioners recognizes the benefit of having a qualified paid firefighter in a position to fill shifts when there are long term absences due to vacation, separation of service, or injury; now, therefore, be it

RESOLVED, that the Board of Commissioners of the Victor Fire District creates the position of part time firefighter, effective immediately.

**d. Resolution #2024-068 -Authorization for Career Firefighters to Attend Training**

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

WHEREAS, prior to receiving a permanent appointment as a firefighter from an open competitive list, individuals are required to complete a basic fire training program certified by the State Fire Administrator as meeting the requirements of Part 426 and 427, pursuant to General Municipal Law §209-w and Civil Service Law §58-a;

WHEREAS the Victor Fire District Policies require training opportunities where costs or fees are involved must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS training opportunities that meet Parts 426 are available the Watertown Fire Department Recruit Firefighter Training Program (RFFT) starting August 2, 2024, or the New York State Fire Academy Recruit Firefighter Training Program (RFFT) starting July 29, 2024;

WHEREAS, the New York State Fire Academy RFFT includes a requirement to sign a waiver of liability indemnifying New York State for any potential injuries or death of any recruit firefighter;

WHEREAS the Watertown Fire Department has accepted a request from Chief Lamarco to include up to 2 firefighters from Victor Fire District in their program, with the requirements and costs outlined in detail in Appendix A;

WHEREAS the Board of Fire Commissioners have reviewed these requirements and finds that attending the Watertown RFFT is timely, necessary, and in the public interest; therefore, now, be it

RESOLVED the Board of Fire Commissioners authorizes firefighters hired before August 1, 2024, who are in need of a RFFT course to attend this training;

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;

RESOLVED to authorize Chief Lamarco the authority to sign all agreements necessary for this training; and,

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

**e. Resolution #2024-069 –Adoption of Revised Capital Plans**

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

WHEREAS, consistent with General Municipal Law §6, the Victor Fire District established separate repair and reserve capital funds designated for Apparatus, Equipment, Building, and Emergency needs, which was approved by voter referendum in December of 2019;

WHEREAS, in Resolution #21-73, the Board of Fire Commissioners adopted capital plans for apparatus, equipment, and building purchases;

WHEREAS, the Financial Planning Committee reviewed the original capital plans, solicited via a survey input from the members of the Victor Fire Department on future needs, and provided updated capital plans reflecting the changing needs of the District; and,

WHEREAS, the Board of Fire Commissioners have reviewed the revised capital plans, further described in Attachment A, and found them consistent with the objectives of the Victor Fire District and the items are necessary and reasonable; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby adopts the revised Capital Plans, effective immediately; and

RESOLVED, that the Board of Fire Commissioners directs the revised capital plans are posted to the website within the next ten days.

**f. Resolution #2024-070 – Acceptance of Conference Room Floor Contract**

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

WHEREAS, the District Secretary solicited for estimates to replace the conference room floor and infill the missing tiles on the second floor on May 28, 2024;

WHEREAS, the Board of Fire Commissioners have reviewed the proposals received and read by the June 20, 2024, deadline, as more fully described in Appendix A; and

RESOLVED that the Board of Fire Commissioners accepts the estimate submitted by Messner Flooring for the replacement of the conference room and kitchenette floor and infilling the missing laundry room tile; and,

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

Appendix A

<b>Vendor</b>	<b>Base Quote</b>
Messner	\$6,075
RLC	No response
Surface Design Solutions	No response
Skips Custom Flooring	Acknowledged request, no submission

**g. Resolution #2024-071 – Acceptance of Access Control Contract**

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

WHEREAS, the District solicited for estimates to upgrade the access control system, adding 4 access control points on June 13, 2024;

WHEREAS, District staff learned the existing access control system is obsolete and upgrading the entire system would be more cost beneficial;

WHEREAS, the Board of Fire Commissioners have reviewed the proposals received and read by the June 25, 2024, deadline, as more fully described in Appendix A; and

RESOLVED that the Board of Fire Commissioners accepts the estimate submitted by Doyle; and,

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

Appendix A

<b>Vendor</b>	<b>Base Quote</b>
Doyle	\$14,490
Linstar Security	\$24,366.79
Verkada	No Response

**h. Resolution #2024-072 –Authorization to Replace RTU # 1.**

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

WHEREAS, Kennedy Mechanical has notified the District that roof-top unit #1 (RTU1), serving the south side of the second 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 June 14, 2024; and

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

**i. Resolution #2024-073 – Acceptance of Countertop Replacement Contract**

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

WHEREAS, the District Secretary solicited for estimates to replace four (4) bathroom countertops and sinks;

WHEREAS, the Board of Fire Commissioners have reviewed the proposals received and read by the July 2, 2024, deadline, as more fully described in Appendix A; and

RESOLVED that the Board of Fire Commissioners accepts the estimate submitted by DGA Builders for the replacement of bathroom countertops, sinks, and mirrors; and,

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

Appendix A

<b>Vendor</b>	<b>Base Quote</b>
DGA Builders	14,174.00
Genesee Construction	20,222.70
DiRisio Builders	Measured, did not submit bid

**j. Resolution #2024-074 –Authorization to Release Request for Proposals for HVAC Maintenance and Repair.**

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

WHEREAS, the Fire District Treasurer 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.

**9. Public Comments:** None

**10. Executive Session:**

A motion was made by Commissioner Barry, seconded by Commissioner Kowal, to enter Executive Session to discuss a matter of Attorney-Client Privilege. The Treasurer was requested to remain. The motion was approved, 4 Ayes, 0 Nays.

The Board entered Executive Session at 6:30 p.m

A motion was made by Commissioner Barry, seconded by Commissioner Kowal, to exit Executive Session. The motion was approved, 4 Ayes, 0 Nays.

The Board exited Executive Session and returned to Open Session at 6:50 p.m. The Board took no action in Executive Session.

**11. Next Regular Business Meeting:** July 23, 2024

**12. Adjournment:** 6:51 p.m.