

VICTOR FIRE DISTRICT
**Board of Fire Commissioners Meeting Minutes September
 10, 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	

Glenn Lockwood, Linda Tice, Rob Wihlen, Tom Simonds, Mark Haggett, Riley Hauf

4. Motion to approve Minutes from August 13, 2024, Meeting

Commissioner Keyes motioned to approve the minutes from the, August 13 and August 27, 2024, Business Meetings; seconded by Commissioner Barry, and carried, 4 Ayes and 0 Nays.

5. Motion to Pay Bills:

Commissioner Barry motioned to approve payment of invoices shown on the Abstract of September 10, 2024, in the amount of \$ 131,395.49, seconded by Commissioner McConnell, 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

none

e. Inc. Report:

President Tice provided and update on Inc. activities and thanked the Commission for the furniture upgrade.

f. Town Report:

Supervisor Jack Marren provided a written report

7. Old Business

8. New Business

a. Resolution #2024-086 -Appointment of Volunteer Firefighter Brayden Murphy.

On motion of Commissioner McConnell, seconded by Commissioner Keyes, the following resolution was adopted: 4 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, Braden Murphy 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 Brayden Murphy to the Victor Fire Department's Hose Company as Firefighter #277 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 Braden Murphy.

b. Resolution #2024-087 - 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	2 nd floor rewax	406.18	1,575.00
2	Painting of overhead jams	406.5	2,200.00

3	4 portable radios	203.2	17,938.00
4	3 sets turnout gear	202.1	13,387.01
5	Add receptacles for chief parking	406.5	1,100.00

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.

c. Resolution #2024-088 –Motion to approve budget transfers

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted: 4 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.

Attachment A

From				Transfer to		
Code	Budget	Tsfr Amount	Adj Budget	Code	Budget	Adj Budget
A9060.8	Hospital & Medication In	\$ 76.00	\$ 94,924.00	A9089.8	EAP	\$ 676.00
A3410.204.2	Tools & Equipment	\$ 1,000.00	\$ -	A3410.204.1	Building Mechanicals	\$ 128,000.00
A3410.204.3	Furniture & Fixtures	\$ 500.00	\$ 37,500.00	A3410.204.1	Building Mechanicals	\$ 128,500.00
A3410.401.2	Natural Gas	\$ 6,000.00	\$ 9,000.00	A3410.204.1	Building Mechanicals	\$ 134,500.00
A3410.406.5	Building Maintenance and	\$ 9,000.00	\$ 26,000.00	A3410.204.1	Building Mechanicals	\$ 143,500.00
A3410.203.1	Pagers - Hardware repla	\$ 3,500.00	\$ -	A3410.202.1	Gear - PPE	\$ 39,500.00
A3410.403.5.1	Repair - equipment	\$ 610.00	\$ 890.00	A3410.202.1	Gear - PPE	\$ 40,110.00
A3410.403.10	Training - EMS	\$ 1,200.00	\$ 1,800.00	A3410.403.11.2	Training - NYS Fire Acade	\$ 3,450.00
A3410.406.16	Contingency	\$ 185.00	\$ 1,635.00	A3410.406.7	Fire Extinguisher Inspection	\$ 785.00
A3410.406.16	Contingency	\$ 720.00	\$ 915.00	A3410.406.18	Floor re-waxing	\$ 3,720.00

d. Resolution #2024-089 –Adoption of 2025 Preliminary Budget

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

WHEREAS, Chief Lamarco has presented budget requests for 2025 to the Board of Fire Commissioners for their review and comment;

WHEREAS, District Treasurer McAdoo has assembled the budget requests into a proposed budget for 2025;

WHEREAS, the Board of Fire Commissioners previously approved an override to the real property tax cap for 2025 in Resolution #24-19; and,

WHEREAS, the Board of Fire Commissioners have carefully considered, discussed, and modified the proposed budget, and found the proposed appropriations are necessary for the safe and efficient operation of the Fire District in 2025; now, therefore, be it

RESOLVED the Board of Fire Commissioners hereby approves the 2025 Preliminary Budget; and,

RESOLVED that District Secretary Hauf posts and files the Preliminary Budget, and prepares the notice of budget hearing, as required by law.

e. Resolution #2024-090 –Authorization to enter into contract for audit services.

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

WHEREAS, in compliance with Town Law §181-b, which requires an annual independent outside audit of Fire Districts with revenues over \$400,000 per year and limits audit engagements to no longer than five consecutive years, the Victor Fire District issued a request for proposal (RFP) for professional auditing services on August 13, 2024;

WHEREAS, the District Secretary received two bids by the deadline of September 5, 2024;

WHEREAS, the Board of Fire Commissioners have reviewed the bids; now, therefore, be it

RESOLVED that the Board of Fire Commissioners awards a one-year contract for professional auditing services including the Audit of the fiscal year ending December 31, 2024, preparation and filing of the Annual Financial Report (AFR), and closing the 2024 books to The Bonadio Group;

RESOLVED, that the Board of Fire Commissioners authorizes Treasurer McAdoo to sign any necessary documents to affect this decision and to arrange for services as needed; and,

RESOLVED that a copy of this resolution be forwarded to Randall Shepard of the Bonadio Group.

f. Resolution #2024-091 –Resolution Authorizing Additional Duties Stipend

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

WHEREAS, Town Law §176(11-c) and (18-a) authorizes a Board of Fire Commissioners of a Fire District to employ such persons as may be necessary to effectuate the objectives and purposes of the Fire District and set compensation for the same; and

WHEREAS, the Board of Fire Commissioners of the Victor Fire District has determined that it is in the best interests of the Fire District to establish an annual Additional Duties Stipend that will be made available to paid firefighters who are assigned to perform the duties set forth in the attached Schedule A; and

WHEREAS, the Board of Fire Commissioners of the Victor Fire District, having given due consideration of such matter and upon due deliberation thereon, has established an annual Additional Duties Stipend available to paid firefighters who are assigned the duties set forth in the Additional Duties Stipend; now, therefore, it is hereby

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District hereby establishes an annual Additional Duties Stipend in the amount of \$ 4000.00 for paid firefighters, who are assigned the duties as set forth in the attached Schedule A;

RESOLVED, that the annual Additional Duties Stipend will be awarded at the sole discretion of the Board of Fire Commissioners and may be removed and/or eliminated at any time, as the Board so determines; and it is further

RESOLVED, that these resolutions shall take effect September 15, 2024.

g. Resolution #2024-092 -Assignment to Additional Duties Stipend.

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

WHEREAS, the Board of Fire Commissioners created an Additional Duties Stipend in resolution # 24-xx; now, therefore, in light of the additional duties and responsibilities assigned to FF 263, be it

RESOLVED, to assign the Additional Duties Stipend to FF 263; and

RESOLVED, that this resolution shall take effect September 15, 2024.

h. Resolution #2024-093 -Authorization to Release Request for Proposals for Elevator Inspection, Maintenance and Repair Services.

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

WHEREAS, the Fire District Treasurer has drafted a request for proposal for Elevator Inspection, Maintenance, and Repair 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.

Appendix A

Elevator Inspection, Maintenance, & Repair Scope of Work

RFP Return Date: October 24, 2024

All proposals for the Scope of Work shall include all labor and materials to provide service as outlined below at the Victor Fire District fire station located on Maple Avenue in Victor, New York:

- (1) Agreement to meet the Standard of Service listed in the Proposal Requirements
- (2) Completion of elevator inspection in accordance with ASME A17.1

- (3) Routine maintenance in accordance with manufacturer's recommendations
- (4) Review and advise Victor Fire District on suggested maintenance required to maintain equipment;
- (5) Emergency service (times other than 8 am to 5 pm, Monday through Friday);
- (6) Other service as authorized by the Victor Fire District.

i. Resolution #2024-094 –Authorization for Firefighters to Attend FDIC

On motion of Commissioner McConnell, 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 national level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, the Fire Department Instructor's Conference (FDIC) provides fire and rescue departments classroom, workshop, and hands-on fire, rescue, and emergency response training for attendees from across the world;

WHEREAS, Chief Lamarco desires to have up to three firefighters attend this training; and,

WHEREAS the Board of Fire Commissioners have reviewed the written justification for attending FDIC, as shown in Attachment A, and finds that it is necessary, in the public interest, and provides training not available within a reasonable time or distance within New York; therefore, now, be it

RESOLVED, the Board of Fire Commissioners authorizes three firefighters to be named and approved at a later date, to attend FDIC International utilizing the 2763 vehicle, from April 7 – 12, 2024, at the Indiana Convention Center, Indianapolis, Indiana, including hotel rooms for six nights;

RESOLVED, that the attendees are authorized to use one of District Credit Cards for hotel and travel 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 that the expenses for this training will be assigned to A3410.403.11.3 Training - FDIC.

j. Resolution #2024-095 –Resolution to Hold Public Hearing to Consider Employment of a Paid Fire Chief

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

WHEREAS, Town Law §176(11-c) and (18-a) authorizes a Board of Fire Commissioners to employ such persons as may be necessary to effectuate the objects and purposes of the Fire District including employment of a paid fire chief;

WHEREAS, NOTICE IS HEREBY GIVEN that a resolution regarding the employment by the Victor Fire District of a paid fire chief will be presented to the Board of Fire Commissioners of the Victor Fire District for its consideration:

A PUBLIC HEARING on the matter will be held on October 29, 2024, at 7 p.m. at the Victor Firehouse, 34 Maple Avenue, Victor, New York, which is within the Victor Fire District, for the purpose of considering the said resolution regarding the employment of a paid fire chief and hearing all persons interested in the subject concerning same. The Resolution to be considered is as follows:

RESOLVED, that pursuant to Section 176(11-c) of the Town Law, the Board of Fire Commissioners of the Victor Fire District does hereby determine that in order to protect the residents of the Victor Fire District, it is in the public interest of the residents of the Fire District to:

1. Employ a paid chief of the fire department;
2. Provide for the powers and duties of such paid chief;
3. Comply with the certification, education, training, appointment requirements and other qualification rules and procedure required by the State of New York for the appointment of a paid fire chief;
4. Determine the chain of command in the fire department as between volunteer and paid firefighters;
5. Determine that the paid chief shall have charge of the apparatus and other equipment;
6. Determine that the volunteer firefighters and volunteer officers of the fire department shall act under the orders and control of such paid fire chief;
7. Establish rules and regulations that set out the above determinations
8. Determine and approve such other terms and conditions for the employment of a paid fire chief as the board may determine as necessary.
9. The total annual amount to be spent for the salaries or other compensation, including benefits, of the paid fire chief is estimated to be between \$80,000 and \$90,000 annually.

IT IS FURTHER RESOLVED, that the Fire District Secretary give notice of such hearing as provided by law.

9. Next Regular Business Meeting: October 8, 2024

10. Adjournment: 6:49 p.m.