

VICTOR FIRE DISTRICT  
**Board of Fire Commissioners Meeting Minutes**  
**October 8, 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:**

<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	

Linda Tice, Mark Haggett, Glenn Lockwood, Rob Wihlen, Jack Marren

**4. Motion to approve Minutes from September 10, 2024, Meeting**

Commissioner Keyes motioned to approve the minutes from the September 10, 2024, Business Meetings; seconded by Commissioner Kowal, 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 October 8, 2024, in the amount of \$46,810.27, seconded by Commissioner Matteson, and carried, 5 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:**

**Truck Committee:** Commissioner Barry reported the Truck Committee visited Bushnell Basin to see their rescue engine and that they are looking into hiring a consultant to write the specifications.

**e. Inc. Report:**

President Tice provided an update on Inc. activities and informed the Commission that the pole barn renovation is almost complete so the Buffalo can be moved there before winter.

**f. Town Report:**

Supervisor Jack Marren presented an update on public safety matters in Ontario County

**7. Old Business**

**8. New Business:**

**a. Resolution #2024-095 - Purchase Authorizations**

On motion of Commissioner McConnell, seconded by Commissioner Barry, 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	Computer Replacements	203.3	3,006.00
2	Line-X front bumpers, 2781, 2711	404.xx	1,200.00
3	Truck Grille Numbers	404.xx	1,628.00
4	Lifting Struts	202.3	8,974.94
5	Grip Hoist	202.3	5,099.00
6	Spreader Stability Plate	202.3	1,360.00
7	ERAM	202.3	10,350.00
8	Replacement LDH	201.3	17,658.00
9	Additional Hose Lines (8)	201.3	1,992.00
10	Election Post Cards	408.7	2,400.00
11	Firefighter Shirts & Shorts (65)	408.16.2	1480.00

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 #2024-096 -Authorization to purchase 2025 Chevrolet Tahoe.**

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

WHEREAS, in Resolution #24-69, the Board of Fire Commissioners adopted an updated apparatus replacement schedule that included replacing the 2020 Dodge Durango in 2025;

WHEREAS, as the manufacturer has a limited window to place orders for the 2025 models, the Board of Fire Commissioners, based on the recommendation of Chief Lamarco, has deemed it necessary to replace the existing vehicle with a 2025 Chevrolet Tahoe with necessary upfitting for graphics, cabinet/ lights, and radio;

WHEREAS, the price of this equipment will be an amount not to exceed \$ 75,000, which will be appropriated in part from a transfer from the Apparatus Repair and Replacement Capital Reserve Account to the Operating Account identified in Resolution #098, which is subject to a permissive referendum; and

WHEREAS, the intent is to declare the existing vehicle surplus upon confirmation of delivery of the new vehicle on a future resolution, which will be subject to a permissive referendum; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby authorizes Chief Lamarco the authority to purchase the 2025 Chevrolet Tahoe and related upfitting, subject to and contingent upon the color of the vehicle being red and the completion of the permissive referendum process for the transfer of the capital reserve funds as provided for in Resolution #098; and

RESOLVED that Treasurer McAdoo is directed to issue any necessary purchase orders in furtherance of this purchase.

**c. Resolution #2024-097 – Resolution to Transfer Funds from Equipment Repair and Replacement Capital Reserve Account to the General Operating Account.**

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

RESOLVED, that pursuant to Section 6-g of the General Municipal Law, as amended, the Victor Fire District does hereby authorize the transfer of a sum not to exceed \$45,000 from its Equipment Repair and Replacement Capital Reserve Account to the District's General Operating Account for continued Fire District operations including the purchase of stabilization struts, e-draulic ram & plate (rescue tool), attack and supply hose, and grip hoist.

No expenditure shall be made except upon authorization of the Board; and it is further

RESOLVED, that this resolution is subject to a permissive referendum as provided by Section 6-g of the General Municipal Law.

**d. Resolution #2024-098 –Resolution to Transfer Funds from Apparatus Repair and Replacement Capital Reserve Account to the General Operating Account.**

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

RESOLVED, that pursuant to Section 6-g of the General Municipal Law, as amended, the Victor Fire District does hereby authorize the transfer of a sum not to exceed \$75,000 from its Apparatus Repair and Replacement Capital Reserve Account to the District's General Operating Account for continued Fire District operations including the acquisition of a vehicle for Fire District purposes and services related thereto.

No expenditure shall be made except upon authorization of the Board; and it is further RESOLVED, that this resolution is subject to a permissive referendum as provided by Section 6-g of the General Municipal Law

**e. Resolution #2024-099 -Motion to approve budget transfers**

On motion of Commissioner Barry, 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.

**Attachment A**

From				Transfer to		
Code	Budget	Tsfr Amount	Adj Budget	Code	Budget	Adj Budget
A3410.403.11.5	Training - Conferences/	\$ 500.00	\$ 1,000.00	A3410.403.11.3	Training - FDIC	\$ 12,000.00
A3410.405.3	Fire Police Equipment	\$ 750.00	\$ -	A3410.405.8.2	Uniforms - Work	\$ 4,500.00
A3410.406.8	Generator Inspection & M	\$ 600.00	\$ 900.00	A3410.406.6	Elevator Inspection	\$ 3,100.00
A3410.406.16	Contingency	\$ 750.00	\$ 165.00	A3410.406.13	Roof Repair	\$ 1,665.00
A3410.408.21	Administrative - Continge	\$ 1,475.00	\$ -	A3410.408.7	Election Expenses	\$ 2,875.00

**f. Resolution #2024-100 -Approval of Revisions to the SOGs**

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

WHEREAS, Town Law 176 and best practices of a Fire District requires adoption of various policies and forms and the periodic review of the same;

WHEREAS, a committee of several members of the Victor Fire Department completed a detailed review of the current Standard Operating Guidelines (SOGs) for the purpose of updating the document;

WHEREAS, Chief Lamarco has reviewed and accepted the proposed changes; and,

WHEREAS the Board of Fire Commissioners have reviewed the recommended changes to the SOGs, 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 revised SOGs;

RESOLVED that the changes take place immediately and will constitute the review and changes for 2025.

**g. Resolution #2024-101 –Authorization to Apply for FEMA AFG Grant.**

On motion of Commissioner Barry, seconded by Commissioner Keyes, 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 thirteen 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 \$412,840 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 \$20,642 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 Chairman of the Board of Fire Commission, 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.

**h. Resolution #2024-102 –Approval of attendees, FDIC**

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

WHEREAS, the Board of Fire Commissioners in resolution #24-94 approved reserving four seats at the Fire Department Instructor’s Conference (FDIC), from April 7 - 12, 2024; and

WHEREAS, Chief Lamarco has approved Chief Steve Lamarco, Lieutenant Mike Bellinger, and Firefighters Tyler Gokey and Peter Boyer to attend this course; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Chief Steve Lamarco, Lieutenant Mike Bellinger, and Firefighters Tyler Gokey and Peter Boyer to attend FDIC per the conditions listed in Resolution #24-94.

**i. Resolution #2024-103 – Acceptance of Records Management Software Contract**

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

WHEREAS, a committee was established to seek a replacement for the current NFRIS & records management software as the current vendor will not support the current platform;

WHEREAS, after due consideration, the committee recommends the RedNMX platform from Alpine Software, at an annual estimated cost of \$8,090;

WHEREAS, the Board of Fire Commissioners have reviewed the recommendation and the proposed contract, which is on file with the District Secretary; now; therefore, be it

RESOLVED that the Board of Fire Commissioners accepts the contract with Alpine Software; and,

RESOLVED the Treasurer is authorized to sign any documentation on behalf of the Board of Fire Commissioners necessary to execute the same.

**j. Resolution #2024-104 – Appointment of Election Inspectors.**

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

WHEREAS, the Board of Fire Commissioners designated the hours for fire district elections from 6:00 pm to 9:00 pm prevailing time as part of their adopted election policy;

WHEREAS, pursuant to Town Law §175, the Board of Fire Commissioners must appoint one chairman and between two and four electors to serve as election inspectors for the annual fire district elections;

WHEREAS, Fire District Secretary Hauf has provided a recommendation to appoint three electors in the event one elector has a conflict: now, therefore, be it

RESOLVED, the Board of Fire Commissioners appoints Cecile Brindisi as Chairman and Constance Krauza, Sara Dibble, & Jim Spawton as Inspectors for the 2024 Fire District Election, paid \$70 each as compensation of their services, which is the maximum allowed by law; and,

RESOLVED that a copy of this resolution be forwarded to Cecile Brindisi, Constance Krauza, Sara Buckbee, & Jim Spawton.

**k. Resolution #2024-105 – Acceptance of HVAC Contract**

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

WHEREAS the Board of Fire Commissioners issued a Request for Proposals for HVAC Maintenance on July 9, 2024;

WHEREAS, the Board of Fire Commissioners have reviewed the results of the proposals, which are fully described in Attachment A; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes entering into a three-year contract with Kennedy Mechanical for apparatus maintenance, effective January 1, 2025, at the cost per their schedule; and,

RESOLVED, that the Treasurer is authorized to sign any necessary documentation on behalf of the Board of Fire Commissioners to execute the contract.

Attachment A

<b>Vendor</b>	<b>Distribution</b>	<b>Base Bid</b>
Kennedy	yes	\$10,530
Hawn	Declined	
Taylor	Declined-residential only	
Isacc Heating	Mailed 7/18	No response
Helco Energy	Mailed 7/18	No response
Turnbull Heating Air	Mailed 7/18	No response
Airquip Heating Air Cond.	Mailed 7/18	No response
Veterans HVAC llc	Emailed 7/19	No response

**I. Resolution #2024-106 -Approval of Revisions to the FOIL Policy**

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

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

WHEREAS the Board of Fire Commissioners have reviewed proposed changes to the District's FOIL 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 Revisions to the FOIL Policy; and,

RESOLVED that a copy of the attachments be made available to the members and staff of the Victor Fire District.

Attachment A

**Proposed Revisions to the FOIL Policy**

Revisions noted in Red (strikethrough will be replaced)

**[...] PUBLIC NOTICE**

A notice containing the title and business address of the Records Access Officer and appeals person and the location where records can be seen or copies obtained shall be posted **on the**

District's website and also on the sign board where notices are posted ~~in a conspicuous location and/or by publication in a newspaper of general circulation within the Fire District~~ and shall comply substantially with the following:[...]

NO REQUIREMENT TO CREATE RECORDS

~~The official form of all Fire District documents is in paper format. At the discretion of the District Secretary, Fire District documents will be prepared and/or stored in paper or electronic format.~~ Nothing requires the Fire District to prepare any record not possessed or maintained by the Fire District. If the document does not exist, the Fire District will notify the person making the request that the Fire District does not maintain the document. [...]

**9. Public Comments.**

**10. Executive Session**

A motion made by Commission McConnell, seconded by Commissioner Kowal, to enter 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. The Board requested Treasurer McAdoo to attend this session. The motion was approved, 5 Ayes and 0 Nays.

The Board entered executive session at 6:46 PM

A motional was made by Commissioner Matteson, seconded by Commissioner Keyes, to exit executive session. The motion was approved, 5 Ayes and 0 Nays.

The Board exited executive session and returned to open session at 7:10 PM. The Board took no action in executive session.

**11. Budget Public Hearing & Budget Vote: Tuesday, October 15, 2024, 6 PM**

**12. Public Hearing for Hiring Paid Chief: Tuesday, October 29, 2024, 7 PM**

**13. Next Regular Board Meeting: Tuesday, November 12, 2024**

**14. Adjournment: 7:15 p.m.**