

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
November 12, 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 | |

Rob Wihlen, Mark Haggett, Jack Marren, Linda Tice

4. Motion to approve Minutes from October 8, 2024, Meeting

Commissioner McConnell motioned to approve the minutes from the October 8, 2024, Business Meeting; seconded by Commissioner Matteson, and carried, 4 Ayes and 0 Nays.

5. Motion to approve Minutes from October 15, 2024, Meeting

Commissioner McConnell motioned to approve the minutes from the October 15, 2024, Business Meeting; seconded by Commissioner Matteson, and carried, 4 Ayes and 0 Nays

6. Motion to Pay Bills:

Commissioner McConnell motioned to approve payment of invoices shown on the Abstract of November 12, 2024, in the amount of \$181,753.97, less the Doyle invoice for \$14,490, seconded by Commissioner Keyes, and carried, 4 Ayes, 0 Nays.

7. Correspondence:

Received email from James Hood, in favor of a paid chief.

8. 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. Inc. Report:

President Tice gave the Commission the date of the Chief’s Christmas party and shared the potential vacancy of several Inc positions.

e. Commissioner Reports:

Truck Committee: Firefighter Wihlen reported that they met with spec writer and gave him a boiler plate of the Committee’s requests.

Recruitment and Retention: Commissioner Matteson gave an update on the committee’s progress; Commission and President discussed possible suggestions where to focus.

f. Town Report:

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

9. Old Business

- a. Chairman McConnell motioned to close the public hearing on Paid Fire Chief, seconded by Commissioner Keyes, and carried, 4 Ayes, 0 Nays.

10. New Business:

a. Resolution #2024-110 - Purchase Authorizations

On motion of Commissioner Keyes, seconded by Commissioner Kowal, 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 | Floor Scrubber | 204.2 | 8,479.97 |
| 2 | Ethernet Ports, Bryx monitor | 406.5 | 2,170.00 |
| 3 | Line Officer gifts | 408.16.2 | 1,293.00 |

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 #2024-111 -Motion to approve budget transfers

On motion of Commissioner Kowal, 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 |
| A9016.8 | Fire Retirement System | \$ 350.00 | \$ 21,650.00 | A9010.8 | State Retirement System | \$ 20,350.00 |
| A3410.403.11.5 | Training - Conferences/ | \$ 800.00 | \$ 200.00 | A3410.403.9.1 | Testing - Annual Aerial and | \$ 3,000.00 |
| A3410.405.7 | Safety Supplies (Water, reh | \$ 200.00 | \$ 800.00 | A3410.405.11 | Equipment - supplies (batteric | \$ 1,435.00 |
| A3410.408.6 | General District Expense | \$ 150.00 | \$ 20,880.00 | A3410.408.19 | Website | \$ 2,150.00 |
| A3410.202.4 | Loose Equipment | \$ 4,500.00 | \$ 4,000.00 | A3410.204.2 | Tools & Equipment | \$ 4,500.00 |
| A3410.203.3 | Computers - Hardware r | \$ 1,500.00 | \$ 9,400.00 | A3410.204.2 | Tools & Equipment | \$ 6,000.00 |
| A3410.406.9 | Grounds Maintenance | \$ 2,500.00 | \$ 3,025.00 | A3410.204.2 | Tools & Equipment | \$ 8,500.00 |

c. Resolution #2024-112 -Adoption of Corrected 2025 Budget.

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

WHEREAS, on October 15, 2024, the Board of Fire Commissioners adopted the 2025 Budget in resolution #2024-107, and copies of this budget were filed by the District Secretary on or about October 18, 2024; and,

WHEREAS, due to a calculation error in the filed budget, caused by the double counting of an \$8,500 entry, and based on advice the from the Fire District Attorney, the District Treasurer provided a corrected version of the budget to the Town and the Comptroller’s Office on November 6, 2024; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners approves the corrected version of the adopted 2025 budget; and,

RESOLVED, that the Fire District Secretary files the corrected budget as required by law.

d. Resolution #2024-113 -Resolution to Dispose of Equipment Determined as Waste.

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

WHEREAS, consistent with the District's equipment capital plan, the following capital assets no longer serves the needs of the Victor Fire Department:

ThinkCentre Tower (Inventory # 1555)
ThinkCentre Tower (Inventory #1557)
ThinkCentre Tower (Inventory #1559)
ThinkPad (Inventory #1548); and,

WHEREAS, pursuant to Town Law §176(23), the Board of Fire Commissioners has the authority to dispose of equipment, apparatus, or personal property to be longer necessary for the purposes of the Fire District; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners finds that the listed assets are deemed waste, and that these items have no functional or known intrinsic value;

RESOLVED, that the Chief is authorized to dispose of these consistent with the Electronic Data Destruction section of the District's Cyber Security Policy.

e. Resolution #2024-114 - Authorization to Contract with Bison Elevator Service

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

WHEREAS the Board of Fire Commissioners issued a Request for Proposals for Elevator Preventative Maintenance Services on September 26, 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 Bison Elevator Service for elevator preventative maintenance services, effective January 1, 2025, at the cost per their schedule; and,

RESOLVED, that a copy of this resolution be provided to Bison Elevator Service

f. Resolution #2024-115 - Authorization to Contract with Victor Pest Management

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

WHEREAS the Board of Fire Commissioners issued a Request for Proposals for Pest Control Services on September 25, 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 Victor Pest Management for Pest Control Services, effective January 1, 2025, at the cost per their schedule; and,

RESOLVED, that a copy of this resolution be provided to Victor Pest Management

g. Resolution #2024-116 -Authorization to Release Request for Proposals to Replace Door Hardware.

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

WHEREAS, the Fire District Treasurer has drafted a request for proposal for Replacement of Door Hardware, 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.

11. Public Comments: None

12. Executive Session: None

13. Next Regular Board Meeting: Tuesday, December 3, 2024

14. Adjournment: 7:15 p.m.