

DRAFT

VICTOR FIRE DISTRICT

**Board of Fire Commissioners Meeting Minutes
December 17, 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			
Commissioner Matteson			

A quorum was declared by the Chairman and the business of the district proceeded.

Others Present

District Secretary Hauf	
District Treasurer McAdoo	x
District Chief Lamarco	
Deputy Chief Eifert	
Assistant Chief Militello	
Fire District Attorney Fingar	

Glenn Lockwood, Jared Palmer, Tom Simonds, Jack Marren

4. Motion to approve Minutes from December 3, 2024, Meeting

Commissioner Keyes motioned to approve the minutes from the December 3, 2024, Business Meeting; seconded by Commissioner Barry, and carried, 3 Ayes and 0 Nays.

5. Motion to Pay Bills:

Commissioner McConnell motioned to approve payment of invoices shown on the Abstract of December 17, 2024, in the amount of \$34,807.95, seconded by Commissioner Barry, and carried, 4 Ayes, 0 Nays.

6. New Business:

a. Resolution #2024-124 - Purchase Authorizations

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted: 3 Ayes; 0 Nays

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

No.	Item	Budget Code	Amount (USD)
1	Mobile Radio for new chief veh.	203.2	6338.99

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 #2024-125 - Motion to approve budget transfers

On motion of Commissioner Keyes, seconded by Commissioner McConnell, the following resolution was adopted: 3 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
A3410.401.10	Contingency	\$ 2,500.00	\$ -	A3410.203.2	Radios - Hardware replacer	\$ 35,987.50
A3410.402.3	Insurance - Contingency	\$ 2,000.00	\$ -	A3410.203.2	Radios - Hardware replacer	\$ 37,987.50

c. Resolution #2024-126 - Transfer of 2024 Unexpended Funds to Reserve

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted: 3 Ayes; 0 Nays

WHEREAS the practice of the Victor Fire District is to provide an analysis of the expenditures at the budget years' end and to move any surplus of funds into reserves so as to ensure long term fiscal responsibility;

WHEREAS Treasurer McAdoo has provided an updated 2024 Budget Worksheet, attached to the Treasurer's Report, showing \$1,459,310 in appropriations against \$1,344,710 in expended and unexpended balance for the 2024 funds, resulting in a surplus of \$114,600;

WHEREAS, in order to maintain fiscal responsibility, the Board of Fire Commissioners desires to move a portion of the unexpended 2024 funds to reserves; now, therefore, be it

RESOLVED that the Board of Fire Commissioners directs that a portion of the unexpended 2024 funds to be transferred to reserves as follows:

A3410.901 Apparatus Repair and Replacement \$ 35,000

A3410.902 Building Repair and Replacement \$ 35,000
A3410.903 Equipment Repair and Replacement \$ 40,000; and,

RESOLVED directs the Treasurer to transfer these funds within ten days of the approval of this resolution.

d. Resolution #2024-127 –Accept Bid Results, Sale of Equipment.

On motion of Commissioner Keyes, seconded by Commissioner McConnell, the following resolution was adopted: 3 Ayes; 0 Nays

WHEREAS, pursuant to Resolution 24-122, which declared a list of PPE (“the equipment”) surplus and to be sold to the highest bidder;

WHEREAS, the District Secretary advertises the sale of the equipment via sealed bid submitted by December 13, 2024, at which time 1 bid was received and opened by the District Secretary;

WHEREAS, the Board of Fire Commissioners reviewed the bid, which are more fully described in Appendix A, and determined that Cheshire Fire Department is the highest responsible bid at \$7,108.80; now, therefore, be it

RESOLVED that the Board of Fire Commissioners awards the sale of the equipment to Cheshire Fire Department;

RESOLVED that the Board of Fire Commissioners directs the Treasurer to complete any necessary documentation and release the equipment after confirmation of receipt of funds.

Chief Lamarco entered the meeting at 6:04 pm

7. Public Comments:

Supervisor Marren thanked Jon McConnell for his service to the Department and the District and wished him well for his move. He provided an update on safety matters around the Town

Commissioner Barry noted for the record appreciation for Jon McConnell’s dedicated work to the District; Michael Keyes agreed.

8. Organizational Meeting: Tuesday, January 14, 2025

9. Adjournment: 6:08 p.m.