

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
December 3, 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	

Mark Haggett, Linda Tice, Glenn Lockwood. Tom Simonds

4. Motion to approve Minutes from October 29, 2024, Meeting

Commissioner Keyes motioned to approve the minutes from the October 29, 2024, Business Meeting; seconded by Commissioner Barry, and carried, 3 Ayes and 0 Nays.

5. Motion to approve Minutes from November 12, 2024, Meeting

Commissioner Barry motioned to approve the minutes from the November 12, 2024, Business Meeting; seconded by Commissioner Keyes, and carried, 3 Ayes and 0 Nays

6. Motion to Pay Bills:

Commissioner Barry motioned to approve payment of invoices shown on the Abstract of November 12, 2024, in the amount of \$106,956.16, seconded by Commissioner McConnell, and carried, 3 Ayes, 0 Nays.

7. Correspondence:

None

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 informed the Commission of the official sale of 5 West and the completion of the Pole Barn at Fireman’s Field.

e. Commissioner Reports:

Truck Committee: Commissioner Barry reported that we should have engine specs after the holidays.

9. Old Business: None

10. New Business:

a. Resolution #2024-117 - Purchase Authorizations

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

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

No.	Item	Requestor	Budget Code	Amount (USD)
1	Replace Control Head	Mark. M	203.2	620.25
2	Full Width Mudflaps	M. Eifert	404xxx	5,200.00

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 #2024-118 –Motion to approve budget transfers

On motion of Commissioner Barry, seconded by Commissioner Keyes, 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
A3410.403.5.2	Repair - radio	\$ 3,000.00	\$ 1,000.00	A3410.403.9.4	Testing- Annual PPE inspec	\$ 8,000.00
A3410.403.11.5	Training - Conferences/ T	\$ 100.00	\$ 100.00	A3410.403.15	Thruway - Tolls	\$ 350.00
A3410.406.14	Snow Removal	\$ 1,500.00	\$ -	A3410.406.10	HVAC Inspection & Mainte	\$ 9,000.00
A3410.406.1	Alarm System - Inspectic	\$ 1,500.00	\$ 750.00	A3410.406.10	HVAC Inspection & Mainte	\$ 10,500.00
A3410.406.16	Contingency	\$ 165.00	\$ -	A3410.406.11	Maintenance Supplies	\$ 5,165.00
A9016.8	Fire Retirement System	\$ 8,300.00	\$ 13,350.00	A3410.407.1	Annual Program Contributio	\$ 53,300.00
A9045.8.2	Group Life Coverage	\$ 975.00	\$ 3,025.00	A3410.407.1	Annual Program Contributio	\$ 54,275.00

c. Resolution #2024-119 –Approval of revised MOU with Victor Farmington Ambulance

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

WHEREAS, Chief Lamarco has recommended updating the existing Memorandum of Understanding (MOU) between the Victor Fire District and the Victor Farmington Ambulance to account for the addition of a EMT recertification process for fire district personnel;

Whereas, the Board of Fire Commissioners have reviewed a copy of the revised agreement, which is further described in Appendix A; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners approves the revised MOU with Victor Farmington Ambulance; and,

RESOLVED, that the District Treasurer McAdoo is authorized to execute any documents necessary for the completion of the filing of the MOU.

d. Resolution #2024-120 –Approval of CME Recertification Program

On motion of Commissioner McConnell, seconded by Commissioner Keys, the following resolution was adopted: 3 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, in order to support the members who are in need of maintaining their Emergency Medical Technician certification, Chief Lamarco has proposed a Continuing Medical Education Based Recertification Program, as fully described in Appendix A;

WHEREAS, the Board of Fire Commissioners have reviewed the recommended policy, 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 proposed program;
RESOLVED, that the program be made part of the District's Standard Operating Guidelines; and
RESOLVED, that this resolution will take effect immediately.

e. Resolution #2024-121 -Approval of EMS Patient Refusal Form

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted: 3 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 by the Board of Fire Commissioners;

WHEREAS, from time to time, Emergency Medical Service (EMS) responders of the Victor Fire Department, in the course of their duties, may encounter a patient who declines to follow the provider's medical advice;

WHEREAS, in order to protect the provider, the Department, and the Fire District from legal liability if the patient later experiences complications related to their condition, Chief Lamarco has adapted the Finger Lakes Regional Emergency Medical Service's recommended "patient refusal form," to document a patient of sound mind is aware of the potential risks involved in refusing care and are choosing to do so anyway;

WHEREAS, the Fire District Attorney has reviewed and commented on the proposed refusal form; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the form for use by the Victor Fire Department;

RESOLVED, that the form be made part of the District's Standard Operating Guidelines and made available as soon as possible; and

RESOLVED, that this resolution will take effect immediately.

f. Resolution #2024-122 -Resolution to Dispose of Equipment Determined as Waste.

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

WHEREAS, Quartermaster Mark Haggett has provided a list of PPE which no longer serves the need of the Victor Fire Department; 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 equipment listed in Attachment A are deemed waste;

RESOLVED that the District Secretary shall advertise the equipment as available by sale via sealed bid no later than December 13, 2024; and

RESOLVED that the Board of Fire Commissioners intend to accept the winning bid at the December 17, 2024 meeting.

Attachment A
Coat - 6237599
Coat - 6255527
Bunker - 6237600
Bunker - 6255528

g. Resolution #2024-123 - Acceptance of IT service Contract

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

WHEREAS, based on the reports and recommendations of the District Treasurer, the Board of Fire Commissioners have reviewed and discussed several separate professional service contracts for technical IT services; and

WHEREAS, the Board of Fire Commissioners wishes to maintain quality service for the Fire Department at a cost-effective price; now, therefore, be it

RESOLVED that the Board of Fire Commissioners accepts the three-year contract with Kables, LLC, dated December 3, 2024 and,

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

11. Public Comments: None

12. Executive Session

A motion made by Commission McConnell, seconded by Commissioner Barry, 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, 3 Ayes and 0 Nays.

The Board entered executive session at 6:22 PM

A motional was made by Commissioner Barry, seconded by Commissioner Keyes, to exit executive session. The motion was approved, 3 Ayes and 0 Nays.

The Board exited executive session and returned to open session at 6:38 PM. The Board took no action in executive session

13. Upcoming Meetings/ events:

- a. District Elections: Tuesday, December 10, 2024 (6 – 9 pm)
- b. Next Board Meeting: Tuesday, December 17, 2024 (bill pay only)
- c. Organizational Meeting: Tuesday, January 14, 2024

14. Next Regular Board Meeting: Tuesday, December 17, 2024

15. Adjournment: 6:38 p.m.