

**DRAFT**

**VICTOR FIRE DISTRICT**  
**Board of Fire Commissioners Meeting Minutes**  
**April 8, 2025, Regular Meeting 6:00 PM**  
**Joint Meeting with Victor Fire Department, Inc. Board**

**1. Call to Order**

A joint meeting between with the Victor Fire Department, Inc., Board of Directors and the Board of Fire Commissioners for the Victor Fire District was called to order by Chairman Barry in compliance with the Open Meetings Law at 6:00 p.m., where they discussed vision and goals for the future. The Board of Fire Commissioners took no action during this meeting.

**2. Open Regular Meeting**

Commissioner Palmer motioned to close the joint meeting and open the regular business meeting; seconded by Commissioner Keyes; the motion carried, 5 Ayes and 0 Nays; 1 Abstain (Barry)

**3. Roll Call Affirmation of Quorum:**

<b>Board Member</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
Commissioner Palmer	x		
Commissioner Barry	x		
Commissioner Keyes	x		
Commissioner Kowal	x		
Commissioner Matteson	x		

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

**Others Present**

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

Mark Haggett, Jeff Allan, Cathy Benjamin, Tim Whitcomb, Stephen Graham, Tom Simonds, Glenn Lockwood

**4. Motion to approve Minutes from March 11, 2025, Meeting**

Commissioner Keyes motioned to approve the minutes from March 11, 2025, Regular Business Meeting; seconded by Commissioner Matteson and carried, 4 Ayes and 0 Nays; 1 Abstain (Barry)

**5. Motion to Pay Bills:**

Commissioner Palmer motioned to approve payment of invoices shown on the Abstract of April 8, 2025, in the amount of \$117,855.67, with the condition that Chief Lamarco completes his review as soon as possible, seconded by Commissioner Kowal, and carried, 4 Ayes, 0 Nays; 1 Abstain (Barry)

**6. Correspondence:**

- a. Village of Victor – conflict of interest statement from Mayor; point of contact to the Commission to be the Deputy Mayor
- b. 1 survey response

**7. 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:**

Reported 2 volunteer applications anticipated at the May meeting

**e. Commissioner Reports: None**

**8. Old Business: None**

**9. New Business:**

**a. Resolution #2025-044 - Purchase Authorizations**

On motion of Commissioner Palmer, seconded by Commissioner Matteson, the following resolution was adopted: 4 Ayes; 0 Nays; 1 Abstain (Barry)

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

No.	Item	Budget Code	Amount (USD)
1	1 <sup>st</sup> Floor re-wax	406.18	2,245
2	Replacement gear (4)	202.1	17,800
3	Hoods (35)	405.4	1,706.00

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 #2025-045 –Motion to approve budget transfers**

On motion of Commissioner Matteson, seconded by Commissioner Kowal, the following resolution was adopted: 4 Ayes; 0 Nays; 1 Abstain (Barry)

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	
A3410.402.3	Insurance - Contingency	\$ 1,200.00	\$ 800.00	A3410.402.2	Insurance - Liability	\$ 23,200.00	
A3410.405.7	Safety Supplies (Water, reh	\$ 500.00	\$ 1,000.00	A3410.405.5	Hand Tools	\$ 1,250.00	
A3410.406.16	Contingency	\$ 350.00	\$ 2,080.00	A3410.406.3	Building Access Contract	\$ 5,550.00	
A3410.408.14.4	Cloud Service Software	\$ 3,050.00	\$ 4,450.00	A3410.408.4.4	Computer support contract	\$ 23,050.00	

**c. Resolution #2025-046–Adoption of Revised Job Description for Secretary**

On motion of Commissioner Matteson, seconded by Commissioner Kowal, the following resolution was adopted: 4 Ayes; 0 Nays; 1 Abstain (Barry)

WHEREAS, Town Law §176 requires the Board of Fire Commissioners to appoint a Fire District Secretary with powers and duties consistent with Town Law §178;

WHEREAS, after a complete job description review of all Fire District job titles, the Board of Fire Commissioners has determined it is in the best interest of the Fire District and the taxpayers of the Victor Fire District to amend certain job descriptions; and

WHEREAS, the Fire District Attorney has reviewed and accepted the proposed changes, which are fully described in Appendix A; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby adopts the revised job description for the Fire District Secretary; and

RESOLVED that this resolution takes effect immediately.

#### Appendix A

##### Fire District Secretary Job Description

The Secretary serves as the clerk of the Board of Fire Commissioners of the Victor Fire District (hereinafter the "District"). The Secretary statutory job duties are defined in Town Law Sections 174 through 181, Public Officers Law Section 104, and Arts & Cultural Affairs Law Article 57-A. The Secretary is often the first point of contact for the Victor Fire District and, as such, is responsible for creating a welcoming and positive environment for visitors to the fire station and members of the Fire District community. The Secretary may also have additional powers and perform such additional job duties as determined and assigned by the Board of Fire Commissioners.

The Secretary for the Victor Fire District is appointed annually by the Board of Fire Commissioners for a one-year term that ends on December 31<sup>st</sup> each year. The Secretary is required to take a constitutional oath of office.

##### Duties and Responsibilities:

- Serves as Clerk for the Fire District
  - Regularly attends meetings of the Board of Fire Commissioners and records minutes of such meetings
  - Provides notes of the annual organizational meeting, hearings, and elections and completes other duties and responsibilities related to same as required by law
  - Prepares notices, secures voter registration records, receives candidate letters, prepares ballots, and files canvass of election for annual and special elections
  - Obtains and retains affidavits of publication for legal and informational purposes
  - Coordinates the posting and distribution of all legal and information notices, including sending same to the official newspaper for publication
- Receives, makes available to public, and files with Town Clerk notice of annual budget hearing, proposed budget, estimate of fund balances, and final budget
- Serves as Records Access Officer under the Freedom of Information Law, processing and responding to requests for access to records under FOIL
- Serves as Records Retention Officer and maintains Fire District records in compliance with Records Retention Schedule
  - Receives and retains custody of Fire District records other than financial records held by the Treasurer
- Serves as the liaison with vendors and other visitors to the Fire District, maintains records of activities performed by vendors and others as related to the business of the Fire District

- Prepares correspondence on behalf of the Board of Fire Commissioners and the Fire District
- Serves as the LOSAP plan administrator
- Performs other duties as determined and assigned by the Board of Fire Commissioners

**Required Qualifications:**

Minimum high school education and at least one year of experience as an administrative professional

**Essential Knowledge, Skills, and Abilities:**

- Proficient in the use of Microsoft Excel and Word
- Able to prioritize tasks and meet deadlines
- Attention to detail and strong organizational skills
- Willingness to complete training related to Fire District matters at Fire District expense
- Familiarity with the statutory requirements and implementation of the Open Meetings Law
- Familiarity with the statutory requirements and implementation of the Freedom of Information Law
- Sound written and verbal communication skills
- Good character and integrity
- Demonstrates strong initiative and problem-solving skills
- Persons convicted of arson in any degree shall not be eligible for appointment

This is a statutorily created Fire Department position which is appointed by the Board of Fire Commissioners and, as such, the position is in the exempt class in accordance with Civil Service Law Section 41(b).

**d. Resolution #2025-047 –Adoption of Revised Job Description for Treasurer**

On motion of Commissioner Kowal, seconded by Commissioner Matteson, the following resolution was adopted: 4 Ayes; 0 Nays; 1 Abstain (Barry)

WHEREAS, Town Law §176 requires the Board of Fire Commissioners to appoint a Fire District Treasurer with powers and duties consistent with Town Law §177;

WHEREAS, after a complete job description review of all Fire District job titles, the Board of Fire Commissioners has determined it is in the best interest of the Fire District and the taxpayers of the Victor Fire District to amend certain job descriptions; and

WHEREAS, the Fire District Attorney has reviewed and accepted the proposed changes, which are fully described in Appendix B; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby adopts the revised job description for the Fire District Treasurer; and

RESOLVED that this resolution takes effect immediately.

Appendix B

Fire District Treasurer Job Description

#### Description:

The Treasurer serves as the primary administrator and chief fiscal officer for the Board of Fire Commissioners of the Victor Fire District (hereinafter the "District") and exercises oversight over all District financial, budgetary and personnel matters. The Treasurer statutory job duties are defined in Town Law Section 177. The Treasurer may also have additional powers and perform such additional job duties as determined and assigned by the Board of Fire Commissioners.

The Treasurer for the Victor Fire District is appointed annually by the Board of Fire Commissioners for a one-year term that ends on December 31<sup>st</sup> each year. The Treasurer is required to take a constitutional oath of office.

#### Duties and Responsibilities:

- Assists the Board of Fire Commissioners in the preparation of the annual budget of the Fire District
- Oversees the administration of the procurement policies of the Fire District, including the receipt and submission of vouchers for payment and assuring proper supporting documentation is provided for each purchase as required by Board policy or otherwise
- Maintains all financial records, bank accounts, and financial reports of the District and pays all District bills upon order of the Board of Fire Commissioners
- Receives and deposits all Fire District monies in an account or other depository designated by the Board of Fire Commissioners
- Oversees the investment of all monies of the Fire District as authorized by the Board of Fire Commissioners
- Provides regular accounts to the Board of Fire Commissioners of all monies received and disbursed on behalf of the Fire District
- Prepares and delivers the Treasurer's annual report to the Board of Fire Commissioners
- Submits the books and records to the Board of Fire Commissioners upon request
- Prepares and files the annual financial report with the Office of the State Comptroller and the Town of Victor
- Attends all meetings of the Board of Fire Commissioners
- Provides administrative oversight of District matters, including serving as Project Manager where required
- Administers District payroll, benefits, employee records, and human resources functions
- Serves as the District's point of contact for information technology matters, including the purchase and maintenance of software programs, hardware, and other technologies necessary to ensure the smooth operation of the District's primary function
- Provide support and assistance to the Board of Fire Commissioners in the day-to-day operations of the Victor Fire District ensuring the efficient and effective provision of emergency and related services
- Serves as the Fire District's main point of contact for legal, accounting, and other administrative matters
- Performs other duties as determined and assigned by the Board of Fire Commissioners

#### Required Qualifications:

Minimum high school education and at least four years of accounting and/or bookkeeping experience and experience working with fire departments or fire district; or

Associate's degree in accounting or related field and one year of experience working with fire departments or fire districts; or

Bachelor's degree in accounting or related field.

Preferred Qualifications:

Experience with accounting principles and bookkeeping

Experience supervising, training, and leading others

Experience working with fire districts and other municipalities

Essential Knowledge, Skills, and Abilities:

- Must be a resident of the Victor Fire District
- Working knowledge of Quick Books, Microsoft Word and Microsoft Excel
- Willingness to complete training related to Fire District matters, including Fire District financial accounting rules and requirements, at Fire District expense
- Familiarity with the statutory requirements and implementation of Fire District budgeting and accounting
- Sound written and verbal communication skills
- Good character and integrity; must be bondable
- Persons convicted of arson in any degree shall not be eligible for appointment

This is a statutorily created Fire Department position which is appointed by the Board of Fire Commissioners and, as such, the position is in the exempt class in accordance with Civil Service Law Section 41(b).

**e. Resolution #2025-048 – Declaring Certain Fire Vehicles Surplus Pursuant to Town Law §176(23)**

On motion of Commissioner Palmer, seconded by Commissioner Keyes, the following resolution was adopted: 4 Ayes; 0 Nays; 1 Abstain (Barry)

WHEREAS, the Victor Fire District (the "Fire District") previously acquired a certain 2021 Ford Interceptor and a 2020 Dodge Durango (the "Fire Vehicles") owned and operated by the Fire District to meet the objectives and purposes of the Fire District, and

WHEREAS, it is no longer necessary for the Fire District to retain the Fire Vehicles to achieve the objectives of the Fire District, NOW, THEREFORE, BE IT

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District, does hereby determine that the 2021 Ford Interceptor and a 2020 Dodge Durango (the "Fire Vehicles") owned and operated by the Fire District to meet the objectives and purposes of the Fire District is no longer necessary for any of its objectives or purposes and hereby declares the Fire Vehicle to be surplus, subject to permissive

referendum; and it is further

RESOLVED, that pursuant to certain preliminary valuations of the Fire Vehicle, that this Resolution maybe be subject to permissive referendum pursuant to the requirements of Town Law 176(23); and it is further

RESOLVED, that subject to the satisfaction of the requirements for a permissive referendum be approved declaring the Fire Vehicle surplus, that it be disposed of in a manner acceptable to the Board of Fire Commissioners as it may determine in its discretion including but not limited to advertised for bid, to be sold to the highest responsible bidder, with a minimum bid acceptable to the Board of Fire Commissioners, on an “as is, where is, how is” basis; that the Board of Fire Commissioners shall reserve the right to reject any and all bids submitted; and that the sale be made without warranty, representation or guarantee and upon such further terms or conditions as in the best interests of the Fire District as determined by the Board of Fire Commissioners, and it is further

RESOLVED, that this resolution is subject to a permissive referendum as provided by of Town Law Section 176(23) and Section 6-g of the General Municipal Law.

**f. Resolution #2025-049 –Approval of Revisions to the FOIL Policy**

On motion of Commissioner Palmer, seconded by Commissioner Matteson, the following resolution was adopted: 4 Ayes; 0 Nays; 1 Abstain (Barry)

WHEREAS, Public Officers Law §87 was recently amended, stipulated a requirement to notify public employees in the event an agency is responding to a request for such employee’s disciplinary records;

WHEREAS, the Fire District Attorney has provided a recommended amendment for the existing FOIL Policy, as fully described in Attachment A; and,

WHEREAS, the Board of Fire Commissioners have reviewed the recommendation and finds it to be consistent with the objectives of the Victor Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners approves the revisions to the FOIL Policy and approved form as described in Attachment C, effective immediately; and,

RESOLVED that the changes are incorporated into an updated District Policy Book and distributed to the members and employes of the District.

Attachment C

**FOIL Policy Changes**

*Under section of “Designation of Records Access Officer,” add duty #8 as follows:*



8) Notify an employee or member of the fire department of a request for disciplinary records in accordance with Public Officers Law Section 87(6) and as more fully set forth below.

*Add new section after "No Requirement to Create Records" Section as follows:*

**NOTICE TO EMPLOYEES AND MEMBERS OF REQUEST TO REVIEW DISCIPLINARY RECORDS**

In accordance with Public Officers Law Section 87(6), the Records Access Officer/Fire District Secretary shall notify any employee or member of the Fire District or Fire Department of any request for disciplinary records that has been received by the Fire District.

The obligation to provide notice of the request shall not serve to delay the response to the request for access. The notification to the employee may follow the release of the records to the requester.

Employees of the fire district and members of the fire department for purposes of this rule shall include paid employees and volunteer firefighters. Employees shall be further defined as current employees and former employees.

Disciplinary records shall include any record created in furtherance of a disciplinary proceeding, including, but not limited to:

- a) the complaints, allegations, and charges against an employee;
- b) the name of the employee complained of or charged;
- c) the transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
- d) the disposition of any disciplinary proceeding; and
- e) the final written opinion or memorandum supporting the disposition and discipline imposed
- f) including the agency's complete factual findings and its analysis of the conduct and appropriate
- g) discipline of the covered employee.

This rule only relates to disciplinary records. For purposes of this notice requirement, counseling memorandums do not constitute disciplinary records.

The notification rule/ requirement does not pertain to a request for access to any other type of record of an employee.

The requirement does not pertain to a request for a disciplinary record submitted by way of a subpoena.

This rule relates to notice to the employee of the receipt of the request for access to his or her disciplinary records and shall not pertain to the right to access to the records by the requester. The right to access the disciplinary record by the requester shall be based on Article 6 of Public Officers Law.

The Records Access Officer shall process a request for access to an employee disciplinary record and thereafter shall send notification to the employee that his or her disciplinary records were the subject of a request for access to records informing the employee of the date of the request and the person or entity that made the request.

The notification shall be sent to the last known address of the employee or former employee by regular mail. It shall be the obligation of employees and former employees to provide the district office with an accurate current address. No further notification shall be initiated if the notification is returned by the United State Postal Service because the address on file is not accurate. There shall be no obligation to send notifications by email.

*Revise to the "Application for Public Access to Records Form, the For Office Use Only section, as follows:*

**For Office Use Only**

- ☐ Approved
- ☐ Confidential Disclosure
- ☐ Part of Investigatory Files
- ☐ Record not maintained by this Agency
- ☐ Other \_\_\_\_\_
- ☐ Denied, for reasons marked below
- ☐ Exempted by Statue other than Freedom of Information Act
- ☐ Record of which this Agency is Legal Custodian cannot be located
- ☐ Unwarranted Invasion of Personal Privacy
- ☐ Employee/ Member Disciplinary request. Notice to employee/member made on \_\_\_\_\_ via \_\_\_\_\_

Records Access Officer: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Task time: \_\_\_\_\_ Cost: \_\_\_\_\_ Board of Fire Commissioners Notified on: \_\_\_\_\_

**g. Public Comments:** None

**h. Next Regular Board Meeting:** Tuesday, May 13, 2025 @ 6:00 P.M.

**i. Adjournment:** 6:46 p.m.