

DRAFT

VICTOR FIRE DISTRICT Board of Fire Commissioners Meeting Minutes March 12, 2024, Regular 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	x
Assistant Chief Militello	
Fire District Attorney Fingar	

Rob Wihlen, Max Mahoney, Jason Maier, Glenn Lockwood, Jack Marren and Sean Hucko

4. Privilege of the Floor

Audit Findings (Stokes, Visca, Hucko & Barone, CPA's, LLC)- Mr. Hucko presented the final findings of the 2023 audit.

5. Motion to approve Minutes from February 13, 2024, Meeting

Commissioner Barry motioned to approve the minutes from the February 13, 2024, Organizational and Business Meeting; seconded by Commissioner Keyes, and carried, 5 Ayes and 0 Nays.

6. Motion to Pay Bills:

Commissioner Kowal motioned to approve payment of invoices shown on the Abstract of January 9, 2024, in the amount of \$131,501.42 seconded by Commissioner Matteson, and carried, 5 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. Commissioner Reports

- e. **Town Report** Town Supervisor Jack Marren presented an update on public safety matters in Ontario County

9. Old Business

10. New Business

a. Resolution #2024-034 - Purchase Authorizations

On motion of Commissioner McConnell, seconded by Commissioner Matteson, 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	Repairs to 2781	404.7	1,470.02
2	Life Vac Choking Devices (10)	202.5	573.10
3	AED Package (4)	202.5	6,752.16
4	Fire Alarm Panel Replacement	204.1	2,050.00
5	Hose (2in.)	201.3	5,604.00
6	Floor Cleaner Battery	405.11	599.90

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 #2024-035 -Motion to approve budget transfers

On motion of Commissioner Barry, seconded by Commissioner Matteson, 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.

c. **Resolution #2024-036 –Authorization for Firefighters to Attend Crash Course**

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

WHEREAS, General Municipal Law 72-g and Victor Fire District Policies require training opportunities at the national level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, Crash Course Village, a 501(c)3 corporation, based in Dayton, Ohio, provides fire and rescue departments specialized rescue and extrication training;

WHEREAS, Chief Lamarco wishes to authorize two firefighters to be named at a later date to attend this training; and,

WHEREAS the Board of Fire Commissioners have reviewed the written justification for attending Crash Course, as shown in Attachment A, and finds that it is necessary, in the public interest, and provides training not available within a reasonable time period or distance within New York; therefore, now, be it

RESOLVED, the Board of Fire Commissioners authorizes Chief Lamarco to reserve two seats for the Crash Course utilizing one of the chief's vehicles on May 4 & 5, 2024, at Calamityville Training Complex, Fairborn, Ohio, including hotel rooms for two nights, utilizing 2763 for transportation;

RESOLVED; that Chief Lamarco submit the names of the recommended members to the Board of Fire Commissioners for their approval prior to the scheduled event;

RESOLVED, that the attendees are authorized to use one of District Credit Cards for expenses on the condition they review the travel policy with the Deputy Treasurer prior to departure and with the understanding that any expenses not determined to be consistent with the travel policy shall be refunded to the District within 30 days of notification; and,

RESOLVED that the expenses for this training will be assigned to A3410.403.11.7 Training - Crash Course.

d. **Resolution #2024-xxx –Approval of revised MOU with Victor Farmington Ambulance-**
tabled

WHEREAS, Chief Lamarco has recommended updating the existing Memorandum of Understanding (MOU) between the Victor Fire District and the Victor Farmington Ambulance to accurately reflect the time an ambulance is staged and to clarify the communication procedure;

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 the Victor Farmington Ambulance; and

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

e. Resolution #2024-037 –Approval of Revisions to the Procurement Policy

On motion of Commissioner Keyes, seconded by Commissioner Kowal, 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 Procurement 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 Procurement Policy; and,

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

f. Resolution #2024-0038 – Review of the Unassigned Fund Balance

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

WHEREAS, consistent with the New York State Comptroller's recommendations, the District's Budget and Fund Balance Policy requires the Board of Fire Commissioners to determine annually if the Unassigned Fund Balance meets or exceeds the established threshold;

WHEREAS, the Fire District Treasurer has prepared a report on the Unassigned Fund Balance from the end of the prior budget year showing an excess over the threshold of \$104,910, as fully described in Appendix A;

WHEREAS, the Fire District Treasurer recommends the following actions to reduce the potential of excessive tax levy increases:

Transfer \$30,000 to A3410.901 - Apparatus Reserve to support the objectives of the Apparatus Capital Plan

Transfer \$30,000 to A3410.902 – Building Reserve to support the objectives of the Building Capital Plan

Transfer \$44,910 to A3410.903 - Equipment Reserve to support the objectives of the Equipment Capital Plan

RESOLVED, that the Board of Fire Commissioners accept the recommendations of the Treasurer and directs the funds to be transferred into the reserves within 10 business days.

g. Resolution #2024-038 –Resolution to Hold Joint Meeting with VFD, Inc. Board of Directors

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

WHEREAS, the Board of Fire Commissioners recognizes that the Board of Directors of the Victor Fire Department, Inc., is a valuable partner in planning and preparing for the future of the Victor Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners will conducting a joint workshop with the Victor Fire Department, Inc. Board of Directors starting at 5:30 pm, prior to their regular business meeting on Tuesday, April 9, 2024, for the sole purpose of discussing vision and goals for the future;

RESOLVED that a copy of this resolution be delivered to the Victor Fire Department Inc.; and

RESOLVED that the District Secretary Hauf make all necessary legal notifications for public posting.

h. Resolution #2024-040 -Authorization to Release Request for Proposals for Trash Services

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

WHEREAS, the Treasurer has drafted a request for proposal for Trash Services, 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. Next Regular Business Meeting: April 9 ,2024

13. Adjournment: 7:19 p.m.