

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
January 14, 2024, Organizational 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 Vice Chairman Keyes in compliance with the Open Meetings Law at 6:00 p.m.

2. Pledge of Allegiance:

Vice Chairman Keyes led the Pledge.

3. Roll Call Affirmation of Quorum:

Board Member	Present	Excused	Absent
Commissioner Palmer	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	x
Fire District Attorney Fingar	

Mark Haggett, Glenn Lockwood, Jack Marren, Jon McConnell, Renee McConnell, Lindsey McConnell, Zach Conlin

4. Board Of Fire Commissioners Election Results:

Secretary Hauf reported that Commissioner Palmer won the Commissioner Term ending in 2029 with the majority vote.

5. Organizational Meeting Items

a. Resolution #2025-001 -Election of Chairman for Calendar Year 2025

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

WHEREAS, consistent with Town Law §176, the Temporary Chair called for nominations for Chairman of the Board of Fire Commissioners; and

WHEREAS nominations were made and seconded, and a vote held; therefore, be it

RESOLVED that Commissioner Barry is hereby elected as Chairman of the Board of Fire Commissioners of the Victor Fire District for the term ending December 31, 2025; and

RESOLVED that a copy of this resolution be delivered to the Supervisor and Town Clerk of the Town of Victor, and the Mayor and Village Clerk of the Village of Victor.

b. Resolution #2025-002 –Re-appointment of Fire District Secretary

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

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

WHEREAS, the Board of Fire Commissioners have previously appointed Lisa Hauf the duties of Fire District Secretary, consistent with the job offering made in June of 2019; and

WHEREAS Lisa Hauf has expressed desire to continue with the appointment as amended with this resolution and the Board of Fire Commissioners finds it is in the best interest of the Fire District to continue with this appointment; therefore, be it

RESOLVED that Lisa Hauf be appointed Fire District Secretary for the term of January 1, 2025 through December 31, 2025, and

RESOLVED, that the compensation for this position be set by the 2025 Salary & Wage Rates.

c. Resolution #2025-003 –Appointment of Fire District Treasurer

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

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

WHEREAS, the Board of Fire Commissioners have previously appointed Sean McAdoo the duties of Fire District Treasurer, consistent with the job offering made in November 5, 2020; and

WHEREAS Sean McAdoo has expressed desire to continue with the appointment as amended with this resolution and the Board of Fire Commissioners finds it is in the best interest of the Fire District to continue with this appointment; therefore, be it

RESOLVED that Sean McAdoo be appointed Fire District Treasurer for the term of January 1, 2025 through December 31, 2025; and

RESOLVED, that the compensation for this position be set by the 2025 Salary & Wage Rates.

d. Resolution #2025-004 –Appointment of Fire District Attorney for Calendar Year 2025

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

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Victor Fire District, concerning various responsibilities undertaken by said Commissioners;

WHEREAS, General Municipal Law §103, provides that a governing body may award a Contract without public advertising for competitive bidding where the nature of said Contract is in the form of a professional service; therefore, be it

RESOLVED that Melissa Fingar, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of its obligations or responsibilities;

RESOLVED that the compensation for this position shall be set as indicated in the retainer correspondence of such attorneys dated January 1, 2025.

e. Resolution #2025-005 –Approval of Operational Officers

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

WHEREAS, the members of the Victor Fire Department have completed their election of operational officers and submitted their recommendation for approval by the Board of Fire Commissioners; and

WHEREAS the Board of Fire Commissioners have reviewed the slate and find the individuals are qualified to serve in the positions as indicated; therefore, now be it

RESOLVED that the Board of Fire Commissioners appoints the following sworn officers for 2025:

District Fire Chief & Chief of Department – Steve Lamarco

Deputy Fire Chief – Mark Militello

Assistant Fire Chief – Mark Eifert

RESOLVED that the Board of Fire Commissioners also welcomes and acknowledges the following company officers:

Lieutenant – Michael Bellinger

Lieutenant – Mark Haggett

Lieutenant – Jorge Coria;

RESOLVED that the Board of Fire Commissioners also welcomes and acknowledges the following special appointments made by the Chief of Department:

BLS Coordinator: Katie Lamarco

Assistant Quartermaster/ Class A uniforms: Pete Boyer

RESOLVED that the Board of Fire Commissioners renews the appointment of Dr. William Montesano as the Victor Fire Department’s EMS Medical Director;

RESOLVED that the sworn officers are to file their oath of office with the District Secretary no later than January 31, 2025;

RESOLVED that the sworn officers shall also review and sign an updated acknowledgement of receiving policies form then file with the District Secretary no later than January 31, 2025; and

RESOLVED that a copy of this resolution be delivered to all operational officers with the Board of Fire Commissioner's appreciation for their commitment to the success of this organization

f. Resolution #2025-007 –Adoption of 2025 Regular Meeting Schedule

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

WHEREAS, Public Officer's Law §104, requires a public body to post and maintain posted, to distribute to designated newspapers, a schedule of the regular meetings of such public body to be held during the calendar year;

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and

WHEREAS, the Board of Fire Commissioners have reviewed the proposed 2025 meeting schedule and the needs of the Fire District; therefore, be it

RESOLVED that the Board of Fire Commissioners approves the following meeting schedule for 2025(all meetings are regular business unless designed):

- Tuesday, February 11
- Tuesday, March 11
- Tuesday, April 8
- Tuesday, May 13
- Tuesday, June 10
- Tuesday, July 8
- Tuesday, July 22 (Budget request presentations)
- Tuesday, August 12
- Tuesday, August 26 (Budget request presentations)
- Tuesday, September 9 (Adopt proposed budget)
- Tuesday, October 14
- Tuesday, October 21 (Budget Hearing & anticipated vote on budget)
- Wednesday, November 12
- Tuesday, December 2
- Tuesday, December 9 – no meeting/ District Elections (6 pm – 9 pm)
- Tuesday, December 16 – bill payment only
- Tuesday, January 13, 2026 (Organizational Meeting)

RESOLVED that regular meetings will start at 6:00 PM prevailing time; and,

RESOLVED that District Secretary Hauf make all necessary legal notifications and to maintain a copy of this schedule on the public bulletin board, at designated public places, and other locations as identified in the Communications Plan.

f. Resolution #2025-006 –Assignment of Liaisons and Committees

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

WHEREAS in order to establish a clear path of communication between the Board of Fire Commissioners, operational officers, staff, and the fire department while balancing commissioner’s responsibilities, the Board of Fire Commissioners desires to establish liaisons;

WHEREAS the Board of Fire Commissioners have had an opportunity to discuss the liaison positions and the expectations for each and finds it is in the best interest of the District to continue with these assignments; now, therefore, be it

RESOLVED that the liaison and committee appointments for 2025, which are fully described in Attachment A, be approved.

g. Resolution #2025-008 –Designation of Paid Holidays

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

WHEREAS, the Victor Fire District, in compliance with Federal regulations, has offered to their paid staff a benefit of designated paid holidays; and,

WHEREAS, the Board of Fire Commissioners have reviewed the 2025 Federal and State holidays and the needs of the Fire District; therefore, be it

RESOLVED that the Board of Fire Commissioners approves the following paid holidays for the current full-time staff:

- Monday, January 20 (Martin Luther King, Jr. Day)
- Monday, February 17 (President’s Day)
- Friday, April 18 (floating religious holiday)
- Monday, May 26 (Memorial Day)
- Friday, July 4 (Independence Day)
- Monday, September 1 (Labor Day)
- Monday, October 13 (Columbus Day)
- Tuesday, November 11 (Veteran’s Day)
- Thursday, November 27 (Thanksgiving Day)
- Friday, November 28 (Floating holiday)
- Thursday, December 25 (Christmas Day/ religious holiday)
- Friday, December 26 (floating holiday)
- Thursday, January 1, 2026 (New Year’s Day)

RESOLVED that a copy of this resolution be posted with paid employee notices

h. Resolution #2025-009 –Designation of Public Places for Postings

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

WHEREAS, Public Officer's Law §104, requires a public body to post and maintain posting a schedule of the regular meetings of such public body to be held during the calendar year; therefore, be it

RESOLVED, the Board of Fire Commissioners designate the following locations for public places for posting of meetings or hearings:

Outside bulletin board, Victor Fire House

Town of Victor Clerk's Office

Village of Victor Clerk's Office; and

RESOLVED that the Fire District Secretary will deliver or post all public meeting and hearing notices as these locations.

i. Resolution #2025-010 -Designation of Official Newspaper

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

WHEREAS, the Board of Fire Commissioners are required to publish various items in order to comply with requirements of statutory law; and

WHEREAS the Board of Fire Commissioners desire to designate a newspaper or newspapers with a general circulation within the Victor Fire District for the publication of its various items during the calendar year 2025; now, therefore, be it

RESOLVED that the Rochester Business Journal is designated as the official newspaper for the Victor Fire District.

j. Resolution #2025-011 -Designation of Official Undertaking for the Treasurer

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

WHEREAS, WHEREAS, Town Law §176(4) requires that the Board of Fire Commissioners shall, by Resolution, designate the Treasurer of the Victor Fire District to have an official undertaking, conditioned for the faithful performance of his duties; and

WHEREAS, the Commissioners of Victor Fire District deem it necessary to provide an official undertaking for the Treasurer of the Victor Fire District and for the Commissioners who serve as signatories for the calendar year 2025; therefore, be it

RESOLVED that the Treasurer, be bonded/ insured in the amount of \$1,000,000 and \$500,000 for each of the Commissioners who serve as signatories; and

RESOLVED that a copy of this resolution and official undertaking be delivered to the Town of Victor Clerk, pursuant to Town Law §176(4).

k. Resolution #2025-012 –Designation of Fire District Banks

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

WHEREAS, the Board of Fire Commissioners are required to designate bank(s) to serve as depository for Fire District Funds; and

WHEREAS the Board of Fire Commissioners have reviewed the available financial institutions; therefore, be it

RESOLVED that the Board of Fire Commissioners designate the Canandaigua National Bank has the official depository for Fire District funds for calendar year 2025.

l. Resolution #2025-013 –Authorizing Signatories for Checks

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

WHEREAS Town Law §176 provides that payment of claims by the Fire District shall be by check and it is the policy of the Victor Fire District that all checks be signed by the Treasurer and countersigned by a designated Fire Commissioner;

WHEREAS, it is the policy of the Victor Fire District that the Board of Fire Commissioners, at its organizational meeting, to designate by Resolution the individuals whose signatures shall appear on checks drawn upon the Treasury of the Board of Fire Commissioners; and

WHEREAS the Board of Fire Commissioners recognizes that there are certain utility and employee bills that timely payment is necessary for efficient business operation; therefore, be it

RESOLVED that the checks authorized by the Board of Fire Commissioners for payment of claims shall be signed by the Treasurer and countersigned by a Commissioner in compliance with the rules and regulations promulgated by State Finance Law and as set forth herein, including that electronic signatures on checks will not be utilized in place of handwritten signatures;

RESOLVED that authorized signatories for the Victor Fire District shall be:

Sean McAdoo, Treasurer
Jared Palmer, Fire Commissioner
Michael Keyes, Fire Commissioner; and

RESOLVED that the Treasurer of the Victor Fire District is authorized to promptly pay in advance of an audit by this Board of Fire Commissioners the following routine invoices:

Empire Access
Employee salaries
EyeMed (vision benefit)
QuickBooks subscription fee
Postage
Rochester Gas & Electric
Verizon Wireless & Verizon Connect (monthly fees only, not purchases)

Zoom annual subscription fee
GoDaddy domain registration
EZ Pass tolls; and,

RESOLVED, that this resolution will take effect February 1, 2025, or when the updated signature cards are filed with the bank.

m. Resolution #2025-014 –Renewal of all Fire District Leases and Recurring Contractual Agreements

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

WHEREAS at the time of formation of the Fire District, there were several leases and recurring contractual agreements in place, including vendors and accounts listed in Appendix A; and

WHEREAS the Board of Fire Commissioners have reviewed these obligations and finds it is in the best interest of the Fire District to continue with these agreements; now, therefore, be it

RESOLVED that the Board of Fire Commissioners agrees to continue all Fire District leases and recurring contractual agreements, including:

Amazon Prime Membership
Anderson VanHorne (Insurance services)
Brown and Brown of Rochester (Medical Benefits)
Employee Assistance Group (EAP services)
Excellus Blue Cross/ Blue Shield (Medical & Dental insurance)
Go Car Wash (chief vehicle car wash subscription)
GoDaddy (website domain registration)
Grim Digital Media, LLC (website maintenance)
IMA with Village of Victor (Snow plowing)
Healthworks, Inc (Member Physicals and Exposure Control Program)
Kables (Managed Computer Services)
Keystone Software (Mobile data terminal connection)
MOU with Fishers Fire District (MTO services for career firefighters)
MOU with Victor Farmington Ambulance, Inc. (staging ambulance in our quarters)
Quickbooks Online (financial software)
SurveyMonkey (online survey platform)
Town of Victor (fuel contract)
Utica National (commercial insurance)
Vector Solutions (Target Solutions/ online training platform)
VFIS (Length of Service Awards Program, Group Life)
Zoom (online video meeting subscription); and

RESOLVED that the District Treasurer is authorized to sign any renewal of contracts required with these firms and organizations.

n. Resolution #2025-015 –Adoption of Policies and Forms

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 an annual review and adoption of policies and forms, including vouchers; and

WHEREAS the Board of Fire Commissioners have reviewed the previously adopted policies and forms and any recommended changes, as well as a list of policies designated to be reviewed individually in 2025, which is more fully described in Attachment A, and finds they are consistent with known expectations and best practices at this time; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the policies and forms on file.

o. Resolution #2025-016 -Review of Expenditures for 2024

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

WHEREAS, Town Law §177 requires the Fire District Treasurer to provide a written statement showing receipts and disbursements for the preceding fiscal year at the organizational meeting and produce all books, records, et.al.;

WHEREAS, the Fire District Treasurer has provided on a monthly basis such documentation for the review by the Board of Fire Commissioners; and,

WHEREAS, the Board of Fire Commissioners have reviewed such documentation and found the same satisfactory; therefore, be it

RESOLVED that the Board of Fire Commissioners waives the submission of the annual written statement showing receipts and disbursements for the preceding fiscal year at the organizational meeting in favor of the preparation of the preparation and filing with the NYS Office of the Comptroller the annual financial report (AFR) report, as required by General Municipal Law Section 30, within the first 60 days of 2025;

RESOLVED that the Board of Fire Commissioners will receive a copy of the AFR and proof of filing of the same at the regular business meeting after the filing.

p. Resolution #2025-017 -Adoption of 2025 Salary and Wage Rates

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

WHEREAS, Town Law Section 176 permits the Board of Fire Commissioners to set compensation for employees of the District;

WHEREAS, the Board of Fire Commissioners have reviewed and discussed the 2025 Salary & Wage Rates further described in Attachment A; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners adopts the 2025 Salary & Wage Rates; and,

RESOLVED, that the District Treasurer be authorized to implement this schedule retroactive to the pay period starting January 5, 2025.

q. Resolution #2025-018 –Approval of Membership in Organizations

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

WHEREAS, there exists a variety of organizations for the purpose of maintaining connections within the fire service field, sharing of critical information, and finding opportunities for training; and

WHEREAS the Board of Fire Commissioners recognizes the importance of these organizations and supports the development of Commissioners, Officers, and Firefighters; therefore, be it

RESOLVED the Board of Fire Commissioners authorizes the continued membership in the following professional organizations:

- Association of Fire Districts of the State of New York
- Fireman’s Association of the State of New York
- New York State Association of Fire Chiefs
- Ontario County Fire Chiefs’ Association
- Ontario County Fire Police Association
- International Association of Fire Chiefs
- Third Battalion Fire Police Association

r. Resolution #2025-019 –Override Real Property Tax Cap for 2026 Budget

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

WHEREAS, GML Section 3-C establishes a property tax cap limiting the increase of the tax levy beyond a calculated maximum of 2% from the previous year;

WHEREAS, GML Section 3-c also provides that a “A local government may adopt a budget that requires a tax levy that is greater than the tax levy limit for the coming fiscal year, not including any levy necessary to support the expenditures pursuant to subparagraphs (i) through (iv) of paragraph g of subdivision two of this section, only if the governing body of such local government first enacts, by a vote of sixty percent of the total voting power of such body, a local law to override such limit for such coming fiscal year only, or in the case of a district or fire district, a resolution, approved by a vote of sixty percent of the total voting power of such body, to override such limit for such coming fiscal year only;” now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby approves a determination to override the real property tax cap for the 2026 budget to permit an annual real property tax levy that will exceed the real property tax cap with an increase in said tax levy over the two (2%) percent limit

6. Resolution to close Organizational Meeting and enter Regular Business Meeting

Commissioner Keyes motioned to close the organizational meeting and enter the regular business meeting; seconded by Commissioner Kowal, and carried, 5 Ayes and 0 Nays.

7. Motion to approve Minutes from December 17, 2024, Meeting

Commissioner Keyes motioned to approve the minutes from the October 29, 2024, Business Meeting; seconded by Commissioner Kowal, and carried, 5 Ayes and 0 Nays.

8. Motion to Pay Bills:

Commissioner Kowal motioned to approve payment of invoices shown on the Abstract of January 14, 2025 in the amount of \$, seconded by Commissioner Keyes, and carried, 5 Ayes, 0 Nays.

9. Correspondence:

None

10. Reports

a. District Treasurer Report

Read and is on file

b. District Secretary Report

Read and is on file. District Secretary Hauf reported that there were no workplace injuries in 2024.

c. District Chief Report:

Read and is on file. Chief Lamarco identified 270 Vehicle is having significant electrical and mechanical issues. There was discussion among the Board and Chief Lamarco about possible resolutions.

d. Commissioner Reports:

None

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

11. Old Business:

None

12. New Business:

a. Resolution #2025-020 - Purchase Authorizations

On motion of Commissioner Keyes, 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	Replace 3 Exhaust Fans	406.10	5,175.00
2	Replace Expansion tank on boiler	406.10	5,400.00

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 #2025-021 – Appointment of Career Firefighter.

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

WHEREAS, there exists a vacancy in one of the career firefighter positions with the Victor Fire District;

WHEREAS, an interview committee was formed to review and evaluate candidates for the position of paid firefighter pursuant to the requirements of New York State Civil Service Law and the procedures of Ontario County Civil Service;

WHEREAS, after a thorough interview process, the interview committee recommends the appointment of Zachariah Conlin to the position of Firefighter/Mechanical with the Victor Fire District; now, therefore, it is hereby

RESOLVED that, based on the recommendation of the interview committee, the Board of Fire Commissioners hereby appoints Zachariah Conklin to the position of Firefighter/ Mechanical, effective February 3, 2025, on a full-time probationary basis at an annual salary of \$45,760.

RESOLVED that Mr. Conlin may be employed on a part-time basis for training purposes prior to his full-time appointment at an hourly rate based on his annual salary for the hours agreed upon by Mr. Conlin and the Treasurer; and

RESOLVED, that a copy of this resolution be forwarded to Ontario County Civil Service, and Mr. Conlin.

c. Resolution #2025-022 –Accept Resignation of FF 263

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

WHEREAS, Robert Wihlen has tendered their resignation for their position as Firefighter, effective January 3, 2025; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby formally accepts the resignation of Mr. Mahoney, effective January 3, 2025;

RESOLVED, that the Board expresses its gratitude to Mr. Wihlen for their contributions and service to the Victor Fire District and the community at large and wishes them well in their future endeavors; and,

RESOLVED that a copy of this resolution be provided to Mr. Wihlen.

d. Resolution #2025-023 –Authorization to Create Volunteer Records Management Officer Assistant Position

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

WHEREAS, the District Secretary has identified a need for support with records management, including organizing records, ensuring compliance with legal and organizational requirements, and assisting in the efficient retrieval and archiving of information, as described in Appendix A; and,

WHEREAS, the District Secretary estimates that this work could be effectively completed in approximately 2–3 hours per week, making it an ideal opportunity for a current volunteer firefighter to undertake; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the creation of a volunteer records management officer assistant position; and,

RESOLVED, to authorize the Secretary to advertise, interview, and appoint a current volunteer firefighter to this position.

e. Resolution #2025-024 –Authorization to File New Position Duties Statement

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

WHEREAS, Civil Service Law (CVS) §22 requires the municipal civil service commission review and classify any new position before it can be filled;

WHEREAS, the Victor Fire District currently has three classified firefighter positions; and,

WHEREAS, Chief Lamarco has requested the Board of Fire Commissioners have available a total of four classified firefighter positions; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Treasurer McAdoo to file a new positions duties statement that matches the existing firefighter position duties statements with Ontario County Civil Service; and

RESOLVED, that the position will not be advertised until such time as directed by the Board of Fire Commissioners.

f. Resolution #2025-025 – Accept Vendor for Background Checks.

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

WHEREAS, the Ontario County Sheriff's Department is discontinuing providing full background checks for volunteer fire departments outside of the minimum required by the Department of Criminal Justice;

WHEREAS, after research on what vendors similar emergency service organizations use, the Treasurer recommends selecting using the vendor known as HireRight, LLC, for complete background checks for all future hires and volunteers; now, therefore, be it

RESOLVED that the Board of Fire Commissioners accepts HireRight LLC as the primary vendor for completing background checks; and,

RESOLVED to authorize the Treasurer to sign any necessary documentation to enroll in this service.

g. Resolution #2024-026 -Authorization to Release Request for Proposals for Copier Contract

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

WHEREAS, the Treasurer has drafted a request for proposal for a Copier Purchase and Service Contract, 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.

13. Public Comments:

None

14. Executive Session:

A motion was made by Commissioner Barry, seconded by Commissioner Kowal, 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 Chief Lamarco, Deputy Chief Militello, and Assistant Chief Eifert to remain. The motion was approved, 5 Ayes and 0 Nays.

The Board entered Executive Session at 6:52 pm.

A motion was made by Commissioner Keyes, seconded by Commissioner Palmer, to exit Executive Session. The motion was approved, 5 Ayes and 0 Nays.

The Board exited Executive Session and returned to Open Session at 7:49 PM. The Board took no action in Executive Session.

15. Next Regular Board Meeting: Tuesday, February 11, 2025 @ 6:00 P.M.

16. Adjournment: 7:50 p.m.