

DRAFT

VICTOR FIRE DISTRICT

**Board of Fire Commissioners Meeting Minutes
February 11, 2025, 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 Barry in compliance with the Open Meetings Law at 6:00 p.m.

2. Pledge of Allegiance:

Chairman 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	
Assistant Chief Militello	
Fire District Attorney Fingar	

Glenn Lockwood, Randy Shepard, Jack Marren, Jason Maier, Mark Haggett, Riley Hauf, Tim Whitcomb

4. Privilege of the Floor

Bonadio Group – Mr. Shepard presented the draft findings of the 2024 audit

5. Motion to approve Minutes from January 14, 2025, Meeting

Commissioner Keyes motioned to approve the minutes from the January 14, 2025, Organizational & Business Meeting; seconded by Commissioner Matteson, and carried, 5 Ayes and 0 Nays.

6. Motion to Pay Bills:

Commissioner Matteson motioned to approve payment of invoices shown on the Abstract of February 11, 2025, 2025 in the amount of \$64,154.58, seconded by Commissioner Palmer, and carried, 5 Ayes, 0 Nays.

7. Correspondence:

None

8. Reports

a. District Treasurer Report

Read and is on file

b. District Secretary Report

District Secretary Hauf reported on the status of the car seat program. Commission agreed to pause until further notice.

c. District Chief Report:

Read and is on file.

d. Inc Report:

None

e. Commissioner Reports:

None

f. Town Official Report:

Supervisor Jack Marren presented an update on public safety matters in Ontario County

9. Old Business: None

10. New Business:

a. Resolution #2025-027 –Authorization to purchase 2025 Chevrolet Tahoe.

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

WHEREAS, in Resolution #24-69, the Board of Fire Commissioners adopted an updated apparatus replacement schedule that included replacing the 2021 Ford Explorer in 2026;

WHEREAS, Chief Lamarco has reported numerous electrical issues which necessitate the driver to jump start the vehicle multiple times in a day and that there are two open recalls on the vehicle;

WHEREAS, the Board of Fire Commissioners are concerned the issues will result in the vehicle being out of service for an extended time for a potential engine replacement;

WHEREAS, the Board of Fire Commissioners desires to move the replacement of this vehicle as soon as possible with a 2025 Chevrolet Tahoe with necessary upfitting for graphics, cabinet/ lights, and radio; in order to maintain the fleet and recognize there is adequate funds in the Apparatus Reserve;

WHEREAS, Chief Lamarco has confirmed the vendor has one allocation left in the 2025 build models, and based on an email authorization from the Board of Fire Commissioners, Treasurer McAdoo issued a PO to reserve the one allocation remaining;

WHEREAS, the price of this equipment will be an amount not to exceed \$ 75,000, which will be appropriated in part from a transfer from the Apparatus Repair and Replacement Capital Reserve Account to the Operating Account identified in Resolution #029, which is subject to a permissive referendum; and

WHEREAS, the intent is to declare the existing vehicle surplus upon confirmation of delivery of the new vehicle after ensuring all open recalls are resolved with the manufacturer on a future resolution, which will be subject to a permissive referendum; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby authorizes Chief Lamarco the authority to purchase the 2025 Chevrolet Tahoe and related upfitting, subject to and contingent upon the completion of the permissive referendum process for the transfer of the capital reserve funds as provided for in Resolution #029; and

RESOLVED that Treasurer McAdoo is directed to issue any necessary purchase orders in furtherance of this purchase.

b. Resolution #2025-028 –Appointment of Volunteer Firefighter Abigail Coria.

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

WHEREAS, pursuant to Town Law §176, volunteer members of a company shall be appointed by the Board of Fire Commissioners after selection by the fire company;

WHEREAS, Abigail Coria has completed all requirements for membership and been approved by vote of the Victor Fire Department, Inc.; and,

WHEREAS, the Board of Fire Commissioners wishes to honor and approve new volunteer firefighters to serve with the Victor Fire Department and to satisfy all legal and insurance requirements for the benefit of our volunteers; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby appoints Abigail Coria to the Victor Fire Department’s Hose & Ladder Company as Firefighter #279 upon a driver’s license approval and the passing of a physical examination from Healthworks; and,

RESOLVED, that a copy of this resolution be forwarded to Chief Lamarco, the Victor Fire Department, Inc., and Abigail Coria.

c. Resolution #2025-029 –Resolution to Transfer Funds from Apparatus Repair and Replacement Capital Reserve Account to the General Operating Account.

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

RESOLVED, that pursuant to Section 6-g of the General Municipal Law, as amended, the Victor Fire District does hereby authorize the transfer of a sum not to exceed \$75,000 from its Apparatus Repair and Replacement Capital Reserve Account to the District’s General Operating Account for continued Fire District operations including the acquisition of a vehicle for Fire District purposes and services related thereto.

No expenditure shall be made except upon authorization of the Board; and it is further

RESOLVED, that this resolution is subject to a permissive referendum as provided by Section 6-g of the General Municipal Law

d. Resolution #2025-030 - Purchase Authorizations

On motion of Commissioner Palmer, seconded by Commissioner Keyes, 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	CPAT weighted vests (2)	403.11.4	1525.00
2	Multi-Gas Meter	202.4	2370.00
3	Cairns 1836 Helmets (3)	405.4	1,200.00
4	Voltage Detector	202.4	2,154.80
5	Chief Vehicles Upfitting	201.2	34,222.22
6	Graphics for 2 Chief Vehicles	201.2	2389.74

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.

e. Resolution #2025-031 - Review of the Unassigned Fund Balance

On motion of Commissioner Matteson, seconded by Commissioner Keyes, 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 the District is below the threshold, as fully described in Appendix A;

RESOLVED, that the Board of Fire Commissioners accepts the report of the Treasurer.

f. Resolution #2025-032 - Motion to approve budget transfers

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

Attachment A

From				Transfer to		
Code	Budget	Tsfr Amount	Adj Budget	Code	Budget	Adj Budget
A3410.204.1	Building Mechanicals	\$ 7,000.00	\$ 18,000.00	A3410.408.1	Accountant/ Audit	\$ 24,000.00

g. Resolution #2025-033 –Authorization to Apply for FEMA SAFER Grant.

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

WHEREAS, the Victor Fire District has the opportunity to apply for funding through the Federal Emergency Management (FEMA) Staffing for Adequate Fire and Emergency Response Grant (SAFER) program, which would be used to strengthen the volunteer base of the Victor Fire District by increasing recruitment and retention campaigns and programs;

WHEREAS, the Victor Fire District is interested in applying for the FEMA SAFER funding for up to \$100,000 and FEMA SAFER grants typically do not require a cost share from the receiving agency

RESOLVED, that the Chief or his designee is authorized to execute any and all forms or applications necessary to complete the grant application;

RESOLVED, that future programs or purchases shall follow the current District’s Procurement Policy and/or be approved by resolution prior to implementation;

RESOLVED, that the Chairman of the Board of Fire Commission, upon notice of the funding award, is authorized to execute a FEMA SAFER contract and any reimbursement forms or other necessary documents to complete the project; and,

RESOLVED that this resolution takes effect immediately upon its approval and adoption.

h. Resolution #2025-034 –Resolution to Dispose of Equipment Determined as Waste.

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

WHEREAS, Quartermaster Mark Haggett has provided a list of PPE and other equipment 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 Board of Fire Commissioners finds that the listed assets are deemed waste, and that these items have no functional or known intrinsic value; and,

RESOLVED, that the Chief is authorized to dispose of these assets in a safe, appropriate, and commercially reasonable manner.

Appendix A

Type	Serial Number	Mfg Date
Jacket	4579205	8/1/2013
Jacket	4426314	6/1/2012
Jacket	4412997	6/1/2012
Jacket	4413002	6/1/2012
Jacket	4412999	6/1/2012
Jacket	4413000	6/1/2012
Jacket	4413003	6/1/2012
Jacket	4460665	10/1/2012
Jacket	4127571	12/1/2010
Jacket	4412998	6/1/2012
Trouser	4406938	5/1/2012
Trouser	4128060	12/1/2010
Trouser	4459961	10/1/2012
Trouser	4411709	6/1/2012
Trouser	4411704	6/1/2012
Trouser	4411703	6/1/2012
Trouser	4411707	6/1/2012
Trouser	4128066	12/1/2010
Trouser	4411705	6/1/2012
Trouser	4128073	12/1/2010
Trouser	4406938	5/1/2012
Trouser	4128071	12/1/2010
Trouser	4128067	12/1/2010

i. Resolution #2025-035 -Authorization for Career Firefighters to Attend Training

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

WHEREAS, prior to receiving a permanent appointment as a firefighter from an open competitive list, individuals are required to complete a basic fire training program certified by the State Fire Administrator as meeting the requirements of Part 426 and 427, pursuant to General Municipal Law §209-w and Civil Service Law §58-a;

WHEREAS the Victor Fire District Policies require training opportunities where costs or fees are involved must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS the Henrietta Fire District is holding a Recruit Firefighter Training Program (RFFT) that meets Part 426 starting March 10, 2025;

WHEREAS the Henrietta Fire District has reserved for Victor Fire District one recruit slot, which they have indicated the cost will be at or less than the quoted cost of attending the New York State Fire Academy;

WHEREAS the Board of Fire Commissioners have reviewed these requirements and finds that attending Henrietta Fire District RFFT is timely, necessary, and in the public interest; therefore, now, be it

RESOLVED the Board of Fire Commissioners authorizes Firefighter Zachariah Conlin to attend this training;

RESOLVED to authorize Chief Steve Lamarco the authority to sign all agreements necessary for this training; and,

RESOLVED that the expenses for this training will be assigned to A3410.403.13 – Training – Paid FF.

j. Resolution #2025-036 –Authorization for Firefighters to Attend Crash Course

On motion of Commissioner Matteson, seconded by Commissioner Keyes, 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 3 & 4, 2025, at Calamityville Training Complex, Fairborn, Ohio, including hotel rooms for two nights;

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.

k. Resolution #2025-037 -Authorization to attend training.

On motion of Commissioner Kowal, seconded by Commissioner Matteson, 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 state level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, at the Brighton Fire District, the Capital Area Fire Districts Association and Office of the State Comptroller is holding a Financial Training for Fire District Officials March 25 & 26, 2025;

WHEREAS, Treasurer Sean McAdoo has requested permission to attend this training for the benefit of the Fire District;

WHEREAS, Chief Lamarco has authorized this training, recognizing there is a benefit to the Victor Fire Department in enhancing operational resources; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes Treasurer McAdoo to attend the Financial Training at Brighton Fire District;

RESOLVED, that any necessary expenses will be paid for by the Fire District as is consistent with the Travel Expense and School & Training policies; and

RESOLVED, that the expenses for this training will be assigned to A3410.403.11.5 – Conferences/ Trade Shows

11. Public Comments:

None

12. Next Regular Board Meeting: Tuesday, March 11, 2025 @ 6:00 P.M.

13. Adjournment: 6:55 P.M.