

**DRAFT**

VICTOR FIRE DISTRICT

**Board of Fire Commissioners Meeting Minutes  
March 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:**

<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	x
Deputy Chief Eifert	
Assistant Chief Militello	
Fire District Attorney Fingar	x

Tim Whitcomb, Jason Maier, Jack Marren, Glen Lockwood, Mark Haggett

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

Commissioner Kowal motioned to approve the minutes from February 11, 2025, Organizational & Business Meeting; seconded by Commissioner Palmer, and carried, 3 Ayes and 0 Nays; 1 Abstain

**5. Motion to Pay Bills:**

Commissioner Palmer motioned to approve payment of invoices shown on the Abstract of February 11, 2025, in the amount of \$131,989.99, seconded by Commissioner Kowal, and carried, 5 Ayes, 0 Nays; 1 Abstain (Barry)

**6. Correspondence:**

Received 2 survey responses

**7. Reports:**

**a. District Treasurer Report**

Read and is on file. District Treasurer also reported on a request from Victor Parks and Recreation to host their Spooktacular event in October in our truck bay. Chief Lamarco identified risks, District Treasurer McAdoo shared community benefits. The Commission agreed by consensus to allow Victor Parks and Recreation use of the truck bay with certain conditions in place.

**b. District Secretary Report:**

Read and is on file.

**c. District Chief Report:**

No written report available, due to records management software changeover. Chief Lamarco reported 2771 is out of service due the Jake brake and that call volume is down.

**d. Inc Report:**

Mark Haggett reported that they did have some insurance issues with Fireman's Field that have since been resolved. They are still working on the 911 Memorial.

**e. Commissioner Reports:**

Commissioner Matheson reported that the Recruitment Committee met and had a productive meeting. Firefighter Whitcomb is requesting to attend a recruitment seminar in Utah.

**f. Town Official Report:**

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

**8. Old Business:** None

**9. New Business:**

**a. Resolution #2025-038 - Purchase Authorizations**

On motion of Commissioner Matteson, seconded by Commissioner Palmer, 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	Floor mats& seat covers - chief veh	403.8.1 & 8.2	857.70
2	Replace OSY valves (2)	204.1	2,100.00

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 #2025-039 -Motion to approve budget transfers**

On motion of Commissioner Kowal, seconded by Commissioner Matteson, 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
A3410.403.16	Operational - Contingenc	\$ 475.00	\$ 1,525.00	A3410.403.9.5	Testing - Annual SCBA ins	\$ 5,475.00
A3410.406.16	Contingency	\$ 570.00	\$ 2,430.00	A3410.406.12	Pest Control	\$ 1,270.00

**c. Resolution #2025-040 -Resolution to Dispose of Equipment Determined as Waste.**

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

WHEREAS, Chief Lamarco has provided a list of 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 is deemed waste and 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

List of equipment to be disposed (all 1 ¾" hose)

- 50' - RED H1162
- 50' - RED H1152
- 50' - RED H1155
- 50' - RED H1049
- 50' - BLUE H1048
- 50' - BLUE H1400
- 50' - BLUE H1156
- 50' - BLUE H1157
- 50' - BLUE H1077

**d. Resolution #2025-041 -Approval of attendees, Crash Course**

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

WHEREAS, the Board of Fire Commissioners in resolution #25-36 approved reserving two seats at the Crash Course Village training on May 3 & 4, 2025; and

WHEREAS, Chief Lamarco has recommended Lieutenant Jorge Coria and Firefighter Nicholas Polidori to attend this course; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Lieutenant Jorge Coria and Firefighter Nicholas Polidori to attend the Crash Course Training per the conditions listed in Resolution #25-36.

**e. Resolution #2025-042 – Acceptance of Copier Contract**

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

WHEREAS in Resolution #25-26, the Board of Fire Commissioners issued a Request for Proposals for purchase of a new multi-function copier and service agreement;

WHEREAS, the Board of Fire Commissioners have reviewed the results of the proposals, which are fully described in Attachment A; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes purchasing two new Toshiba 3015AC copiers and entering into a five-year service agreement contract on the condition the proposed contract is acceptable to the Fire District Attorney;

RESOLVED, that the Treasurer is authorized to sign any necessary documentation on behalf of the Board of Fire Commissioners to execute the contract after acceptance by the Fire District Attorney; and,

RESOLVED, that the expenditures be assigned to 408.5 – Copier & Copier Supplies.

Attachment A

<b>Vendor</b>	<b>Per Unit Purchase Price</b>	<b>Service Agreement</b>
Toshiba	\$3,879.48	\$28.50/ month for 2000 b/w; 200 color
BXI	\$5,995.00	\$.0069 per b/w; \$.039 per color

**f. Resolution #2025-043 – Acceptance of Professional Service Contract**

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

WHEREAS, during the 2024 audit, the Auditor identified that all necessary year-end entries were made in the District’s accounting software by December 31, 2024;

WHEREAS, the Treasurer has requested additional knowledge, understanding and resources regarding the year-end journal entry process;

WHEREAS, the Board of Fire Commissioners find it necessary to address the control deficiencies noted in the 2024 audit; and,

WHEREAS, the Board of Fire Commissioners have reviewed an engagement letter from Bonadio & Co, LLP, dated February 11, 2025, to develop a journal entry template and various reference aids to facilitate the annual recording of transactions; now, therefore, be it

RESOLVED that the Board of Fire Commissioners accepts the engagement letter with Bonadio & Co, LLP;

RESOLVED, that the expenses for these services be assigned to A3410.408.1 – Accounting/Audit; and,

RESOLVED that the Chairman is authorized to sign any documentation on behalf of the Board of Fire Commissioners necessary to execute the contract.

**g. Public Comments:**

None

**h. Executive Session:**

A motion was made by Commissioner Kowal, seconded by Commissioners Matteson to enter Executive Session for the purpose of medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; the motion was approved 4 Ayes, 1 Abstain (Barry). Attorney Fingar, Chief Lamarco, and Treasurer McAdoo were invited to remain

The Board entered Executive Session at 6:38 p.m.

Chief Lamarco and Treasurer McAdoo left Executive Session at 6:52 pm

A motion was made by Commissioner Kowal, seconded by Commissioner Palmer to exit Executive Session. The motion was approved. 4 Ayes, 1 Abstain (Barry).

The Board exited Executive Session and returned to Open Session at 7:30 p.m.

No action was taken during Executive Session.

**i. Motion to Establish Strategic Planning Committee.**

Commissioner Palmer made a motion to establish a Strategic Planning Committee and designate Chairman Barry to solicit and assign department members to the committee; seconded by Commissioner Kowal, the motion was approved 4 Ayes, 1 Abstain (Barry).

**j. Next Regular Board Meeting: Tuesday, April 8, 2025 @ 6:00 P.M.**

**k. Adjournment: 7:38 P.M.**