

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
June 10, 2025, 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 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			

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	

Alex Jurgens (and family), Linda Tice, Kate Gruenfelder, Glenn Lockwood, Mark Haggett

4. Motion to approve Minutes from May 13, 2025, Meeting

Commissioner Palmer motioned to approve the minutes from May 13, 2025, Regular Business Meeting; seconded by Commissioner Kowal and carried, 3 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 May 13, 2025, in the amount of \$51,791.23, seconded by Commissioner Kowal, and carried, 3 Ayes, 0 Nays; 1 Abstain (Barry)

6. Correspondence:

- a. Received a thank you/appreciation letter from resident on Lambert street
- b. 2 survey responses received

7. Reports:

a. District Treasurer Report:

- i. Treasurer McAdoo presented a summary of the current capital plans as we begin preparations for the 2026 Budget.
- ii. Treasurer McAdoo presented an annotated copy of the communications plans with suggested areas to review prior to the July meeting.

b. District Secretary Report:

Read and is on file.

c. District Chief Report:

Read and is on file.

d. Inc Report:

Vice President Gruenfelder reported that they are having a successful fundraising season; member and community engagement has been high.

e. Commissioner Reports:

- i. **Strategic Planning Committee Report:** Commissioner Palmer provided a status report on the strategic plan and asked for feedback to bring back to the Committee.

f. Town Official Report: None

8. Old Business: None

9. New Business:

a. Resolution #2025-056 – Appointment of Career Firefighter.

On motion of Commissioner Barry, seconded by Commissioner Keyes, the following resolution was adopted: 4 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 Alex Juergens 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 Alex Juergens to the position of Firefighter/Mechanical, effective June 30, 2025, on a full-time probationary basis at an annual salary of \$45,760;

RESOLVED that Mr. Juergens 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. Juergens and the Treasurer; and

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

b. Resolution #2025-057 - Purchase Authorizations

On motion of Commissioner Palmer, seconded by Commissioner Kowal, the following resolution was adopted: 3 Ayes; 0 Nays; Abstain (Barry)

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

No.	Item	Budget Code	Amount (USD)
1	2761 Tire Replacements	404.6	2,521.76
2	Replacement Portable (4)	203.2	25,371.92
3	2762 Trailer Tire Replacement	404.5	719.96
4	Specialized Training	403.11.2	975.00
5	AEDs(4)	202.5	7,142.84
6	Recruitment Video Service	408.16.1	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.

c. Resolution #2025-058 -Motion to approve budget transfers

On motion of Commissioner Palmer, seconded by Commissioner Keyes, the following resolution was adopted: 3 Ayes; 0 Nays; 1 Abstain (Barry)

WHEREAS, to maintain balanced budget lines within the 2025 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.

d. Resolution #2025-059 –Appointment of Volunteer Firefighter Tyler Whitcomb.

On motion of Commissioner Palmer, seconded by Commissioner Keyes, the following resolution was adopted: 3 Ayes; 0 Nays; Abstain (Barry)

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, Tyler Whitcomb 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 Tyler Whitcomb to the Victor Fire Department's Hose Company as Firefighter #282 upon a driver's license approval and the passing of a physical examination from Healthworks.

e. Resolution #2025-060 –Authorization for Career Firefighter to Attend Training

On motion of Commissioner Palmer, seconded by Commissioner Kowal, the following resolution was adopted: 3 Ayes; 0 Nays ; Abstain (Barry)

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 there exists a training opportunity that meet Parts 426 with the Watertown Fire Department Recruit Firefighter Training Program (RFFT) starting August 11, 2025;

WHEREAS the Watertown Fire Department has accepted a request from Chief Lamarco to reserve one seat from Victor Fire District, with the requirements and costs outlined in detail in Appendix A;

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

RESOLVED the Board of Fire Commissioners authorizes Firefighter Alex Juergens to attend this training;

RESOLVED, that the Board of Fire Commissioners authorizes the use of 2763 for transportation for travel;

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 that the attendees are authorized to use one of the District Credit Cards for expenses on the condition they review the travel policy with the 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;

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

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

f. Resolution #2025-061 –Authorization for FF 276 to attend advanced training.

On motion of Commissioner Kowal, seconded by Commissioner Keyes, the following resolution was adopted: 3 Ayes; 0 Nays ; Abstain (Barry)

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 Ontario County Safety Training Facility, OFPC is holding a Fire Service Instructor I course over 5 days, December 5-7 & 14-15;

WHEREAS, Firefighters Tyler Gokey has requested permission to attend this training to further their professional development as a firefighter;

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 Firefighter Gokey to attend the Fire Service Instructor I in Ontario County on December 5, 6, 7, 14, & 15 utilizing 2763 (if in service);

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 A3410.403.13 Training – Paid FF

g. Resolution #2025-062 –Authorization to Release Bid Specifications.

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

WHEREAS, the engine committee submitted draft specifications for a purchase of a new engine in February of 2025;

WHEREAS, the Fire District Attorney has reviewed these specifications and completed a complete bid specifications package for the purchase of this apparatus; and

WHEREAS, the Board of Fire Commissioners has reviewed the bid specifications and finds it is consistent with the objectives of the District and the District Procurement Policy; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the Secretary to release the bid specifications package and to advertise as proscribed by law.

h. Resolution #2025-063 –Authorization to Release Request for Proposals for HVAC Bay Heaters.

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

WHEREAS, the Fire District Treasurer has drafted a request for proposal for installation of HVAC Bay Heaters, which is fully described in Appendix B;

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.

i. Resolution #2025-064 –Authorization to Release Request for Proposals for Repair & Cleaning of EIFS

On motion of Commissioner Kowal, seconded by Commissioner Palmer, the following resolution was adopted: 3 Ayes; 0 Nays; Abstain (Barry)

WHEREAS, the Treasurer has drafted a request for proposal for Repair & Cleaning of the EIFS system, which is fully described in Appendix C;

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.

j. Resolution #2025-065 – Authorization to Contract for Sealcoating Services

On motion of Commissioner Kowal, seconded by Commissioner Keyes, the following resolution was adopted: 3 Ayes; 0 Nays; Abstain (Barry)

WHEREAS the Victor Fire District issued a request for estimates for sealcoating and striping all parking areas at 34 Maple Ave;

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

RESOLVED that the Board of Fire Commissioners authorizes entering into a contract with Jet Black of Rochester, NY for one-time striping & sealcoating per the RFP, for a cost not to exceed \$2,659;

RESOLVED, that the expense be assigned to A3410.406.9 – Grounds Maintenance; and,

RESOLVED, that the Treasurer is authorized to sign any necessary document to execute this contract.

k. Resolution #2025-066 – Authorization to Contract for Hood System Inspection

On motion of Commissioner Palmer, seconded by Commissioner Kowal, the following resolution was adopted: 3 Ayes; 0 Nays; Abstain (Barry)

WHEREAS the Victor Fire District issued a request for estimates for hood fire suppression system inspection for the Victor Fire District;

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

RESOLVED that the Board of Fire Commissioners authorizes entering into a contract with Empire Fire Protection Services for semi-annual hood fire suppression system inspections;

RESOLVED, that the expense be assigned to A3410.406.15 – Sprinkler System testing; and,

RESOLVED, that the Treasurer is authorized to sign any necessary document to execute this contract.

I. Resolution #2025-067 – Authorization to Contract for Apparatus Maintenance

On motion of Commissioner Palmer, seconded by Commissioner Keyes, the following resolution was adopted: 3 Ayes; 0 Nays; Abstain (Barry)

WHEREAS the Victor Fire District issued a request for estimates for Apparatus Maintenance for the Victor Fire District;

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

RESOLVED that the Board of Fire Commissioners authorizes entering into a contract with evsr911 for Apparatus Maintenance; and,

RESOLVED, that the Treasurer is authorized to sign any necessary document to execute this contract.

10. Public Comments: None

11. Executive Session

12. Next Regular Board Meeting: Tuesday, July 8, 2025 @ 6:00 P.M.

13. Adjournment: 6:51 p.m.

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

Attachment B

VICTOR FIRE DISTRICT Installation of HVAC Bay Heaters	Bidder Complies	
	Yes	No
<p>All proposals for the Scope of Work shall include all labor and materials to provide service as outlined below at the Victor Fire District fire station located on Maple Avenue in Victor, New York:</p> <ul style="list-style-type: none"> (1) Agreement to meet the Standard of Service listed in the Proposal Requirements (2) Vendor to supply four (4) single stage, low intensity tube heaters with all necessary hanging hardware; two (2) will be 30' long; one (1) 40' long; one (1) 60' long (3) Vendor to mount each unit per manufacturer's specifications, ensuring no interference with existing equipment, as follows: 30' units along the back wall; 40' unit parallel to the mezzanine; 60' unit parallel to the 4 main truck bays (4) Vendor to ensure ducting and ventilation meets manufacturer's requirements (5) Vendor to connect to the existing natural gas system and install and connect to a wall mounted thermostat (6) Vendor to test functionality for each unit, including calibration, safety checks, and verification of airflow and temperature output. (7) Vendor to provide as-built drawings, user manuals and warranty documentation, and commissioning report. (8) Work must be completed by November 15, 2025 		

Attachment C

Victor Fire District Repair & Cleaning of EIFS System	Bidder Complies	
	Yes	No
<p>All proposals for the Scope of Work shall include all labor and materials to provide service as outlined below at the Victor Fire District fire station located on Maple Avenue in Victor, New York:</p> <ul style="list-style-type: none"> (1) Agreement to meet the Standard of Service listed in the Proposal Requirements 		

(2) Provide sample of texture and color for owner approval. (3) Provide all necessary equipment to access work areas. (4) Repair cracks, holes, blemishes, and deficiencies in existing EIFS for a uniform look and texture, in accordance with manufacturer's recommendations. Correct existing finish texture irregularities to achieve a uniform appearance and texture and remove and replace any damaged sealant/caulk joints, per manufacturer's instructions, in preparation for application of waterproofing and restoration products. (5) Prepare and clean entire building per manufacturer's recommendations, prior to application of any waterproofing and restoration products. (6) Apply any necessary waterproofing and restoration products to the existing EIFS surface of the building per the manufacturer's instructions. Protect all adjacent surfaces from overspray, splatter, etc.; immediately clean any overspray or splatter from adjacent surfaces not intended to receive coatings. Repair work shall not be visible after applying coating. (7) Work must be completed by September 30, 2025 (8) Alternate to Bid: Repaint all red-colored EFIS trim to closely match overhead door color (Raynor Series 38 RAL #3003)		
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Attachment D

Summary of Sealcoating Bid Results

Company	Service Cost/ Note
Western NY Sealing & Painting	\$ 3,541.99
Jet Black of Rochester NY	\$ 2,659.00

Attachment E

Summary of Hood Fire Protection System

Company	Service Cost/ Note
Empire Fire Protection Services	\$ 210.08 per trip
Jet Black of Rochester NY	\$ 321.00 per trip

Attachment F

Summary of Routine Apparatus Maintenance Estimates

Base Services*	Emergency Vehicle Service	Ward Apparatus
Pump & Chassis Srv	\$ 2,500	\$ 1,977
Pump Test	\$ 450	\$ 850
Aerial PM	\$1,500	Inc in price
Hourly Rate	\$115	\$ 143

*does not include fluids & filters