

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
July 8, 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	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	
Attorney Melissa Fingar	x

Tom Simonds, Mark Haggett, Riley Hauf, Cathy Benjamin, Linda Tice, Jack Marren, Dave Condon

4. Public Comments: None

5. Motion to approve Minutes from June 8, 2025, Meeting

Commissioner Kowal motioned to approve the minutes from June 8, 2025, Regular Business Meeting; seconded by Commissioner Matteson and carried, 3 Ayes and 0 Nays; 1 Abstain (Barry)

6. Approval of Minutes from June 21, 2025 Emergency Meeting:

Commissioner Kowal motioned to approve the minutes from June 21, 2025, Regular Business Meeting; seconded by Commissioner Matteson and carried, 3 Ayes and 0 Nays; 1 Abstain (Barry)

7. Approval of Minutes from June 27,2025 Special Meeting:

Commissioner Kowal motioned to approve the minutes from June 27, 2025, Regular Business Meeting; seconded by Commissioner Matteson and carried, 3 Ayes and 0 Nays; 1 Abstain (Barry)

8. Motion to Pay Bills:

Commissioner Palmer motioned to approve payment of invoices shown on the Abstract of July 8, 2025, in the amount of \$27,365.73, seconded by Commissioner Kowal, and carried, 3 Ayes, 0 Nays; 1 Abstain (Barry)

9. Correspondence: None

10.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. **Inc Report:** President Benjamin reported that the Inc Treasurer position is still vacant and she has reached out to FLCC for Intern Candidates
- e. **Commissioner Reports:** none
- f. **Town Official Report:**
Supervisor Marren expressed his appreciation for the Commission's support to consider future plans if the potential dissolution of the Fishers Fire District is approved. The Commission was also provided with recently published statement from the Town Board and correspondence to the Fishers Fire District.

11.Old Business: None

12.New Business:

a. **Resolution #2025-068 –Appointment of FF 276 as Permanent Employee.**

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

WHEREAS, Ontario County Civil Service Rules, Ontario County Local Law Number 8 of 1977, provides that all career firefighters shall serve a probationary period of no

more than 64 weeks from the date of hire prior to being appointed as a permanent employee;

WHEREAS, Firefighter Gokey was appointed on a full-time probationary basis on July 31, 2024;

WHEREAS, Chief Lamarco recommends that Firefighter Gokey be appointed as a permanent employee; now, therefore, be it,

RESOLVED that the Board of Fire Commissioners appoints Firefighter Gokey as a permanent employee, effective July 6, 2025; and,

RESOLVED that the Treasurer shall file with Ontario County Civil Service notice of this action.

b. Resolution #2025-069 –Motion to approve budget transfers

On motion of Commissioner Palmer, seconded by Commissioner Matteson, 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 Appendix 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 #2025-070 – Authorization to enter into Professional Service Contract for Design Services

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

WHEREAS the committee tasked with the bunk and quartermaster room renovations requested design services to efficiently design the bunk room layout within the existing space without mechanical changes to the building;

WHEREAS Nate Rozzi Architects has provided an estimate to provide such services;

WHEREAS, the Board of Fire Commissioners have reviewed the proposed contract, which are fully described in Appendix B; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes entering into a contract with Rozzi Architecture for design services;

RESOLVED, that the expense be assigned to A3410.406.5 – Building Maintenance and Repair; and,

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

d. Resolution #2025-071 –Authorization to Release Request for Proposals for Interior Finish, Flooring, and Painting.

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

WHEREAS, the approved Building Capital Plan designated the existing quartermaster and bunk rooms to be renovated in 2025;

WHEREAS, a committee identified and developed three requests for proposals related to the project, specifically interior finish, painting, and floor installation, which are fully described in Appendices B, C, and D;

WHEREAS, the Board of Fire Commissioners have reviewed the RFPs and finds them 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. Executive Session:

A motion was made by Commissioner Matheson, seconded by Commissioner Palmer to enter Executive Session for the purpose of proposed, pending or current litigation; matters which will imperil public safety if disclosed. The Board invited District Treasurer McAdoo, Chief Lamarco, Attorney Fingar, Supervisor Marren and Deputy Supervisor Condon into Executive Session.

The Board entered Executive Session at 6:21 p.m.

Supervisor Marren and Deputy Supervisor Condon left Executive Session at 6:50 p.m.

A motion was made by Commissioner Palmer, seconded by Commissioner Kowal to exit Executive Session at 7:20 p.m.

The Board exited Executive Session and returned to Open Session at 7:21 p.m. The Board took no action in Executive Session.

14. Next Regular Board Meeting: August 12, 2025

15. Adjournment: 7:22 p.m.

Appendix A: Budget Transfers

From					Transfer to		
<u>Code</u>	<u>Budget</u>	<u>Tsfr Amount</u>	<u>Adj Budget</u>		<u>Code</u>	<u>Budget</u>	<u>Adj Budget</u>
A3410.401.10	Contingency	\$ 1,000.00	\$ 1,500.00		A3410.1.2	Volunteer FF Training Stipe	\$ 2,000.00
A3410.404.9	Contingency	\$ 250.00	\$ 1,750.00		A3410.404.4	Utility Truck 2761	\$ 3,250.00
A3410.408.21	Administrative - Continge	\$ 350.00	\$ 650.00		A3410.408.16.1	Recruitment & Retention -	\$ 2,850.00
A3410.203.1	Pagers - Hardware repla	\$ 1,000.00	\$ 2,000.00		A3410.203.2	Radios - Hardware replacem	\$ 26,000.00

Appendix B: Interior Finish RFP

Victor Fire District is seeking an estimate to complete the following work at the Victor Fire House, 34 Maple Avenue, Victor, NY:

1. Supply and install new 5/8" drywall, replacing water damaged portion of 1 hour fire rated wall; tape and mud all seams and joints; reinstall any damaged fire rated elements; and ensuring a smooth and even finish ready for painting (Room #204/ large quartermaster room)
2. Supply and install replacement drop ceiling tiles in future quartermaster rooms (Room #203 & 204) (approximately 12' x 12' and 11' x 26')
3. Supply and install replacement drop ceiling tiles in future bunk room (Room #206) (approximately 26' x 18')

Submission Deadline Date: August 14, 2025

Appendix B: Interior Room Painting

Victor Fire District is seeking an estimate to complete the following work at the Victor Fire House, 34 Maple Avenue, Victor, NY:

Painting of walls in:

Future bunk room (Room 206) (approx. 26' x 18')

Future quartermaster rooms (Rooms 203 & 204) (approx. 12' x 12' and 11' x 26')

Submission Deadline Date: August 14, 2025

Appendix C: Installation of Vinyl Plank Flooring & Cove Molding

Victor Fire District is seeking an estimate to complete the following work at the Victor Fire House, 34 Maple Avenue, Victor, NY:

1. Installation of *vinyl plank flooring with rubber backing*, color to match or complement window trim, and replace rubber cove molding, matching existing color, in future bunk room (Room #206) (approximately 26' x 18')
2. Installation of *vinyl plank flooring with rubber backing*, color to match or complement window trim, and replace rubber cove molding, matching existing color, in future quartermaster rooms (Room #203 & 204) (approximately 12' x 12' and 11' x 26')
3. Installation of *vinyl plank flooring with rubber backing*, color to match or complement window trim, and replace rubber cove molding, matching existing color, in operations office (Room #220) (approximately 14' x 12')
4. Installation of *vinyl plank flooring with rubber backing*, color to match or complement window trim, and replace rubber cove molding, matching existing color, in chief's office (Room #222) (approximately 17' x 12')

Submission Deadline Date: August 14, 2025