

DRAFT

VICTOR FIRE DISTRICT Board of Fire Commissioners Meeting Minutes August 12, 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	

Kate Gruenfelder, Cathy Benjamin, Linda Tice, Glenn Lockwood

4. Privilege of Floor: The Fitness Committee presented the Commission with a 3-year plan for the workout room.

5. Public Comments: None

6. Motion to approve Minutes from July 8, 2025, Meeting

Commissioner Matteson motioned to approve the minutes from July 8, 2025, Regular Business Meeting; seconded by Commissioner Palmer and carried, 3 Ayes and 0 Nays;

7. Approval of Minutes from July 22, 2025 Emergency Meeting:

Commissioner Palmer motioned to approve the minutes from July 22, 2025, Regular Business Meeting; seconded by Commissioner Matteson and carried, 3 Ayes and 0 Nays;

8. Motion to Pay Bills:

Commissioner Palmer motioned to approve payment of invoices shown on the Abstract of August 12, 2025, in the amount of \$ 86,959.86 seconded by Commissioner Matteson, and carried, 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.
- c. District Chief Report:** Read and is on file.
- d. Inc Report:** President Benjamin provided an update on Inc. activities
- e. Commissioner Reports:** none
- f. Town Official Report:** No report submitted

11. Old Business:

a. Resolution #2025-xxx –Adoption of Revised Capital Plans-Tabled

WHEREAS, consistent with General Municipal Law §6, the Victor Fire District established separate repair and reserve capital funds designated for Apparatus, Equipment, Building, and Emergency needs, which was approved by voter referendum in December of 2019;

WHEREAS, in Resolution #21-73, the Board of Fire Commissioners adopted capital plans for apparatus, equipment, and building purchase and approved a revision in Resolution #24-69;

WHEREAS, the Strategic Committee, formed in February of 2025, reviewed the revised capital plans, provided updated capital plans reflecting the changing needs of the District, and developed a recommended staffing 5-year plan; and

WHEREAS, the Board of Fire Commissioners have reviewed the revised capital plans, further described in Attachment A, and found them consistent with the objectives of the Victor Fire District and the items are necessary and reasonable; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby adopts the revised Capital and Staffing Plans, effective immediately; and

RESOLVED, that the Board of Fire Commissioners directs the revised documents are posted to the website within the next ten days.

12. New Business:

a. Resolution #2025-073 - Purchase Authorizations

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

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

No.	Item	Budget Code	Amount (USD)
1	Election Postcards	408.7	1,700.00
2	Functional Trainer	204.3	4,864.13

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 #2025-074 - Motion to approve budget transfers

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

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.

c. Resolution #2025-075 - Accept Resignation of District Secretary

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

WHEREAS, Lisa Hauf has tendered their resignation for their position as Fire District Secretary, effective August 28, 2025;

WHEREAS, Ms. Hauf is willing to accept a transfer to the part time position of Typist; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby formally accepts the resignation of Ms. Hauf as Fire District Secretary, effective August 28, 2025; and

RESOLVED that the Board approves the transfer of Ms. Hauf to the vacant Typist position, effective August 29, 2025; and,

RESOLVED, that the Treasurer is directed to complete all necessary filings as required by law

d. Resolution #2025-076 –Temporary Appointment as District Secretary

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

WHEREAS, Lisa Hauf has tendered their resignation for their position as Fire District Secretary, effective August 28, 2025;

WHEREAS, the Commission is searching for a replacement for the Fire District Secretary position; now, therefore, be it,

RESOLVED to temporarily appoint Sean McAdoo as Fire District Secretary effective August 29, 2025, in addition to his duties as Fire District Treasurer until the position can be filled.

e. Resolution #2025-077 – Approve Renewal of Security Camera License

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

WHEREAS, in Resolution #22-70 the Board of Fire Commissioners approved installation of security cameras with Lantek Security and Automation;

WHEREAS, the initial 3-year license is expiring in August of 2025;

WHEREAS, Lantek Security has provided a quote for an updated 3-year license for the propriety system; now, therefore, be it

RESOLVED that the Board of Fire Commissioners accepts the proposed quote; and,

RESOLVED that the Treasurer is authorized to sign any documentation necessary to execute the contract.

f. Resolution #2025-078 – Acceptance of HVAC Bay Heaters Contract

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

WHEREAS, the District issued a request for proposals for added HVAC Bay Heaters on June 10, 2025;

WHEREAS, the Board of Fire Commissioners have reviewed the proposals received and read by the July 18, 2025, deadline, as more fully described in Attachment B; and

RESOLVED that the Board of Fire Commissioners accepts the estimate submitted by Kennedy Mechanical for the installation of HVAC Bay Heaters;

RESOLVED that the expenses for the project are assigned to A3410.204.1 – Building Mechanicals; and,

RESOLVED that the Chairman is authorized to sign any documentation necessary to execute the contract.

g. Resolution #2025-079 – Resolution to Transfer Funds from Building Repair and Replacement Capital Reserve Account to the General Operating Account.

On motion of Commissioner Palmer, seconded by Commissioner Matteson, the following resolution was adopted: 3 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 \$45,000 from its Building Repair and Replacement Capital Reserve Account to the District's General Operating Account for continued Fire District operations including the installation of 6 HVAC bay heaters.

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.

13. Executive Session:

A motion was made by Commissioner Matteson seconded by Commissioner Palmer 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, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. The Board invited District Treasurer McAdoo, Chief Lamarco, into Executive Session.

The Board entered Executive Session at 6:26 p.m.

A motion was made by Commissioner Palmer, seconded by Commissioner Matteson to exit Executive Session at 7:03 p.m.

The Board exited Executive Session and returned to Open Session at 7:03 p.m. The Board took no action in Executive Session.

14. Next Regular Board Meeting: August 26, 2025

15. Adjournment: 7:03 p.m.

DRAFT

Appendix A

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>
A9016.8	Fire Retirement	\$ 5,000.00	\$ 17,000.00		A9010.8	State Retirement	\$ 25,000.00
A3410.404.9	Contingency	\$ 125.00	\$ 1,625.00		A3410.201.2	Utility vehicles	\$ 150,125.00
A3410.406.16	Contingency	\$ 750.00	\$ 1,330.00		A3410.406.15	Sprinkler System Testing	\$ 2,250.00
A3410.408.21	Administrative - Continge	\$ 150.00	\$ 500.00		A3410.408.16.1	Recruitment & Retention -	\$ 3,000.00
A3410.408.21	Administrative - Continge	\$ 500.00	\$ -		A3410.408.7	Election Expenses	\$ 1,900.00

Attachment B

Vendor	Base Quote
Crosby Brownlie, Inc	78,900
Kennedy Mechanical	45,705