

DRAFT

VICTOR FIRE DISTRICT Board of Fire Commissioners Meeting Minutes September 9, 2025 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 Treasurer McAdoo	x
District Chief Lamarco	x

Glenn Lockwood, John Morabito, Jr, Cathy Benjamin, Mike Bellinger

4. Motion to approve Minutes from August 12, 2025, Meeting

Commissioner Kowal motioned to approve the minutes from August 12, 2025, Regular Business Meeting; seconded by Commissioner Keyes and carried, 3 Ayes, 0 Nays, 1 Abstain (Barry);

5. Approval of Minutes from August 26, 2025 Emergency Meeting:

Commissioner Palmer motioned to approve the minutes from August 26, 2025, Regular Business Meeting; seconded by Commissioner Kowal and carried, 3 Ayes, 0 Nays, 1 Abstain (Barry);

6. Motion to Pay Bills:

Commissioner Kowal motioned to approve payment of invoices shown on the Abstract of September 9, 2025, in the amount of \$ 73,659.43 seconded by Commissioner Palmer, and carried, 3 Ayes, 0 Nays, 1 Abstain (Barry);

7. Correspondence:

Received 3 surveys and letter of resignation from FF Tyler Gokey

8. Reports:

- a. Building Maintenance Officer:** Lt. Bellinger presented an update on the QM/ Bunk Room swap project.
- b. District Treasurer 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

9. Old Business: None

10. New Business:

a. Resolution #2025-80 – 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 John Morabito, Jr., 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 John Morabito, Jr., to the position of Firefighter/ Mechanical, effective September 29, 2025, on a full-time probationary basis at an annual salary of \$54,080;

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

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

b. Resolution #2025-81 - Purchase Authorizations

On motion of Commissioner Keyes, seconded by Commissioner Kowal, the following resolution was adopted: 3 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	Recruitment postcards	408.16.1	2,715.00
2	Bay heater electric work	406.5	5,940.00
3	FF gloves (20)	405.4	1,860.00
4	Helmets (5)	405.4	2,000.00
5	Boots (9)	405.4	3,285.00
6	Scene lights (3)	202.4	1,853.76
7	2781 replacement tires	404.7	8,142.28
8	Name badges (class A)	405.8.2	1,392.00

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 to purchase the items as indicated.

c. Resolution #2025-82 -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 #2025-83 -Accept Resignation of FF 276

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

WHEREAS, Tyler Gokey has tendered their resignation for their position as Firefighter, effective September 26, 2025; now, therefore, be it

RESOLVED that the Board of Fire Commissioners hereby formally accepts the resignation of Mr. Gokey, effective September 26, 2025;

RESOLVED, that the Board expresses its gratitude to Mr. Gokey for their contributions and service to the Victor Fire District and the community at large and wishes them well in their future endeavors.

e. Resolution #2025-84 – Re-Appointment of Volunteer Firefighter Jason Nye.

On motion of Commissioner Palmer seconded by Commissioner Keyes, the following resolution was adopted: 3 Ayes, 0 Nays, 1 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, Jason Nye, who previously resigned membership in January of 2025, applied for re-instatement, and 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 re-appoints Jason Nye to the Victor Fire Department's Hose Company as Firefighter #253 upon a driver's license approval and the passing of a physical examination from Healthworks.

f. Resolution #2025-85 – Authorization for Firefighters to Attend FDIC

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

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, the Fire Department Instructor's Conference (FDIC) provides fire and rescue departments classroom, workshop, and hands-on fire, rescue, and emergency response training for attendees from across the world;

WHEREAS, Chief Lamarco desires to have up to four firefighters attend this training; and,

WHEREAS the Board of Fire Commissioners have reviewed the written justification for attending FDIC, and finds that it is necessary, in the public interest, and provides training not available within a reasonable time or distance within New York; therefore, now, be it

RESOLVED, the Board of Fire Commissioners authorizes up to four firefighters to be named and approved at a later date, to attend FDIC International utilizing the 2763 vehicle, from April 20-25, 2026, at the Indiana Convention Center, Indianapolis, Indiana, including hotel rooms for six nights;

RESOLVED, that the attendees are authorized to use one of District Credit Cards for hotel and travel 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 that the expenses for this training will be assigned to A3410.403.11.3 Training -FDIC.

g. Resolution #2025-86 – Approval of Revised Employee Benefits Options

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

WHEREAS, consistent with Town Law §176, the Victor Fire District provides employee benefits, including compensation, insurance, retirement, and medical care;

WHEREAS, the District's Medical Insurance Broker, Brown & Brown, recommends adding a second health insurance plan to provide a lower cost option to both the District and the employees; and,

WHEREAS, the Board of Fire Commissioners have discussed this option during the budget planning process; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners adopts providing two health insurance plans as recommended; and,

RESOLVED, that the Treasurer is authorized to sign and file any necessary paperwork in furtherance of this decision.

h. Resolution #2025-87 – Adoption of 2026 Preliminary Budget

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

WHEREAS, Chief Lamarco has presented budget requests for 2026 to the Board of Fire Commissioners for their review and comment;

WHEREAS, District Treasurer McAdoo has assembled the budget requests into a proposed budget for 2026;

WHEREAS, the Board of Fire Commissioners previously approved an override to the real property tax cap for 2026 in Resolution #25-19; and,

WHEREAS, the Board of Fire Commissioners have carefully considered, discussed, and modified the proposed budget, and found the proposed appropriations are necessary for the safe and efficient operation of the Fire District in 2026; now, therefore, be it

RESOLVED the Board of Fire Commissioners hereby approves the 2026 Preliminary Budget; and,

RESOLVED that the District Secretary posts and files the Preliminary Budget, and prepares the notice of budget hearing, as required by law.

i. **Resolution #2025-88 – Appointment of Election Inspectors.**

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

WHEREAS, the Board of Fire Commissioners designated the hours for fire district elections from 6:00 pm to 9:00 pm prevailing time as part of their adopted election policy;

WHEREAS, pursuant to Town Law §175, the Board of Fire Commissioners must appoint one chairman and between two and four electors to serve as election inspectors for the annual fire district elections;

WHEREAS, Fire District Secretary Hauf has provided a recommendation to appoint three electors in the event one elector has a conflict; now, therefore, be it

RESOLVED, the Board of Fire Commissioners appoints Cecile Brindisi as Chairman and Constance Krauza, Sara Dibble, & Jim Spawton as Inspectors for the 2025 Fire District Election, paid \$70 each as compensation of their services, which is the maximum allowed by law.

j. **Resolution #2025-89 – Authorization to Contract for Interior Finish**

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

WHEREAS the Victor Fire District issued a request for estimates for repairing damaged walls in bunk room B and replace ceiling tiles in both bunk rooms;

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

RESOLVED that the Board of Fire Commissioners authorizes entering into a contract with Accurate Acoustical for interior finish work per the RFP, for a cost not to exceed \$11,670;

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.

k. Resolution #25-90 – Authorization to Contract for Replacement of Flooring

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

WHEREAS the Victor Fire District issued a request for estimates for repairing existing flooring in five rooms: quartermaster room, bunk rooms, chief office, and operations office;

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

RESOLVED that the Board of Fire Commissioners authorizes entering into a contract with Messner Flooring for replacement of flooring per the RFP, for a cost not to exceed \$16,900;

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.

l. Resolution #25-91 – Authorization to Contract for Painting

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

WHEREAS the Victor Fire District issued a request for estimates for painting the existing bunk rooms and quartermaster room;

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

RESOLVED that the Board of Fire Commissioners authorizes entering into a contract with Word of Mouth Painting LLC for painting per the RFP, for a cost not to exceed \$1,250;

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.

m. Resolution #25-92 – Fire Protection Contract Price

Commissioner Keyes motioned to authorize the Treasurer to deliver the Fire Protection Contract Price to the Town of Victor as amended; seconded by Commissioner Kowal, and carried, 3 Ayes, 0 Nays, 1 Abstain (Palmer);

11. Public Comments: none

12. Executive Session:

A motion was made by Commissioner Palmer, seconded by Commissioner Keyes, 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, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

The motion was approved: 4 ayes, 0 nays

The Board entered executive session at 7:39 p.m.

A motion was made by Commissioner Palmer, seconded by Commissioner Keyes, to exit Executive Session.

The motion was approved/denied: 4 Ayes;0 Nays

The Board exited Executive Session and returned to Open Session at 7:50 p.m. The Board took no action in Executive Session.

13. Next Regular Board Meeting: September 26, 2025, 8 AM

14. Adjournment: _____ p.m.

Appendix A – Budget Transfers

From				Transfer to		
Code	Budget	Tsfr Amount	Adj Budget	Code	Budget	Adj Budget
A3410.403.16	Operational - Contingenc	\$ 150.00	\$ 1,115.00	A3410.403.15	Thruway - Tolls	\$ 300.00
A3410.405.8.2	Uniforms - Work	\$ 450.00	\$ 3,300.00	A3410.405.8.1	Uniforms - Dress	\$ 3,450.00
A3410.405.1	EMS Supplies	\$ 200.00	\$ 1,800.00	A3410.405.5	Hand Tools	\$ 1,450.00
A3410.408.8	Strength & Conditioning I	\$ 500.00	\$ -	A3410.408.6	General District Expenses	\$ 3,000.00
A3410.408.16.2	Recruitment & Retention	\$ 3,000.00	\$ 12,000.00	A3410.408.16.1	Recruitment & Retention -	\$ 6,000.00

Appendix B – Interior Finish

Company	Service Cost/ Note
Accurate Acoustical	\$ 11,670
Trumble Construction	No response
Upstate Interiors	No response

Appendix C – Flooring

Company	Service Cost/ Note
Messner Flooring	\$ 16,900
Surface Design	No response

Appendix D – Painting

Company	Service Cost/ Note
Word of Mouth LLC	\$ 1,250
Steib Painting	\$ 2,300
Ryan & Sons	No response
Red Truck Painter	No response
Goldenboys painting	Declined, not on registry
Vandelay	No response