

DRAFT

VICTOR FIRE DISTRICT

Board of Fire Commissioners Meeting

Minutes October 14, 2025, 06:00 PM

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.

Pledge of Allegiance:

The Chairman led the Pledge

Roll Call/ Affirmation of Quorum:

Board Member	Present	Excused	Absent
Commissioner Barry	X		
Commissioner Keyes	X		
Commissioner Kowal	X		
Commissioner Matteson	X		
Commissioner Palmer	X		

A quorum was declared by the Chairman and the business of the District proceeded.

Others Present

Officer	Present
District Treasurer McAdoo	X
District Chief Lamarco	
Deputy Chief Militello	X
Fire District Attorney Fingar	
VFD Inc President Benjamin	X

Mark Haggett, Glenn Lockwood, Tom Simonds, Linda Tice

Approval of Minutes from September 4, 2025

Commissioner Palmer motioned to approve the minutes from the September 4, 2025, Special Meeting; seconded by Commissioner Keyes and carried 4 Ayes; 0 Nays; 1 Abstain (Barry).

Approval of Minutes from September 9, 2025

Commissioner Kowal motioned to approve the minutes from the September 9, 2025, Regular Meeting; seconded by Commissioner Palmer and carried 4 Ayes; 0 Nays; 1 Abstain (Barry).

Approval of Minutes from September 26, 2025

Commissioner Matteson motioned to approve the minutes from the September 4, 2025, Special Meeting; seconded by Commissioner Kowal and carried 4 Ayes; 0 Nays; 1 Abstain (Barry).

Approval of Bills

Commissioner Palmer motioned to approve payment of invoices shown on the Abstract of October 10, 2025, in the amount of \$54,037.90; seconded by Commissioner Kowal and carried 4 Ayes; 0 Nays; 1 Abstain (Barry).

Correspondence

The District received the following correspondences:

Letter from Fishers Volunteer Fire Association, Inc.

Certified Letter from Harter, Secrest, & Emery, LLP re: notice of cessation of operations, Fishers Fire District

Four survey results

Reports

District Treasurer Report:

Read and is on file

District Fire Chief's Report:

Read and is on file

Victor Fire Department, Inc Report:

President Benjamin reported there is a busy fire prevention week later this month, including an increase to community engagement events in the Fire Protection District #2 area. She also reported on a conversation with the Fishers Volunteer Fire Association on planning joint social events.

Old Business - None

New Business

Resolution #25-97 - Purchase Authorizations

On motion of Commissioner Palmer seconded by Commissioner Matteson, 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	Gear Accessory Bags	408.16.2	4,209.75
2	Shirt Jacks for members	408.16.2	5,940.00
3	Exhaust Fan Repair	204.1	2,260.00
4	Computer Replacements	203.3	4,028.93
5	Holmatro T1 breaching tool (2)	405.5	5,150.00
6	Drinking Fountains	204.1	4,913.95
7	New Base Radio	203.2	6,260.77
8	New Base Radio-Installation	203.2	2,560.00
9	Alternate PPE	202.1	5,091.75

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.

Resolution #25-98 –Motion to approve budget transfers

On motion of Commissioner Keyes seconded by Commissioner Matteson the following resolution was adopted: 4 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.

Resolution #25-99 –Appointment of Volunteer Firefighter S Herrington.

On motion of Commissioner Palmer seconded by Commissioner Matteson the following resolution was adopted: 4 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, Shawn Herrington 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 Shawn Herrington to the Victor Fire Department's Hook & Ladder Company as Firefighter #285 upon a driver's license approval and the passing of a physical examination from Healthworks.

Resolution #25-100 –Authorization to File New Positions Duties Statement

On motion of Commissioner Palmer seconded by Commissioner Keyes the following resolution was adopted: 5 Ayes; 0 Nays.

WHEREAS, Town Law §176(11-c) and (18-a) authorize a Board of Fire Commissioners of a Fire District to employ such persons as may be necessary to effectuate the objectives and purposes of the Fire District and to set compensation for the same; and

WHEREAS, Civil Service Law (CSL) §22 requires the municipal civil service commission review and classify any new position before it can be filled;

WHEREAS, the establishment of the Town of Victor Fire Protection Districts Nos. 1 and 2 has made it apparent that classified positions should be established for potential future employment needs;

WHEREAS, the Board of Fire Commissioners desires to create the titles listed in Attachment B without any commitment to budget for or fill such positions until carefully reviewed and approved by this Board; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Treasurer McAdoo, in the capacity as the District's HR and administrative liaison, to file the listed positions with Ontario County Civil Service; and

RESOLVED, that no such positions shall be advertised, budgeted, or filled except by subsequent resolution of this Board.

Resolution #2025-101 –Authorization to enter into contract with the Village of Victor.

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

WHEREAS, the New York State Department of Health (DOH) has determined that the fire hydrant at Firemen's Field has a pre-existing cross-connection water issue which must be resolved as soon as possible;

WHEREAS, the Village of Victor has offered to complete such work, and the Victor Fire Department, Inc., has authorized the work on their property;

WHEREAS, Town Law §176(11) and (11-a) authorize the Board of Fire Commissioners of a Fire District to enter into contracts and agreements necessary for the operation, protection, and maintenance of the Fire District;

WHEREAS, the Board has reviewed the proposed terms of the agreement, further described in Attachment C, and finds it to be in the best interest of the Fire District; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby authorizes the Fire District to enter into an agreement between the Village of Victor and the Victor Fire Department, Inc., for the installation of water parts as indicated, with the understanding that the Fire District will provide funding for the materials, and the Village will perform the labor at its expense; and be it further

RESOLVED, that the Chairman is authorized to execute all documentation necessary to effectuate this agreement;

Resolution #25-102 –Authorization to Release Bid Specifications.

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

WHEREAS, the engine committee submitted draft specifications for a purchase of a new pumper rescue;

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.

Resolution #25-103 – Authorization for Chief to Sign Mutual Aid Agreement.

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

WHEREAS, Article 5 of the New York State General Municipal Law authorizes fire districts to participate in mutual aid plans for fire protection and emergency services;

WHEREAS, the Board of Fire Commissioners have reviewed the proposed mutual aid agreement for response to the New York State Thruway, which is more fully described in

Attachment D, and found it to be consistent with the objectives of the Victor Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners of the Victor Fire District hereby approves of the mutual aid agreement; and

RESOLVED, that the District Chief is authorized to execute all necessary documents to effectuate this agreement; and,

RESOLVED, that a copy of this resolution and the signed agreement shall be filed with the Ontario County Fire Coordinator and New York State Office of Fire Prevention and Control.

Resolution #25-104 –Authorization to enter into contract for audit services.

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

WHEREAS, in Resolution #24-89, the Board of Fire Commissioners awarded Bonadio Group a one-year contract for services including the annual audit and preparation of the annual financial report (AFR) with up to three one-year extensions as mutually agreed upon;

WHEREAS, the Fire District has received an engagement letter dated October 1, 2025, from Bonadio Group for services for the 2025 fiscal year; and,

WHEREAS, the Board of Fire Commissioners have reviewed the supplied documentation and found it to be consistent with the original request for proposal and that is a necessary and reasonable expense to the District; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes entering into a contract for audit services as provided in the October 7, 2025, engagement letter; and,

RESOLVED the Board of Fire Commissioners authorizes Treasurer McAdoo to execute any documentation to effectuate this agreement and to arrange for services as available.

Public Comments: None

Next Board Meetings:

Public Hearing & Budget Vote, October 21, 2025

Regular Board Meeting, Wednesday, November 12, 2025

Adjournment:

The Chairman declared the meeting adjourned at 6:43 p.m.

VICTOR FIRE DISTRICT

Attachments

Attachment A: Budget Transfers

From				Transfer to		
Code	Budget	Tsfr Amount	Adj Budget	Code	Budget	Adj Budget
A3410.201.1	Apparatus	\$ 8,000.00	\$ -	A3410.408.6	General District Expenses	\$ 11,000.00
A3410.408.11	Office Supplies and Equip	\$ 500.00	\$ 2,500.00	A3410.408.6	General District Expenses	\$ 11,500.00
A3410.203.1	Pagers - Hardware replac	\$ 2,000.00	\$ -	A3410.203.2	Radios - Hardware replacer	\$ 34,338.99
A3410.203.4	MDTs - Hardware replac	\$ 7,000.00	\$ -	A3410.203.2	Radios - Hardware replacer	\$ 41,338.99
A3410.403.16	Operational - Contingenc	\$ 1,115.00	\$ -	A3410.403.13	Training - Paid FF	\$ 9,115.00
A3410.403.11	Training - Fire	\$ 1,900.00	\$ 100.00	A3410.403.13	Training - Paid FF	\$ 11,015.00
A3410.403.11.2	Training - NYS Fire Aca	\$ 500.00	\$ 1,000.00	A3410.403.13	Training - Paid FF	\$ 11,515.00
A3410.203.3	Computers - Hardware r	\$ 3,750.00	\$ 4,750.00	A3410.204.1	Building Mechanicals	\$ 66,750.00
A3410.201.3	Hose & Ground Ladders	\$ 5,000.00	\$ 1,000.00	A3410.204.1	Building Mechanicals	\$ 71,750.00
A3410.406.16	Contingency	\$ 1,330.00	\$ -	A3410.408.16.1	Recruitment & Retention -	\$ 4,330.00
A3410.406.14	Snow Removal	\$ 1,250.00	\$ 250.00	A3410.408.16.1	Recruitment & Retention -	\$ 5,580.00
A3410.408.20	Records Management Ex	\$ 500.00	\$ -	A3410.408.16.1	Recruitment & Retention -	\$ 6,080.00
A3410.403.11.5	Training - Conferences/	\$ 1,375.00	\$ 125.00	A3410.405.5	Hand Tools	\$ 2,825.00
A3410.403.12	Training - Other	\$ 2,900.00	\$ 100.00	A3410.405.5	Hand Tools	\$ 5,725.00
A3410.404.9	Contingency	\$ 1,000.00	\$ 625.00	A3410.405.5	Hand Tools	\$ 6,725.00

Attachment B: Positions to be Filed with Ontario County Civil Service (all positions are in addition to current titles held by the Fire District)

#	Position Title	Employment Type/ Notes
1	Career Fire Chief	Full-time
6	Firefighter	Full-time
1	Firefighter	Part-time
1	Deputy Treasurer	Exempt
1	Typist	Full-time
1	Community Risk Reduction Specialist	Full-time

Attachment C: Village of Victor Contract (next two pages)

**MAYOR**

Sean McAdoo
924-3311

DEPUTY MAYOR

Michael L. Crowley

BOARD OF TRUSTEES

Michelle Chalupa
Carol Commisso
Matt Schneider

VILLAGE CLERK

Pamela Hogenes
924-3311

TREASURER

Diane White
924-3311

VILLAGE ATTORNEY

Reid A. Holter

DIRECTOR OF PUBLIC WORKS

Sean Meenan
924-2004

CODE ENFORCEMENT OFFICER

Peter O'Biso
924-3311

PLANNING BOARD CHAIRPERSON

Meg CHaides

ZONING BOARD CHAIRPERSON

Sean Sanderson

URBAN RENEWAL AGENCY CHAIRPERSON

Carol Commisso

This Agreement made and entered into this 15 day of September, 2025 at Victor, New York, by and between the Village of Victor ("Village"), Victor Fire District ("District") and Victor Fire Department Inc ("Inc")

WHEREAS the Village will perform at Fireman's Field services to correct a preexisting cross-connection water issue. All parties have received, reviewed and had an opportunity to comment on the drawings labeled, Victor Fireman's Field Backflow Preventor and dated June 26, 2025, by MRB Engineering and the cost estimates provided by the Village of Victor.

Private Property

The Village of Victor Board of Trustees acknowledges and agrees that the Department of Public Works will be working on private property. The Village Board, during the duration of this project will authorize DPW employees to complete these tasks and grant the same converges that employees have while working in the public right of way.

1. DESCRIPTION OF SERVICES

- 1.1- The Inc hereby grants permission for the Village to access the property known as Fireman's Field, 84 Maple Ave, for the purpose of completing the work.
- 1.2- The Village will provide at their expense all labor and equipment to complete the work
- 1.3- The District will reimburse the cost incurred by the Village for the engineering fees and supplies needed to complete the work. The Village will invoice the District on or after January 31, 2026, with NET 30 days
- 1.4- The Village will install water parts in accordance with the engineered plan
- 1.5- The District shall be responsible to provide electrical connection via the installed conduit as necessary for the operation of the hot box
- 1.6- The Village will complete all restoration work. If work is not completed by October 15th 2025 the Village will return in the spring of 2026 to complete restoration work.

60 EAST MAIN STREET • VICTOR, NEW YORK 14564 (585) 924-3311 • FAX (585) 924-0282

villageclerk@villageofvictor.org

**MAYOR**

Sean McAdoo
924-3311

DEPUTY MAYOR

Michael L. Crowley

BOARD OF TRUSTEES

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Sean Sanderson

URBAN RENEWAL AGENCY CHAIRPERSON

Carol Commisso

2. Terms of Agreement

This agreement shall commence upon execution by both parties. The term this agreement must be completed no later than May 1st of 2026 unless both parties agree to terminate or extend this agreement

3. At the termination of this agreement the Fire Department will own and maintain the water line from the water valve located on Maple Ave (shut off point) which will include all components of the "hot box" and the fire hydrant located adjacent to the water meter.

 Date 9/15/25
Michael Crowley, Deputy Mayor

 Date 9/15/25
Sean Meenan, Director of Public Works

Gerald Berry, Chair of the Commission

Cathy Benjamin, President of the Inc

Attachment D: Automatic Aid Agreement

This agreement is between Victor Fire District, Henrietta Fire District, and Farmington Fire Association for response on the New York State Thruway.

Purpose

This agreement establishes automatic mutual aid between the above-named fire departments for incidents occurring on the New York State Thruway within the Victor Fire District, including the Town of Victor Fire Protection District No. 2. The intent is to ensure rapid response, clear dispatch procedures, and effective coordination for fire, rescue, EMS, and hazardous materials incidents.

Terms of Agreement

1. Each department agrees to provide automatic mutual aid with personnel, apparatus, and available equipment for Thruway responses as follows:
 - a. Farmington Fire: exit 44 to service area westbound,
 - b. Henrietta Fire: county line to exit 45 eastbound
2. Response will be accordance with response protocols and availability of the home department.
3. Dispatch will notify the designated agencies automatically for Thruway incidents within the Victor Fire District.
4. First-arriving officer will assume incident command and may reassign incoming units as needed. The NIMS/ICS system will be followed at all responses.
5. Response to the Thruway will maintain radio interoperability on the assigned Ontario County Ops talk group (generally, Ops 4).
6. Each department maintains its own insurance coverage for personnel, apparatus, and equipment.
7. In accordance with New York State General Municipal Law §209, the Victor Fire District is responsible for the costs of operations, including the use of assisting apparatus and equipment. Each department remains responsible for its own personnel benefits (e.g., worker's compensation, LOSAP, disability).
8. By affixing signature below, the signee represents approval of their respective Authority Having Jurisdiction (AHJ).
9. This agreement is effect upon signature and remains in force until modified or terminated in writing by either party.

Signatures