

VICTOR FIRE DISTRICT
Board of Fire Commissioners Organizational Meeting Minutes
January 13, 2026, 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 Matt Matteson in compliance with the Open Meetings Law at 6:00 PM.

Pledge of Allegiance:

The Chairman led the Pledge of Allegiance

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 Secretary Kirk	X
District Chief Lamarco	X
Deputy Chief Militello	
Fire District Attorney Fingar	
VFD Inc President Benjamin	X

Glen Lockwood, Jason Maier, Bob Green, Mark Militello, Mark Haggett

Board of Fire Commissioners Election Results:

District Secretary reported Michael Keyes won by majority vote the full commissioner term ending 2030.

Organizational Meeting Items

Resolution #26-001 - Election of Chairman of Board of Fire Commissioners

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

WHEREAS, consistent with Town Law §176, the Temporary Chair called for nominations for Chairman of the Board of Fire Commissioners; and

WHEREAS nominations were made and seconded, and a vote held; therefore, be it

RESOLVED that Commissioner Barry is hereby elected as Chairman of the Board of Fire Commissioners of the Victor Fire District for the term ending December 31, 2026; and

RESOLVED that a copy of this resolution be delivered to the Supervisor and Town Clerk of the Town of Victor, and the Mayor and Village Clerk of the Village of Victor.

Resolution #26-002 – Appointment of District Secretary

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

WHEREAS, Town Law Section 176 requires the Board of Fire Commissioners to appoint a Fire District Secretary with powers and duties consistent with Town Law Section 178;

WHEREAS, the Board of Fire Commissioners have previously appointed Karla Kirk the duties of Fire District Secretary, consistent with the job offering made in October of 2025; and

WHEREAS Karla Kirk has expressed desire to continue with the appointment as amended with this resolution and the Board of Fire Commissioners finds it is in the best interest of the Fire District to continue with this appointment; therefore, be it

RESOLVED that Karla Kirk be appointed Fire District Secretary for the term of January 1, 2026 through December 31, 2026, and

RESOLVED, that the compensation for this position be set by the 2026 Salary & Wage Rates.

Resolution #26-003– Appointment of District Treasurer

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

WHEREAS, Town Law Section 176 requires the Board of Fire Commissioners to appoint a Fire District Treasurer with powers and duties consistent with Town Law Section 177;

WHEREAS, the Board of Fire Commissioners have previously appointed Sean McAdoo the duties of Fire District Treasurer, consistent with the job offering made in November 5, 2020; and

WHEREAS Sean McAdoo has expressed desire to continue with the appointment as amended with this resolution and the Board of Fire Commissioners finds it is in the best interest of the Fire District to continue with this appointment; therefore, be it

RESOLVED that Sean McAdoo be appointed Fire District Treasurer for the term of January 1, 2026 through December 31, 2026; and

RESOLVED, that the compensation for this position be set by the 2026 Salary & Wage Rates.

Resolution #26-004 – Appointment of Fire District Attorney

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

WHEREAS, there exists a continuing need for legal services to be provided to the Commissioners of Victor Fire District, concerning various responsibilities undertaken by said Commissioners;

WHEREAS, General Municipal Law §103, provides that a governing body may award a Contract without public advertising for competitive bidding where the nature of said Contract is in the form of a professional service; therefore, be it

RESOLVED that Melissa Fingar, Esq., is hereby appointed to provide legal services to the Commissioners relative to any and all issues presented to the Commissioners pursuant to any of their obligations or responsibilities;

RESOLVED that the compensation for this position shall be set as indicated in the retainer correspondence of such attorneys dated January 1, 2026.

Resolution #26-005 – Approval of Operational Officers

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

WHEREAS, the members of the Victor Fire Department have completed their election of operational officers and submitted their recommendations for approval by the Board of Fire Commissioners; and

WHEREAS the Board of Fire Commissioners have reviewed the slate and find the individuals are qualified to serve in the positions as indicated; therefore, now be it

RESOLVED that the Board of Fire Commissioners appoints the following sworn officers for 2026:

District Fire Chief & Chief of Department – Steve Lamarco

Deputy Fire Chief – Mark Militello

Assistant Fire Chief – Mark Eifert

First Captain – Mike Bellinger

RESOLVED that the Board of Fire Commissioners also welcomes and acknowledges the following company officers:

Lieutenant – Mark Haggett

Lieutenant – Peter Boyer

Lieutenant – Jorge Coria;

RESOLVED that the Board of Fire Commissioners also welcomes and acknowledges the following special appointments made by the Chief of Department:

BLS Coordinator: Katie Lamarco

RESOLVED that the Board of Fire Commissioners renews the appointment of Dr. William Montesano as the Victor Fire Department's EMS Medical Director;

RESOLVED that the sworn officers are to file their oath of office with the District Secretary no later than January 31, 2026;

RESOLVED that the sworn officers shall also review and sign an updated acknowledgement of receiving policies form then file with the District Secretary no later than January 31, 2026; and

RESOLVED that a copy of this resolution be delivered to all operational officers with the Board of Fire Commissioner's appreciation for their commitment to the success of this organization

TABLED – Assignment of Liaisons & Committees

WHEREAS in order to establish a clear path of communication between the Board of Fire Commissioners, operational officers, staff, and the fire department while balancing commissioner's responsibilities, the Board of Fire Commissioners desires to establish liaisons;

WHEREAS the Board of Fire Commissioners have had an opportunity to discuss the liaison positions and the expectations for each and finds it is in the best interest of the District to continue with these assignments; now, therefore, be it

RESOLVED that the liaison and committee appointments for 2026, which are fully described in Appendix A, be approved.

Resolution #26-006 – Adoption of Regular Meeting Schedule

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

WHEREAS, Public Officer's Law §104, requires a public body to post and maintain posted, to distribute to designated newspapers, a schedule of the regular meetings of such public body to be held during the calendar year;

WHEREAS, such schedule of regular meetings is required to contain the location of each meeting, to the extent that it is known, and the time and date of each meeting; and

WHEREAS, the Board of Fire Commissioners have reviewed the proposed 2026 meeting schedule and the needs of the Fire District; therefore, be it

RESOLVED that the Board of Fire Commissioners approves the following meeting schedule for 2026 (all meetings are regular business unless designed):

Tuesday, February 10

Tuesday, March 10

Tuesday, April 4

Tuesday, May 12

Tuesday, June 9

Tuesday, July 14

Tuesday, July 28 (Budget Request Presentations)

Tuesday, August 11

Tuesday, August 25 (Budget Request Presentations)

Tuesday, September 8 (Adopt Proposed Budget)

Tuesday, October 13

Tuesday, October 20 (Budget Hearing & Anticipated Vote on Budget)

Tuesday, November 10

Tuesday, December 1

Tuesday, December 8 – No Meeting/ District Elections (6 pm – 9 pm)

Tuesday, December 15 – Bill Payment Only

Tuesday, January 12, 2027 (Organizational Meeting)

RESOLVED that regular meetings will start at 5:30 PM prevailing time; and,

RESOLVED that District Secretary Kirk make all necessary legal notifications and to maintain a copy of this schedule on the public bulletin board, at designated public places, and other locations as identified in the Communications Plan.

Resolution #26-007– Designation of Paid Holidays

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

WHEREAS, the Victor Fire District, in compliance with Federal regulations, has offered to their paid staff a benefit of designated paid holidays; and,

WHEREAS, the Board of Fire Commissioners have reviewed the 2026 Federal and State holidays and the needs of the Fire District; therefore, be it

RESOLVED that the Board of Fire Commissioners approves the following paid holidays for the current full-time staff:

Monday, January 19 (Martin Luther King, Jr. Day)

Monday, February 16 (President’s Day)

Friday, April 3 (floating religious holiday)

Monday, May 25 (Memorial Day)

Friday, July 3 (Independence Day, Observed)

Monday, September 7 (Labor Day)

Monday, October 12 (Columbus Day)

Wednesday, November 11 (Veteran’s Day)

Thursday, November 26 (Thanksgiving Day)

Friday, November 27 (Floating holiday)

Thursday, December 24 (Floating holiday)

Friday, December 25 (Christmas Day/ religious holiday)

Friday, January 1, 2027 (New Year’s Day)

RESOLVED that a copy of this resolution be posted with paid employee notices

Resolution #26-008 – Designation of Public Places for Postings

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

WHEREAS, Public Officer's Law §104, requires a public body to post and maintain posting a schedule of the regular meetings of such public body to be held during the calendar year; therefore, be it

RESOLVED, the Board of Fire Commissioners designate the following locations for public places for posting of meetings or hearings:

Outside bulletin board, Victor Fire House

Town of Victor Clerk's Office

Village of Victor Clerk's Office; and

RESOLVED that the Fire District Secretary will deliver or post all public meeting and hearing notices at these locations.

Resolution #26-009 – Designation of Official Newspaper

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

WHEREAS, the Board of Fire Commissioners are required to publish various items to comply with requirements of statutory law; and

WHEREAS the Board of Fire Commissioners desire to designate a newspaper or newspapers with a general circulation within the Victor Fire District for the publication of its various items during the calendar year 2026; now, therefore, be it

RESOLVED that the Rochester Business Journal is designated as the official newspaper for the Victor Fire District.

Resolution #26-010 – Designation of Official Undertaking for the Treasurer

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

WHEREAS, Town Law §176(4) requires that the Board of Fire Commissioners shall, by Resolution, designate the Treasurer of the Victor Fire District to have an official undertaking, conditioned for the faithful performance of his duties; and

WHEREAS, the Commissioners of Victor Fire District deem it necessary to provide an official undertaking for the Treasurer of the Victor Fire District and for the Commissioners who serve as signatories for the calendar year 2026; therefore, be it

RESOLVED that the Treasurer, be bonded/ insured in the amount of \$1,000,000 and \$500,000 for each of the Commissioners who serve as signatories; and

RESOLVED that a copy of this resolution and official undertaking be delivered to the Town of Victor Clerk, pursuant to Town Law §176(4).

Resolution #26-011 – Designation of Fire District Banks

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

WHEREAS, the Board of Fire Commissioners are required to designate bank(s) to serve as depository for Fire District Funds; and

WHEREAS the Board of Fire Commissioners have reviewed the available financial institutions; therefore, be it

RESOLVED that the Board of Fire Commissioners designate the Canandaigua National Bank has the official depository for Fire District funds for calendar year 2026.

Resolution #26-012 – Authorization of Check Signatories

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

WHEREAS Town Law §176 provides that payment of claims by the Fire District shall be by check and it is the policy of the Victor Fire District that all checks be signed by the Treasurer and countersigned by a designated Fire Commissioner;

WHEREAS, it is the policy of the Victor Fire District that the Board of Fire Commissioners, at its organizational meeting, to designate by Resolution the individuals whose signatures shall appear on checks drawn upon the Treasury of the Board of Fire Commissioners; and

WHEREAS the Board of Fire Commissioners recognizes that there are certain utility and employee bills that timely payment is necessary for efficient business operation; therefore, be it

RESOLVED that the checks authorized by the Board of Fire Commissioners for payment of claims shall be signed by the Treasurer and countersigned by a Commissioner in compliance with the rules and regulations promulgated by State Finance Law and as set forth herein, including that electronic signatures on checks will not be utilized in place of handwritten signatures;

RESOLVED that authorized signatories for the Victor Fire District shall be:

Sean McAdoo, Treasurer
Jared Palmer, Fire Commissioner
Peter Kowal, Fire Commissioner; and

RESOLVED that the Treasurer of the Victor Fire District is authorized to promptly pay in advance of an audit by this Board of Fire Commissioners the following routine invoices:

Empire Access
Employee salaries
EyeMed (vision benefit)
QuickBooks subscription fee
Postage
Rochester Gas & Electric
Verizon Wireless & Verizon Connect (monthly fees only, not purchases)
Zoom annual subscription fee
GoDaddy domain registration
EZ Pass tolls; and,

RESOLVED, that this resolution will take effect immediately.

Resolution #26-013 – Renewal of all Fire District Leases and Recurring Contractual Agreements

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

WHEREAS at the time of formation of the Fire District, there were several leases and recurring contractual agreements in place, including vendors and accounts listed in Appendix B; and

WHEREAS the Board of Fire Commissioners have reviewed these obligations and finds it is in the best interest of the Fire District to continue with these agreements; now, therefore, be it

RESOLVED that the Board of Fire Commissioners agrees to continue all Fire District leases and recurring contractual agreements, including:

Amazon Prime Membership
Anderson VanHorne (Insurance Agent & Risk Management)
Brown and Brown of Rochester (Medical Benefits Agent)

Empire Access (Firehouse phone lines)
Employee Assistance Group (EAP services)
Excellus Blue Cross/ Blue Shield (Medical & Dental insurance)
Go Car Wash (chief vehicle car wash subscription)
GoDaddy (website domain registration)
Grim Digital Media, LLC (website maintenance)
IMA with Village of Victor (Snow plowing)
Healthworks, Inc (Member Physicals and Exposure Control Program)
Kables (Managed Computer Services)
Keystone Software (Mobile data terminal connection)
MOU with Victor Farmington Ambulance, Inc. (staging ambulance, training assist,
collaborative purchasing)
Quickbooks Online (financial software)
SurveyMonkey (online survey platform)
Town of Victor (fuel contract)
Utica National (commercial insurance)
Vector Solutions (Target Solutions/ online training platform)
VFIS (Length of Service Awards Program, Group Life)
Zoom (online video meeting subscription); and

RESOLVED that the District Treasurer is authorized to sign any renewal of contracts required with these firms and organizations.

Resolution #26-014 – Adoption of Policies & Forms

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

WHEREAS Town Law 176 and best practices of a Fire District require an annual review and adoption of policies and forms, including vouchers; and

WHEREAS the Board of Fire Commissioners have reviewed the previously adopted policies and forms and any recommended changes, as well as a list of policies designated to be reviewed individually in 2026, which is more fully described in Attachment C, and finds they are consistent with known expectations and best practices at this time; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the policies and forms on file.

Resolution #26-015 – Review of Expenditures for 2025

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

WHEREAS, Town Law §177 requires the Fire District Treasurer to provide a written statement showing receipts and disbursements for the preceding fiscal year at the organizational meeting and produce all books, records, et.al.;

WHEREAS, the Fire District Treasurer has provided on a monthly basis such documentation for the review by the Board of Fire Commissioners; and,

WHEREAS, the Board of Fire Commissioners have reviewed such documentation and found the same satisfactory; therefore, be it

RESOLVED that the Board of Fire Commissioners waives the submission of the annual written statement showing receipts and disbursements for the preceding fiscal year at the organizational meeting in favor of the preparation of the preparation and filing with the NYS Office of the Comptroller the annual financial report (AFR) report, as required by General Municipal Law Section 30, within the first 60 days of 2026;

RESOLVED that the Board of Fire Commissioners will receive a copy of the AFR and proof of filing of the same at the regular business meeting after the filing.

Resolution #26-016 – Adoption of 2026 Salary & Wage Rates

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

WHEREAS, Town Law Section 176 permits the Board of Fire Commissioners to set compensation for employees of the District;

WHEREAS, the Board of Fire Commissioners have reviewed and discussed the 2026 Salary & Wage Rates further described in Appendix D; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners adopts the 2026 Salary & Wage Rates; and,

RESOLVED, that the District Treasurer be authorized to implement this schedule retroactive to the pay period starting January 5, 2026.

Resolution #26-017 – Approval of Membership in Organizations

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

WHEREAS, there exists a variety of organizations for the purpose of maintaining connections within the fire service field, sharing of critical information, and finding opportunities for training; and

WHEREAS the Board of Fire Commissioners recognizes the importance of these organizations and supports the development of Commissioners, Officers, and Firefighters; therefore, be it

RESOLVED the Board of Fire Commissioners authorizes the continued membership in the following professional organizations:

- Association of Fire Districts of the State of New York
- Fireman’s Association of the State of New York
- New York State Association of Fire Chiefs
- Ontario County Fire Chiefs’ Association
- Ontario County Fire Police Association
- International Association of Fire Chiefs

Resolution #26-018 – Override Real Property Tax Cap for 2027

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

WHEREAS, GML Section 3-C establishes a property tax cap limiting the increase of the tax levy beyond a calculated maximum of 2% from the previous year;

WHEREAS, GML Section 3-c also provides that a “A local government may adopt a budget that requires a tax levy that is greater than the tax levy limit for the coming fiscal year, not including any levy necessary to support the expenditures pursuant to subparagraphs (i) through (iv) of paragraph g of subdivision two of this section, only if the governing body of such local government first enacts, by a vote of sixty percent of the total voting power of such body, a local law to override such limit for such coming fiscal year only, or in the case of a district or fire district, a resolution, approved by a

vote of sixty percent of the total voting power of such body, to override such limit for such coming fiscal year only;" now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby approves a determination to override the real property tax cap for the 2027 budget to permit an annual real property tax levy that will exceed the real property tax cap with an increase in said tax levy over the two (2%) percent limit

Resolution to close Organizational Meeting and enter Regular Business Meeting

On motion of Commissioner Palmer, seconded by Commissioner Matteson, the Organizational Meeting was approved to be closed and the Regular business meeting started: 4 Ayes; 0 Nays

Approval of Minutes from December 2, 2025

Commissioner Keyes motioned to approve the minutes from the December 2, 2025, Regular Meeting; seconded by Commissioner Matteson and carried 4 Ayes; 0 Nays;

Approval of Minutes from December 16, 2025

Commissioner Palmer motioned to approve the minutes from the December 16, 2025, Regular Meeting; seconded by Commissioner Matteson and carried 4 Ayes; 0 Nays;

Approval of Bills

Commissioner Palmer made a motion to approve payment of invoices in the amount of \$76,113.68; seconded by Commissioner Keyes and carried: 4 Ayes; 0 Nays;

Resolution #26-019 –Ratifying Prior Purchase and Authorizing Payment.

On motion of Commissioner Keyes, seconded by Commissioner Palmer, approval was given to ratify prior purchase and authorize payment: 4 Ayes; 0 Nays

WHEREAS, during the 2025 fiscal year, two (2) sets of firefighter protective gear were purchased for the Fire District; and

WHEREAS, said purchase was made without prior approval of the Board of Fire Commissioners due to an administrative oversight; and

WHEREAS, the equipment was received by the Fire District, is necessary for Firematic operations, and is currently in service; and

WHEREAS, the Board of Fire Commissioners has reviewed the circumstances surrounding the purchase, including the invoice presented for payment; and

WHEREAS, management has addressed the procedural lapse and reiterated procurement requirements to the responsible individual;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners hereby ratifies and approves the prior purchase of two (2) sets of firefighter protective gear made during the 2025 fiscal year; and

BE IT FURTHER RESOLVED, that the Board of Fire Commissioners hereby authorizes payment of the associated invoice in the amount of \$8,900.36 to Firematic Supply Company, Inc., and

BE IT FURTHER RESOLVED, that the Board affirms that Fire District procurement procedures require prior Board approval and that such procedures have been reviewed and reinforced.

Correspondence

The District received four survey results

Reports

District Treasurer Report:

Read and is on file.

District Secretary Report:

Read and is on file and presented the 2025 review of workplace injuries.

Chief's Report:

Read and is on file. Chief is discussing with career staff options for expanding daytime coverage hours. Looking at options for career academy opportunities; preferred academy may announce next week.

Inc Report:

Read and is on file.

Commissioner Reports:

Apparatus. Commissioners Barry & Palmer will have a sit down with a vendor to resolve issues identified with the invoiced work.

Engine Committee.

Resolution #26-020 – Rejection of Bids for New Pumper Fire Apparatus

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

WHEREAS, the Board of Fire Commissioners of the Victor Fire District duly authorized the solicitation of sealed bids in Resolution #25-102 for the purchase of a new pumper fire apparatus (“Apparatus”) pursuant to New York State General Municipal Law §103; and

WHEREAS, notice to bidders was duly published and bids were received and publicly opened on December 10, 2025; and

WHEREAS, only one bid was received in response to the bid solicitation; and

WHEREAS, the Board of Fire Commissioners has considered the recommendation of the Engine Committee, which noted limited vendor response and extended delivery timeframes, and has determined that further review of the procurement process is warranted; and

WHEREAS, the Board of Fire Commissioners has reviewed and considered all bids received, together with the specifications, bid documents, and related information; and

WHEREAS, pursuant to New York State General Municipal Law §103, the Board of Fire Commissioners reserves the right to reject any and all bids when it is determined to be in the best interest of the Fire District to do so; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners determines that rejection of all bids is in the best interest of the Victor Fire District; and

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District hereby rejects all bids received for the purchase of a new pumper fire apparatus.

Strategic Committee. Commission agreed by consensus permission for the Chief and Treasurer to open dialogue with the Town of Victor to cover both Fire Protection District Nos 1 and 2 on a five-year contract starting in 2027. They believe this is in the best interest of the community but does not make any promises. This would be contingent on recommendation of the Fire Chief; fiscal analysis by the Treasurer; buy-in of the staff, membership, and membership leadership; and agreeable terms between the Town and District.

Old Business – None

New Business

Resolution #2026-021 - Purchase Authorizations

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

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

No.	Item	Budget Code	Amount (USD)
1	Globe Turnout Gear (7 Sets)	202.1	34,986.21
2	Bunk Room Partitions – revised	204.3	17,647.66

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 #26-022 – Approve Equipment Lease Agreement

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

WHEREAS, under the Town of Victor Fire Protection District No. 2 contract, the Town of Victor will provide the District with access to and use of a newly equipped fire pumper pursuant to a lease for the term of the fire protection services agreement;

WHEREAS, the Fire District Attorney has reviewed the proposed lease agreement, attached hereto as Appendix E, and has found it acceptable as to form and compliance with applicable New York State law;

WHEREAS, the fire district insurance agent has reviewed the proposed agreement and found it in compliance with industry standards and will be acceptable to the insurance carrier;

WHEREAS, an itemized inventory of all equipment to be delivered with the pumper has been submitted to the Town of Victor in accordance with required records-management and asset-tracking procedures;

WHEREAS, the Town of Victor has approved the District's request to redesignate the apparatus as Unit 2712 and to authorize rebranding consistent with the Victor Fire District's approved logo and color scheme;

WHEREAS, the Board of Fire Commissioners has reviewed the proposed lease and determined that it complies with the District's Procurement Policy and applicable fiscal requirements, including General Municipal Law and NYS Office of the State Comptroller guidance;

WHEREAS, the proposed lease agreement was presented to and discussed by the Board of Fire Commissioners at a duly noticed meeting, at which time questions and issues were identified for further review and clarification; and

WHEREAS, following such discussion, members of the Board communicated individually outside of a meeting for the limited purpose of expressing preliminary positions and identifying any remaining concerns regarding the proposed lease agreement, as documented in Appendix E; and

WHEREAS, such individual communications were non-binding, did not constitute formal action by the Board, and were undertaken solely to facilitate efficient consideration of the proposed lease agreement at a subsequent meeting of the Board; and

WHEREAS, the Board of Fire Commissioners now convened at a duly noticed meeting, desires to take formal action to approve and authorize the lease agreement and to ratify any prior administrative steps taken in anticipation thereof; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby ratifies, confirms, and retroactively approves the lease agreement with the Town of Victor, as set forth in Appendix E, for the consideration of one dollar (\$1.00), such amount having been determined to be nominal and permissible for intermunicipal agreements; and

RESOLVED, that the Chairman of the Board of Fire Commissioners is authorized and directed to execute said lease on behalf of the District and to take any additional administrative actions necessary to effectuate this resolution.

Resolution #26-023 –Appointment of Volunteer Firefighter J Taylor.

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

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, Josh Taylor 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 Josh Taylor to the Victor Fire Department's Engine Company as Firefighter #288 upon a driver's license approval and the passing of a physical examination from Healthworks.

Resolution #26-024 –Appointment of FF 278 as Permanent Employee.

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

WHEREAS, pursuant to Ontario County Civil Service Rules and Regulations, adopted under Ontario County Local Law No. 8 of 1977, all career firefighters are required to serve a probationary period not to exceed sixty-four (64) weeks prior to permanent appointment; and

WHEREAS, Firefighter Conlin was appointed by the Board of Fire Commissioners to the position of Firefighter on a full-time probationary basis effective January 14, 2025; and

WHEREAS, Firefighter Conlin has satisfactorily completed the required probationary period; and

WHEREAS, the Fire Chief has evaluated Firefighter Conlin's performance and has recommended permanent appointment to the position of Firefighter; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District hereby appoints Firefighter Conlin to the permanent position of Firefighter, effective January 14, 2026; and be it further

RESOLVED, that Firefighter Conlin shall be compensated in accordance with the Fire District's duly adopted 2026 Wage and Salary Schedule for the position of Firefighter; and be it further

RESOLVED, that the appointment and compensation authorized herein are subject to the availability of funds appropriated for such purpose in the Fire District's duly adopted 2026 budget; and be it further

RESOLVED, that such appointment and compensation are made in accordance with applicable Civil Service Law and rules; and be it further

RESOLVED, that the District Treasurer is hereby authorized and directed to file the appropriate notice of permanent appointment with the Ontario County Civil Service Commission and to take any related administrative action necessary to effectuate this resolution.

Resolution #26-025 –Authorization to Attend Advanced Training.

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

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 NYS Fire Academy at Montour Falls, there is a scheduled NYS Office of Fire Prevention and Control Fire Officer III course from February 9 – 13, 2026;

WHEREAS, Deputy Chief Mark Militello has requested permission to attend this training for the benefit of the Fire District;

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 Deputy Chief Militello to attend the Fire Officer III course or, if waitlisted, a future offering within 2026;

RESOLVED, that any necessary expenses will be paid for by the Fire District as is consistent with the Travel Expense and School & Training policies;

RESOLVED, that the use of the 2701 Chief Vehicle is authorized for travel for this course; and

RESOLVED, that the expenses for this training will be assigned to A3410.403.11.2 – NYS Fire Academy.

Resolution #26-026 –Adjustment of Budget Categories.

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

WHEREAS, the Victor Fire District adopted its final 2026 budget including additional revenues and expenditures related to the contract for Fire Protection District No. 2, which were not included in the preliminary budget; and

WHEREAS, in order to account for those revenues and expenditures, the adopted 2026 budget included expanded and separate budget line items to distinguish expenses between Fire Protection District No. 2 and the Victor Fire District, resulting in approximately sixty (60) additional budget lines; and

WHEREAS, upon further review and research, the District Treasurer has determined that the same accounting and reporting objectives can be achieved by upgrading the District's existing accounting software, allowing individual revenues and expenditures to be assigned to and reported for Fire Protection District No. 2 or the Victor Fire District without maintaining duplicative budget lines; and

WHEREAS, the proposed software upgrade would allow the consolidation of the majority of the additional budget lines that duplicate existing descriptions, as detailed in Appendix F, without changing the total appropriations or revenues of the adopted 2026 budget; and

WHEREAS, the annual cost of the proposed accounting software upgrade is five hundred forty dollars (\$540), as reflected in Appendix F; now, therefore, be it

RESOLVED, that the District Treasurer is hereby authorized to upgrade the District's existing accounting software as described herein; and be it further

RESOLVED, that the 2026 budget line items identified in Appendix F are hereby combined and adjusted for accounting and reporting purposes, with no net change to the total appropriations or revenues of the adopted 2026 budget.

Public Comments

Robert Green of Gillis Road asked the Commission's philosophy as it relates to the non-hydranted areas of Fire Protection District No. 2 and providing adequate portable water supplies to those homes. Commission acknowledged the question and will address at the next meeting.

Next Board Meetings

Next Regular Meeting: Tuesday, February 10, 2026

Adjournment

The Chairman declared the meeting adjourned at 6:48 PM.

APPENDIX A - TABLED

Board of Fire Commissioners Liaison Assignments – 2026

Vice Chair: Matt Matteson

Liaison	Budget Code	Primary Liaison	Alternate Liaison
Apparatus	.404 (Apparatus)		
Benefits	.8 (benefits) .407 (LOSAP)		
Buildings	.401 (Utilities) .406 (Bldng/Gnds)		
Equipment	.405 (Equipment)		
Finance & Capital Purch.	.2 Funds (Capital) Reserve Accounts		
Insurance	.402 (Insurance)		
Personnel	.1 (Personnel Srvcs)		
Staff Operations	.403 (Operational) .408 (Administrative)		

Committees (Commission assignments only):

Rescue Truck: _____

Recruitment/ Retention: _____

Engine Truck: _____

Portal/ Notification/ Assignments (Commissioner)

Chairman:

NYS Comptroller

Civil Service

CNB – notification of ACH payment & reserve transfers

Building Primary Liaison:

Day Automation Alerts

Benefits Primary Liaison:

Signatory authority on LOSAP

Staff Operations Liaisons:

Generally, attend the District Officer Meeting

Appendix B

Approved Vendors & Accounts

All vendors have NET30 accounts established; selected via RFP process if indicated

Being an approved vendor does not relieve responsibility of following current Procurement Policy

Category	Vendor	Last RFP/ Award	Contract Status
Access Control	Doyle (Brivo Access)	2024	GTC**
Aerial Testing	Concord Inspections	2021	None
Apparatus Maintenance	EVR , Inc	2025	Exp: 2028
Appliance Maintenance	Duffy's AIS	2020	None
Auto Chemical Supplies	Castle/ Finger Lakes	2019	None
Auto Parts	AutoZone	2019	None
Backflow Prevention Inspect	Murphy/ Fiero Backflow	2019	None
Building Miscellaneous Supplies	Home Depot	2021	None
Building Miscellaneous Supplies	Ace Hardware	2020	None
Class A Uniforms	Uniform Express	2024	None
Cloth Service	Cintas	2023	Exp: 2028
Copier (Prev. Maint)	Toshiba	2025	Exp: 2030
Diesel Particulate Exhaust	Deb-Air	Prop*	None
Door Maintenance	Martin Door	2024	None
Electrical Services	Tambe Electrical	2019	None
Elevator Maintenance	Bison Elevator	2024	Exp: 2027
Fire Alarm System	Davis Ulmer	2022	Exp: 2025
Fire Extinguishers	Jerome	2024	Exp: 2027
Fire Protection (Sprinklers)	Empire Fire Protection	2023	Exp: 2026
Fire Protection (Hood)	Firematic Supply	2019	None
General Maintenance Supplies	Hillyards	2019	None
General Officer Supplies	WB Mason	2019	None
General Supplies	Amazon	2021	None
General Supplies	Uline	2019	None
General Supplies	Grainger	2019	None
Generator Maintenance	Commercial Power Systems	Prop*	None
Ground Ladder Testing	Fire Service Safety	2019	Annual
Hood System Cleaning	On the Spot Cleaners	2022	None
Hose Testing	First Out	2019	Annual
HVAC Controllers	Day Automation	2022	GTC**
HVAC Service	Kennedy Mechanical	2024	Exp: 2027
Hydraulic Tool Maint	MES	Prop*	None

Large Truck Maintenance	Regional Truck	2022	None
Loose Equipment	Fire Store/ Witmer	2019	None
Loose Equipment	Firematic Supply Co	2019	None
Loose Equipment	First Out Rescue Equipment	2019	None
Loose Equipment/ Hurst	MES	2019	None
Member call in system	Bryx	2024	GTC**
Misc vehicle maintenance (Ford)	Maguire Ford	2024	None
Misc vehicle maintenance (Chevy)	Victor Chevy	2025	None
Misc vehicle maintenance	Advent Auto	2019	None
Multigas Meter Service	ECO Rental	2024	None
Paint Supplies	Hadlock's House of Paint	2019	None
Pest Control	Victor Pest Management	2024	Exp: 2027
Plumbing Service	Kennedy Mechanical	2019	None
PPE Inspections	Turnout Express/ Firematic	2023	None
Pre-plan software	First In Software	2024	GTC**
Radio Repair	Skywave Communications	2025	None
Records Management Software	Alpine (RedNMX)	2024	GTC**
Roof Maintenance	Elmer Davis	2019	None
SCBA Fill Station	Jerome	2024	Exp: 2029
SCBA Maintenance	MES	2025	Exp: 2026
Small Engine Maintenance	Victor Power Equipment	2019	None
Telecomm Repair	RelComm	2021	None
Trash Removal Service	K&D Disposal	2024	Exp: 2027
UTV Maintenance	Maddies	2025	None
Work Uniforms	Station 1 Brands	2024	None

*Maintains Proprietary System

**Good to cancel

Approved Preferred Vendors

Being an approved vendor does not relieve responsibility of following current Procurement Policy

PPE – Carins/ Globe (Firematic Supply Co) (2012/2020)

Rescue Tools – Hurst (MES) (2023)

Appendix C

Policies Designated for Review in 2026

- Call Back Policy (Not been analyzed since first hires)
- Communication Policy (Update to laws)
- Organizational Statement (Need updating with expanded district)
- Volunteer Training Program (5 year since last review)
- Vehicle Data Collection Device Policy (Measure success of program vs cost)
- Medical Examination Policy (Data shows gaps in real world application)

Immediate Policy Changes

Eliminate “Report on Water Usage” (Hydrant at Firemen’s Field slated for RPZ and water meter; therefore, not necessary)

Eliminate “Building/Vendor/Maintenance Request Form” (Obsolete form – moving to electronic)

Amend Capital Assets Policy, adding the following paragraph to the Record Keeping section:

Assets greater than \$250 but less than threshold of a Capital Asset shall be recorded in the Records Management Software.

Amend Receiving Deliveries Procedures by revising the 5th and 6th bullets entirely to read:

- Any product documentation remains with the goods until the purchaser reviews. Upon review, but no longer than 5 days, the documentation, packing list, and directions shall be submitted to the District Secretary for record keeping purposes.
- If subject to inventory requirements indicated in the Capital Assets Policy, a record shall be entered into the appropriate records software system.

Policies Included in this Approval

Fire District Policies (Consolidated)

Standard Operating Guidelines

Victor Fire Volunteer Training Program

Appendix D

2026 Salary & Wage Rates Schedule is available from the District Treasurer

Appendix E

Full copy of lease is available from the District Secretary

Appendix F

Combined Budget Lines

New Code	Old Codes	Description
A3410.401.8	A3410.401.8.1	MDT Wireless Fees
	A3410.401.8.2	* MDT Wireless Fees
A3410.403.5.1	A3410.403.5.1.1	Repair - equipment
	A3410.403.5.1.2	*Repair - equipment
A3410.403.5.2	A3410.403.5.2.1	Repair - radio
	A3410.403.5.2.2	* Repair - radio
A3410.403.5.3	A3410.403.5.3.1	Repair - small engines & maintenance
	A3410.403.5.3.2	*Repair - small engines & maintenance
A3410.403.7	A3410.403.7.1	Service Annual Breathing air Compressor
	A3410.403.7.2	* Service Annual Breathing air Compressor
A3410.403.9.1	A3410.403.9.1.1	Testing - Annual Aerial and Ladders
	A3410.403.9.1.2	*Testing - Annual Aerial and Ladders
A3410.403.9.2	A3410.403.9.2.1	Testing - Annual Hose
	A3410.403.9.2.2	*Testing - Annual Hose
A3410.403.9.3	A3410.403.9.3.1	Testing - Annual Hydraulic Tools
	A3410.403.9.3.2	*Testing - Annual Hydraulic Tools
A3410.405.1	A3410.405.1.1	EMS Supplies

	A3410.405.1.2	*EMS Supplies
A3410.405.5	A3410.405.5.1	Hand Tools
	A3410.405.5.2	*Hand Tools
A3410.408.4.4	A3410.408.4.4.1	Computer support contract
	A3410.408.4.4.2	* Computer support contract
A3410.408.5	A3410.408.5.1	Copier & copier supplies
	A3410.408.5.2	* Copier & copier supplies
A3410.408.14.4	A3410.408.14.4.1	Cloud Service Software Service & Support
	A3410.408.14.4.2	* Cloud Service Software Service & Support

Plan Pricing Comparison

	CURRENT PLAN		
	Essentials \$702/yr	Plus \$1242/yr	Advanced \$2970/yr \$2583.90/yr
Reports	Enhanced	Comprehensive	Powerful
<u>Automatic business feed</u> NEW	✓	✓	✓
<u>Integrate with hundreds of apps</u>	✓	✓	✓
<u>User management and permissions</u>	Basic	Basic	Custom
<u>Custom fields</u>	4	4	12
<u>Class and location tracking</u>	—	Up to 40	Unlimited