

VICTOR FIRE DISTRICT

Board of Fire Commissioners Meeting Minutes

February 10, 2026, 05:30 PM

Call to Order:

A regular meeting of the Board of Fire Commissioners for the Victor Fire District was called to order by Commissioner Barry in compliance with the Open Meetings Law at 5:30 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

Spencer Iodice, Manager, Bonadio Group; Glen Lockwood; Randy Shea; Peter Morasco, President, Fishers Fire Assn

Privilege of the Floor:

Mr. Iodice presented the draft findings of the 2025 audit.

Approval of Minutes from January 13, 2026

Commissioner Matteson motioned to approve the minutes from the January 13, 2026, Regular Meeting; seconded by Commissioner Keyes and carried 4 Ayes; 0 Nays; 1 Abstain (Kowal)

Approval of Minutes from January 22, 2026

Commissioner Palmer motioned to approve the minutes from the January 22, 2026, Regular Meeting; seconded by Commissioner Keyes and carried 4 Ayes; 0 Nays; 1 Abstain (Kowal)

Approval of Bills

Commissioner Palmer made a motion to approve payment of invoices in the amount of \$55,696.37 seconded by Commissioner Matteson and carried: 5 Ayes; 0 Nays

Correspondence

The District received 4 survey results

Reports

District Treasurer Report:

Read and is on file.

Requested an ad-hoc committee to review and make suggestions for revisions to the District Communication Policy; Board agreed by consensus and Commissioners Matteson and Keyes volunteered for the committee.

District Secretary Report:

Read and is on file.

Chief's Report:

Read and is on file.

Board briefly discussed receipt of Preliminary Report on Apparatus, Staffing, Equipment, and Facilities. Board agreed by consensus to refer the document for review by the Strategic Committee.

Chief responded to the public comment from January 13, 2026, meeting regarding coverage of the non-hydrant area of Fire Protection District No. 2.

The Mutual Aid Box Alarm System (MABAS) has been amended in this area to include additional tanker task forces to cover the area. Will monitor in the future should metrics change.

Inc Report:

President Benjamin reported the membership chose a final location for the 9/11 Memorial. They chose the atrium and anticipate an unveiling ceremony to coincide with the 25th anniversary of the event.

Also reported the Inc has entered into an agreement with the Village to permit storage of the Farmer’s Market Shed at Firemen’s Field during the winter.

Old Business

Resolution #26-27 - Assignment of Liaisons & Committees

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

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.

New Business

Resolution #26-28 - Purchase Authorizations

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

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

No.	Item	Budget Code	Amount (USD)
1	Bottle Fill Station	406.5	1,987.95
2	2712 Graphics	404.2	11,664.91
3	2712 Repairs	404.2	14,908.21

4	Annual Cash Wash	404.8	899.64
5	Gloves	405.4	1,840.00
6	Hoods	405.4	3,555.00
7	T-Shirts	408.16.2	1,104.95
8	Bunkroom Furniture	204.3.1	5,280.58

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 #26-29 -Motion to Approve Budget Transfers

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

WHEREAS, to maintain balanced budget lines within the 2026 budget, Treasurer McAdoo recommended inter-budget transfers as fully described in Attachment B; 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 #26-30 -Authorization for Career Firefighters to Attend Training

On motion of Commissioner Palmer, seconded by Commissioner Matteson, the following resolution was adopted: 5 Ayes, 0 Nays

WHEREAS, prior to receiving a permanent appointment as a firefighter from an open competitive list, individuals are required to complete a basic fire training program certified by the State Fire Administrator as meeting the requirements of Part 426 and 427, pursuant to General Municipal Law §209-w and Civil Service Law §58-a;

WHEREAS the Victor Fire District Policies require training opportunities where costs or fees are involved must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS the Utica Fire Department is holding a Recruit Firefighter Training Program (RFFT) that meets Part 426 starting March 15, 2026, as described in Attachment C;

WHEREAS the Utica Fire Department has reserved for Victor Fire District one recruit slot, which they have indicated the cost will be \$6,500;

WHEREAS the Board of Fire Commissioners has reviewed these requirements and finds that attending Utica Fire Department RFFT is timely, necessary, and in the public interest; therefore, now, be it

RESOLVED the Board of Fire Commissioners authorizes Firefighter Chris Stockman to attend this training;

RESOLVED, that the Board of Fire Commissioners authorizes the use of 2763 for transportation for travel;

RESOLVED, that any necessary expenses will be paid for by the Fire District as is consistent with the Travel Expense and School & Training policies and that the attendees are authorized to use one of the District Credit Cards for 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 to authorize Chief Steve Lamarco the authority to sign all agreements necessary for this training; and,

RESOLVED that the expenses for this training will be assigned to A3410.403.13 – Training – Paid FF.

Resolution #26-31 –Authorization for FF 284 to Attend Advanced Training.

On motion of Commissioner Kowal, seconded by Commissioner Matteson, the following resolution was adopted: 5 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 New York State Academy of Fire Science, Office of Fire Prevention and Control (OFPC) is holding a Confined Space Rescue – Technician Level course over 4 days, July 27-30, 2026;

WHEREAS, Firefighters John Morabito has requested permission to attend this training to further their professional development as a firefighter;

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 Firefighter Morabito to attend the Confined Space Rescue – Technician Level course at the NYS Fire Academy on

July 27-30, 2026, in Montour Falls, NY, utilizing 2763, including overnight accommodations at either the Fire Academy or a local hotel for four nights;

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

RESOLVED, that the expenses for this training will be assigned to A3410.403.13 Training – Paid FF

Resolution #26-32 –Authorization for FF 284 to Attend Advanced Training.

On motion of Commissioner Kowal, seconded by Commissioner Keyes, the following resolution was adopted: 5 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 Ontario County Safety Training Facility, Office of Fire Prevention and Control (OFPC) is holding a Live Fire Instructor course over 2 days, April 8-9, 2026;

WHEREAS, at the Ontario County Safety Training Facility, Office of Fire Prevention and Control (OFPC) is holding a Live Fire Instructor In-Charge course over 3 days, April 10-12, 2026;

WHEREAS, Firefighter John Morabito has requested permission to attend this training to further their professional development as a firefighter;

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 Firefighter Morabito to attend the Live Fire Instructor and Live Fire Instructor In Charge trainings in Ontario County on April 8-12, 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; and

RESOLVED, that the expenses for this training will be assigned to A3410.403.13 Training –

Paid FF

Resolution #26-33 –Authorization to Utilize Best Value Procurement and Release Request for Information.

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

WHEREAS, the Board of Fire Commissioners, in Resolutions #25-62 and #25-102, released bid specifications for a new rescue pumper, which resulted in no successful bids;

WHEREAS, the Board of Fire Commissioners seeks information regarding available fire apparatus to meet the operational needs of the District;

WHEREAS, the Engine Committee has submitted to the Fire District Secretary an Evaluative Instrument for alternative procurement for the potential purchase of a new rescue engine apparatus;

WHEREAS, the Fire District Treasurer has prepared a Request for Information (RFI) seeking information about available apparatus under an alternate purchasing process, more fully described in Appendix D;

WHEREAS, the Fire District Attorney has reviewed the evaluative instrument, RFI, and procurement approach and has advised the Board regarding compliance with General Municipal Law §103; and

WHEREAS, the Board of Fire Commissioners has reviewed the evaluative instrument, RFI, and procurement approach, and finds it to be in the best interests of the District and consistent with the objectives of transparency, competition, and fiscal responsibility;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners hereby authorizes the use of a best value procurement approach pursuant to General Municipal Law §103 for the purpose of soliciting information regarding available fire apparatus; and

BE IT FURTHER RESOLVED, that the Board hereby approves and accepts the evaluative instrument to be used in connection with this Request for Information; and

BE IT FURTHER RESOLVED, that upon such approval, the Secretary is authorized and directed to release the Request for Information and related specifications and to advertise or distribute same as required or permitted by law; and

BE IT FURTHER RESOLVED, that responses to the Request for Information are for informational and evaluative purposes only and do not constitute a commitment by the District to purchase any apparatus at this time.

TABLED - Adoption of Conflict-of-Interest Form

On motion of Commissioner _____, seconded by Commissioner _____, the following resolution was adopted: ___Ayes; ___Nays, ___ Abstain (_____)

WHEREAS, the Victor Fire District has a duly approved Code of Ethics policy which includes identification of conflicts of interest consistent with GML Article 18 and other associated statutes;

WHEREAS, GML §216 establishes further provisions for Boards of Fire Commissioners in Fire Districts that have established Length of Service Award Programs (LOSAP) which includes requirements for Commissioners to disclose if they are volunteer members of fire departments;

WHEREAS, the Board of Fire Commissioners have reviewed a proposed Conflict of Interest and Ethics Acknowledgement Form which has been reviewed by the Fire District Attorney; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby adopts the Victor Fire District Conflict of Interest and Ethics Acknowledgment Form; and

RESOLVED, that this form be added to the consolidated policies of the District.

Resolution #26-34 -Resolution to Dispose of Equipment Determined as Waste.

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

WHEREAS, the and other equipment which no longer serves the needs of the Victor Fire Department; and

WHEREAS, pursuant to Town Law §176(23), the Board of Fire Commissioners has the authority to dispose of equipment, apparatus, or personal property to be longer necessary for the purposes of the Fire District; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners finds that the equipment listed in Attachment E are deemed waste with no functional or known intrinsic value;

RESOLVED, that the Chief is authorized to dispose of these assets in a safe, appropriate, and commercially reasonable manner.

Public Comments

Mr. Shea offered his opinion that he is impressed with the leadership of the organization. He commended the district for their continued work and efforts for the benefit of the community. He asked if the Victor Fire District is interested in participating in a celebration of volunteerism in 2026. Request was made for response to the inquiry.

Mr. Marasco asked if there would be a response to the Fishers Fire Association correspondence. Chairman Barry indicated it would not be tonight.

Executive Session

A motion was made by Commissioner Palmer, seconded by Commissioner Matteson, 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 Board invited Chief Lamarco and Treasurer McAdoo in executive session. The motion carried: 5 Ayes, 0 Nays.

The Board entered executive session at 6:35 pm.

A motion made by Commissioner Kowal, seconded by Commissioner Palmer, to exit executive session. The motion was carried: 5 Ayes, 0 Nays.

The Board exited executive session and returned to open session at 7:09 pm.

The Board took no action in executive session.

Next Board Meetings

Next Regular Meeting: Tuesday, February 10, 2026

Adjournment

The Chairman declared the meeting adjourned at 7:10 PM.

APPENDIX A

Board of Fire Commissioners Liaison Assignments – 2026

Vice Chair: Matt Matteson

Liaison	Budget Code	Primary Liaison	Alternate Liaison
Apparatus	.404 (Apparatus)	G. Barry	J. Palmer
Benefits	.8 (benefits) .407 (LOSAP)	P. Kowal	M. Matteson
Buildings	.401 (Utilities) .406 (Bldng/Gnds)	M. Keyes	J. Palmer
Equipment	.405 (Equipment)	G. Barry	J. Palmer
Finance & Capital Purch.	.2 Funds (Capital) Reserve Accounts	M. Matteson	P. Kowal
Insurance	.402 (Insurance)	M. Keyes	J. Palmer
Personnel	.1 (Personnel Srvcs)	Chair	Vice Chair
Staff Operations	.403 (Operational) .408 (Administrative)	Chair	Vice Chair

Committees (Commission assignments only):

Rescue Truck: Commissioner Palmer

Recruitment/ Retention: Commissioner Matteson

Engine Truck: Commissioner Barry 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

Attachment B

From				Transfer to			Note
<u>Code</u>	<u>Budget</u>	Transfer Amount	<u>Adj Budget</u>	<u>Code</u>	<u>Budget</u>	<u>Adj Budget</u>	
A3410.401.10.1	Contingency	\$ 1,040.00	\$ 1,460.00	A9045.8.1	Cancer Gapc Insurance	\$ 5,040.00	Cost increase
A3410.403.16.1	Operational - Con	\$ 40.00	\$ 1,960.00	A3410.403.11.1	Training -a Target Tr	\$ 4,290.00	Cost increase
A3410.408.21.1	Administrative - C	\$ 175.00	\$ 2,325.00	A3410.408.2.1	Association A Dues -	\$ 675.00	Cost increase
A3410.408.21.1	Administrative - C	\$ 50.00	\$ 2,275.00	A3410.408.14.3	Capital Asse Software	\$ 250.00	Cost increase
A3410.408.21.1	Administrative - C	\$ 235.00	\$ 2,040.00	A3410.408.14.5	Accounting e Software	\$ 985.00	Upgraded software

Attachment C

Description of Utica RFFT Program

The Utica Fire Academy Firefighter Recruit Training Program is currently accepting applications for Spring 2026. The academy is scheduled to begin on March 15, 2026 with a graduation date of June 24, 2026.

When attending the fire academy, all recruits will be enrolled in the AAS Fire Protection Technology Degree at Mohawk Valley Community College, located in Utica, New York. Our partnership with Mohawk Valley Community College gives all recruits of the Utica Fire Academy Recruit Training Program the ability to earn up to two-full semesters of credit towards this degree. While there is no obligation to the recruit to complete the AAS degree, the recruit will have the opportunity to directly transfer their credits into several bachelor's degree programs.

The Firefighter Recruit Training Program cost is \$6500.00 per recruit. This includes meal plan, housing and training. Each recruit will be eligible to receive National Certification in FFI, FFII, HMFRO, New York State Hazardous Materials Modules 1, 2, and 3, along with all New York State certifications associated with 229 form requirements. New York State Hazardous Materials Modules 4 and 5 will be an optional week-long class taking place the week after the Fire Academy Graduation.

Appendix D

VICTOR FIRE DISTRICT

Request for Information Rescue Pumper Apparatus

The Victor Fire Department is interested in purchasing a rescue pumper apparatus. The Fire District recently completed the bidding process for this purpose and was unsuccessful in finding a responsible bidder. As a result, as more fully set forth in the disclaimer, the Fire District is reviewing alternate purchasing processes for this purpose.

Victor Fire District is seeking the following information in writing:

Apparatus Description

- General description of the pumper apparatus currently available or proposed
- Confirmation that the apparatus meets or exceeds standard pumper performance requirements

Pricing

- Apparatus price as offered
- Identification of any applicable government contract pricing, if available

Government Contract Information (if applicable)

- If the apparatus is available through a cooperative or piggyback contract, please provide:
 - Issuing governmental entity
 - Contract number
 - Contract term
 - Confirmation that the contract is available for use by other New York fire districts

Delivery Timeline

- Estimated delivery date from order
- Identification of any factors that could materially affect delivery

Fleet Consistency Modifications

Estimated cost and scope of any modifications necessary to maintain reasonable consistency with the District's existing fleet (e.g., lighting, graphics, mounting, equipment installation)

Service and Support

Location of authorized service facilities

Parts availability and support structure

Submission of Responses Instructions

Deadline for the submission of responses to this Request for Information via mail or electronically is 12 pm on Monday, March 3, 2026. All responses must be submitted to:

Victor Fire District

Karla Kirk, District Secretary

34 Maple Ave

Victor, NY 14564 info@victorire.com

Questions regarding this request for information may be directed to the Fire District Secretary no later than Thursday, February 19, 2026.

Disclaimer

This Request for Information is issued solely for the purpose of gathering information to assist the Fire District in evaluating potential procurement options following unsuccessful competitive procurement efforts.

This Request for Information **is not** a Request for Proposals, Invitation for Bids, or offer to contract. Submission of information in response to this request shall not create any obligation on the part of the Fire District.

The Fire District reserves the right to: determine whether any information received is operationally suitable, financially feasible, and legally permissible; decline to proceed with any option identified through this information request; and require formal approval by the Fire District Commission prior to any purchase or contract execution. Any subsequent purchase, if pursued, shall be made only in accordance with applicable law and authorized procurement methods.

Appendix E

<u>Type</u>	<u>Manufacturer</u>	<u>ID Number</u>	<u>Mfg Date</u>
LDH Hose 50'	Northline	None	<2010
LDH Hose 50'	Jaffrey	None	<2010
LDH Hose 100'	Jaffrey	H5005	<2010
LDH Hose 100'	Jaffrey	H50104	<2010
LDH Hose 100'	Jaffrey	H5003	<2010
LDH Hose 100'	Jaffrey	H5000	<2010
LDH Hose 100'	Jaffrey	H5010	<2010
LDH Hose 100'	Snaptite	None	<2010
LDH Hose 100'	Northline	H5108	<2010
LDH Hose 100'	Northline	H5109	<2010
LDH Hose 100'	Northline	None	<2010
LDH Hose 100'	Northline	None	<2010
PPE Jacket	Globe	4862572	3/2015
PPE bunkers	Globe	4862589	3/2015
PPE bunkers	Globe	4862588	3/2015
Wildland Jacket	Chieftan	371	5/2001
Wildland Trousers	Chieftan	397	6/2001