

VICTOR FIRE DISTRICT  
**Board of Fire Commissioners Organizational Meeting Minutes**  
**March 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:**

<b>Board Member</b>	<b>Present</b>	<b>Excused</b>	<b>Absent</b>
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:**

<b>Officer</b>	<b>Present</b>
District Treasurer McAdoo	X
District Secretary Kirk	X
District Chief Lamarco	X
Deputy Chief Militello	X
Fire District Attorney Fingar	
VFD Inc President Benjamin	X

Bobby Green, Glen Lockwood, Peter Boyer, Mark Haggett

**Approval of Minutes from February 10, 2026**

Commissioner Palmer motioned to approve the minutes from the January 13, 2026, Regular Meeting; seconded by Commissioner Keyes and carried 5 Ayes; 0 Nays

**Approval of Bills**

Commissioner Palmer made a motion to approve payment of invoices in the amount of \$144,965.44 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.

Commissioner Barry motioned to approve the 2025 Audit Corrective Action Plan as presented; seconded by Commissioner Matteson and carried 5 Ayes; 0 Nays

### District Secretary Report:

Read and is on file.

### Chief's Report:

Read and is on file.

### Inc Report:

Read and is on file.

Reported to Commission the feedback from the membership regarding the request for participation of the Celebration of Volunteerism. Membership is requesting additional information as to what would be expected of them prior to offering feedback.

## Old Business

## New Business

### Resolution #26-35 - 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	Revisions to Bunk Room	204.3.1	2,233.22
2	Li-Ion Fire Extinguishing Agent (5)	405.11	2,345.00
3	Phoenix Firefighting Gloves (10)	405.4	1,000.00
4	Replacement Fire Helmet Liners (20)	403.5.1	2,086.50
5	Helmets (5)	405.4	2,106.88

6	Replacement Man/Machine Tools	202.4	2,335.27
7	Rebuild 2 <sup>nd</sup> RPZ	204.1.1	2,145.51
8	Replace Vestibule Heaters (3)	204.1.1	3,000.00

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.

**Resolution #26-36 - 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 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 #26-37 - Conditional Award of Procurement for New Rescue Pumper**

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

WHEREAS, in accordance with GML §103(16), the District is authorized to procure apparatus using an alternative process, including contracts let by other governmental entities, provided that the Board first adopts a resolution authorizing best value procurement;

WHEREAS, the Board of Fire Commissioners after releasing two separate bid specifications for a new rescue pumper which resulted in no successful bids, in Resolution #26-33 authorized the use of a best value procurement approach pursuant to General Municipal Law §103 for the purpose of soliciting information regarding available fire apparatus;

WHEREAS, after releasing the request for information in order to advertise or distribute as permitted by law, the Fire District Secretary turned over all information received by the deadline of March 2, 2026, to the Engine Committee for review and evaluation;

WHEREAS, the Engine Committee has evaluated apparatus options using the approved evaluative instrument, and documented all pricing, delivery timelines, and necessary modifications to maintain consistency with the District’s existing fleet, including lighting, graphics, mounting, and additional equipment;

WHEREAS, the Fire Chief, Treasurer, and District Attorney have reviewed the proposals and supporting documentation for operational suitability, financial feasibility, and compliance with procurement law; and

WHEREAS, the Board of Fire Commissioners of the Victor Fire District having duly considered all information received by March 4, 2026, for the purchase of a rescue engine fire apparatus via the best value procurement approach; now, therefore, be it

RESOLVED that, according to the New York State Environmental Quality Review Act (“SEQR”), the purchase of fire apparatus is deemed to be a Type II action pursuant to 6 NYCRR 617.5(c)(31), has been found to not have a significant adverse impact on the environment, and has been statutorily exempted from SEQR review; and it is further

RESOLVED that the Victor Fire District does hereby conditionally award the procurement of a new rescue pumper apparatus to Firematic Supply Co., Inc., as Prime Agent for Pierce Manufacturing in the total amount of \$989,000, subject to final confirmation of pricing and delivery schedules; and approval by the Board of Fire Commissioners all required upfitting, installation, and modification; and it is further

RESOLVED that the Chairman of the Board of Fire Commissioners is hereby authorized to execute the contract and other such documents with Firematic Supply Co., Inc., as Prime Agent for Pierce Manufacturing, on behalf of the Victor Fire District to give effect to these resolutions, subject to prior approval of the District’s legal counsel; and it is further

RESOLVED that the expenditures be assigned to A3410.201.1.2 – Apparatus – FPD2

Commissioner Palmer moved, Commissioner Matteson seconded, and the Board of Fire Commissioners voted as follows:

Name	Vote
Commissioner Barry	Aye
Commissioner Keys	Aye
Commissioner Kowal	Aye
Commissioner Matteson	Aye
Commissioner Palmer	Aye

The foregoing resolution was thereupon declared duly adopted.

### **Resolution #26-38 – Require Performance Bond for New Procurement**

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

WHEREAS, in Resolution #26-37, the Board of Fire Commissioners awarded the procurement of a new rescue pumper apparatus, the specifications of which offered but did not price inclusion of a performance bond;

WHEREAS, the Fire District Attorney has advised as the District a performance bond is for the District's benefit and protects the same from any loss if the company fails to perform, it is in the District's best interest to include a performance bond;

WHEREAS, the Prime Agent for the Manufacturer has indicated the performance bond for this specific contract is \$2,423; and

WHEREAS, the Board of Fire Commissioners finds that it is necessary and in the public interest to contract with the Prime Agent for a performance bond; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes the requirement to include a performance bond for the approved new rescue pumper apparatus; and,

RESOLVED that the expenditures be assigned to A3410.201.1.2 – Apparatus – FPD2

### **Resolution #26-39 – Authorization for Firefighters to Attend Crash Course**

On motion of Commissioner Palmer, seconded by Commissioner Barry, 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 national level must be authorized by the Chief and approved by resolution of the Board of Fire Commissioners prior to attendance;

WHEREAS, Crash Course Village, a 501(c)3 corporation, based in Dayton, Ohio, provides fire and rescue departments specialized rescue and extrication training;

WHEREAS, Chief Lamarco wishes to authorize two firefighters to be named at a later date to attend this training; and,

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

RESOLVED, the Board of Fire Commissioners authorizes Chief Lamarco to reserve two seats for the Crash Course on May 2-3, 2026, at Calamityville Training Complex, Fairborn, Ohio, including hotel rooms for two nights;

RESOLVED; that Chief Lamarco submit the names of the recommended members to the Board of Fire Commissioners for their approval prior to the scheduled event;

RESOLVED, that the attendees are authorized to use one of District Credit Cards for expenses on the condition they review the travel policy with the District 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 use of 2763 is authorized for travel, if available, and,

RESOLVED that the expenses for this training will be assigned to A3410.403.11.7 Training -Crash Course.

**Resolution #26-40 –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 quartermaster as provided a list of equipment, which no longer serves the need 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 A 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.

**Resolution #26-41 – Review of the Unassigned Fund Balance**

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

WHEREAS, consistent with the New York State Comptroller's recommendations, the District's Budget and Fund Balance Policy requires the Board of Fire Commissioners to

determine annually if the Unassigned Fund Balance meets or exceeds the established threshold;

WHEREAS, the Fire District Treasurer has prepared a report on the Unassigned Fund Balance from the end of the prior budget year showing an excess over the threshold of \$360,129, as fully described in Appendix B;

WHEREAS, the Fire District Treasurer recommends the \$360,129 be assigned to budget line A3410.201.1.2 for the purchase of the rescue engine described in Resolution #26-xxx; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners accepts the recommendations of the Treasurer and assigns the excess over the threshold to A3410201.1.2 of the 2026 budget.

**Public Comments**

**Executive Session**

**Next Board Meetings**

Next Regular Meeting: Tuesday, April 14, 2026

**Adjournment**

The Chairman declared the meeting adjourned at 6:52 PM.

Appendix A

<b>From</b>				<b>Transfer to</b>			<b>Note</b>
<u>Code</u>	<u>Budget</u>	<u>Tsfr Amount</u>	<u>Adj Budget</u>	<u>Code</u>	<u>Budget</u>	<u>Adj Budget</u>	
A3410.202.1.2	Gear - PPE - FPI	\$ 3,500.00	\$ 44,500.00	A3410.202.1.1	Gear - PPE	\$ 35,500.00	price change for PPE
A3410.403.16.2	Operational - FPI	\$ 900.00	\$ 24,100.00	A3410.403.11.1	Training - Target Tr	\$ 5,190.00	Additional users
A3410.403.16.2	Operational - FPI	\$ 10,000.00	\$ 14,100.00	A3410.404.2	Engine 2712 (19 Pie	\$ 22,000.00	Cost to get
A3410.404.9.2	FPD2 Contingenc	\$ 10,000.00	\$ -	A3410.404.2	Engine 2712 (19 Pie	\$ 32,000.00	operational

Appendix B

Unassigned Fund Balance Threshold Calculation for End of Year (EOY) 2025

**Threshold equals 20% of Unassigned Fund Balance of the prior year's tax levy**

2025 EOY Unassigned Fund Balance, per audit	\$	651,991
2024 Tax Levy	\$	1,459,310
20% of 2024 Levy	\$	291,862
<b>Excess over Threshold</b>	\$	<b>360,129</b>