

VICTOR FIRE DISTRICT  
**Board of Fire Commissioners Meeting Minutes**  
**April 8, 2025, Regular Meeting 6:00 PM**  
**Joint Meeting with Victor Fire Department, Inc. Board**

**Call to Order:**

A joint meeting between the Victor Fire Department, Inc., Board of Directors and 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, where they discussed vision and goals for the future.

**Presentation of Strategic Planning Committee Recommendation:**

Commissioner Palmer presented the strategic committee’s recommended plan for adoption. He highlighted this is to guide future discussions and budgets as the District continues to grow.

**Close Joint Meeting:**

Commissioner Barry closed the joint meeting at 5:49 PM.

The Board of Fire Commissioners took no action during this meeting.

**Open Regular Meeting:**

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 5:50 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	
Fire District Attorney Fingar	
VFD Inc President Benjamin	X

Tyler Whitcomb, Tom Simonds, Stephen Graham, Glenn Lockwood, Bruce Barclay, Linda Tice, Kate Gruenfelder, David Gallus, Mark Haggett, Mark Militello, Jason Maier, Tim Whitcomb

**Approval of Minutes of March 10, 2026**

Commissioner Keyes motioned to approve the minutes of the March 10, 2026, Regular Meeting; seconded by Commissioner Palmer and carried 4 Ayes; 0 Nays

**Approval of Bills**

Commissioner Palmer made a motion to approve payment of invoices in the amount of \$208,928.00 seconded by Commissioner Kowal and carried: 4 Ayes; 0 Nays

**Correspondence**

The District received 4 survey results and a response from Fisher’s Fire Association.

**Reports**

**District Treasurer Report:**

Read and is on file.

**District Secretary Report:**

Read and is on file.

**Chief’s Report:**

Read and is on file. Chief Lamarco will be out of district late April into early May and has placed Deputy Chief Militello in charge of the District in his absence.

**Inc Report:**

Read and is on file.

**Old Business - none**

**New Business**

**Resolution #26-42 –Retroactively Approve Repairs to 2711.**

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

WHEREAS, the Board of Fire Commissioners of the Victor Fire District has adopted procurement policies requiring that purchases of goods and services be approved by the Board at a duly noticed public meeting; and

WHEREAS, an unsafe condition was identified with Engine 2711, specifically that the electric cab lift could activate while the vehicle was in motion, creating an immediate risk to firefighter safety; and

WHEREAS, Johnson Equipment Company proposed a corrective solution to remedy this condition; and

WHEREAS, the total cost of said repair was estimated at \$3,315.18, including a proprietary manufacturer component in the amount of \$2,685.18; and

WHEREAS, due to the urgent nature of the safety issue and the need to place Engine 2711 back into safe service as quickly as possible, the Treasurer contacted the Board of Fire Commissioners via email to request authorization to proceed with the repair; and

WHEREAS, a majority of the Board responded affirmatively via email authorizing the work, with the understanding that such action would be presented for formal ratification at the next duly held public meeting; and

WHEREAS, the Board acknowledges that such email communications do not constitute a meeting under the New York Open Meetings Law, and that this action was taken solely due to the emergency circumstances described above; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby determines that an emergency situation existed affecting the safety of personnel and equipment, justifying immediate action; and be it further

RESOLVED, that the Board hereby ratifies and approves the emergency authorization given to proceed with the repair of Engine 2711 by Johnson Equipment Company in the amount of \$3,315.18; and be it further

RESOLVED, that the Board authorizes payment of said invoice upon receipt and audit of a properly itemized claim; and be it further

RESOLVED, that the email correspondence evidencing the authorization shall be retained with the official records of the District and entered into the minutes of this meeting; and be it further

RESOLVED, that the Board reaffirms its commitment to compliance with its procurement policies and the New York Open Meetings Law, and directs that emergency procedures be followed only when circumstances clearly warrant.

**Resolution #26-43 - Purchase Authorizations**

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

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

No.	Item	Budget Code	Amount (USD)
1	CombiTool Mounting (Qunit 2781)	404.7	1,595.00
2	EMS Supplies	405.1	3,500.00
3	Mobile Radios	203.2	38,180.89
4	Power Cage (Rack & 2 Benches)	204.3.1	8,890.00
5	Standpipe Kits	201.3	4,804.05
6	Shower & Kitchen Mats	406.5	1,031.00

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 #26-44 - Motion to Approve Budget Transfers**

On motion of Commissioner Palmer, seconded by Commissioner Keyes, the following resolution was adopted: 4 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 #26-45 –Authorization for FF 284 to Attend Advanced Training.**

On motion of Commissioner Palmer, seconded by Commissioner Keyes, 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 Canandaigua Fire Department, Office of Fire Prevention and Control (OFPC) is holding a Surface Water Rescue course over 2 days, June 25 - 27, 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 Surface Water Rescue course in Canandaigua, NY on June 25 - 27;

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 #26-46 –Approval of Attendees, FDIC**

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

WHEREAS, the Board of Fire Commissioners in resolution #25-85 approved reserving four seats at the Fire Department Instructor’s Conference (FDIC), from April 20-25, 2026; and

WHEREAS, Chief Lamarco has approved Deputy Chief Mark Militello and Firefighters Brayden Murphy, Nicholas Polidori, and Zachariah Conlin to attend this course; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Chief Steve Lamarco, Lieutenant Mike Bellinger, and Firefighters Tyler Gokey and Peter Boyer to attend FDIC per the conditions listed in Resolution #25-85.

**Resolution #26-47 –Appointment of Volunteer Firefighter B. Martz**

On motion of Commissioner Kowal, seconded by Commissioner Palmer, 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, Bill Martz 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 Bill Martz to the Victor Fire Department’s Hose Company as Firefighter #289 upon a driver’s license approval and the passing of a physical examination from Healthworks.

**Resolution #26-48–Appointment of Volunteer Firefighter J. Natrigo**

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, Jacob Natrigo 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 Jacob Natrigo to the Victor Fire Department’s Engine Company as Firefighter #290 upon a driver’s license approval and the passing of a physical examination from Healthworks.

**Resolution #26-49 –Appointment of Volunteer Firefighter A. Bachman**

On motion of Commissioner Keyes, seconded by Commissioner Kowal, 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, Aiden Bachman 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 Aiden Bachman to the Victor Fire Department's Hook & Ladder Company as Firefighter #291 upon a driver's license approval and the passing of a physical examination from Healthworks.

**Resolution #26-50 -Adoption of Strategic Plan**

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

WHEREAS, the Board of Fire Commissioners of the Victor Fire District is authorized to manage the affairs of the District pursuant to New York State Town Law Article 11 and other applicable law; and

WHEREAS, the Board has received and reviewed a revised five-year Strategic Plan submitted by the Strategic Committee, as further described in Appendix B, and has determined that such Plan is consistent with the District's mission and in the best interests of the District; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby adopts the revised Strategic Plan; and be it further

RESOLVED, that the Treasurer and Fire Chief are hereby directed to review the Strategic Plan and develop recommendations for revisions to the District's capital plans consistent with its objectives;

RESOLVED, that such recommendations shall be presented to the Board of Fire Commissioners for review and consideration; and

RESOLVED, that the Strategic Plan shall be distributed to the membership of the Victor Fire Department and posted on the District's official website.

**Resolution #26-51 - Adoption of the NYS Deferred Compensation Plan**

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

WHEREAS, the Victor Fire District (the “District”) wishes to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Deferred Compensation Plan”) for voluntary participation of all eligible employees; and

WHEREAS, the District is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law; and

WHEREAS, the District has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the adoption of this plan provided is in addition to the mandated New York State and Local Retirement System plan that the District must provide to eligible employees;

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the District by providing eligible employees with a convenient and tax-favored method of saving for retirement on a regular and long-term basis; now, therefore, be it

RESOLVED, that The District hereby adopts the Plan which allows for the voluntary participation of all eligible employees in the Deferred Compensation Plan; and it is further

RESOLVED, that the Fire District Treasurer is hereby authorized to take such actions and enter into such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission; and it is further

RESOLVED, that the Summary of Employee Benefits be amended to include the ability to voluntarily participate in the Deferred Compensation Plan, noting that the Plan is solely funded by employee contributions, and be distributed to all employees.

**Resolution #26-52 –Approval of Revisions to the Communication Policy**

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

WHEREAS, Town Law 176 and best practices of a Fire District require adoption of various policies and forms; and

WHEREAS, a committee was formed to review and make recommendations which have been completed and forwarded to the Commission

WHEREAS the Board of Fire Commissioners have reviewed proposed changes to the District's Communication Policy as fully described in Appendix C, and have found it consistent with the objectives of the Victor Fire District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners adopts the Revisions to the Communication Policy; and,

RESOLVED that a copy of the attachments be made available to the members and staff of the Victor Fire District.

**Resolution #26-53 -Authorization to Release Bid Specifications (2711 Refurb).**

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

WHEREAS, the Fire Chief has recommended refurbishment of existing apparatus 2711 in order to extend its service life; and

WHEREAS, the officers of the District have reviewed the proposed scope of work, as set forth in draft bid specifications; and

WHEREAS, the Board of Fire Commissioners has reviewed said specifications and determined them to be consistent with the operational needs of the District and in accordance with the District's Procurement Policy; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby authorizes the Secretary to prepare and distribute bid specifications and to advertise for bids in accordance with New York General Municipal Law §103 and in the manner prescribed by law, with such bid specifications to be made available for public inspection.

**Resolution #26-54 -Authorization to Release Bid Specifications (2761 Refurb).**

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

WHEREAS, the Fire Chief has recommended refurbishment of existing apparatus 2761 in order to extend its service life; and

WHEREAS, the officers of the District have reviewed the proposed scope of work, as set forth in draft bid specifications; and

WHEREAS, the Board of Fire Commissioners has reviewed said specifications and determined them to be consistent with the operational needs of the District and in accordance with the District's Procurement Policy; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby authorizes the Secretary to prepare and distribute bid specifications and to advertise for bids in accordance with New York General Municipal Law §103 and in the manner prescribed by law, with such bid specifications to be made available for public inspection.

### **Next Board Meetings**

Next Regular Meeting: Tuesday, May 12, 2026

### **Adjournment**

The Chairman declared the meeting adjourned at 6:41 PM.

## Appendix A

### Budget Transfers

From				Transfer to			Note
Code	Budget	Tsfr Amount	Adj Budget	Code	Budget	Adj Budget	
A3410.1	Personnel Service	\$ 3,000.00	\$ 680,000.00	A9050.8	Unemployment Insur	\$ 5,500.00	Underestimated unemployment
A3410.204.1.1	Building Mechanic	\$ 10,000.00	\$ 40,000.00	A3410.204.3.1	Furniture & Fixtures	\$ 20,000.00	Bunk Room Overages
A3410.403.16.2	Operational - FPE	\$ 550.00	\$ 13,550.00	A3410.403.6.2	MDT software licen	\$ 3,350.00	extra MDT license
A3410.403.16.2	Operational - FPE	\$ 5,000.00	\$ 8,550.00	A3410.405.11	Equipment - supplies	\$ 6,600.00	FCL-X
A3410.406.16	Contingency	\$ 550.00	\$ 2,450.00	A3410.406.3.1	Building Access Cor	\$ 6,050.00	price change
A3410.201.1.2	Apparatus - FPD	\$ 20,000.00	\$ 730,000.00	A3410.203.2	Radios - Hardware	\$ 56,000.00	Radios

## Appendix B

### Strategic Planning Victor Fire District

Victor Fire District intends to meet NFPA 1720 (8 FF on location within 8 minutes 80% of the time) for structure fires/ significant calls. To safely respond to the rest of the calls, we intend to maintain a minimum of 6 FF on scene per call (EMS and public assistance might be less).

- Need to track current FFs response numbers
- Per the current Fire Chief, we are averaging 7 FFs per call

Year	Action	Notes
2026	<ul style="list-style-type: none"> <li>• Create Lieutenant Position within Civil Service</li> <li>• Evaluate roles &amp; responsibilities of our current Career FFs</li> <li>• Possibility of adjusting current FFs schedules to meet the upcoming response district</li> <li>• Looking into avenues to compensate volunteers</li> <li>• In-service two additional engines</li> <li>• Looking into additional ways to support Recruitment &amp; Retention</li> <li>• Retain all equipment &amp; facilities to operate three fire stations</li> <li>• Adopt Response Models</li> <li>• Adopt updated Capital Plans</li> </ul>	<ul style="list-style-type: none"> <li>• Secure five-year contract to cover both Fire Protection Districts</li> <li>• 27 Budget for support staff</li> <li>• Town to Maintain capital expenses for both 380 High Street &amp; 7853 Main Street outside of IT</li> </ul>
2027	<ul style="list-style-type: none"> <li>• Commissioners add additional support staff.</li> <li>• 4 Career FFs on full duty</li> <li>• Hire Community Risk Reduction Specialist</li> <li>• Pursue Development of a MTO program</li> <li>• Quarterly benchmarks</li> </ul>	<ul style="list-style-type: none"> <li>• Learn &amp; Adapt to cover both Fire Protection Districts.</li> </ul>
2028	<ul style="list-style-type: none"> <li>• Add an additional FF position (total of 6)</li> <li>• Promote Lieutenant</li> </ul>	<ul style="list-style-type: none"> <li>• Pending tracking of current FFs</li> </ul>

2029	<ul style="list-style-type: none"> <li>• Hire Paid Chief</li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of hired or cleared to take the helm</li> <li>• Discussion on the possibility of Treasurer's retirement will play into this.</li> </ul>
2030	<ul style="list-style-type: none"> <li>• Entertain an additional 5 Year Contract for both Fire Protection Districts</li> <li>• Need for additional FF</li> </ul>	<ul style="list-style-type: none"> <li>• Pending tracking of current FFs</li> <li>• Expand career FF coverage 24/7/365</li> </ul>

## Appendix C

VICTOR FIRE DISTRICT

### **Communications Policy**

#### **Policy Statement**

The Victor Fire District ("Fire District") complies with the requirements of statutory law including, but not limited to, designation of public places for postings, an official newspaper, and conducting business in open session. This policy is established to create avenues for all volunteers and staff to communicate District matters to the public in a consistent and efficient manner.

This policy shall be read in conjunction with the District's policies governing Open Meetings, Freedom of Information Law (FOIL), Records Retention and Disposition, and Public Notice requirements. In the event of any conflict, those policies and applicable law shall control.

#### **Policies**

##### **Board of Fire Commissioners Reports**

All reports, correspondences, or similar requests to go before the Board of Fire Commissioners shall be submitted to the District Secretary by the Wednesday prior to the meeting. Commissioners providing their own materials to the Commission will submit them to the District Secretary by Friday morning, except in matters relating to executive session.

The Friday prior to the regular business meeting, the District Secretary will email all materials to the Commission for the upcoming meeting. This meeting packet shall include:

- Draft agenda, draft resolutions, and all procurement requests
- Secretary Report, including
  - Summary of significant administrative activities and public interactions
- Treasurer Report, including
  - Budget worksheets and financial reports including payroll
- Chief's Report, including

- Monthly calls, training highlights, apparatus/building changes & concerns, and personnel milestones
- Inc Report, including
  - Highlights of activities and noteworthy events of the Inc.
- Other reports from committees, officers, vendors, and 3<sup>rd</sup> party communications, as requested by the Commission.

Late submissions are discouraged. In the event they are necessary, the District Treasurer will determine the appropriate method of delivery.

Weekly Reports

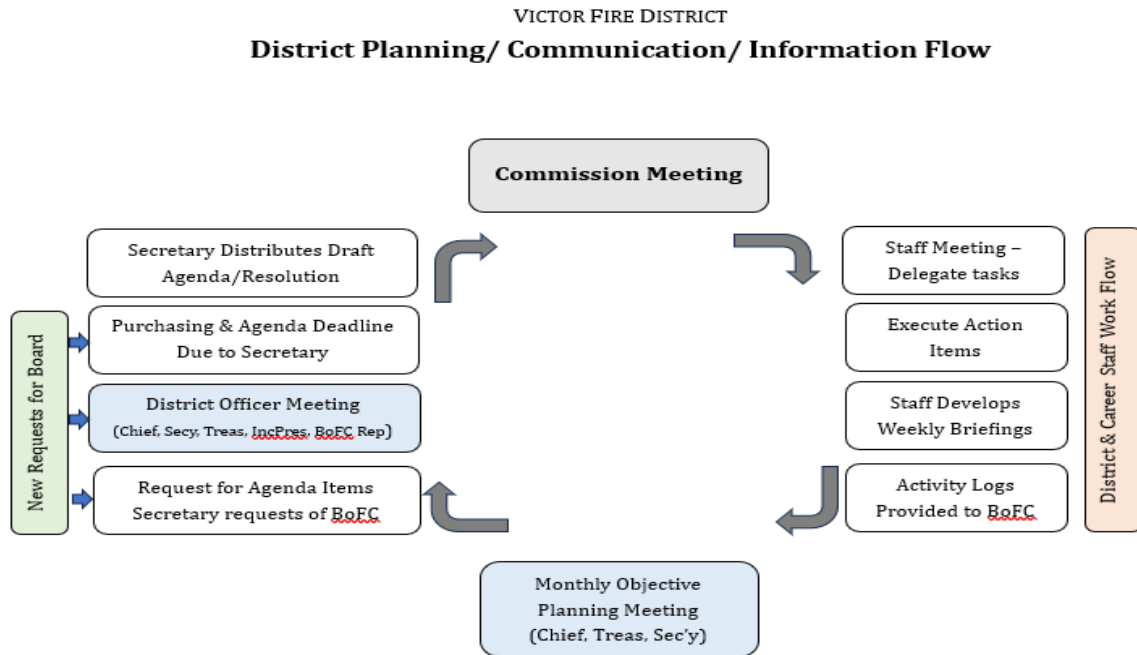
Staff shall maintain a weekly summary activity log on an approved form. Such logs will be distributed to the Commission via email weekly on Fridays at or around 3 pm.

Victor Fire Department Members & Staff

Treasurer will provide a written report to the VFD, Inc., for their monthly business meeting. The content will be subject to approval by the Chairman.

Information Flow

The following diagram illustrates the communication and information flow described above, including meetings to support communication. This diagram will be posted annually.



Website Postings

The Fire District will maintain a website. The website will include the following:

- Draft Agenda, posted the Friday before the meeting, and removed when draft minutes are posted
- Draft Meeting Minutes, posted 10 days after meeting, removed after approval
- Adopted Meeting Minutes, posted 10 days after approval
- Adopted Budget, posted within 5 days after approval
- Proposed Budget, posted as required by law and removed after adoption of the budget
- Public notices, posted as required by law and removed the day after the event, unless otherwise required.
- List of Commissioners and terms of office, with an email link directing to [info@victorfire.com](mailto:info@victorfire.com)
- District meeting calendar
- Frequently Asked Questions, as deemed necessary by Chief, Secretary, and Treasurer
- District Map
- List of Community Events
- Affiliated organizations link

The website will have at a minimum a home page for timely and temporary announcements, a District page, an Operations page, and a VFD, Inc., page. The Chief will determine appropriate information to be included in the Operations page; the VFD President will determine appropriate information to be included in the “VFD Inc” page. Additional pages may be added for FAQs, links, contact, and volunteer recruitment pages, as determined by the Chief, President, Secretary, and Treasurer.

#### Electronic Sign Board Postings

The Electronic Sign Board will be used for general information for the benefit of the Victor community, at the discretion of the Chief, the Chief’s designee/Public Information Officer, and the Treasurer.

District notices shall be posted for public hearings, elections, and commissioner candidate enrollment deadlines in accordance with applicable legal requirements.

#### Miscellaneous

District records, including emails, may be subject to FOIL and applicable records retention requirements

The Board of Fire Commissioners may request that a message to be promoted through social media through the President via the VFD, Inc., accounts.

District wide mailings may be considered on a case-by-case basis.