

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
May 12, 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	
Deputy Chief Militello	X
Fire District Attorney Fingar	
VFD Inc President Benjamin	X

Mark Haggett, Jacob Natrigo, Tim Whitcomb

Approval of Minutes from April 14, 2026

Commissioner Keyes motioned to approve the minutes from the April 14, 2026, Regular Meeting; seconded by Commissioner Kowal and carried: 5 Ayes; 0 Nays

Approval of Bills

Commissioner Palmer made a motion to approve payment of invoices in the amount of \$40,336.52 seconded by Commissioner Keyes and carried: 5 Ayes; 0 Nays

Correspondence

The District received 4 survey results

Reports

District Treasurer Report:

Read and is on file. Commissioners Matteson and Kowal agreed to participate in the committee to review updating District accounting software.

District Secretary Report:

Read and is on file.

Chief's Report:

Read and is on file.

Inc Report:

Read and is on file.

Old Business

None

New Business

Resolution #26-55 - 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	Washing Machine	204.2	1,534.00
2	Floor Re-Wax	406.18	3,825.00

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 #26-56 –Appointment of FF 283 as Permanent Employee.

On motion of Commissioner Palmer, seconded by Commissioner Keyes, the following resolution was adopted: 5 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 Juergens was appointed by the Board of Fire Commissioners to the position of Firefighter on a full-time probationary basis effective May 30, 2025; and

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

WHEREAS, the Fire Chief has evaluated Firefighter Juergens'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 Juergens to the permanent position of Firefighter, effective May 12, 2026; and be it further

RESOLVED, that Firefighter Juergens 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 #26-57 –Authorization to Release Request for Proposals for Accounting Software

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

WHEREAS, the Board of Fire Commissioners accepted a Corrective Action Plan from the 2025 Audit which included assessing alternative accounting software to improve year end reporting and internal control capabilities;

WHEREAS, the Fire District Treasurer has drafted a request for proposal for Accounting Software, the scope of work of which is fully described in Appendix A;

WHEREAS, the Board of Fire Commissioners have reviewed the RFP and finds it is consistent with the objectives of the District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the Secretary to advertise and solicit for the RFP as indicated.

Resolution #26-58 –Authorization to Release Request for Proposals for Diesel Exhaust System

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

WHEREAS, the District's approved vendor for diesel exhaust maintenance has reported the components of the existing system have deteriorated due to old age and highly suggests replacing the hoses to avoid continuous service calls;

WHEREAS, the Fire District Treasurer has drafted a request for proposal for Diesel Exhaust System, the scope of work of which is fully described in Appendix B;

WHEREAS, the Board of Fire Commissioners have reviewed the RFP and finds it is consistent with the objectives of the District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the Secretary to advertise and solicit for the RFP as indicated.

Resolution #26-59 –Authorization to Release Request for Proposals for SCBA Fill Station

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

WHEREAS, the current adopted Equipment Capital Plan, adopted by the Board of Fire Commissioners in Resolution #24-69, identified the replacement of the current SCBA fill station in or around 2027;

WHEREAS, the District's approved vendor for the fill station maintenance has advised the existing equipment is nearing the end of life and recommended replacement as soon as possible;

WHEREAS, the Fire District Treasurer has drafted a request for proposal for SCBA Fill Stations, the scope of work of which is fully described in Appendix C;

WHEREAS, the Board of Fire Commissioners have reviewed the RFP and finds it is consistent with the objectives of the District; now, therefore, be it

RESOLVED that the Board of Fire Commissioners authorizes the Secretary to advertise and solicit for the RFP as indicated.

Public Comments

Executive Session

Next Board Meetings

Next Regular Meeting: Tuesday, June 9, 2026

Adjournment

The Chairman declared the meeting adjourned at 6:17 PM.

Appendix A

Scope of Work

RFP Return Date: June 12, 2026

All proposals for the Scope of Work shall include all labor, materials, equipment, and services necessary to transition to a cloud-based financial management system, including software, implementation, training, and support.

Agreement to meet the Standard of Service listed in the Proposal Requirements

Provide a cloud-based governmental financial management system suitable for a New York State fire district, replacing the District's current system (QuickBooks Online).

Provide migration of relevant data from the existing system, including validation and reconciliation

Support fund accounting with a configurable chart of accounts aligned with municipal and NYS OSC reporting requirements

Provide core financial functionality including general ledger, accounts payable, bank reconciliation, and standard financial reporting

Provide system which maintains audit trails of financial transactions and user activity

Provide system supporting retention and retrieval of financial records in accordance with NYS LGS-1 records retention requirements at no additional cost

Provide budgeting capabilities, including annual budget development, modification tracking, and budget-to-actual reporting

Support enhanced budget preparation tools, including multi-year planning, line-item detail, and reporting for Board review

Provide requisition and purchasing workflow functionality, including purchase requests, approvals, and audit trails

Support internal controls through configurable user roles, permissions, and approval workflows

Provide reporting capabilities sufficient for Board oversight and NYS-required filings (including AUD support)

Provide secure, cloud-based access with appropriate data protection, backup, and recovery capabilities

Provide a user-friendly interface suitable for District administrative staff and Commissioners

Provide initial training for designated District personnel, sufficient to operate and maintain the system

Provide implementation support, including system set up, configuration, testing, and go-live assistance for no less than 90 days

Provide regular software updates, including regulatory and reporting updates necessary to maintain compliance with NYS requirements

Provide standard warranty or service assurance that the system will perform in accordance with vendor specifications

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Appendix B
Scope of Work

RFP Return Date: July 22, 2026

All proposals for the Scope of Work shall include all labor and materials to provide service as outlined below at the Victor Fire District fire station located on Maple Avenue in Victor, New York:

Agreement to meet the Standard of Service listed in the Proposal Requirements

Vendor to field evaluate existing bay conditions (including ceiling heights, door locations, and vehicle exhaust configurations) and engineer design a complete exhaust capture system appropriate for all District apparatus.

Vendor to submit shop drawings, layout plans, and product data, including coordination with existing mechanical, electrical, and structural systems, for approval prior to installation.

System supply shall include:

- Vendor shall identify any existing components proposed for reuse and provide justification for any components determined unsuitable for continued use.
- Provision of a complete diesel exhaust extraction system (e.g., rail-mounted, hose reel, or direct source capture system as specified).
- All ductwork, rails, hoses, nozzles, fans/blowers, controls, dampers, and mounting hardware.
- Automatic vehicle disengagement system.
- Exhaust discharge system, including rooftop or exterior termination, compliant with code.

Installation shall include:

- Vendor shall identify any existing components proposed for reuse and provide justification for any components determined unsuitable for continued use.
- Full installation of all system components in accordance with manufacturer specifications and applicable codes.

- Structural supports and mounting assemblies as required.
- Integration with existing fire station apparatus bay doors and operations to ensure no interference with emergency response activities.
- Electrical connections and controls integration with building systems.

All equipment, materials, installation methods, and system operation shall comply with all applicable federal, state, and local laws, regulations, and standards, including but not limited to applicable OSHA, NFPA, mechanical code, electrical code, and building code requirements.

Vendor shall be responsible for identifying and coordinating any required permits, inspections, and code approvals associated with the installation. Vendor shall coordinate all work with District personnel to minimize disruption to emergency operations.

Vendor shall take reasonable precautions to protect existing apparatus, building finishes, utilities, and equipment during installation and shall repair any damage caused by its operations at no additional cost to the District.

Upon completion of installation, vendor shall perform complete operational testing and commissioning of the system to verify proper functionality, airflow performance, automatic disengagement operation, and compatibility with District apparatus and bay operations.

Vendor shall provide on-site operational and maintenance training for District personnel following installation and prior to final acceptance.

Vendor shall provide operation manuals, maintenance instructions, recommended service schedules, parts information, warranty documentation, and as-built drawings upon project completion.

Vendor shall provide a minimum warranty period of 5 years covering equipment, components, and installation workmanship. Proposal shall clearly identify warranty terms, exclusions, and available post-installation service support.

Vendor shall remove all debris, packaging, discarded materials, and unused equipment associated with the installation and shall leave the premises in clean operating condition upon completion.

Preference may be given to systems utilizing commercially available replacement parts and service support within New York State.

Appendix C
Scope of Work

RFP Return Date: June 26, 2026

All proposals for the Scope of Work shall include all labor, materials, equipment, and services necessary to furnish, deliver, install, and place into full operation a complete SCBA breathing air compressor and fill station system at a Victor Fire District facility.

Agreement to meet the Standard of Service listed in the Proposal Requirements

Provide a complete breathing air compressor system designed for SCBA cylinder filling, capable of filling cylinders rated up to 5,500 psi; systems capable of 6,000 psi operation shall be identified

System shall include compressor, purification system, cascade storage system, and containment fill station, fully integrated and operational. Preference will be given to factory-integrated compressor and fill station systems designed and assembled by a single manufacturer.

Provide a minimum of three (3) ASME-rated cascade storage cylinders; proposals including four (4) cylinders shall be identified. Preference may be given to systems incorporating four (4) storage cylinders and automatic cascade management controls.

Provide a containment fill station rated for SCBA cylinder failure, with a minimum of two (2) fill positions; three position systems shall be identified

System shall be capable of filling multiple SCBA cylinders simultaneously and efficiently, consistent with the operational needs of a combination fire department

Provide a continuous air quality monitoring system, including carbon monoxide monitoring, with audible and visual alarms and automatic shutdown capability

Provide automatic condensate drains, filtration, and purification systems meeting breathing air standards

Provide system controls designed for safe and efficient operation, including automatic compressor shutdown and automatic fill controls to prevent over-pressurization of SCBA cylinders. Preference may be given to systems incorporating programmable automatic fill

management, automatic cascade storage sequencing, reduced manual valve operation, and integrated touchscreen or electronic control interfaces.

System shall be designed to minimize manual valve manipulation and provide clear, accessible controls and gauges for operator use

Provide provisions for filling a mobile cascade system or apparatus-mounted SCBA fill system, including appropriate external connection(s)

Contractor shall perform full installation of the system, including all mechanical and electrical connections required for operation

Contractor shall coordinate installation requirements with the Fire District and identify any site preparation requirements in the proposal

Contractor shall perform full operational testing of the system upon installation and correct any deficiencies prior to acceptance

Contractor shall provide air quality testing and documentation upon system commissioning

Contractor shall provide on-site training for Fire District personnel in the operation, safety, and basic maintenance of the system

Contractor shall provide complete product specifications, system layout, and manufacturer documentation with the proposal

System shall comply with all applicable standards, including those of the National Fire Protection Association, OSHA, CGA, and ASME, as applicable. Breathing air quality shall comply with NFPA 1989 and CGA Grade E breathing air standards.

Contractor shall provide warranty information for all components of the system; minimum one (1) year warranty shall be included

Contractor shall identify service support capabilities, including location of service personnel and estimated response times for both routine and emergency service

Contractor shall provide a recommended preventative maintenance schedule for the system