

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
June 9, 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

Mark Haggett

Approval of Minutes from May 12, 2026

Commissioner Palmer motioned to approve the minutes from the May 12, 2026, Regular Meeting; seconded by Commissioner Keyes and carried: 4 Ayes; 0 Nays

Approval of Bills

Commissioner Kowal made a motion to approve payment of invoices in the amount of \$116,755.89 seconded by Commissioner Palmer and carried: 4 Ayes; 0 Nays

Correspondence

The District received 3 survey results

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.

Inc Report:

Read and is on file.

Old Business

New Business

Resolution #26-60 - Purchase Authorizations

On motion of Commissioner Keyes, seconded by Commissioner Palmer, 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	2764 Rebrand	404.14	2,391.50
2	2772 Rebrand	404.13	14,529.73
3	2765 Rebrand	404.14	2,356.61
4	Moving Gym Equipment	406.9	645.00
5	Thermal Imaging Cameras (3)	202.4	8,777.55

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 #26-61 –Motion to Approve Budget Transfers

On motion of Commissioner Palmer, seconded by Commissioner Kowal, 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 #26-62 –Authorization to Apply for FEMA AFG Grant.

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

WHEREAS, the Victor Fire District has the opportunity to apply for funding through the Federal Emergency Management (FEMA) Assistance to Firefighters Grant (AFG) program for several firefighter health and safety items as further described in Attachment B;

WHEREAS, the Victor Fire District is interested in applying for FEMA AFG funding to cover the anticipated cost of \$94,698.94 for the purchase of a decon washer, two laser methane gas detectors, two sUAS, and a digital fire extinguisher prop;

WHEREAS, this FEMA AFG application will, if awarded, cover up to 95% of the SCBA, requiring the Victor Fire District to match 5%, or \$4,734.95 in District funds; and

WHEREAS, the current Victor Fire District budget does not contain sufficient funds to provide these items to improve firefighter health and safety, so it is necessary to apply for funding assistance from the FEMA AFG program; now, therefore, be it

RESOLVED, that the Chief is authorized to execute any and all forms or applications necessary to complete the grant application;

RESOLVED, that the purchase of this equipment shall follow the current District's Procurement Policy;

RESOLVED, that the Chairman of the Board of Fire Commission, upon notice of the funding award, is authorized to execute a FEMA AFG contract and any reimbursement forms or other necessary documents to complete the project; and,

RESOLVED that this resolution takes effect immediately.

Resolution #26-63 –Authorization to Enter into Agreement with Victor Fire Department, Inc. for Firemen’s Field Water Billing

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

WHEREAS, the Victor Fire Department, Inc. owns the property commonly known as Firemen’s Field, including the private water service and private hydrant located at or serving that property;

WHEREAS, Firemen’s Field is used for fire department, District-related, training, recruitment, operational, recreational, carnival, and related fire service purposes;

WHEREAS, Town Law §176(10), (11), and (21) authorize the Board of Fire Commissioners to organize, operate, maintain, and equip fire companies, adopt rules and regulations governing fire companies and fire departments in the District, and exercise powers necessarily implied from those powers;

WHEREAS, the Board of Fire Commissioners has reviewed the proposed terms of the agreement, which is further described in Attachment C, and finds that the agreement serves a Fire District purpose and is in the best interest of the Fire District; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby authorizes the Fire District to enter into an agreement with Victor Fire Department, Inc., for reimbursement of Firemen’s Field water overage charges as set forth in the agreement; and be it further

RESOLVED, that the Chairman is authorized to execute all documentation necessary to effectuate this agreement.

TABLED - Resolution #26-xxx –Adoption of Revised Capital Plans

On motion of Commissioner _____, seconded by Commissioner _____, the following resolution was adopted:___ Ayes;___ Nays (____); ____ Abstain

WHEREAS, pursuant to General Municipal Law § 6-g, the Victor Fire District established separate capital reserve funds designated for Apparatus, Equipment, Building, and Emergency needs, which were approved by voter referendum in December 2019;

WHEREAS, by Resolution #21-73, the Board of Fire Commissioners adopted Capital Plans for apparatus, equipment, and building purchases, which plans were later revised by Resolution #24-69;

WHEREAS, the Strategic Committee, formed in February 2025, reviewed the District's Capital Plans and provided updated recommendations reflecting the changing needs of the District; and

WHEREAS, the Board of Fire Commissioners has reviewed the revised Capital Plans, as further described in Attachment D attached hereto, modified them as necessary, and found them consistent with the objectives of the Victor Fire District and the items are necessary and reasonable; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby adopts the revised Capital Plans effective immediately; and

RESOLVED, the Board of Fire Commissioners acknowledges that implementation of the adopted Capital Plans shall remain subject to future Board approval, budgetary authorization, in compliance with the District's Procurement Policy; and

RESOLVED, that the Board of Fire Commissioners directs that the revised documents be posted to the District website within ten days.

Resolution #26-64 –Approval of Revisions to the Call Back Policy

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

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

WHEREAS, after review by the career staff and the line officers, the Fire District Treasurer has provided a recommended amendment for the existing Call Back/ Hold Over Policy; and

WHEREAS the Board of Fire Commissioners have reviewed proposed changes to the District's Call Back/ Hold Over Policy as fully described in Attachment D, 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 Call Back/ Hold Over; and,

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

Resolution #26-65 –Approval of Revisions to the Vehicle Data Collection Device 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 requires adoption of various policies and forms; and

WHEREAS, after periodic review of the Vehicle Data Collection Device Policy, the District Officers recognized the installation of a separate GPS system is a redundant and unnecessary expense as the current mobile data terminals have the same capabilities; and

WHEREAS the Board of Fire Commissioners have reviewed proposed changes to the District's Vehicle Data Collection Device Policy to eliminate the GPS requirement, as fully described in Attachment D, 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 Vehicle Data Collection Device Policy; and,

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

Public Comments

Executive Session

Next Board Meetings

Next Regular Meeting: Tuesday, July 14, 2026

Adjournment

The Chairman declared the meeting adjourned at 7:14 PM.

Attachment A

From				Transfer to			Note
Code	Budget	Tsfr Amount	Adj Budget	Code	Budget	Adj Budget	
A3410.204.1.2	Building Mechanic	\$ 750.00	\$ 39,250.00	A3410.204.2	Tools & Equipment	\$ 1,750.00	Washer
A3410.204.1.2	Building Mechanic	\$ 100.00	\$ 39,150.00	A9089.8	EAP	\$ 1,100.00	Rate increase
A3410.204.1.2	Building Mechanic	\$ 10,000.00	\$ 29,150.00	A3410.404.13	FPD2 Rescue (04 K	\$ 20,300.00	Rebranding
A3410.204.1.2	Building Mechanic	\$ 5,000.00	\$ 24,150.00	A3410.202.4	Loose Equipment	\$ 12,000.00	Purch. Of TIC
A3410.406.16	Contingency	\$ 450.00	\$ 2,000.00	A3410.406.2	Appliance Maintena	\$ 1,450.00	Ice Machine Repair
A3410.406.16	Contingency	\$ 825.00	\$ 1,175.00	A3410.406.18	Floor re-waxing	\$ 3,825.00	Rate increase
A3410.404.11	FPD2 Engine	\$ 7,000.00	\$ -	A3410.404.14	FPD2 Utility Vehicle	\$ 12,000.00	Rebranding
A3410.404.12	FPD2 Quint (16 S	\$ 3,300.00	\$ 3,700.00	A3410.404.13	FPD2 Rescue (04 K	\$ 10,300.00	Rebranding
A3410.401.10.2	FPD2 Contingenc	\$ 10,000.00	\$ -	A3410.401.2	Natural Gas	\$ 20,000.00	Rate increase

Attachment B

Firefighter health and safety items for FEMA grant

Item	Description	Estimated Cost
SCBA Decon Washer	Decontamination of SCBA, helmets, facepieces, boots, gloves, and tools. Currently only have ability to decontaminate PPE	\$36,999.99
Laser Methane Detector (2)	Gas detection device is designed for fast, accurate, and non-contact methane leak detection. It ensures efficient and safe methane monitoring in oil & gas, industrial safety, and environmental applications such as our 2 sewer plans.	\$9,297.72
sUAS (Drone) (2)	A thermal-capable public safety sUAS package to enhance firefighter safety, improve incident command visibility, and support faster, safer size-up and search operations across the expanded fire protection area, including the trail system.	\$18,000
Digital Fire Extinguisher Trainer	Replaces need to use Class B fuel live fire for training of firefighters and the public	\$27,401.23

Attachment C

Agreement

This Agreement is made by and between the Victor Fire District (the “District”), a fire district organized under the laws of the State of New York, with offices at 34 Maple Avenue, Victor, New York 14564, and Victor Fire Department, Inc., (the “Inc”) a New York not-for-profit corporation recognized by the Internal Revenue Service as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, with offices at 34 Maple Avenue, Victor, New York 14564. The District organizes, operates, maintains, and equips the Inc. pursuant to its authority as set forth in New York Town Law Section 176(10).

1. Purpose.

The Inc. owns the property commonly known as **Firemen’s Field**, including the private water service and private hydrant located at or serving that property. Firemen’s Field is used for fire department, District-related, training, recruitment, operational, recreational, carnival, and related fire service purposes.

The parties acknowledge that the Village of Victor recently completed work related to an identified cross-connection issue at Firemen’s Field. The District and the Inc. were separately consulted about and authorized participation in that project, and the Inc. authorized the work on its property.

2. Fire District Payment of Water Overage.

Commencing with the second quarter 2026 billing period, in recognition of the joint benefit of the activities held at and the operation of the Firemen’s Field, the District agrees to reimburse the Inc. for the portion of each Firemen’s Field water bill attributable to water usage above the Village’s base/minimum quarterly allowance.

For purposes of this Agreement, the reimbursable “overage” means the number of gallons billed above the usage included in the Village’s minimum quarterly water charge, multiplied by the Village’s then-current overage rate. As of the date of this Agreement, the Village’s published rate information lists the minimum quarterly allowance as 0–5,000 gallons.

3. Base Charges Remain With the Inc.

The Inc. remains responsible for the Village’s minimum quarterly water charge, sewer charges if any, account fees, penalties, late fees, interest, and any other charges not included in the reimbursable overage described in Section 2, unless the District separately agrees in writing to share in such costs.

4. Billing Process.

The Inc. will provide the District with an invoice and a copy of each Village water bill for Firemen's Field within thirty days after the Inc.'s receipt of the bill. The District will review the Inc.'s invoice and the Village water bill and will pay the approved overage amount to the Inc. within thirty days after receipt, subject to the District's ordinary audit, approval, and payment procedures.

5. No Transfer of Ownership or Control.

This Agreement does not transfer ownership of Firemen's Field, the private water service, the private hydrant, the meter, the backflow equipment, or any related improvements from the Inc. to the District. The Inc. remains the owner or responsible property party unless a separate written agreement states otherwise.

6. Maintenance and Access.

The Inc. remains responsible for ordinary property ownership obligations at Firemen's Field. The parties will cooperate as needed on maintenance, testing, inspection, access, and use of the water system for fire service purposes or to comply with Village, Department of Health, insurance, or other lawful requirements.

7. Fire Service Purpose.

The parties agree that the District's payment of the water overage serves a fire district purpose because Firemen's Field and its private water service support training, operations, recruitment, maintenance, hydrant use, and other activities related to fire protection and emergency service within the District.

8. Term.

This Agreement begins after approval by resolution of both the District Board of Fire Commissioners and the Inc. Board of Directors, and after signature by both parties.

Either party may terminate this Agreement on thirty days' written notice. Termination does not affect any approved overage payment obligation incurred before the termination date.

9. Annual Review.

The parties will review this arrangement annually, during budget preparation, to confirm the applicable Village rate, usage, billing process, and continued fire service use of the Firemen's Field.

10. Authority.

Each party represents that its governing board has adopted a resolution authorizing this

Agreement and authorizing the officer signing below to execute it. Copies of the respective resolutions are attached hereto and incorporated herein by reference.

11. Entire Agreement.

This Agreement is the parties' entire understanding regarding Firemen's Field water overage charges. It does not replace any separate agreement with the Village of Victor regarding hydrants, meter, backflow, or water service work.

SIGNATURES

VICTOR FIRE DISTRICT

By: _____

Name: _____

Title: Chair, Board of Fire Commissioners
Inc.

Date: _____

VICTOR FIRE DEPARTMENT, INC.

By: _____

Name: _____

Title: President, Victor Fire Department,

Date: _____

Attachment E

Victor Fire District

Call Back/ Hold Over Policy Proposed Changes

Changes indicated are in red

[...]

Procedure

1. Career firefighters, upon learning of a *confirmed structure fire, personal injury accident with entrapment, **technical rescue assignment, or emergency call for fill in/ standby to Victor Fire Department*** as described in the current Standard Operating Guidelines may choose to automatically respond per this policy.

[...]

6. Special call backs shall be extended to all personnel meeting the category requested (career firefighter or administrative personnel) via **phone (call or text) the responding software currently in use.**

[...]

Addition to Standard Operating Guideline Definitions Section

Technical Rescue: fire department response for technical incidents described in NFPA 1006, including, Confined Space Rescue, Rope Rescue, Structural Collapse, Trench/ Excavation Rescue, Water/ Ice Rescue, and Vehicle/ Machinery Extrication.

Attachment F

Victor Fire District

Vehicle Data Collection Device Policy

Changes indicated in Red. Unaffected sections have been removed for clarity

Purpose: The purpose of the vehicle data collection device policy of the Victor Fire District is to enhance operational efficiency, improve accountability, and ensure the safety of personnel and the public during emergency responses and other relevant activities. Vehicle data collection devices, as defined below, will be used in such a way as to ensure that the privacy rights of Department personnel, members, patients, victims, and the general public are respected and the professional image of the Victor Fire District and the Victor Fire Department, Inc. is maintained.

[...]

Installation and Use:

1. All new fire apparatus and chief vehicles shall have VDRs ~~and GPS~~ included as part of the specifications for new fire apparatus.
- ~~2. Dash cams shall be installed in all chief vehicles and existing mainline fire apparatus. Chief vehicles shall be equipped with GPS software.~~

[...]

Data Storage, Access, and Retention:

1. Footage of individual dash cameras will be maintained on the device for at least 30 days before the unit writes over the data. All images taken with a District-owned device are the sole property of the District, are under the control of the Board of Fire Commissioners, and are subject to current District policies on Records and Retention.
2. Personnel shall handle footage in a manner that respects the privacy and confidentiality of individuals captured on video.
- ~~3. Primary administration of GPS software is assigned to the Treasurer. The Fire Chief and Chairman of the Board of Fire Commissioners shall have access, subject to item #4, below.~~

[...]