

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
July 14, 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	X
VFD Inc President Benjamin	X

Mark Militello, Glen Lockwood, Bobby Green, Tom Simonds

Approval of Minutes from June 9, 2026

Commissioner Palmer motioned to approve the minutes from the June 9, 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 \$54,992.76 seconded by Commissioner Keyes and carried: 5 Ayes; 0 Nays

Correspondence

The District received 2 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

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.

New Business

Resolutions #26-66 Approve Purchase Requests

On motion of Commissioner Keyes, seconded by Commissioner Kowal, 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	Getac Tablets (4) & Mounts (2)	203.4.1 & 4.2	16,184.00
2	Commission Gifts to Members	408.16.2	4,150.00
3	Approve additional MDT licenses	403.6.2	1,475.00

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 #26-67 – Approve Final Price for New Rescue Pumper.

On motion of Commissioner Palmer, 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, subject to final confirmation of pricing and delivery schedules and approval by the Board of Fire Commissioners all required upfitting, installation, and modification;

WHEREAS, the Prime Agent, Firematic Supply Co., Inc., has provided a final pricing for additions to the new pumper as requested by the Engine Committee in the total amount of \$25,545 as further described in Appendix A;

WHEREAS, the revised procurement of the new rescue pumper referenced in Resolution #26-37 is \$1,016,968 which includes the original price, performance bond, and upfitting; and,

WHEREAS, the Fire Chief and Treasurer have reviewed the changes and supporting documentation for operational suitability and financial feasibility; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners accepts the revised price of the bid in the total amount of \$1,016,968 and,

RESOLVED, that the Chairman of the Board of Fire Commissioners is hereby authorized to execute the revised 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

Resolution #26-68 - Approve Accounting Software Contract

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

WHEREAS, in Resolution #26-57, the Board of Fire Commissioners authorized the release of a request for proposals (RFP) for Accounting Software in accordance with the District's Procurement Policy and applicable General Municipal Law requirements;

WHEREAS, on June 24, 2026, the bids received were publicly read, as described in Appendix B;

WHEREAS, after reviewing the proposals, the Committee recommends awarding the professional services contract to Frey Municipal in the total three-year cost of \$37,064;

WHEREAS, the Board of Fire Commissioners have reviewed the proposals; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby awards the professional services contract to Frey Municipal in the total three-year cost of \$37,064;

RESOLVED, that the Treasurer is authorized to execute the contract and any other documents necessary to complete the project, subject to review by the District's legal counsel, if required;

RESOLVED, that this approval is contingent upon the successful completion and approval of the resolutions and the required permissive referendum process for use of the District's reserve funds which will provide for the purchase of the equipment;

RESOLVED, that the expenditure be assigned to A3410.408.14.5 – Accounting Software/Support; and,

RESOLVED, that this resolution shall take effect immediately.

Resolution #26-69 –Appointment of FF 284 as Permanent Employee.

On motion of Commissioner Keyes, seconded by Commissioner Matteson, 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 Morabito was appointed by the Board of Fire Commissioners to the position of Firefighter on a full-time probationary basis effective September 9, 2025; and

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

WHEREAS, the Fire Chief has evaluated Firefighter Morabito'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 Morabito to the permanent position of Firefighter, effective July 14, 2026; and be it further

RESOLVED, that Firefighter Morabito 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 #26-70 –Retroactively Authorize for FF 283 to Attend Advanced Training.

On motion of Commissioner Matteson, 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, after the conclusion of the previous regular meeting of the Board of Fire Commissioners, the District was notified there is an additional seat available at the Office of Fire Prevention and Control (OFPC)'s HazMat III & IV course for one week from July 13 – 17, at the Utica Fire Department 2026, in conjunction with the current Recruit Firefighter Training;

WHEREAS, Firefighter Alex Juergens 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;

WHEREAS, due to the timing of the enrollment opportunity and recognizing the course and lodging will be provided at no charge to the District, the Treasurer contacted the Board of Fire Commissioners via email to request authorization to permit enrollment of the course while the seat was available;

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 circumstances described above; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners authorizes Firefighter Juergens to attend the HazMat III & IV course in Utica, NY, on July 13 – 17;

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 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 #26-71 –Authorization for FF 283 to Attend Advanced Training.

On motion of Commissioner Keyes, 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 Canandaigua Fire Department, Office of Fire Prevention and Control (OFPC) is holding a Fire Officer I course over 2 weeks, September 21 – 24 and September 28 – October 1, 2026;

WHEREAS, Firefighter Alex Juergens 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 Juergens to attend the Fire Officer I course in Canandaigua, NY on September 21 – 24 and September 28 – October 1, 2026, utilizing the 2763 vehicle;

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 #26-72 – Rejection of Bids for Utility Truck Refurbishment

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

WHEREAS, the Board of Fire Commissioners of the Victor Fire District duly authorized the solicitation of sealed bids in Resolution #26-54 for the refurbishment of a utility vehicle 2761 pursuant to New York State General Municipal Law §103; and

WHEREAS, notice to bidders was duly published and bids were received and publicly opened on May 27, 2026; and

WHEREAS, two bids were received in response to the bid solicitation; and

WHEREAS, the Board of Fire Commissioners has reviewed and considered all bids received, together with the specifications, bid documents, and related information, which noted the potential cost exceeded the value of the main vehicle; and

WHEREAS, pursuant to New York State General Municipal Law §103, the Board of Fire Commissioners reserves the right to reject any and all bids when it is determined to be in the best interest of the Fire District to do so; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners determines that rejection of all bids is in the best interest of the Victor Fire District; and

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District hereby rejects all bids received for the refurbishment of utility vehicle 2761.

Resolution # 26-73 – Declaration of Certain Fire Vehicle Surplus

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

WHEREAS, the Victor Fire District previously acquired a certain 1999 Spartan Heavy Rescue (the "Fire Vehicle") owned and operated by the Fire District to meet the objectives and purposes of the Fire District, and

WHEREAS, it is no longer necessary for the Fire District to retain the Fire Vehicle to achieve the objectives of the Fire District, now, therefore, be it

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District, does hereby determine that the Fire Vehicle owned and operated by the Fire District to meet the objectives and purposes of the Fire District is no longer necessary for any of its objectives or purposes and hereby declares the Fire Vehicle to be surplus, subject to permissive referendum; and it is further

RESOLVED, that pursuant to certain preliminary valuations of the Fire Vehicle, that this Resolution may be subject to permissive referendum pursuant to the requirements of Town Law 176(23); and it is further

RESOLVED, that subject to the satisfaction of the requirements for a permissive referendum be approved declaring the Fire Vehicle surplus, that it be disposed of in a manner acceptable to the Board of Fire Commissioners as it may determine in its discretion including but not limited to advertised for bid, to be sold to the highest responsible bidder, with a minimum bid acceptable to the Board of Fire Commissioners, on an "as is, where is, how is" basis; that the

Board of Fire Commissioners shall reserve the right to reject any and all bids submitted; and that the sale be made without warranty, representation or guarantee and upon such further terms or conditions as in the best interests of the Fire District as determined by the Board of Fire Commissioners, and it is further

RESOLVED, that this resolution is subject to a permissive referendum as provided by Town Law Section 176(23) and Section 6-g of the General Municipal Law.

Resolution # 26-74 – Declaration of Certain Fire Vehicle Surplus

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

WHEREAS, the Victor Fire District previously acquired a certain 2012 Ford F550 (the "Fire Vehicle") owned and operated by the Fire District to meet the objectives and purposes of the Fire District, and

WHEREAS, it is no longer necessary for the Fire District to retain the Fire Vehicle to achieve the objectives of the Fire District, now, therefore, be it

RESOLVED, that the Board of Fire Commissioners of the Victor Fire District, does hereby determine that the Fire Vehicle owned and operated by the Fire District to meet the objectives and purposes of the Fire District is no longer necessary for any of its objectives or purposes and hereby declares the Fire Vehicle to be surplus, subject to permissive referendum; and it is further

RESOLVED, that pursuant to certain preliminary valuations of the Fire Vehicle, that this Resolution may be subject to permissive referendum pursuant to the requirements of Town Law 176(23); and it is further

RESOLVED, that subject to the satisfaction of the requirements for a permissive referendum be approved declaring the Fire Vehicle surplus, that it be disposed of in a manner acceptable to the Board of Fire Commissioners as it may determine in its discretion including but not limited to advertised for bid, to be sold to the highest responsible bidder, with a minimum bid acceptable to the Board of Fire Commissioners, on an "as is, where is, how is" basis; that the Board of Fire Commissioners shall reserve the right to reject any and all bids submitted; and that the sale be made without warranty, representation or guarantee and upon such further terms or conditions as in the best interests of the Fire District as determined by the Board of Fire Commissioners, and it is further

RESOLVED, that this resolution is subject to a permissive referendum as provided by Town Law Section 176(23) and Section 6-g of the General Municipal Law.

Resolution #26-75 –Establish Committee for Creation of Specifications for UTV Replacement

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

WHEREAS, the District's adopted apparatus capital plan identified replacing the UTV and trailer in 2027;

WHEREAS, the Board of Fire Commissioners wishes to encourage input from the membership of the Victor Fire Department and ensure transparent communication of the process; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners establishes a UTV Replacement Committee to consist of:

Member	Appointed by
Representative of the Chief	Chief
Representative of the Members	President
Representative of the Staff	Chairman
Liaison from the Commission	Commission

RESOLVED, that the objective of this committee is to create specifications for the replacement of the UTV and trailer that meets the operational needs identified by the Chief to the Board of Fire Commissioners by the end of the fourth quarter of 2026; and,

RESOLVED, that this committee advertise their meetings to the membership and make an opportunity for members to submit suggestions for the Committee's consideration.

Resolution #26-76 –Establish Committee for Creation of Specifications for Utility Truck Replacement

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

WHEREAS, after rejection of the District's adopted apparatus capital plan identified replacing the existing utility vehicle known as 2761 in 2027;

WHEREAS, the Board of Fire Commissioners wishes to encourage input from the membership of the Victor Fire Department and ensure transparent communication of the process; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners establishes a Utility Truck Replacement Committee to consist of:

Member	Appointed by
Representative of the Chief	Chief
Representative of the Members	President
Representative of the Staff	Chairman
Liaison from the Commission	Commission

RESOLVED, that the objective of this committee is to (a) evaluate the needs of the District and recommend the appropriate allocation and specialization of all utility vehicles, and (b) to create specifications for the replacement of the Utility Truck 2761 that meets the operational needs identified by the Chief to the Board of Fire Commissioners by the end of the third quarter of 2026; and,

RESOLVED, that this committee advertise their meetings to the membership and make an opportunity for members to submit suggestions for the Committee's consideration;

Resolution #26-77 –Authorization to Release Request for Proposals for Fire Alarm Monitoring, Maintenance, and Repair.

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

WHEREAS, the Fire District Treasurer has drafted an invitation for bids for Fire Alarm Monitoring, Maintenance, and Repair, the scope of work of which is fully described in Appendix C;

WHEREAS, the Board of Fire Commissioners have reviewed the specifications 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 # 26-78 Resolution to Transfer Funds from Apparatus Reserve to Operating

On motion of Commissioner Kowal, seconded by Commissioner Matteson, the following resolution was adopted: 4 Ayes; 0 Nays; 1 Abstain (Palmer)

RESOLVED, that pursuant to Section 6-g of the General Municipal Law, as amended, the Victor Fire District does hereby authorize the transfer of a sum not to exceed \$1,360,000 from its Apparatus Repair and Replacement Capital Reserve Account to the District's General Operating Account for continued Fire District operations including the acquisition of a heavy rescue fire apparatus for Fire District purposes and services related thereto.

No expenditure shall be made except upon authorization of the Board; and it is further

RESOLVED, that this resolution is subject to a permissive referendum as provided by Section 6-g of the General Municipal Law.

Public Comments - none

Executive Session

A motion was made by Commissioner Keyes, seconded by Commissioner Matteson, to enter Executive Session for the purpose of Attorney-Client Privilege

The Board invited Chief Lamarco and Treasurer McAdoo to an executive session.

The motion was approved/denied: 5 Ayes; 0 Nays

The Board entered executive session at 6:59 PM

A motion was made by Commissioner Matteson seconded by Commissioner Keyes to exit Executive Session.

The motion was approved/denied: 5 Ayes; 0 Nays

The Board exited Executive Session and returned to Open Session at 8:04 PM. The Board took no action in Executive Session.

Next Board Meetings

Next Regular Meeting: Tuesday, August 11, 2026

Next Budget Workshop: Tuesday, July 28, 2026 (Budget Request Presentation)

Adjournment

The Chairman declared the meeting adjourned at 8:05 PM.

Appendix A

Re: Additions to new Pierce pumper, job #45791

Date: 6/11/2026

Estimate for additions to new pumper:

Added at Pierce Mfg.

Kussmaul 120 volt air compressor	\$1823.25
Coating, safe-stride, top flange of front bumper	\$1352.95
Added second Whelen visor light to front of cab	\$3635.50
Changed all existing scene lighting to black – to match	\$ 0.00
Bell- 12” chrome with eagle mounted on cab side	\$3470.55
Added 18” TFT extendagun riser for deluge	\$3525.50
Swapped Hadley air horns for Grover stutter-tone	\$ 752.15
Added red/lime chevron striping to front bumper	\$ 409.85

To be added at Firematic Supply Company:

Install TFT crossfire monitor with stack tips	\$2875.00
Install mobile radio (customer supplied)	\$2900.00
Install (6) portable radios (customer supplied)	\$3000.00
Install turtle tile on compartment floors and shelves	\$1800.00

Total:	\$25,544.75
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Appendix B
Accounting Software RFP Results

Bidder	First Year	Total 3-year Cost
OpenGov	\$ 117,000	\$ 194,955
Frey Municipal	\$ 16,915	\$ 37,064
Brisbane Consulting	\$ 34,188	\$ 64,828
Tyler Technologies	\$ 43,393	\$ 80,102

Appendix C

Scope of Work for Fire Alarm Monitoring, Maintenance, and Repair

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

- (1) Agreement to meet the Standard of Service listed in the Bid Requirements
- (2) Security or Fire Alarm Installer license issued by the New York State Department of State, or documentation of any applicable exemption/registration;
- (3) 24/7 monitoring of the existing fire alarm system compliant with NFPA 72 and the current NY State Fire Code;
- (4) Complete annual inspection of the fire alarm system per NFPA 72;
- (5) Provide written "Report of Inspections" to the District and the authority having jurisdiction on the District's behalf, as required by NYS Code;
- (6) Maintain the system in working order, per manufacturer's recommendations;
- (7) Review and advise Victor Fire District on suggested maintenance required to maintain equipment;
- (8) Emergency service (times other than 8 am to 5 pm, Monday through Friday);
- (9) Other service as authorized by the Victor Fire District.