

VICTOR FIRE DISTRICT
Board of Fire Commissioners Meeting Minutes
August 25, 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 the Chairman 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

Tony Carfagno

Old Business:

Resolution #26-96 – Authorization to Enter into Lease Agreements

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

WHEREAS, in Resolution #25-93, the Board of Fire Commissioners entered into a contract with the Town of Victor for Fire Protection District No. 2;

WHEREAS, under the Town of Victor Fire Protection District No. 2 contract, the Town of Victor will provide the District with access to certain buildings and equipment dedicated

to fire protection;

WHEREAS, an itemized inventory of the buildings and equipment subject to the proposed Lease Agreements has been prepared and provided to the Town and the District for asset-control, insurance, accountability, and recordkeeping purposes;

WHEREAS, the Fire District Attorney has reviewed two proposed lease agreements, entitled "Fire Stations Lease Agreement" and "Equipment Lease Agreement," and has advised that the District is authorized to enter into such agreements pursuant to Town Law §176(9), (13), and (14), and that the agreements are acceptable as to form and legal sufficiency;

WHEREAS, the Board of Fire Commissioners has reviewed the proposed leases and based upon the advice of District counsel has determined that all procurement, fiscal, and contracting requirements applicable to the proposed Lease Agreements have been satisfied;

WHEREAS, after due consideration, the Board of Fire Commissioners find the leasing of these buildings and equipment is in the best interest of the Victor Fire District and is needed for the safe and efficient operation of the Fire District; and,

WHEREAS, the Board has determined that the consideration and other mutual obligations set forth in the Lease Agreements are fair and reasonable in light of the public benefits conferred and the parties' respective obligations under the Fire Protection Agreement; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby approves these lease agreements with the Town of Victor for the consideration stated therein;

RESOLVED, that the Fire Chief is authorized to inspect the Town-owned equipment leased to the District pursuant to the Equipment Lease Agreement and identify equipment that is no longer operationally required by the District; and, subject to the terms of the Equipment Lease Agreement, to coordinate the return of such Town-owned equipment to the Town, provided that each such return is documented by a written inventory reconciliation by the Treasurer and reported to the Board of Fire Commissioners at its next regular meeting; and be it further

RESOLVED, that nothing herein shall authorize the sale, transfer, return, or other disposition of property owned by the Victor Fire District except in accordance with Town Law §176(23), applicable District policies, and further action of the Board when required by law;

RESOLVED, that this resolution takes effect immediately; and,

RESOLVED, that the Chairman of the Board of Fire Commissioners is authorized and directed to execute the Lease Agreements in the forms presented to and approved by the Board, and to take such ministerial and administrative actions as may be reasonably necessary to implement this resolution, provided that no material amendment to either Lease Agreement shall be made without further approval of the Board.

Resolution #26-97 –Authorization for Fire Chief to Execute Liability Release Form

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

WHEREAS, the Victor Fire District desires to conduct non-live-fire firefighter training at the Department of Veterans Affairs (Canandaigua VAMC Fire Department) training facility utilizing its training props, equipment, and staff;

WHEREAS, the Department of Veterans Affairs has provided a Liability Release Form (“Form”) on file with the District Secretary; and

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

RESOLVED that the Board of Fire Commissioners authorizes the Fire Chief to execute the Form on behalf of the Fire District and to conduct the training in accordance with its terms.

Resolution #26-98 –Authorization for Fire Chief to Execute Fire Training Agreement

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

WHEREAS, the Fire District desires to conduct non-live-fire firefighter training on private property described in the Private Property Fire Training, Release, Hold Harmless and Indemnification Agreement (the “Agreement”) on file with the District Secretary;

WHEREAS, the Fire District Attorney has reviewed the document and finds it acceptable for this purpose;

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

RESOLVED that the Board of Fire Commissioners authorizes the Fire Chief to execute the Agreement on behalf of the Fire District and to conduct the training in accordance with its terms.

Resolution #26-99 - Award Fire Alarm Contract

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

WHEREAS, the Victor Fire District released a Request for Quotes for the inspection, maintenance, and servicing of the District's Fire Alarm Systems in accordance with the District's Procurement Policy and applicable General Municipal Law requirements; and

WHEREAS, the District Secretary received several estimates, as further described in Appendix A; and

WHEREAS, after reviewing the proposals, the Chief recommends awarding the contract to Davis Ulmer as the lowest responsible bidder in the amount of \$3,630 per year; and

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

RESOLVED, that the Board of Fire Commissioners hereby awards the Fire Alarm System Contract to Davis Ulmer in the amount of \$3,630 per year; and be it further

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.

Presentation of 2027 Budget Requests #2

Treasurer McAdoo provided an overview of the budget-planning methodology, discussed factors anticipated to affect the 2027 budget, and presented the second portion of the 2027 budget requests.

Executive Session

A motion was made by Commissioner Kowal, seconded by Commissioner Palmer, to enter Executive Session for the purpose of discussions regarding proposed, pending, or current litigation and the medical, financial, credit or employment history of a particular person or

corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation

The Board invited Treasurer McAdoo, Chief Lamarco and Inc. President Benjamin to an executive session. The motion was approved: 5 Ayes; 0 Nays

The Board entered executive session at 6:20 PM

President Benjamin left executive session at 6:45 PM

A motion was made by Commissioner Kowal, seconded by Commissioner Palmer, to executive session. The motion was approved: 5 Ayes; 0 Nays.

The Board exited Executive Session and returned to Open Session at 7:27 PM. The Board took no action in Executive Session.

Adjournment

The Chairman declared the meeting adjourned at 7:28 PM.

Next Board Meetings:

Next Regular Meeting : September 8, 2026

Appendix A

Fire Alarm Bid Results

Date	Requestor	Quote Total	Notes
8/19/2026	Solution One	\$2,185.00	Not to Spec, One Building Only
8/19/2026	Davis Ulmer	\$3,630.00	1 st year additional 1-time dialer install for \$2,450