VICTOR FIRE DISTRICT

Board of Fire Commissioners Meeting Minutes

October 13, 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, Glen Lockwood

Approval of Minutes from September 08, 2026

Commissioner Keyes motioned to approve the minutes from the August 11, 2026, Regular Meeting; seconded by Commissioner Palmer and carried: 5 Ayes; 0 Nays

Approval of Minutes from September 29, 2026

Commissioner Palmer motioned to approve the minutes from the August 25, 2026, Regular Meeting; seconded by Commissioner Keyes and carried: 5 Ayes; 0 Nays

Approval of Bills

Commissioner Palmer made a motion to approve payment of invoices in the amount of $236,260.67 seconded by Commissioner Kowal and carried: 5 Ayes; 0 Nays

Correspondence

The District received 1 survey results

Reports

District Treasurer Report:

Read and is on file. Commission discussed and agreed in consensus to the merits of the insurance agents recommendations regarding coverage.

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

<u>Resolution #26-119 - Purchase Authorizations</u>

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	Hurst Tools – 2713	202.3.1	35,880.92
2	Hurst Tools – 2712	202.3.1	35,880.92
3	Revised Locker Quote	204.3.1	4,245.56
4	Brush Fire skid Unit	201.2	14,655.00

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 #26-120 –Appointment of Volunteer Firefighter E Bachman

On motion of Commissioner Palmer, seconded by Commissioner Matteson, the following resolution was adopted: 5 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, Elizabeth 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 Elizabeth Bachman to the Victor Fire Department's Engine Company as Firefighter #295 upon a driver's license approval and the passing of a physical examination from Healthworks.

Resolution #26-121 –Motion to Approve Budget Transfers

On motion of Commissioner Palmer, seconded by Commissioner Keyes, the following resolution was adopted: 5 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 #26-122 –Authorization to Release Request for Proposals for Apparatus Maintenance

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

WHEREAS, the District requires ongoing maintenance and servicing of its fire apparatus to ensure the safe, reliable, and efficient operation of its equipment;

WHEREAS, the Fire District Treasurer has drafted a request for proposal for Apparatus Maintenance, 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 proposals for Apparatus Maintenance as indicated.

Resolution #26-123 - Award HVAC Contract

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

WHEREAS, the Victor Fire District is responsible for providing fire protection services to Fire Protection District 2 (FPD2), including the maintenance and servicing of the buildings associated with FPD2, which requires the District to expand its existing HVAC maintenance coverage; and

WHEREAS, Kennedy Mechanical is the District's current HVAC maintenance vendor, and the District has determined that expanding the existing service arrangement with Kennedy Mechanical for a one-year period is necessary to ensure continued maintenance and service of the additional buildings; and

WHEREAS, the District intends to utilize this one-year arrangement to maintain service continuity while aligning future HVAC maintenance contracts to incorporate the additional buildings and establish appropriate long-term service agreements; and

WHEREAS, the Board of Fire Commissioners has reviewed the proposed expansion of HVAC maintenance services with Kennedy Mechanical for a one-year period and finds it to be in the best interest of the District; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby authorizes the expansion of HVAC maintenance services with Kennedy Mechanical for a one-year period to

include the applicable FPD2 buildings for which the Victor Fire District is responsible; and be it further

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

Resolution #26-124 –Authorization to Enter into Agreement with Niagara Signal

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

WHEREAS, Town Law §176 (9) authorizes the Board of Fire Commissioners to enter into contracts for Fire District purposes as authorized by law;

WHEREAS, Niagara Signal Solutions LLC ("Niagara Signal") has proposed an E-Scanner Host Site Agreement under which Niagara Signal will install, maintain, and operate E-Scanner receiving and related equipment at 34 Maple Avenue, with the equipment remaining the property of Niagara Signal;

WHEREAS, under the proposed agreement, the Fire District will provide a reasonable location for the equipment, ordinary electrical power, and available internet or network access when required for the installation and operation of the equipment;

WHEREAS, in consideration of this agreement, the Fire District will receive complimentary organization-wide access to the E-Scanner app for the duration of the active hosting arrangement;

WHEREAS, the proposed agreement has been reviewed by the District's information technology (IT) vendor and found acceptable from an IT and network standpoint;

WHEREAS, the proposed agreement has been reviewed and found acceptable by the Fire District Attorney;

WHEREAS, the Board of Fire Commissioners has reviewed the agreement and finds that entering into the agreement is a lawful Fire District purpose and is in the best interests of the Fire District; now, therefore, be it

RESOLVED, that the Board of Fire Commissioners hereby approves the E-Scanner Host Site Agreement with Niagara Signal Solutions LLC substantially in the form

presented to the Board and authorizes the Fire District to enter into said agreement; and be it further

RESOLVED, that the Fire District Treasurer is hereby authorized on behalf of the Victor Fire District to execute the E-Scanner Host Site Agreement and the related Site Information and Acceptance documentation, and to take such other actions and execute such other documents as may be reasonably necessary to effectuate the agreement.

Public Comments

Executive Session

A motion was made by Commissioner Palmer, seconded by Commissioner Matteson, to enter Executive Session for the purpose of 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 to an executive session.

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

The Board entered executive session at 6:32 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 6:49 PM. The Board took no action in Executive Session.

Next Board Meetings

Next Regular Meeting: October 20, 2026 (Budget Hearing & Anticipated Vote on Budget)

Adjournment

The Chairman declared the meeting adjourned at 6:50 PM.

Attachement A

Inter-Budget Transfer

From					Transfer to				Note
Code	Budget	Tsfr Amount	Adj Budget		Code	Budget	Adj Budget		
A3410.1	Personnel Service	$ 30,000.00	$ 650,000.00		A3410.204.1.1	Building Mechanical	$ 116,178.00		EIFS work
A9060.8	Hospital & Medic	$ 10,150.00	$ 201,850.00		A3410.204.1.1	Building Mechanical	$ 126,328.00		
A3410.204.3.2	Furniture & Fixtu	$ 6,000.00	$ 11,000.00		A3410.204.1.1	Building Mechanical	$ 132,328.00		
A3410.201.1.2	Apparatus - FPD2	$ 3,000.00	$ 1,050,129.00		A3410.201.2	Utility vehicles	$ 3,000.00		61/02 replace
A3410.202.1.2	Gear - PPE - FPI	$ 44,500.00	$ -		A3410.202.3.2	Rescue Tools - FPD	$ 69,500.00		Hurst Tools
A3410.401.8	MDT Wireless Fe	$ 3,300.00	$ 5,000.00		A3410.202.3.2	Rescue Tools - FPD	$ 72,800.00		
A3410.202.5	EMS Equipment	$ 1,500.00	$ 500.00		A3410.202.2	SCBA	$ 235,500.00		Fill Station
A3410.408.14.1	NFRIS & Record	$ 2,500.00	$ 15,590.00		A3410.202.4	Loose Equipment	$ 14,500.00		TICs
A3410.404.13	FPD2 Rescue (04	$ 2,500.00	$ 17,800.00		A3410.404.2	Engine 2712 (19 Pie	$ 36,932.19		Continued repairs

Appendix B

VICTOR FIRE DISTRICT
Scope of work for Fire Apparatus Maintenance and Repair
RFP Return Date: November 19, 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:

(1) Agreement to meet the Standard of Service listed in the Proposal Requirements
(2) Vendor shall provide a list of employee certifications and qualifications applicable to the requested services, including ASE and EVT certifications, and shall identify applicable manufacturer or company service authorizations.
(3) Vendor shall provide its regular and emergency labor rates and, where practicable, estimated cost and/or labor time for routine chassis service, pump service and testing, aerial service and testing, and other routine maintenance services.
(4) Routine maintenance in accordance with manufacturer's recommendations
(5) Twice-yearly chassis service (approx. February and June) as follows:
- oil, filters and fluid changes and mechanical safety inspections (February),
- fluid check and mechanical safety inspection & repair (June);

(6) Once-yearly pump testing & pump service (approx. June);
(7) Once-yearly aerial service (approx. June)
(8) Special service that may include electrical and mechanical work;
(9) Review apparatus condition and maintenance history and advise the Victor Fire District regarding recommended maintenance or repairs necessary to promote safe, reliable operation and compliance with applicable manufacturer recommendations.
(10) Emergency service (times other than 8 am to 5 pm, Monday through Friday);
(11) Other service as authorized by the Victor Fire District.