

**ENDWELL FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS MEETING  
March 17, 2021**

**Members:**

Carlton "Andy" Anderson, Chairman  
Don Battaglini  
Mark Storm  
Michael Hamzik  
Ken Del Bianco

**Others present:**

Anthony "Tony" Fiacco, Treasurer  
Erika Pereira, Administrative Assistant  
Tom Palazzo, Fire Chief  
Robert Congdon  
Michael Battaglini  
Rob Brady  
Julie Spisak  
Ron Materese  
Shawn Pichura

Motion by Commissioner Battaglini, second by Commissioner Hamzik to approve the minutes of the February 17, 2021 meeting and the special meeting held on February 26, 2021. All aye; motion carried.

Hearing of Visitors: None

**TREASURER'S REPORT:** Motion by Commissioner Storm, second by Commissioner Battaglini to accept the Treasurer's Report. All aye; motion carried.

**Unfinished Business:**

1. **Facility Management Companies:** Commissioner Storm would like to place finding a facility management company on hold until the building has been cleaned out and reorganized.

Commissioner Hamzik went over what was found after a walk through that was completed of the downstairs areas.

- Company Kitchen /Game Room (the company kitchen is supposed to be sanitized)
- Accumulation of material, sneakers, etc. on the eating tables/chairs
- Storage of items in the eating area
- Investigate consumables of refrigerated/canned/package goods stored in this room. Any item past "best use by" date to be discarded properly
- Accumulation of excessive items on the counter top especially near the stove. (Possible fire hazard)
- Clothes, shoes & firefighter ppe hanging on door and on the floor and under pool table.

**Company Storage Room**

- Discovered chair partially blocking the door from fully opening
- Accumulation of personal clothing hanging on electrical conduit.
- Discovered second refrigerator is warm. Light is on but inside is warm. Not sure if it is operational.
- Discovered an accumulation of items stored on top of all refrigerators.
- Accumulation of storage preventing access to storage shelves
- Paint being stored in this room
- Accumulation of storage on top of freezer.
- Accumulation of frost in freezer. Need to check if food is "freezer burned" and consumable. Discard any food past "best use by" date.

- Storage of material on top shelf exceeds 18" for proper sprinkler discharge.
- Investigate consumables of refrigerated/canned/packaged goods stored in this room. Any item past "best use by" date to be discarded properly
- Room needs to be rearranged to avoid any tripping hazards.

**NOTE:** This room has excessive storage which could restrict the proper sprinkler flow density

#### **Storage Room #2**

- Excessive storage in this room.
- Room needs to be rearranged to avoid any tripping hazards.
- Discovered refrigerator (left side) is running warm. Has blood in freezer section and has mold inside and on the seals
- Accumulation of stored items on top of refrigerator.
- Refrigerator on right side is either dirty or starting to accumulate mold.
- Freezer section has food inside. Need to investigate date of food to ensure it has not expired.
- Could not access the bottom section due to being padlocked.

Motion by Commissioner Storm, second by Commissioner Hamzik to have the auxiliary members take lead on cleaning out and reorganizing all three stations. The auxiliary will start with the company kitchen and seating area, the game room including the locked closet, the company storage room and storage room #2 to ensure proper safety in these areas. Julie Spisak will head up the cleaning detail along with a Fire Commissioner and a Fire Company Officer. All aye; motion carried.

2. LED Sign Repairs: Bob Eastman with &E Electronic Displays removed and replaced the sign faces.
3. 100th Anniversary: Meeting is being held tomorrow, March 18.
4. Station 3 roof: Member Del Bianco reached out to one of his contacts to get their specifications for a new roof so he could start the process of creating a specifications for Station 3 roof replacement. The budget set aside for the roof was \$80,000.00. Erika to resend the Penn-York Construction Company LLC specification, drawing and information for the bidding of the reroofing project of Station 3.

Commissioner Battaglini stated that the floor at Station 3 needs to be looked at and repaired.

Commissioner Battaglini would like to see the Board of Fire Commissioner start working with an engineer to see what should be done with Station 3.

Rob Brady stated that Kyle Ferrero with Penn-York Construction Company LLC completed a roof repair.

There should be no training on any of the roofs.

5. Village of Endicott Bill for Water Main Break on Pleasant Lane & Valley View Drive: Commissioner Del Bianco and Chief Palazzo meet with the Village and they asked if we could do hose testing at

the Union Center, and training at the airport. Endicott Water is going to set up a training with the department on a cut away hydrant to show the department how slow the hydrants need to open and closed. Anthony Bates will get back to Chief Palazzo about the bill. Commissioner Battaglini feels that the department should have a couple of hydrants in our district that the department could train on. Commissioner Del Bianco and Chief Palazzo will continue to work on this.

6. **Keyless System for Fuel Pump:** Fire Chief Palazzo to come up with a solution that does not exceed \$500.00.
7. **Station 1 Apparatus Floor:** We have vendors coming in to look at the floor to provide quotes and samples.
8. **Station Sirens:** Commissioner Anderson talked with the Matco Electric and they will provide a price quote for installing a relay with a timer to allow the siren to only blow once between the hours of 11:00 pm and 6:00 am. The price per location is \$610.00. Chief Palazzo would like to have the sirens go off for two long. The siren should not sound for EMS calls as the dispatchers were given a directive.
9. Commissioner Storm has been looking into the option of leasing for new apparatuses. He would like to bring a company in to discuss the leasing options. He feels this would be the best option as our apparatus capital reserve plan is not up to par at the moment. Motion by Commissioner Storm second by Commissioner Battaglini to allow Chief Palazzo to move forward with his truck committee pending our meeting with a leasing sale representative. All aye; motion carried.

**New Business:**

1. **Motion by Commissioner Storm, second by Commissioner Hamzik to pay the bills:**  
Vouchers # 03-001 to 03-055 and Payroll totaling \$23,636.99.  
Supplemental List: Vouchers # 4-001 to 4-019 totaling \$6,650.12.  
Capital Reserve: Vouchers #3-052 and #4-011 totaling \$42,660.45.  
All aye; motion carried.
2. **Buildings and Grounds:** There are three lights out on the building at Station 1. Erika to call A.C. Spear Electric to have them change them out as they are the vendor that installed them.
3. **Community Room:** The Board of Fire Commissioners decided not to open the community room at the moment. They will bring up opening the community room again at the June meeting.

Rob Brady asked about a status of the Endwell Family Physician COVID19 vaccine clinic. Endwell Family Physician has not received any vaccines at the moment so they are not sure when they will hold a clinic or if they will hold one. They will reach out when they have a date and time.

4. **Chiefs Report:** Motion by Commissioner Storm, second by Commissioner Del Bianco to accept the Chief's Report. All aye; motion carried.

*Dear Honorable Board Members:*

*We currently have no cases of COVID in the department. We have resumed in person training and are following social distancing protocols.*

*Mark Butler is currently working on revising the discipline, and the return-to-work policies. We should have those revisions soon.*

*I still have not heard from either Churchville Fire Equipment or Pierce regarding the letter that was sent regarding the maintenance issues with our Pierce apparatus. Consequently, Engine 31-1's coolant reservoir is still being documented as low during the weekly rig checks. We have contacted the Churchville Service Technician who will be coming down to diagnose the problem. I will keep the board informed as details arise.*

*After speaking with the Broome County Fire Coordinator, it was determined that our station sirens should not be going off for med calls. If the sirens are being sounded it is a mistake by the dispatcher.*

*Commissioner Del Bianco and I had a meeting with the Village of Endicott Water Department. We discussed holding trainings in the future to better educate our fire fighters on the correct procedure of opening Village of Endicott fire hydrants. The bill was discussed, and village official Anthony Bates said he would be in touch regarding the status of the bill.*

*The new Tahoe was picked up in Albany last Wednesday. It has had a remote starter installed and is waiting to be delivered to Syracuse to have the lights, sirens, radios, and vinyl installed.*

*As per our SOG's I am informing you of damage that occurred to Rescue 31. The Federal cue siren was damaged when fire fighter Rob Brady hit a no parking sign while on the scene of a call at the corner of Watson and Harding. A thorough investigation was done by the Health and Safety committee. He will return to normal driving status after a brief remediation of the department best practices is completed.*

*The Health and Safety committee also met to perform an inspection of the building along with myself as dictated in the department best practices. We found both health, safety and fire hazards in the basement storage and company rooms. They require your immediate attention. Commissioner Hamzik already has the written list of concerns.*

*Thank you to everyone who have been responding to calls during these trying and uncertain times. Please keep up the good work.*

5. Support Services Report: Motion by Commissioner Storm, second by Commissioner Hamzik to accept the Support Report. All aye; motion carried.

Motion by Commissioner Hamzik, second by Commissioner Storm to surplus and destroy the following 5 expired Life Pack Defibrillators from Endwell Fire Department inventory.

SOO6099; SOO4982; SOO6119; SOO4580; SOO5713

All aye; motion carried.

6. Maintenance Division Report: Motion by Commissioner Battaglini, second by Commissioner Storm to accept the Maintenance Report. All aye; motion carried.

7. Training Division Report: Motion by Commissioner Battaglini, second by Commissioner Storm to accept the Training Division Report. All aye; motion carried.

*Dear Board Members,*

**Trainings held in the month of March 2021**

- 3/01/2021- Brush fires and equipment"
- 3/8/2021- Brush vehicles

**Spec OPS Trainings of March 2021**

- 3/15/2021- Funeral Detail-Bob Mills
- 3/22/2021- Engine and Quint operations

- 3/29/2021- Rescue operations
- 3/14/2021- Ice Rescue
- 3/4/2021- FAST Training

**Outside Training**

**Currently in training.**

- FF. B. Carpenter - BEFO
- FF. K. Dewey - FO1
- FF. J. Fleming - BEFO

**Upcoming Fire Training**

- In house/ESIP EVOC April 12-14th
- BEFO St. 59
- IFO St. 32 and St. 63
- PUMP Ops St. 29(Days) and St. 59(Nights)
- Fire Officer 1 Series

**Training Requests**

- Requesting Invitee Stations 56 and 53 for mutual aid tanker shuttle training
- St. 56 requests to borrow bailout window on 4/18/21
- St. 39 requests to use forcible door simulator

Motion by Commissioner Storm, second by Commissioner Hamzik to allow the training requests as along as COVID-19 protocols are followed. All aye; motion carried.

Assistant Chief Congdon would like the board to review the Health and Safety Committee / Incident Safety Officers policy, Incident Command Protective Gear Requirements, Decontamination policy, and Driver Training Requalification policy and approve. The policies will be reviewed and discussed at the next meeting.

8. Fire Company Report: Motion by Commissioner Storm, second by Commissioner Hamzik to accept the resignation of Elizabeth Congdon from the fire company. All aye; motion carried.
9. Donation: We received six donations in the memory of John Dino in the amount of \$390.00, two donations in the memory of Mark Baileys in the amount of \$125.00, and two donations in the amount of \$600.00. Motion by Commissioner Storm, second by Member Hamzik to place the donations in our donation fund and give the donation from Karen Price to the Fire Company as they are requesting it go to a scholarship or benevolent fund. All aye; motion carried.
10. O.L. Davis Fire Company Newsletter: For the April Fire Company Newsletter it was thought to feature response in personal vehicles and fueling vehicles. The policies will be reviewed and discussed at the next meeting.
11. Auxiliary Officers access to storage rooms: Julie Spisak already has access to the company storage room and storage room 2 as Auxiliary Officers have access to these areas. Permission was given for her to have access to Storage #3 – Training Storage and Storage #1 – District Storage.

Hearing of Visitors: Rob Brady would like to go into an executive session so he may discuss the findings of the walk through that was completed by Commissioner Hamzik and Commissioner Storm. The Board of Fire Commissioner denied his request as it does not qualify for an executive session.

Ron Materese wanted to let everyone know about the option of standard demo build vehicle vs a custom build vehicle so that money could be saved. Chief Palazzo would also look into to purchasing a demo build but thought aerial is the most custom build vehicle but he will look into all options.

Correspondence: Copies of the FDM PSA - 'Slip Trip Fall' - March 2021 to provide a friendly reminder about ways to avoid injuries which may lead to a claim.

Motion by Commissioner Anderson, second by Commissioner Battaglini to adjourn the meeting at 4:40 pm. All aye; motion carried.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Mark Storm', with a stylized flourish at the end.

Mark Storm  
MS/EP