

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
DECEMBER 15, 2021**

Members:

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

Others present:

Erika Pereira, Administrative Assistant
Tony Fiacco, District Treasurer
Tom Palazzo, Fire Chief
Robert Congdon, Assistant Fire Chief
Michael Battaglini, Assistant Fire Chief
Alison Senft
Greg Cook
Denny Sullivan
Rob Brady
Ron Materese

Meeting was called to order at 4:02 pm by Commissioner Anderson.

Motion by Commissioner Battaglini, second by Commissioner Storm to approve the minutes of the November 17, 2021 meeting. All aye; motion carried.

TREASURER'S REPORT: Motion by Commissioner Storm, second by Commissioner Hamzik to accept the Treasurer's Report and Capital Reserve Summary. All aye; motion carried. Tony Fiacco stated there should be around \$205,000.00 left after paying bills and purchases. He stated a transfer in the amount of \$55,000.00 should be made into the capital reserve. Motion by Commissioner Storm, second by Commissioner Battaglini to transfer the \$55, 000.00 into the capital reserve as required. All aye; motion carried.

Unfinished Business:

1. Station 3: The board is still reviewing the information and is hoping to have a decision at the next board meeting in January. Commissioner Storm feels that Delta Engineers and Wendel should not be considered. Delta does not specialize in Fire Stations and Wendel is located in Williamsville, NY and feels like a more local firm should be consider. That still leaves 4 proposals to review.
2. New apparatus – Sutphen Tower: Design is under way.
3. Basement Storage Rooms Repairs: Jeff's Painting & Washing submitted a quote for painting the electrical room, storage rooms, hallways and restrooms. Painting proposal was requested from Brushes over Broome back in April 2021. Erika Pereira to reach out to Brushes over Broome to request the additional rooms be added to their proposal so the Board of Fire Commissioners can compare prices.

Commissioner Anderson would like to set a not to exceed amount for the project so that way once the price for Brushes over Broome comes in the Board can approve the lowest vendor.

Motion by Commissioner Battaglini, second by Commissioner Storm to not exceed \$4,000.00 for painting. All aye; motion carried.

4. Inspection Dinner & Gifts Ideas: the 2022 Inspection Dinner will be held on Saturday, February 26, 2022 at 6:00pm at the Sons of Italy in Endicott. Commissioner Storm and Erika Pereira, Fire

District Administrative Assistant, will work on the dinner and gift ideas.

5. Alison Senft submitted a transition plan for the District Treasurer position.

December 14, 2021

Dear Tony,

This letter is to document our agreement for a smooth transition at year-end.

1) I will assume all duties of the Treasurer effective January 1, 2022.

2) You will remain on the payroll until January 31, 2022 to complete year-end, record any accruals for FY 2021 and assist with year-end audit test work.

3) If not already done, I will contact the auditors to request that transaction testing be completed by January 31, 2022.

4) I will present a candidate for the position of Deputy Treasurer at a rate of \$25 per hour to begin on January 1, 2022 to the board at the meeting on December 15, 2021. This is approximately \$10 per hour less than the rate I am currently being paid and should offset your salary for the additional month of January which is needed to complete items noted in bullet # 2.

Please let me know if I have missed anything.

Thank you very much for all your years of dedicated service. It has been a pleasure and an honor working with you all these years.

Sincerely,

Alison Senft

Alison Senft would like to have Marcy Pratt as Deputy Treasurer for the Fire District. Marcy currently works as a Staff Accountant at Innovation Associates and would come in after work when needed.

Motion by Commissioner Battaglini, second by Commissioner Storm to accept the recommendation for Deputy Treasurer and accept the transition plan for the District Treasurer. All aye; motion carried.

6. Assistant Fire Chief Battaglini stated that he would like to purchase OSHA compliant Fire Officers Jackets for the Chief and Assistant Chiefs only. Jackets will be purchased for the new incoming officers.

New Business:

1. Motion by Commissioner Battaglini, second by Commissioner Storm to pay the bills:

Vouchers # 12-001 to # 12-068 and Payroll totaling \$88,258.13

All aye; motion carried.

2. Line Transfer(s): Motion by Commissioner Storm, second by Commissioner Battaglini to accept the line transfer submitted by Treasurer Fiacco. All aye; motion carried.

3. Buildings and Grounds: Rob Brady stated that Evans Plumbing installed the water heater. Evans Plumbing is still waiting on the exhaust fan to be received so they can installed it in the furnace room. The door will be left off so that there is air flow.

4. Request for Community Room Reservation: Motion by Commissioner Battaglini, second by Commissioner Storm to approve usage of the community room. All aye, motion carried.

Date	Times	Requested by	Use	Cost	Comments
01-16-2022	10:00 am -2:00 pm	Girl Scouts Pathways – Libby Bokal	Organizational Meeting	\$200 Security Deposit	

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

Dear Honorable Board Members:

We are making progress on future Tower 31. We are now organizing the storage compartments. We have picked out the paint to match the Pierce apparatus.

Derek Volberg has officially resigned from the fire company. He has emailed the company and we have a letter in his file.

On Sunday October 7th Endwell Fire was called to Foster St for a house fire. This Fire is currently under investigation and should not be released to any foil requests.

We have been working with TenKate grant writing. The deadline is Friday December 12/17. We have requested an extension due to the lag in the FEMA website. We will be going for two grants: a SCBA compressor and a replacement engine.

I would like to thank each of you for working with me over the past few years. It has been a rewarding experience. I look forward staying active in the fire department and finishing up a few of the projects that I have begun as chief.

6. **Support Services Report: Motion by Commissioner Battaglini, second by Commissioner Storm to accept the Support Report. All aye; motion carried.**

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

The following maintenance was completed since the last board meeting:

- *Engine 31-1: Emergency Maintenance performed on Turbo hose and radiator leak – Har-Rob*
- *Quint 31: New K-12 Rescue Saw blade, Vent Saw Sharpened*
- *Tower 31: Both vent saws sharpened*
- *Utility 31-2: New Siren Speaker installed*
- *Chief 31C: New Battery installed*

8. **Training Division Report: Motion by Commissioner Storm, second by Commissioner Hamzik to accept the Training Division Report. All aye; motion carried.**

Dear Board Members,

Trainings held in the month of December 2021

- 12/04/2021 – Live Burn
- 12/13/2021 – Amphenol Walkthrough
- 12/20/2021 – Film Fest
- 12/27/2021 – No Training

Spec OPS Trainings of December 2021

- Water Rescue
- FAST Training

Outside Training

Currently in training

Upcoming Fire Training

- NYS Scheduling

9. **Fire Company Report:**

- a) Auxiliary Craft Fair Report: Donna Hobart, Craft Fair Chairperson, submitted the 2021 Fall Craft Fair Report for review.

10. O.L. Davis Fire Company Newsletter: Commissioner Anderson reminded everyone that Alice Fiacco, Company Secretary, is working on the monthly newsletter and to think of ideas to place in the newsletter.
11. 2021 Election Results: Motion by Member Storm, second by Member Hamzik to receive and file results of the Fire District election. All aye; motion carried.
Donald Battaglini was reelected as Fire Commissioner for another 5 year term beginning January 01, 2022 and ending December 31, 2026.
12. Legal Services: Mark C. Butler with the Law Offices of Mark C. Butler, PLLC has decided that his office will not be renewing our representation for 2022. Commissioner Hamzik will look into other options for an attorney that specializes in Fire District Affairs. We still have Angelo D. Catalano of Coughlin & Gerhart as our secondary attorney.
13. 2022 Payroll Rates: Motion was made by Member Storm, second by Member Battaglini to provide a three percent increase in salary for all employees for the year 2022. All aye; motion carried.
14. Motion by Member Battaglini, second by Member Storm to authorize the Treasurer to pay vouchers, utilities, payroll, debt service, credit cards and special check request as due in order to close the books for the year 2021. All aye; motion carried.
15. Commissioner Anderson will reach out to R.F. Acebel with CBIZ Valuation Group to schedule a zoom meeting to discuss getting a property insurance appraisal done and possibly a fixed asset inventory. Commissioner Del Bianco will help. Bill Vangorder reached out to him on our behalf.
16. 2022 Organizational Meeting: Reminder that the 2022 Organizational meeting is scheduled for Wednesday, January 05, 2022, at 4:00 pm.
17. The Board of Fire Commissioners wanted to thank Thomas Palazzo for all his year of service spent as Fire Chief and would like to still see him in active role with the incoming Fire Chief.

Hearing of Visitor(s): Dennis Sullivan, Fire Company Trustee, had some questions about what actually transposed with Derek Volberg. Fire Chief Thomas Palazzo and Assistant Chief Mike Battaglini answered Dennis Sullivan questions and a discussion was held. The Fire District and the Fire Department has consider him resigned for a while.

Correspondence(s): New York State Association of Fire Districts 2022 In Classroom Commissioner Training Schedule, The 2022 Edward 'Ned' Carter Memorial Scholarship and Fire District of New York Mutual Insurance Company Thank You Letter

Motion by Commissioner Battaglini, second by Commissioner Hamzik to adjourn the meeting at 4:30 pm. All aye; motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Mark Storm', written in a cursive style.

Mark Storm
MS/EP