

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
ORGANIZATIONAL MEETING
JANUARY 04, 2023**

Members Present:

Carlton "Andy" Anderson
Mark Storm
Michael Hamzik
Michael Lewis

Others Present:

Michael Battaglini, Fire Chief
Erika Pereira, Administrative Assistant
Alison Senft, Treasurer
Rob Brady

At the Organizational meeting of the Board of Fire Commissioners of the Endwell Fire District held on January 04, 2023, at the Endwell Firehouse located at 3508 Country Club Road in Endwell, New York. The meeting was called to order by Fire Commissioner Mark Storm who acted as Chairman at 6:00 pm.

Motion to appoint Carlton "Andy" Anderson, Chairman of the Board of Fire Commissioners of the Endwell Fire District for the year 2023, second by Commissioner Lewis. All aye; motion carried.

Carlton "Andy" Anderson was elected as Chairman of the Fire District for the year 2023.

At this time Chairman Anderson now presides over the meeting.

Commissioner Hamzik nominated Donald "Don" Battaglini as Vice Chairman of the Fire District for the year 2023, second by Commissioner Storm. All aye; motion carried.

Donald "Don" Battaglini was elected as Vice Chairman of the Fire District for the year 2023.

RESOLUTION 1.1

BE IT RESOLVED that Erika Pereira is hereby appointed secretary of the Endwell Fire District. Said secretary is also appointed the Records Management Officer of the Endwell Fire District.

I, Erika Pereira, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and I will faithfully discharge the duties of the Fire District Secretary of the Endwell Fire District, to the best of my ability, so help me God.

RESOLUTION 1.2

BE IT RESOLVED that Alison Senft is hereby appointed Treasurer of the Endwell Fire District.

I, Alison Senft, do solemnly swear that I will support the Constitution of the United States, and the Constitution of the State of New York, and I will faithfully discharge the duties of the Fire District Treasurer of the Endwell Fire District, to the best of my ability, so help me God.

Motion to appoint Marcy Pratt as Deputy Treasurer for the Fire District for the year 2023, second by Commissioner Lewis. All aye; motion carried. Marcy Pratt was appointed Deputy Treasurer.

3. Motion by Commissioner Storm, second by Commissioner Hamzik to provide a four percent increase in salary for all employees for the year 2023. All aye; motion carried.

4. RESOLUTION 1.3

BE IT RESOLVED THAT Angelo D. Catalano of Coughlin & Gerhart is hereby appointed attorney for the Endwell Fire District for the year 2023.

Commissioner Hamzik and Commissioner Storm will also look into a law firm that specializes in Fire District Law as a second attorney for 2023.

5. RESOLUTION 1.4

BE IT RESOLVED that the Press & Sun-Bulletin is designated the Official Newspaper of the Endwell Fire District. This publication is in general circulation with the Endwell Fire District.

6. Motion by Commissioner Hamzik, second by Commissioner Storm to utilize M & T Bank as the official bank of the fire district. All aye; motion carried.

7. Motion by Commissioner Hamzik, second by Commissioner Lewis to authorize the Treasurer to invest funds per the Endwell Fire District Investment policy. All aye; motion carried.

8. Motion by Commissioner Storm, second by Commissioner Hamzik to designate with authority to sign checks to Alison Senft and Marcy Pratt. All aye; motion carried.

9. RESOLUTION 1.5

BE IT RESOLVED that the regular monthly meetings of the Fire District on the fourth Wednesday of every month; meetings will be at 7:00 pm, and work sessions at 6:30 pm. The meetings will be held at the Endwell Firehouse located at 3508 Country Club Road in Endwell, New York. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change.

10. RESOLUTION 1.6

BE IT RESOLVED that the Fire District will maintain membership in the following organizations:

- Association of Fire District of the State of New York (AFDSNY)
- Fireman's Association of the State of New York (FASNY)
- National Fire Protection Association

RESOLUTION 1.7

BE IT RESOLVED that the Fire District will support membership by the Chief in the following Organizations:

- New York State Association of Fire Chiefs
- International Association of Fire Chiefs
- Broome County Firefighter's Association
- Broome County Fire Chief's Association
- Western Broome County Fire Chief's Association
- Fire Engineering

11. RESOLUTION 1.8

BE IT RESOLVED that upon review, the Fire District approves the following yearly contracts and leases:

- Lease with the Endwell Fire Department for the lease of the apparatus room;

- Lease with the De Lage Landen Financial Services, Inc. for the copy machine;
- Service contract with Pyramid for the District computer system
- Service contract on all copier and office equipment;
- Renewal of the registration of the domain name for the District Web page.

12. Reviewed District policies: No changes were made to the following policies.

2023-01 – Organizational Statement	2023-14 – Cellular Telephone Use Policy
2023-02 - Code of Ethics	2023-15 - Public Comment at Meetings & Hearing Policy
2023-03 – Investment Policy	2023-16 - Funerals
2023-04 – Credit Card Use Policy	2023-17 – Whistleblower Policy
2023-05 – Purchasing and Procurement Policy	2023-18 - Information Technology Data Security Breach Notification Policy
2023-06 – Substance Abuse Policy	2023-19 – Anti-Hazing Policy
2023-07 – Equal Employment Opportunity Policy	2023-20 – Election Policy
2023-08 – FOIL Policy	2023-21 - Budget and Fund Balance Policy
2023-09 – Record Retention and Destruction Policy	2023-22 – Social Media Policy
2023-10 – Sexual Harassment Policy	2023-23 – Internet Computer Use and Communications Policy
2023-11 – Smoking & Tobacco Policy	2023-24 – Criminal Offenses
2023-12 – Disciplinary Policy	2023-25 – Medical Examination Policy
2023-13 – Full-Time Employees	

Motion by Commissioner Storm, second by Commissioner Hamzik to approve the Rules and Regulations of the Endwell Fire District. All aye; motion carried.

13. Motion by Commissioner Storm, second by Commissioner Hamzik to appoint the following Fire Commissioner to the following committees for the year 2023.

- a. Day-to-day Operations/ Facilities: Battaglini & Anderson
- b. Equipment: Battaglini & Lewis
- c. Long-Term Planning/Finance/Budget: Hamzik & Storm
- d. Personnel and Training: Anderson & Lewis
- e. One Non-Voting Member of the Ethics Board: Anderson
- f. Bunk-In Program: Lewis & Anderson
- g. Apparatus Replacement: Storm & Hamzik
- h. Station 3: Storm & Hamzik

All aye; motion carried.

14. Motion by Commissioner Storm, second by Commissioner Hamzik to approve the following Fire Commissioner appointments to the Fire Company Committees for the year 2023:

- i. Life and Honorary Membership: Hamzik
- j. New Membership: Storm (alternate Hamzik)
- k. Income and Contingency Fund: Anderson
- l. Memorial Fund: Battaglini
- m. By-Laws: Storm (alternate Hamzik)
- n. Uniforms: Lewis

All aye; motion carried.

15. RESOLUTION 1.9

BE IT RESOLVED that the Treasurer of the Fire District is authorized to pay in advance of an audit by this Board of Fire Commissioners of the Endwell Fire District the following claims. Such claims must be presented to the next meeting of the Board of Fire Commissioners of the Endwell Fire District for audit:

- i. Utility payments to NYSEG for light and gas;
- ii. Telephone payment to Verizon;
- iii. Vouchers;
- iv. Payroll;
- v. Debt Services;
- vi. Credit card statements;
- vii. Any special check requests

16. Motion to appoint Mondorf & Fenwick, the audit firm of the Endwell Fire District for the year 2022 audit. All aye; motion carried.

17. Motion to appoint Jerome Bignoli, to prepare the financial report of the Endwell Fire District for the year 2022. All aye; motion carried.

18. The Treasurer is still finalizing reports for 2022. As soon as that is completed all records will then go to Jerome Bignoli for the annual report to be completed for the state and then to Mondorf & Fenwick for the mandated state audit.

Alison Senft, District Treasurer, stated this year the District will need to put out RFP for Audit Firm services since it has been almost 5 years.

RESOLUTION 2.0

BE IT RESOLVED that the fire district treasurer is hereby authorized within 60 days after the end of the fiscal year to submit to this Board of Fire Commissioner a copy of the annual report required by General Municipal Law Section 30, in lieu of a written statement showing receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this board of fire commissioners.

19. Motion by Commissioner Storm, second by Commissioner Hamzik to approve payment of bills received between 12-29-2022 through 01-04-2023; Vouchers #12-088 to 12-091 and including payroll totaling in the amount of \$3,969.31. All aye; motion carried.

20. Motion by Commissioner Storm, second by Commissioner Hamzik to accept the submitted line transfer submitted by Treasurer, Alison Senft. All aye; motion carried.

21. No list of Fire Company events for 2023 was submitted at this time.

22. Motion by Commissioner Storm, second by Commissioner Hamzik to approve the chief officers as elected by the O. L. Davis Fire Company for the year 2023:

Chief: Vacant

1st Asst. Chief: Matthew Grafton

2nd Asst. Chief: Robert Congdon

3rd Asst. Chief: Kyle Ferraro

Other 2023 officers include:

Captain – Jason Stupski

Lieutenants – Mark Storm and William Frantz (Three Lieutenant positions are open)

Fire Police Captain – Davey Cortes

Fire Police Lieutenant – Jonathan Metera.

All aye; motion carried.

There was a discussion of the vacant Fire Chief and how this position cannot be left unfulfilled. Motion by Commissioner Storm, second by Commissioner Hamzik to approve Michael Battaglini to remain as acting Fire Chief until a candidate is voted on and elected. All aye; motion carried.

23. We received one donation from Raymond and Sandra Berchtold in the amount of \$ 75.00. Motion by Commissioner Storm, second by Commissioner Hamzik to place the donation in our donation fund. All aye; motion carried.

Monthly Board Meetings are scheduled for the 4th Wednesday of the Month. Work Session at 6:30 pm and Meeting at 7:00 pm. The first Board meeting of the 2023 year will be on January 25, 2023.

Michael Battaglini asked to go into an executive session to discuss a personnel issue but was denied as his reasoning had to fall under the guidelines.

Motion by Commissioner Anderson, second by Commissioner Storm to adjourn at 6:15 pm. All aye; motion carried.

Respectfully Submitted,



Erika Pereira

Fire District Secretary