

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
April 26, 2023**

Members:

Carlton "Andy" Anderson, Chairman
Donald Battaglini, Vice Chairman
Michael Hamzik
Mark Storm
Michael Lewis

Others Present:

Erika Pereira, Administrative Assistant
Alison Senft, District Treasurer
Michael Battaglini, Fire Chief
Rob Brady
Kyle Ferraro
Michele Pandich
Julie Spisak
Mary Poklemba

The meeting was called to order at 7:02 pm by Commissioner Anderson.

Motion by Commissioner Battaglini, second by Commissioner Hamzik, to approve the March 22, 2023, meeting minutes. All aye; motion carried.

TREASURER'S REPORT: Motion by Commissioner Battaglini, second by Commissioner Lewis, to approve the treasurer's report and the capital reserve summary. All aye; motion carried.

Treasurer Alison Senft stated that she met with Jerome Bignoli and approved the AUD report, and once he files that and gives a signed copy, she will send everyone a copy. She contacted Bill Fenwick and told him that the annual report was done and that they could start the audit next week. She will be getting the information together for Mondorf & Fenwick.

The Bond payments were completed.

Unfinished Business:

1. Station 3: Commissioner Storm is waiting for Christopher Kozub with LaBella Associates to schedule a meeting to discuss moving forward with Station 3.
2. New apparatus – Sutphen Tower: The new Tower is in service.
3. Sale of 1995 Sutphen Tower: Reminder that the special election will be held on Tuesday, May 02, from 6:00 pm to 9:00 pm to approve the proposition to sell the 1995 Tower in the amount of \$135,000.00.

The Election Board will consist of Davey Cortes as election chairperson and Amy Cortes and Cathrine Storm as tellers. Each will be paid \$70 for their time.

A leasing agreement has yet to be received from Keegan Coughlin with Coughlin & Gerhart. His last email to the District was on April 14, 2023, stating he would have the agreement to us for review Monday morning. Erika reached out to him again on April 25, 2023, requesting a status update and has not heard anything.

4. Bunk-In Program: Commissioner Lewis stated that he only received one interested person, a current department member.
5. New Chief Vehicle: Chief Battaglini stated that the new Tahoe is at Bush Electronics in Syracuse

for Lights and vinyl. The car will have the new radio installed at the same time as the rest of the apparatus.

6. Short-Term Investments: Commissioner Lewis asked if Treasurer Alison Senft could look into NYCLASS for investing.
7. Lighting at the Fuel Pump: Jared with T&B Electric stated he is still waiting on the light to come in. He would see if he could get a different light that could be here sooner. Once he receives the light, he will complete the change. Since the weather is starting to break, he will also fix the 4x4 post when the light comes in.
8. Air Compressor at Station 1: The air compressor has been delivered. Commissioner Hamzik contacted two vendors to get a price quote for an air dryer for the air compressor.

Midway Industrial Supply quoted \$1,232.50 plus shipping

Northern Tools & Equipment quoted \$919.99 with free shipping

Motion by Commissioner Storm, second by Commissioner Lewis, to purchase an air compressor from Northern Tools & Equipment. All aye; motion carried.

Evans Mechanical will quote the job to move the air compressor from the apparatus floor to another location.

Commissioner Anderson would like to sell the current air compressor as is once the new one is installed.

9. Website Redesign: Grey Goose completed all three websites. Please review the websites to see if any changes need to be made. (www.endwellfiredistrict.org and www.endwellfire.com)

Commissioner Anderson would like a policy on updating the website and Facebook.

10. Gear Dryer: Commissioner Storm said the gear dryer was delivered and put together. Fire Chief Battaglini stated that it is nice to have two gear dryers.
11. Station 3 Siren: Matco Electric Corp was onsite to look at the siren with Commissioner Battaglini, and it was determined that a new siren would need to be purchased. The current siren, asset tag number S004480 was purchased in November 2000 from Audio Tech and is no longer functional.
Manufacturer: Federal Signal Model Number 2-240 Serial Number: F18058M00 Volt: 240VAC 60 HZ 1 phase 12 AMPS.
Motion by Commissioner Storm, second by Commissioner Battaglini, to purchase a new siren for \$3,456.00 from Federal Signal. All aye; motion carried.
12. New Apparatus – 2024 Chevrolet Silverado: All paperwork was sent to Joe Basil Chevrolet.

New Business:

1. Approve bills and supplement for payment: Motion by Commissioner Battaglini, second by Commissioner Hamzik, to pay the bills and supplement for payment:
Vouchers # 4-001 to 4-081 and including payroll and Debt Service interest payments totaling \$258,584.29.
Supplemental List: Vouchers # 5-001 to 5-033 totaling \$15,042.27.

All aye; motion carried.

2. Line Transfers: Motion by Commissioner Battaglini, second by Commissioner Hamzik, to accept the submitted line transfer submitted by Treasurer Alison Senft. All aye; motion carried.

3. Buildings & Grounds:

- Jared Allen with T & B Electric changed out multiple lights on the apparatus floor that were out.
- Motion by Commissioner Storm, second by Commissioner Hamzik, to replace one hose reel (located behind our Tower) not to exceed \$3,000.00 and three hose reels to be repaired (at the front between door bays 2 & 3, the reel between Utility 1 & Tower 1, and the third hose reel leak is located between Engine 1 & the Rescue) in the amount of \$425.00. All aye; motion carried.

The cost to date for repairs already completed to stop the leaking is \$671.00.

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

Honorable Board Members,

- *We had a structure fire on the evening of Easter Sunday. We had a great response time to the incident and a great turnout of firefighters. I want to thank everyone who responded to the fire, especially with it being on holiday. A great job was done by everyone involved. We had a great stop, even with a mechanical issue with the first-due truck.*
- *We are officially on the new Countywide radio system. For the time being, we are only operating on portable radios. I have not been given a time frame for when the mobile radios will be installed in the apparatus. I have had portable chargers installed in all pieces of apparatus.*
- *I have ordered ten more portables for the new radio system to supplement our supply for fire police and Safety officers.*
- *The new aerial is 100% in service. I have encouraged all firefighters and officers to continue familiarizing themselves with the truck to ensure the utmost comfortable driving and operation.*
- *The new Tahoe is at Bush Electronics in Syracuse for Lights and vinyl. The car will have the new radio installed at the same time as the rest of the apparatus.*
- *The replacement for Utility 31-1 has been ordered, and I have been shopping around for service truck bodies. Fire Police Captain Cortes and I will be deciding on the body soon.*
- *I have received a rendering and truck spec sheet from Sutphen on the new Engine. I will be meeting with the committee very soon to finalize and hopefully get the truck ordered.*

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

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

The following maintenance was completed since the last board meeting:

- *Engine 31-1 Repairs for a transmission complete*
- *Quint 31 Repairs for a transmission leak in progress*

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

Dear Board Members,

Training held in the month of February/March

- March 20th – Hoses and Handlines (Back to the Basics), Tower OPS
- March 27th – Maintenance, Broome County Radio Training
- April 3rd – Vestal Live Burn
- April 10th – Donning and Doffing, Glove Dexterity
- April 17th – Maintenance Due to House Fire
- April 24th – Water Rescue Awareness – Vestal Launch Site

Special Operations Training:

- None

Outside Training Offered:

- McNeil Trainings Online
- NYSEG Trainings Online

Currently in NYS Training:

- EMT-B – Ryan Derkowski, John Kaplan, Jon Chanitz
- BEFO – Zachary Rader, Noah Townsend, Cole Farley, Jordan Kane

Upcoming Fire Training in May:

- May 1st – Vestal Live Burn
- May 8th – Bailouts / Exterior Skills
- May 15th – Saws and Cutting Tools
- May 22nd – Hose Line Operations
- May 29th – Memorial Day – No Training

The Training Schedule has been posted to the iamresponding Application.

8. Fire Company Report(s):

- a. Motion by Commissioner Storm, second by Commissioner Hamzik, to accept Reilly Wheeler as a new fire company member pending successful completion of a physical. All aye; motion carried.
- b. Motion by Commissioner Storm, second by Commissioner Hamzik, to accept the resignations of Kristin Dewey and Orianna Taylor for the fire company. All aye; motion carried.
- c. Motion by Commissioner Storm, second by Commissioner Hamzik, to reimburse the Fire Company in the amount of \$150 for Donna Hobart using ten incentive points to purchase 100th-anniversary clothing. All aye; motion carried.

9. 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.

10. Business Cards: Motion by Commissioner Storm, second by Commissioner Hamzik, to approve the new business card templates and purchase new business cards for any Fire District Employee, Fire Commissioner, Fire Chief, or Assistant Chief—all aye; motion carried. Anyone wishing to have new business cards can let Erika know.

11. Combination water bottle/drinking fountain: Motion by Commissioner Storm, second by Commissioner Hamzik, to approve the purchase of a water Bottle Refilling Station with a filter system for the apparatus floor not to exceed \$1,300 plus shipping charges. All aye; motion carried.

12. Linstar Service Agreement: Motion by Commissioner Storm, second by Commissioner Hamzik, to approve the equipment service agreement for the id printer for \$677.75. All aye; motion carried.
13. Cisco Meraki License Renewal: Motion by Commissioner Storm, second by Commissioner Hamzik, to renew the license for three years in the amount of \$1,650.00. All aye; motion carried.
14. Cummins Generator Maintenance Agreement: We received our renewal for our service agreement for our generator at Station 2 and Station 3 and the tower. Since we sold the tower, we no longer need a service agreement for the tower generator. The new tower generator will be covered under our PM services. Erika Pereira to reach back out to Cummins to get an updated quote.
15. Public Protection Classification (PPC) survey: We received the Public Classification (PPC) survey. ISO completed its analysis of the structural fire suppression delivery system provided to our community.
16. MECSD – Sticker Project: Motion by Commissioner Storm, second by Commissioner Hamzik, to approve the request to use the tower to raise a firefighter to the upper-floor windows to apply window stickers to the exterior glass at Homer Brink Elementary. All aye; motion carried.

Chief Battaglini and Assistant Chief Congdon will handle the scheduling.

17. MECSD Letter of Support for Grant: Motion by Commissioner Storm, second by Commissioner Hamzik, to approve the request to send a letter of support for MECSD for a federal grant for school security. All aye; motion carried.
18. Best Value Purchasing Resolution:

WHEREAS, New York State General Municipal Law requires a resolution adopted by the Board of Fire Commissioners to authorize the use of a Best Value contract award methodology in the competitive bidding process for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article Eight of the Labor Law) which may be awarded on the basis of a low bid or Best Value, as authorized in Section 103 of the General Municipal Law and as defined in Section 163 of the State Finance Law, and

WHEREAS, the enactment of this resolution provides additional procurement options to the Fire District in ways that may expedite the procurement process and result in cost savings, and

WHEREAS, the “Best Value” standard for selecting goods and services vendors, including janitorial and security contracts, is critical to efforts to use strategic sourcing principles to modernize the supply chain and ensure that taxpayers obtain the highest quality goods and services at the lowest potential cost, while also ensuring fairness to all competitors, and

WHEREAS, the Board believes taxpayers are not well served when a public procurement results in low unit costs at the outset but ultimately engenders cost escalations due to factors such as inferior quality, poor reliability, and difficulty of maintenance, and

WHEREAS, Best Value procurement links the procurement process directly to the fire district’s performance requirements, incorporating selection factors such as useful lifespan, quality and options and incentives for more timely performance and/or additional services, and

WHEREAS, “Best Value” means the basis for awarding contracts for services to the offeror, which

optimizes quality, cost, and efficiency among responsive and responsible offerors, and

WHEREAS, the such basis shall reflect, wherever possible, objective and quantifiable analysis; and WHEREAS, the Fire District shall follow the bidding requirements of Section 103 of the General Municipal Law and the Fire District's Procurement Policy when utilizing the Best Value award methodology, and

WHEREAS, in addition, when the Best Value methodology is to be used for a purchase, the bid documents shall provide a basis to evaluate the bids under the best value requirements, and

WHEREAS, the Best Value methodology shall be included in the Fire District's Purchasing and Procurement Policy, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Fire Commissioners of the Fire District hereby authorizes the use of a Best Value award methodology, in the competitive bidding process, where appropriate, including piggyback bids under Section 103 subdivision 16 of the General Municipal Law, for purchase contracts (including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Article Eight of the Labor Law) which may now be awarded on the basis of a low bid or Best Value, as authorized in Section 103 of the General Municipal Law and as defined in Section 163 of the State Finance Law, and

BE IT FURTHER RESOLVED that the Fire District's Purchasing and Procurement Policy is hereby deemed amended to the extent that this resolution shall be deemed a part thereof and incorporated therein.

The adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Chairman Carlton "Andy" Anderson	AYES
Commissioner Donald "Don" Battaglini	AYES
Commissioner Mark Storm	AYES
Commissioner Michael Hamzik	AYES
Commissioner Michael Lewis	AYES

The resolution was thereupon declared duly adopted.

19. District policies that need to be reviewed for approval: Motion by Commissioner Battaglini, second by Commissioner Hamzik, to adopt the Fire Company Committees Policy. All aye; motion carried. Commissioner Battaglini read the entire policy out to everyone present at the meeting.

The Board of Fire Commissioners would like the following committees updated with the correct Fire Commissioner.

By-Laws: Storm (alternate Hamzik)
Company Membership: Storm (alternate Hamzik)
Fire Officers Qualification: Hamzik
Finance Committee: Anderson
Income & Contingency: Anderson
Life & Honorary Membership: Hamzik
Memorial Fund: Battaglini
Uniforms: Lewis

All committee meetings must be posted on the Fire Company Bulletin Board, on the Members area of the website, and sent via email with the meeting's time, date, and location to the entire membership.

20. Commissioner Storm stated that the recent Inspection Dinner was a hit as he received no complaints. Therefore, he placed a tentative hold at the Riverdale for the Inspection Dinner on Saturday, March 23, 2024. Class A uniforms will be requested again, as well as semi-formal attire.
21. Commissioner Hamzik stated he had been approached by multiple people complaining about a particular person parking along the building in the back parking lot and not utilizing a parking space. Commissioner Hamzik asked Rob Brady why he continues to park the way he does when he is at the station.

Rob Brady stated he was loading and unloading. He parks there when he loads and unloads things from his vehicle. When he doesn't have anything, he parks in a parking space.

Commissioner Hamzik stated that is not the case, as there is video footage of his vehicle parked along the building for hours. Commissioner Hamzik requested that, effective today; Rob Brady can no longer park along the back of the building. Once he is done loading or unloading, he must move his vehicle to a parking spot. Carts are available to be used to move items.

Rob Brady then stated that everyone was parking where there are supposed to be. Commissioner Hamzik said yes for the most part. Rob Brady asked Commissioner Hamzik where he was parked at the moment. Commissioner Hamzik stated that he is parked out front in the parking spaces along the east side of the building. Rob Brady noted that he could show Commissioner Hamzik in the SOGs that where he is parked is only for the chief's cars. He said he would be happy to get it for him, but he did not have it at the moment. He noted that no one parks where they are supposed to.

Commissioner Anderson stated that from here on out, do not park along the back of the building for an extended period.

Hearing of Visitor(s): Julie Spisak stated that the community room kitchen stove is constantly left dirty the Board of Fire Commissioner should be checking after events. Julie Spisak said that the Auxiliary would be okay with cleaning the kitchen after events in exchange for time so members can meet the 40 hours required to remain in good standing.

Julie Spisak would like to have heavy-duty pot holders so she can remove the grates of the stove when cleaning. Commissioner Hamzik will purchase the requested items.

Julie Spisak stated that the Auxiliary would like to purchase the old chef vehicle that will be placed up for auction.

Treasurer Alison Senft stated that two classes are being offered through The OSC Local Government and School District Training School, which she is interested in registering for. Each class is \$85.00.

Introduction to Governmental Account scheduled for May 24, 2023 – May 25, 2023, And Accounting Principles and Procedures planned for June 15, 2023 – June 16, 2023

Erika Pereira would also like to take the classes to gain more knowledge in the accounting process for the Fire District.

Motion by Commissioner Storm, second by Commissioner Hamzik, to allow Alison Senft and Erika Pereira to register for the classes and submit invoices for payment. All in favor, motion carried.

Motion by Commissioner Storm, second by Commissioner Hamzik, to ENTER INTO EXECUTIVE SESSION at 7:37 pm to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or persons. All in favor, motion carried.

No action was taken during the executive session.

Motion by Commissioner Storm, second by Commissioner Battaglini, to return to the regular at 7:49 pm. All in favor, motion carried.

Correspondence(s): Lalor Family Dental's 14th Annual Free Dental Care Day is Saturday, April 29, 2023. Registration is from 7:30 am to 9:30 am. The first 250 patients are guaranteed to be seen. The location is at the Vestal Office located at 2521 Vestal Parkway West.

Motion by Commissioner Battaglini, second by Commissioner Storm, to adjourn the meeting at 7:50 pm. All aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully Submitted,



Erika Pereira

Fire District Secretary