

**ENDWELL FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS MEETING  
July 19, 2023**

**Members:**

Carlton "Andy" Anderson, Chairman  
Michael Hamzik  
Mark Storm  
Michael Lewis

**Others Present:**

Erika Pereira, Administrative Assistant  
Alison Senft, District Treasurer  
Michael Battaglini, Fire Chief  
Michele Pandich  
Julie Spisak  
Patrick Spisak  
John Kaplan

The meeting was called to order at 7:01 p.m. by Commissioner Anderson.

Motion by Commissioner Storm, second by Commissioner Hamzik, to approve the June 28, 2023 meeting and special meeting held on July 10, 2023, minutes pending the correction of the attendees for the special meeting. Scott Costello must be added to the attendee list—all aye; motion carried.

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

**Unfinished Business:**

1. Station 3: Commissioner Storm has been going back and forth with Christopher Kozub with LaBella Associates, trying to schedule a meeting to discuss moving forward with Station 3, but has yet to succeed. Commissioner Storm wants to release LaBella Associates and have another company continue with the Station 3 design. LaBella Associates seems uninterested in moving forward. Commissioner Storm will contact our lawyer to see how we should proceed on the matter.
2. Bunk-In Program: Commissioner Lewis came up with some ideas to put in the RFP for engineering services to see if the bunk-in area is even possible at Station 1. Commissioner Lewis would like to have Grey Goose Graphics remove the end date for bunk room interest.
3. Short-Term Investments: Treasurer Alison Senft completed the registration packet for NYCLASS for investing. Alison Senft will check to ensure we are not penalized for removing the money. Alison Senft will move money into the NYCLASS for investing.
4. Lighting at the Fuel Pump: Waiting on the repair to the pole.
5. Air Compressor at Station 1: The old air compressor was placed up for sale to members via email.

Two bids were received and opened.

Andy Anderson - \$166.66

John Kaplan - \$125.00

The highest bidder was Andy Anderson. Motion by Commissioner Storm, second by Commissioner Hamzik, to sell the air compressor to Andy Anderson for the amount of \$166.66. All aye; motion carried.

6. Station 3 Siren: Waiting for the siren to be delivered.
7. New Apparatus – 2024 Chevrolet Silverado: Waiting for the cab and chassis. Chief Michael Battaglini ordered the service body. Chief Michael Battaglini has been in contact with Bush Electronics to work on a lighting package for the new Utility 31-1.
8. New Apparatus – Engine: The new engine was ordered. The prebuild meeting with Sutphen will be sometime in August.
9. Combination water bottle/drinking fountain: The fountain has been delivered. Motion by Commissioner Storm, second by Commissioner Hamzik, to have Evans Plumbing install the new fountain once it is received in the amount of \$950.00. All aye; motion carried.
10. Cummins Generator Maintenance Agreement: Motion by Commissioner Storm, Second by Commissioner Lewis, to go with a yearly maintenance agreement in the amount of \$2,811.80. All aye; motion carried.

Year 1 Total:\* \$2,811.80

Year 2 Total:\* \$2,811.80

Year 3 Total:\* \$2,811.80

Year 4 Total:\* \$2,811.80

Year 5 Total:\* \$2,811.80

Total Agreement Amount:\* \$14,059.00

11. Updates to Board Room: Jeff's Painting submitted a price quote to paint the room for \$1,650.00. Motion by Commissioner Storm, second by Commissioner Hamzik, to have Jeff's Painting complete the painting of the board room. All aye; motion carried.

Mannington Commercial Nordic Oak SS5W2550, Satin Weave SS5A3805, and Mirus Feather SSA6120 were picked. Erika will contact Endwell Rug to get actual floor samples to decide which one to go with.

Erika contacted Parlor City & Upstate Office Furniture to see the options for visitors and conference chairs. Commissioner Lewis will handle picking out options for replacement chairs.

We still need to find a company to move the workstations and furniture out of the room before installing the flooring.

Hammer's Woodworking will create the custom boardroom table with the District and Fire Department logos.

12. Landscaping of LED Sign Area: Coral bells were received from their vendor, and installation was completed.
13. Pyramid – Back-Up Devices: Installation has been completed.
14. RFP for Professional Auditing: We received responses from Johnson, Lauder & Savidge, LLP, and Ernest Skiadas, CPA, P.C., that they do not offer audit services subject to government auditing standards.

Submission of Notification of Interest was due: August 04, 2023

Proposal Due: August 28, 2023, no later than 3:00 pm

**Selection of a firm: September 27, 2023**

**Form of Submittal: Printed Copy and Electronic Version**

15. Gear Lockers: Our Uline rep and Assistant Chief Congdon were onsite and discussed gear lockers. Uline had a one-wide, unassembled, wall mounted, 24" wide, 24" deep, 72" high red color locker for \$475.00 each. If 36 were ordered, the total cost would be \$17,900.78. Commissioner Storm will look into getting more quotes.
16. Fire District Rules & Regulations: No action at this time.
17. New Tower Dedication Plaque: Proof of the plaque was submitted for review. Some revisions need to be made to the wording on the plaque and include the Fire Department logo on the plaque. The language should say Dedicated to all Endwell Firefighters past and present.
18. Tower T-Shirts: Chief Michael Battaglini worked with ASI apparel and created a t-shirt. Motion by Commissioner Storm, second by Commissioner Hamzik, to order 144 shirts. All aye; motion carried. Erika will email the members requesting sizes if they are interested in receiving a shirt.
19. Community Room Tables: The tables were purchased and waiting for delivery.  
 Once the tables arrive, they will be inventoried, and the older tables will be moved out of the room. The community room will have 20 tables for only events being held in the room. Tables from the community room are to stay in the community room.

**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 # 7-001 to 7-045, including payroll and Debt Service interest payments totaling \$22,287.37.  
 Supplemental List: Vouchers # 23\_8-001 to 23\_8-008 totaling \$6,159.75.  
 All aye; motion carried.
2. Line Transfers: Motion by Commissioner Storm, second by Commissioner Lewis, to accept the line transfer submitted by Treasurer Alison Senft. All aye; motion carried.
3. Buildings & Grounds:
  - Ziegler Property Maintenance would like to complete cleaning the back parking lot at Station 1 and request that the fire safety trailer be moved to another location in the parking lot temporarily. The trees along the fence also need to be cut back.
4. Community Room Request: Motion by Commissioner Storm, second by Commissioner Lewis, to accept the community room request for usage. All aye; motion carried.

Date	Times	Requested by	Use	Cost	Security	Comments
08-20-2023	All Day	Joan Simon	post-funeral reception	\$200 Deposit	Security	Member
07-06-2023 08-01-2023 08-30-2023	7:00 pm – 9:00 pm	Amy Derkowski	Maine-Endwell After Prom Party Committee Meeting	\$200 Deposit	Security	

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

*Honorable Board Members,*

- *The mobile radios are in the process of being installed in the apparatus.*
- *An issue was found in the programming of the station pagers. The issue was taken care of by the county. Hopefully, this will finally fix our issue with station sirens going off for med calls and chief tone-outs.*
- *I have been in contact with Bush Electronics, and they are going to start to work on a lighting package for the new Utility 31-1*
- *We are considering going to the prebuild meeting for the new Engine with Sutphen sometime in August. The prebuild meeting and the truck build will be at the facility outside of Scranton.*
- *Firehouse Subs is here for a fundraiser. I have talked with the fire police and every morning, cones are set up to keep people from parking on the apron, and they are picked up every evening.*
- *The new Tower T-shirt design is complete; I'm just waiting to find out the number of shirts and sizes to order.*

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

Assistant Chief Matthew Grafton requests that the following items be removed from inventory. The following equipment is either no longer functional or serviceable.

AED Lifepak 500	Number SOO6121
AED Lifepak 500	Number SOO5651
Task Force Nozzle	Number SOO2002
Helmet	Number SOO6187
Plectron	Number SOO3101
Plectron	Number SOO3102
Plectron	Number SOO6187

Motion by Commissioner Storm, second by Commissioner Lewis, to remove the listed items from inventory. All aye; motion carried.

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

*The following maintenance was completed since the last board meeting:*

- *Engine 31-1 PMs forthcoming – NYS Inspection passed*
- *Engine 31-2 PMs forthcoming – NYS Inspection passed*
- *Engine 31-3 PMs forthcoming – NYS Inspection passed*
- *Rescue 31 PMs forthcoming – NYS Inspection passed*
- *Quint 31 PMs forthcoming – NYS Inspection passed*
- *Tower 31 PMs forthcoming – NYS Inspection passed*
- *Brush 31 NYS Inspection passed*

- *Utility 31-1*                    *NYS Inspection passed*
- *Utility 31-2*                    *New batteries installed/warranted*
- *Chief 31*                        *New one is in service*
- *Chief 31B*                      *Old one decal removed / old 31 Tahoe changed over*

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

*Dear Board Members,*

**Training held in the month of July**

- *July 3<sup>rd</sup> – Vestal Live Burn*
- *July 10<sup>th</sup> – Company Meeting - ICS*
- *July 17<sup>th</sup> – Company Meeting – Tool Show and Tell*

**Special Operations Training:**

- *None*

**Outside Training Offered:**

- *McNeil Trainings Online*
- *NYSEG Trainings Online*

**Currently in NYS Training:**

- *None Currently*

**Upcoming Fire Training in July and August:**

- *July 24<sup>th</sup> – Hose Dragging and Advancement*
- *July 31<sup>th</sup> – Driver Rodeo - IBM*
- *August 7<sup>th</sup> – Live Burn Vestal*
- *August 21<sup>th</sup> – Motor Vehicle Extrication*
- *August 28<sup>th</sup> – Large Area Searches*

*The Training Schedule has been posted to the iamresponding Application.*

9. Fire Company Report(s):

- a. Motion by Commissioner Storm, second by Commissioner Lewis, to accept Matthew Cargill and Carter Czebiniak as new fire company members pending successful completion of a physical. All aye; motion carried.
- b. Motion by Commissioner Storm, second by Commissioner Lewis, to accept Kelly Klees and Denise Gervais-Rock as auxiliary members for the fire company. All aye; motion carried.
- c. Motion by Commissioner Storm, second by Commissioner Lewis, to accept the resignation of Denise Lee from the auxiliary. All aye; motion carried.

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. Schedule 2024 Budget Work Session: Motion by Commissioner Hamzik, second by Commissioner

Storm, to Schedule 2024 Budget Work Session for August 16, 2024, at 7:00 p.m. All aye; motion carried.

12. 2022 Audited Financial Statement: Fire Commissioners were given a copy of the completed 2022 financial statement. Motion by Commissioner Storm, second by Commissioner Hamzik, to approve the audit. All aye; motion carried.
13. Sale of 2015 Chevy Tahoe (VIN # 2551); Motion by Commissioner Storm, seconded by Commissioner Hamzik, to approve the highest bid of \$24,800.00 for the vehicle. All aye; motion carried.
14. District policies that need to be reviewed for approval: Motion by Commissioner Hamzik, second by Commissioner Storm, to readopt the Sexual Harassment and Discrimination Prevention Policy, Equal Employment Opportunity Policy, and Smoking & Tobacco Policy. All aye; motion carried.
15. Hearing of Visitor(s): Julie Spisak would like the Fire District to order two more racks for the community room oven. Commissioner Hamzik stated he had looked into the cost previously, and it was about \$500.00. Commissioner Hamzik will contact B&W Supply to see how much it will cost and order them. Motion by Commissioner Storm, second by Commissioner Lewis, to purchase two oven racks not to exceed \$600.00. All aye; motion carried.

Julie Spisak asked if there was a vetting process for people wanting to join the fire department and auxiliary. She wanted to know if there was a list of questions asked of applicants or verified items. It was stated that the Fire Company handled membership. She was concerned that applicants might not be truthful about things and was wondering who would be liable. She had a particular question regarding a person who is disabled and no longer works and collecting disability. If the member is not truthful, the liability falls on them if they are hurt.

16. Commissioner Storm stated that whenever the Auxiliary plugs in the hot dog machine or the popcorn machine on the apparatus floor, they blow a circuit. Commissioner Storm would like to have T&B Electric look at the electricity on the apparatus floor. The auxiliary room would like to set up food away from the bunker gear at events.
17. Fire Chief Battaglini stated that the PA system in the building is too loud in some areas and needs to be adjusted. Michelle Pandich said that AV Sound in Owego does the courtrooms. There is also Audio Classics in Vestal. Commissioner Hamzik will look into the issue and possibly a new PA system.
18. Patrick Spisak stated that the company areas downstairs were looking dated and was wondering if the area could get a refresher. He would like to see the Fire District take some initiative to update the areas. The rooms need a paint job and some ceiling tiles replaced.

Commissioner Storm stated that the company areas must be cleaned and organized again to ensure proper safety.

Some ideas for some updates for the company areas were discussed.

Correspondence(s): Copies of the Fire District Affairs Newsletter and the AFDSNY Region 4 Director position open were handed out.

Motion by Commissioner Storm, second by Commissioner Hamzik, to adjourn the meeting at 7:45 p.m. All aye; motion carried.

*All motions were unanimously carried unless otherwise noted.*

Respectfully Submitted,



Erika Pereira

Fire District Secretary