

**ENDWELL FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
MONTHLY MEETING  
August 23, 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 7:04 p.m. by Commissioner Anderson.

Motion by Commissioner Battaglini, second by Commissioner Storm, to approve the July 19, 2023 meeting and 2024 budget work session held on August 16, 2023. All aye; motion carried.

TREASURER'S REPORT: Motion by Commissioner Battaglini, second by Commissioner Hamzik, 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: Grey Goose Graphics removed the end date for bunk room interest. Commissioner Lewis came up with some ideas to put in the RFP for engineering services. Erika will create the RFP and send it to the lawyer to ensure it is good to post.
3. Short-Term Investments: Alison will create an account in NYCLASS for the apparatus capital reserve, equipment capital reserve, and the prior year's funds. Alison will close all of the savings and checking accounts. Motion by Commissioner Storm, second by Commissioner Lewis, to move the capital reserves and the prior year's funds into the NYCLASS.  
  
Alison looked into paying off the U2/Midi Bond; the remaining balance is around \$205,000.00. We have to provide 20 days' notice for the payoff. There is \$850,597.00 in the prior year's funds that can be used to pay off the bond.
4. Lighting at the Fuel Pump: Waiting on the repair to the pole. T & B Electric should have the pole

completed either tomorrow or Thursday. They will also place another circuit on the apparatus floor to help with the ice cream social.

5. Station 3 Siren: The siren was delivered on August 21, and installation was completed on August 23 by Matco Electric Corp.
6. 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.
7. New Apparatus – Engine: The new engine was ordered. The prebuild meeting with Sutphen will be on September 21, 2023.
8. Combination water bottle/drinking fountain: Evans Plumbing install the new fountain.
9. Updates to Board Room: Commissioner Lewis picked a type of chair for the board room table and visitor chairs. The price quote was for \$14,533.12.

Office Chair: Groupe Lacasse | Vero High back 875-F QTY: 11 RATE: \$744.04 Total Cost: \$8,184.44

Visitor Chair: Groupe Lacasse | Vista II 302-B QTY: 12 RATE: \$286.88 Total Cost: \$3,442.56

Delivery Fee: \$2,906.12.

Commissioner Lewis and Commissioner Storm will look into more options for chairs.

No visitor chairs will be ordered at this time.

Jeff's Painting will complete the painting of the board room for the price of \$1,650.00.

Hammer's Woodworking is creating the custom boardroom table with the District and Fire Department logos.

Mannington Commercial Nordic Oak SS5W2550, Satin Weave SS5A3805, and Mirus Feather SSA6120 were picked. Endwell Rug ordered floor samples and is waiting for them to come in.

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

10. RFP for Professional Auditing: We have not received any more responses. Alison Senft, District Treasurer, has spoken with Mondorf and Fenwick, and they will continue to provide professional auditing services if needed.

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

11. Gear Lockers: Commissioner Storm received a price quote from GearGrid.

(37) 18" W x 20" D GearGrid USA Made wall mount lockers without doors, in banks of 5, 5, 13, and 14 = \$14,804.00.

(33) 20" W x 20" D GearGrid USA Made wall mount lockers without doors, in banks of 4, 5, 13, and 11 = \$13,388.00.

Each locker has 2 adjustable shelves, 3 apparel hooks, wire grid back panels, and nameplate holders. The pricing includes a stainless steel hang bar and 3 stainless steel hangers for each

locker.

Commissioner Storm will contact the vendor to see if they have a company to install the gear lockers for us.

Uline gear lockers are one-wide, unassembled, wall mounted, 24" wide, 24" deep, and 72" high red color lockers for \$475.00 each. If 36 were ordered, the total cost would be \$17,900.78.

12. Fire District Rules & Regulations: No action at this time.

13. New Tower Dedication Plaque: Revisions were submitted for review. Motion by Commissioner Storm, second by Commissioner Battaglini, to order the dedication plaque. All aye; motion carried.

14. Tower T-shirts: Shirts have been ordered for members interested in receiving one. The total cost for the shirts was \$2,249.20.

15. PA System: Commissioner Hamzik will meet with AV Sound in Owego sometime next month to review the PA system.

16. Community Room Tables: The tables were delivered.

They must be inventoried and labeled, and the older tables must 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 Lewis, 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 Battaglini, second by Commissioner Storm, to accept the line transfer submitted by Treasurer Alison Senft. All aye; motion carried.

3. Buildings & Grounds:

— Ziegler Property Maintenance completed the cleaning of the back parking lot at Station 1 and cut trees along the fence so the truck wouldn't hit them.

4. Community Room Request: Motion by Commissioner Lewis, second by Commissioner Storm, to accept the community room request for usage. All aye; motion carried.

Date	Times	Requested by	Use	Cost	Comments
09-30-2023	All Day	Susan Martino	Baby Shower	\$200 Security Deposit	Member
05-31-2024 06-01-2024	All Day	Donna Hobart for the Broome County Firefighters Auxiliary	Central Firefighters Auxiliary Meeting	\$200 Security Deposit	Member

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

*Honorable Board Members,*

- *All mobile radios have been installed on all fire apparatus.*
- *The reprogramming that Broome County did on the station siren pagers seems to have worked out well. We have not been having siren activations for wrong call types.*
- *I am in contact with the dealership for the new Utility vehicle. The truck could be delivered anywhere from tomorrow to 5 months from now.*
- *Tower 31's rear driver-side compartment door will be going out to be resprayed.*
- *I have been in contact with Bush Electronics, and they will start to work on a lighting package for the new Utility 31-1.*
- *I have scheduled a pre-con meeting with Sutphen for September 21<sup>st</sup>. This will be at the factory outside the Scranton area.*
- *Tower T-shirts have been ordered.*
- *I am working on a possible challenge coin design.*

6. Support Services Report: No report was submitted

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

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

- |                |   |
|----------------|---|
| • Engine 31-1  | PMs forthcoming / Pump Testing                    |
| • Engine 31-2  | PMs forthcoming / Pump Testing                    |
| • Engine 31-3  | PMs forthcoming / Pump Testing                    |
| • Rescue 31    | PMs forthcoming                                   |
| • Quint 31     | PMs forthcoming                                   |
| • Tower 31     | PMs forthcoming                                   |
| • 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: No report submitted

9. Fire Company Report(s):

- a. Motion by Commissioner Storm, second by Commissioner Battaglini, to drop Bryan Ziegler for failure to meet fire and training times while on probation. All aye; motion carried.
- b. Motion by Commissioner Storm, second by Commissioner Battaglini, to place Randy Beck, Rebecca Cole, Tyler Cunningham, William Legg, and Larry Rozelle on probation for failure to meet fire and training time for the six-month period January to June 2023. All aye;

motion carried.

- c. Motion by Commissioner Storm, second by Commissioner Battaglini, to accept the auxiliary members Rachael Fedorchak and Miranda Poklemba, still on probation for failure to meet auxiliary times for 2022. All aye; motion carried.
- 10. O.L. Davis Fire Company Newsletter: The Smoking and Other Tobacco Products Policy will be placed in the following newsletter.
  - 11. 2024 Budget: Copies of the 2024 budget were handed out for review.
  - 12. Flu Shot Clinic: Motion by Commissioner Storm, second by Commissioner Hamzik, to hold a Flu clinic for members and their spouses on a Monday night before training. All aye; motion carried.
  - 13. REFP for Salting & Snow Plowing Services: Motion by Commissioner Storm, second by Commissioner Hamzik, to publish the RFP for Salting & Snow Plowing Services. All aye; motion carried.

The Endwell Fire District is seeking proposals from experienced vendors who specialize in salting and snow plowing services for the following locations:

Station #1 – 3508 Country Club Road, Endwell, NY

Station #3 - 438 Chrysler Road, Endwell, NY

Salting and snow removal from sidewalks, parking lots, and building entrances are to be done after every three inches of snowfall or cleaned to the original surfaces for a lesser amount. For larger storms, snow must be cleaned after each additional three inches of snow. All apparatus bay doors must be completely clear of snow. Snow banks need to be pushed back to maintain sight distance. Any landscaping damage must be repaired when the season ends. A certificate of insurance will be required, including worker's compensation.

All proposals will be received by the Endwell Fire District ("Fire District") until 10:00 a.m. on Wednesday, October 18, 2023. Proposals may be mailed or delivered to the District office located at 3508 Country Club Road, Endwell, New York 13760.

All proposals will be read aloud at the Board of Fire Commissioner meeting on Wednesday, October 18, 2023.

All proposals must be in a sealed envelope and clearly marked "Endwell Fire District, Snow Plowing Services: Fire station #1 & #3". The name and address of the proposing business must be shown on the face of the envelope.

The envelopes should be delivered or mailed to the Board of Fire Commissioners at the address listed above so as to arrive by the date and time specified above.

The Endwell Fire District requires six (6) hard copies and a soft copy of this proposal.

The Endwell Fire District reserves the right to reject any and all proposals, to omit any item or items, to waive any informality in the proposal, or to approve minor changes in the specifications if deemed advisable in the interest of the Fire District.

If you have questions, please contact our office at (607) 785-0985 or via e-mail at

endwellfire@endwellfire.com.

14. District policies that need to be reviewed for approval: Motion by Commissioner Battaglini, second by Commissioner Hamzik, to accept and adopt the Annual Inspection Dinner Policy, Non-Travel Related Refreshment and Meal Expenditure Policy, and Smoking and Other Tobacco Products Policy. All aye; motion carried.
15. Motion by Commissioner Storm, second by Commissioner Hamzik, to approve Risk Management Services through NBT Insurance Agency and ESIP. All aye; motion carried.
16. Hearing of Visitor(s): None

Correspondence(s): Copies of the Save the Date for the National Disability Employment Awareness Committee Celebrates Local Area Businesses, Fire District of NY Mutual Insurance Co. announced its new partnership for medical bill review and pharmacy benefits management. The Fire District Affairs Newsletter was handed out.

Motion by Commissioner Battaglini, second by Commissioner Storm, to adjourn the meeting at 7:16 p.m. All aye; motion carried.

*All motions were unanimously carried unless otherwise noted.*

Respectfully Submitted,



Erika Pereira

Fire District Secretary