

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
September 27, 2023**

Members:

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

Others Present:

Erika Pereira, Administrative Assistant
Alison Senft, District Treasurer
Michael Battaglini, Fire Chief
Michele Pandich
Robert Brady
Matthew Grafton
Cheryl Grafton
John Kaplan

The meeting was called to order at 7:05 p.m. by Commissioner Anderson.

Motion by Commissioner Battaglini, second by Commissioner Hamzik, to approve the August 23, 2023 meeting. 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.

Motion by Commissioner Hamzik, second by Commissioner Storm, to pay off the U2/Midi Bond for \$205,000 in principal and \$3,079.27 in interest, totaling \$208,079.27. All aye; motion carried.

Unfinished Business:

1. Station 3: Keegan Coughlin with COUGHLIN & GERHART was contacted, and all documentation was submitted to him for review. Since Christopher Kozub with LaBella Associates has not returned Commissioner Storm's emails or phone calls to move forward with designing Station 3, which have been unanswered, and there was no formal design proposal outside the feasibility study, the Board of Fire Commissioner would like to cease any and all work that may be being undertaken by Labella. The Board of Fire Commissioner would like to hire a new firm for design services.
2. Bunk-In Program: Erika created a rough draft of the RFP for professional architectural and engineering services and sent it to the lawyer to ensure it is good to post. She is currently waiting for a response.
3. Short-Term Investments: Alison moved all of the funds into NYCLASS.
4. Lighting at the Fuel Pump: T & B Electric completed the project.
5. 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.

6. New Apparatus – Engine: The new engine was ordered, and the prebuild meeting with Sutphen was completed.
7. Updates to Board Room: Mannington Commercial Nordic Oak SS5W2550, Satin Weave SS5A3805, and Mirus Feather SSA6120 floor samples arrived. Erika will pick out the base cove to match the flooring. Mannington Commercial Nordic Oak SS5W2550 was the floor chosen.

Commissioner Lewis chose a different type of chair for the boardroom table, Raynor EX2-CHR-MBJET-FSBLK. The quote was for \$4,540.00 plus a delivery cost of \$908.00. Total cost is \$5,448.00.

Fire Station Furniture Quotes

Duty-Built High-Back Swivel Office Chair w/loop arms - \$3,325.00

Duty Built 300lb. Mid-Back Back Ergonomic Office Chair - \$4,750.00

Duty Built 500 lb. Rated Mesh Executive Ergonomic Office Chair Fabric/Mesh - \$4,275.00

The order is estimated to ship in 2 weeks.

Motion by Commissioner Anderson, second by Commissioner Storm, to purchase 10 of the Duty-Built High-Back Swivel Office Chair w/loop arms - \$3,325.00. All aye; motion carried.

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

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

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

8. RFP for Professional Auditing: Motion by Commissioner Hamzik, second by Commissioner Battaglini, to continue with Mondorf and Fenwick for professional auditing services. All aye; motion carried.
9. Gear Lockers: Commissioner Storm reached out to GearGrid, and they have three install crews that travel the country for them. The cost to have the gear lockers installed for us would be an additional \$3,878.00.

(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.

Motion by Commissioner Storm, second by Commissioner Battaglini, to purchase (37) 18" W x 20" D GearGrid USA-made wall mount lockers without doors in the amount of \$18,682.00. All aye; motion carried.

10. Fire District Rules & Regulations: No action at this time.
11. New Tower Dedication Plaque: Plaque was ordered from Endicott Artistic Memorial Company.
12. Tower T-shirts: Shirts have arrived and were handed out to members who placed an order. Some extras are available for purchase.
13. PA System: Commissioner Hamzik will meet with AV Sound in Owego tomorrow at 10:30 a.m. to

review the PA system.

14. 2024 Budget: After paying off the bond, there is \$39,975.00 unallocated in the 2024 budget. The funds will be disbursed between budget lines.

Motion by Commissioner Battaglini, second by Commissioner Storm, to approve the proposed 2024 budget of \$1,388,702.00 with \$1,353,820.00 to be raised by taxes. All aye; motion carried

15. Flu Shot Clinic: The flu shot clinic is scheduled for Monday, October 16, from 6:00 p.m. to 7:00 p.m. Members and spouses must sign up at station #1 by Friday, October 13, 2023, so Southern Tier Occupational knows how many vaccines to bring.

16. RFP for Salting & Snow Plowing Services: 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.

So far, one proposal has been received.

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 # 9-001 to 9-074, including payroll and Debt Service interest payments totaling \$105,996.28.

Supplemental List: Vouchers # 23_10-001 to 23_10-012 totaling \$9,763.31.

All aye; motion carried.

2. Line Transfers: Motion by Commissioner Battaglini, second by Commissioner Hamzik, to accept the line transfer submitted by Treasurer Alison Senft. All aye; motion carried.
3. Buildings & Grounds: No action at this time.
4. Community Room Request: Motion by Commissioner Storm, second by Commissioner Hamzik, to charge Groups who use the hall for regular meetings must request permission for any other, and a fee will be asked for events outside of the regular meetings for \$75.00. All aye; motion carried.
5. Chiefs Report: Motion by Commissioner Storm, second by Commissioner Hamzik, to accept the Chief's Report. All aye; motion carried.

Honorable Board Members,

- *We traveled to Sutphen East for a pre-con meeting on September 21st for the new Engine build. Currently, we are looking at a summer 2025 delivery of the apparatus.*
- *Ten more portable radios have been delivered and distributed to individuals as they come to the station for calls and training.*
- *We are still waiting for a solution to the volume issue that we are having with the station PA and scanner speakers.*

- *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.*
- *The UAW strike is causing major issues*
- *Tower 31's rear driver-side compartment door has been repaired and reinstalled on the truck.*
- *I am still planning to place a gear order for this year. We are in the process of compiling the list of the people that will receive the gear.*
- *Challenge coin design has been completed; just waiting for the order to be placed.*
- *2024 Officer qualification question*
- *Water rescue funding*
- *I am working on a possible challenge coin design.*

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

7. August Support Services Report: Motion by Commissioner Storm, second by Commissioner Hamzik, to accept the Support Services Report and remove the requested assets from inventory. All aye; motion carried.

Assistant Chief Matthew Grafton is requesting to have the following items removed from inventory due to the items no longer functional or serviceable.

Radio Components Numbers	SOO4787, SOO1018, SOO6206, SOO6993, SOO7601, SOO1021, SOO1026
Radio Head Numbers	SOO4379, SOO6046, SOO6207, SOO8284, SOO8283, SOO6209, SOO6017, SOO8282, SOO8285, SOO6047, SOO8287, SOO8286, SOO8280, SOO8281, SOO8279
Tool Boxes Numbers	SOO1861, SOO3414, SOO4134

8. 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 PM / Pump Testing Complete*
- *Engine 31-2 PMs / Pump Testing Complete*
- *Engine 31-3 PMs / Pump Testing Complete*
- *Rescue 31 PMs Complete*
- *Quint 31 PMs / Pump Testing Complete*
- *Tower 31 PMs / Pump Testing Complete*

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

Trainings held in the month of September:

- *September 4th – Labor Day - No Training*
- *September 14th – Company Meeting*
- *September 21st – BAE Hydrogen Generator Safety Training*

- *September 25th – Firefighter Self Rescue*

Special Operations Trainings:

- None

Outside Trainings Offered:

- *McNeil Trainings Online- Multiple Training Available*
- *NYSEG Trainings Online*
- *National Grid Safety Training – 3 Hours*
- *CPR and First Aid Training – November 4th – Open to Everyone*

Currently in NYS Training:

BEFO – 8 Personnel

FAST – 3 Personnel

ICS300 – 1 Person

Upcoming Fire Trainings in October:

- *October 2nd – Vestal Live Burn*
- *October 9th – Company Meeting*
- *October 16th – Bailouts/ “How To” Documentation*
- *October 23rd – Chimney Fires*
- *October 30th – Fire Investigation/ Scene Preservation*

10. Fire Company Report(s):

- a. Motion by Commissioner Storm, second by Commissioner Hamzik, to accept Stephen Kolcun and Elizabeth Clark as new fire company members pending the successful completion of their physical. All aye; motion carried.
- b. Motion by Commissioner Storm, second by Commissioner Hamzik, to accept Tristan Foster as Fire Police Lieutenant. All aye; motion carried.

11. 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.

12. Schedule Budget Hearing & Move October Board Meeting: Motion by Commissioner Battaglini, second by Commissioner Storm, to schedule the 2024 Budget Hearing on Wednesday, October 18, 2023, at 6:30 pm and to move the October 25 Monthly Board Meeting to Wednesday, October 18, 2023, directly after the 2024 Budget Hearing. —all aye; motion carried.

The work session will begin at 6:00 pm

Budget Hearing at 6:30 pm

The Monthly Meeting will follow directly after the Budget Hearing.

13. Change November and December Monthly Meetings: Motion by Commissioner Battaglini, second by Commissioner Storm, to change the November and December Monthly Meetings to November 29 and December 20—all aye; motion carried.

The December board meeting was scheduled for Wednesday, December 27, 2023, and changed to Wednesday, December 20, 2023, at 7:00 p.m. The work session will begin at 6:30 p.m.

The November board meeting was scheduled for Wednesday, November 22, 2023, and changed to Wednesday, November 29, 2023 at 7:00 p.m. The work session will begin at 6:30 p.m.

14. Truck or Treat Event: Motion by Commissioner Storm, second by Commissioner Hamzik, to hold the 8th annual Truck or Treat event on Tuesday, October 31, from 6:00 p.m. to 8:00 p.m. on the apparatus floor. The Fire District will pay for Grey Goose to have two people come to the event and take photos of the event and have someone set up for the photos by the backdrop, not to exceed \$300.00. The Fire District will provide \$1,800.00 to the Truck or Treat committee to purchase any necessary supplies for the event—all aye; motion carried.
15. Water Rescue Equipment Request: Captain Jason Stupski is requesting funds in the amount of \$7,000 for equipment to keep up with the safety of the water rescue team. Motion by Commissioner Battaglini, seconded by Commissioner Hamzik, to purchase the items as the budget allows—all aye; motion carried.
16. November 4th CPR Class: Lieutenant Will “Bill” Frantz is requesting to hold a CPR/First Aid class for members from 8:00 a.m. to 4:00 p.m. in the training room and hallway on Saturday, November 4th. Motion by Commissioner Battaglini, seconded by Commissioner Hamzik, to grant permission for the CPR class. All aye; motion carried.
17. ME Homecoming Parade: Motion by Commissioner Battaglini, second by Commissioner Storm, to allow the fire department to participate and assist the Maine Endwell High School with their Homecoming festivities on Saturday, October 14. All aye; motion carried.
18. Ed & Ed Business Technology Proposal: to upgrade our printers at Station 1. The lease option was \$103.51 per month for 63 months. The lease includes delivery, set-up, installation, networking, and training. There would also be a monthly billing for actual usage of the printer. Minimal monthly billing would be \$35.00. The Board of Fire Commissioners would like to review the proposal further before deciding.
19. Commissioner Hamzik and Commissioner Storm meet with our NBT Insurance Agency, William “Bill” VanGorder, to review what a photographer needs. They will put some information together on this membership category so a photographer can be found for the fire scene.
20. Hearing of Visitor(s): None

Correspondence(s): Copies of the Fire District of NY Mutual Insurance Co. announced its new partnership for medical bill review and pharmacy benefits management, the Fire District Affairs Newsletter, and ESIP Seminar Session – “Bylaws vs. SOPs: What Goes Where?” was handed out.

Motion by Commissioner Battaglini, second by Commissioner Storm, to ENTER INTO EXECUTIVE SESSION at 7:41 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 Hamzik, second by Commissioner Storm, to return to the REGULAR SESSION at 8:07 p.m. All aye; motion carried.

Motion by Commissioner Battaglini, second by Commissioner Hamzik, to adjourn the meeting at 8:10 p.m. All aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully Submitted,



Erika Pereira

Fire District Secretary