

**ENDWELL FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
ORGANIZATIONAL MEETING  
JANUARY 10, 2024**

**Members Present:**

Carlton "Andy" Anderson  
Donald "Don" Battaglini  
Michael Hamzik  
Michael Lewis  
Richard Wrobleski

**Others Present:**

Michael Battaglini, Fire Chief  
Erika Pereira, Administrative Assistant  
Alison Senft, Treasurer  
Michele Pandich  
John Kaplan  
Jake Polovchak  
Zachary Rader  
Tyler Derkowski

The Organizational meeting of the Board of Fire Commissioners of the Endwell Fire District was held on January 10, 2024, at the Endwell Firehouse located at 3508 Country Club Road in Endwell, New York. Temporary chairman Alison Senft called the meeting to order 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 2024, second by Commissioner Lewis. All aye; motion carried.

Carlton "Andy" Anderson was elected as Chairman of the Fire District for the year 2024.

At this time, Chairman Anderson will now preside over the meeting.

Motion to appoint Donald "Don" Battaglini as Vice Chairman of the Fire District for the year 2024, second by Commissioner Lewis. All aye; motion carried.

Donald "Don" Battaglini was elected Vice Chairman of the Fire District for the year 2024.

**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.

### RESOLUTION 1.3

BE IT RESOLVED that Marcy Pratt is hereby appointed Deputy Treasurer for the Fire District for the year 2024.

Marcy Pratt was not present at the meeting, so she will take her oath at the Town of Union.

3. Motion by Commissioner Battalini, second by Commissioner Hamzik, to provide a 3.5 percent increase in salary for all employees for the year 2024. All aye; motion carried.

### RESOLUTION 1.4

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.

The first Board meeting of the 2024 year will be on Wednesday, January 17, 2024, at 7:00 pm, with the work session at 6:30 pm.

### RESOLUTION 1.5

BE IT RESOLVED THAT Angelo D. Catalano of Coughlin & Gerhart is hereby appointed attorney for the Endwell Fire District for personnel matters for the year 2024.

BE IT RESOLVED THAT Kevin Mahoney with Tiveron Law PLLC is hereby appointed attorney for the Endwell Fire District for Fire District Law matters for the year 2024.

### RESOLUTION 1.6

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.

7. Motion by Commissioner Battalini, second by Commissioner Hamzik, to designate M & T Bank as the official bank of the fire district.
8. Motion by Commissioner Battalini, second by Commissioner Hamzik, to authorize the Treasurer to invest funds per the Endwell Fire District Investment Policy. All aye; motion carried.
9. Motion by Commissioner Battalini, second by Commissioner Hamzik, to designate with authority to sign checks to Treasurer Alison Senft and Deputy Treasurer Marcy Pratt. All aye; motion carried.

### RESOLUTION 1.7

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
- National Volunteer Firemen's Association

## RESOLUTION 1.8

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

## RESOLUTION 1.9

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 domain name registration for the District Web page.

12. Motion by Commissioner Battaglini, second by Commissioner Hamzik, to appoint the following Fire Commissioner to the following committees for the year 2024.

- a. Day-to-day Operations/Facilities: Battaglini & Anderson
- b. Equipment: Battaglini & Hamzik
- c. Long-Term Planning/Finance/Budget: Hamzik & Wroblewski
- 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: Hamzik & Wroblewski
- h. Station 3: Hamzik & Wroblewski
- i. HazMat & Medical Liaison: Wroblewski
- j. OSHA Liaison: Hamzik
- k. Grants: Wroblewski
- l. Public Information Officer: The Fire Chief or the Fire Chief designee

All aye; motion carried.

13. Motion by Commissioner Battaglini, second by Commissioner Hamzik, to approve the following Fire Commissioner appointments to the Fire Company Committees for the year 2024:

- a. Life Membership: Wroblewski
- b. New Membership: Wroblewski (alternate Hamzik)
- c. Income and Contingency Fund: Anderson
- d. Finance: Anderson
- e. Memorial Fund: Battaglini
- f. Fire Company By-Laws: Hamzik
- g. Fire Officers Qualifications: Hamzik
- h. Uniforms: Lewis

Commissioner Anderson would like to see an alternate for each fire company committee just in case the appointed Fire Commissioner is not available.

All aye; motion carried.

14. The Rules and Regulations of the Endwell Fire District were just approved at the December meeting. All members are asked to sign and return the Acknowledgment of Receipt of the Rules & Regulations sign-off form by January 31, 2024, to make sure everyone is aware of the Rules and Regulations of the Endwell Fire District. The Rules and Regulations were placed on the District Website and the Members area of the website.

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

- |   |  |
|---|--|
| 20234-01 – Organizational Statement                                       | 2024-20 – Election Policy  |
| 2024-02 - Code of Ethics  | 2024-21 - Budget and Fund Balance Policy                           |
| 2024-03 – Investment Policy   | 2024-22 – Social Media Policy                                      |
| 2024-04 – Credit Card Use Policy  | 2024-23 – Internet Computer Use and Communications Policy          |
| 2024-05 – Purchasing and Procurement Policy                               | 2024-24 – Criminal Offenses  |
| 2024-06 – Substance Abuse Policy  | 2024-25 – Medical Examination Policy                               |
| 2024-07 – Equal Employment Opportunity Policy                             | 2024-26 – Workplace Violence Policy                                |
| 2024-08 – FOIL Policy   | 2024-27 – Marijuana in Workplace Policy                            |
| 2024-09 – Record Retention and Destruction Policy                         | 2024-28 ABCs of the Fire Chief                                     |
| 2024-10 – Sexual Harassment Policy  | 2024-29 – Physical Ability Policy                                  |
| 2024-11 – Smoking & Other Tobacco Products Policy                         | 2024-30 – Physical Fitness Room Policy                             |
| 2024-12 – Disciplinary Policy   | 2024-31 – Firefighter Request to View Their Personnel File Policy  |
| 2024-13 – Full-Time Employees   | 2024-32 – Annual Firefighters’ Inspection Dinner Policy            |
| 2024-14 – Cellular Telephone Use Policy                                   | 2024-33 – Non-Travel Related Refreshment & Meal Expenditure Policy |
| 2024-15 - Public Comment at Meetings & Hearing Policy                     | 2024-34 – Vehicle Use Policy                                       |
| 2024-16 - Funerals  | 2024-35 – Confidentially Policy                                    |
| 2024-17 – Whistleblower Policy  |  |
| 2024-18 - Information Technology Data Security Breach Notification Policy |  |
| 2024-19 – Anti-Hazing Policy  |  |

Commissioner Hamzik would like to update the reviewers on the Workplace violence policy. He would like the reviewers to be

- Andy Anderson – Fire District
- Mike Battaglini – Chief of Fire Department
- Rob Congdon – 2<sup>nd</sup> Assistant Chief
- F. Walton Roper III – WPV Trainer
- Jason Stupski – Fire Department Officer
- Rob Brady – President of Fire Company

Commissioner Hamzik would also like the members of the Workplace Violence Committee to be updated to include the following

Carlton “Andy” Anderson, Board of Fire Commissioners (Alternate: Vice Chairman)

Michael Battaglini, Fire Chief (Alternate: - 1 Assistant Chief Officer)

F. Walton Roper III, WPV Trainer

Jason Stupski, Captain (Alternate: 2<sup>nd</sup> Captain)

Rob Brady, President, O.L. Davis Fire Company (Alternate: 1st or 2nd Vice Presidents)

Commissioner Hamzik would also like to make some changes to the Physical Ability Policy.

Section 2 – He would like the statement indicating January 1 and March 31 of each year to be changed to annual.

Section 2 – Remove the last two sentences starting with the At the Board meeting in April. This will be updated to “at the next meeting.”

Motion by Commissioner Battaglini, second by Commissioner Hamzik, to approve the policies of the Endwell Fire District with the necessary corrections to be made. All aye; motion carried.

16. Motion by Commissioner Lewis, second by Commissioner Wroblewski, to appoint Mondorf & Fenwick, the audit firm of the Endwell Fire District, for the 2023 audit. All aye; motion carried.
17. Motion by Commissioner Battaglini, second by Commissioner Lewis, to appoint Jerome Bignoli, to prepare the financial report of the Endwell Fire District for the year 2023. All aye; motion carried.
18. Motion by Commissioner Battaglini, second by Commissioner Lewis, to pay the bills received between 12-21-2023 through 01-09-2024. All aye; motion carried.
19. Motion by Commissioner Battaglini, second by Commissioner Lewis, to approve the list of Fire Company events for 2024. Any “To Be Determined” events will be approved once notification is received from the Fire Company at a scheduled Board of Fire Commissioners meeting. All aye; motion carried.
20. Motion by Commissioner Hamzik, second by Commissioner Lewis, to approve the chief officers as elected by the O. L. Davis Fire Company for the year 2024:

Chief: Michael Battaglini

1<sup>st</sup> Asst. Chief: Matthew Grafton

2<sup>nd</sup> Asst. Chief: Robert Congdon

3<sup>rd</sup> Asst. Chief: Kyle Ferraro

Other 2024 officers include:

Captain – Jason Stupski & Mark Storm

Lieutenants –William Frantz, John Kaplan, Jacob Polovchak, Andy Slavetskias (Two Lieutenant positions are open)

Fire Police Captain – Vacant

Fire Police Lieutenant – Jonathan Metera.

All aye; motion carried.

## RESOLUTION 2.0

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. Debt Services;
- v. Credit card statements;
- vi. Any special check requests

BE IT RESOLVED that the Treasurer of the Endwell Fire District is authorized to pay only upon approval of the Board of Fire Commissioners of the Endwell Fire District on the following claims:

- Fixed salaries;
- Compensation for services of officers or employees regularly engaged by the fire district at agreed wages by the hour, day, week, month, or year.

## RESOLUTION 2.1

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.

21. We received donations from Raymond and Sandra Berchtold in the amount of \$ 75.00 and the Park Manor Home Owners in the amount of \$50.00. Motion by Commissioner Battaglini, second by Commissioner Hamzik, to place the donations in our donation fund. All aye; motion carried.

Commissioner Anderson stated that a complaint was received by a member. After review with the Fire District Attorney, it was deemed not a workplace violence incident as there was not an actual threat of violence or violence that occurred at the incident. It is recommended that the member who filed the complaint should file their complaint directly with the Fire Company.

Motion by Commissioner Anderson, second by Commissioner Battaglini to adjourn at 6:30 pm. All aye; motion carried.

Respectfully Submitted,



Erika Pereira

Fire District Secretary