

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
January 17, 2024**

Members:

Carlton "Andy" Anderson, Chairman
Donald Battaglini, Vice Chairman
Michael Hamzik
Michael Lewis
Richard Wrobleski

Others Present:

Erika Pereira, District Secretary
Michael Battaglini, Fire Chief
Ron Materese
Robert Brady, President of Fire Company
Michele Pandich, 1st Vice President of Fire Company
Denny Sullivan, Fire Company Trustee
Christopher Lee

The Work session was called to order at 6:30 pm.

Michele Pandich requested that the Antique & Collectable Show be removed from the message board since there was no meeting, and they never finalized any dates.

The work session was closed at 7:00 pm.

The Board of Fire Commissioners meeting was called to order at 7:00 pm.

Motion by Commissioner Battaglini, second by Commissioner Hamzik, to approve the minutes of the December 20, 2023 meeting and 2024 Organizational Meeting. All aye; motion carried.

TREASURER'S REPORT: Motion by Commissioner Battaglini, second by Commissioner Hamzik, to approve the December 2023 preliminary treasurer's report. All aye; motion carried.

Motion by Commissioner Battaglini, second by Commissioner Lewis, to approve the December 2023 line transfers. All aye; motion carried.

There was no January treasurer's report and capital reserve summary submitted.

Unfinished Business:

1. Station 3: We are waiting for Keegan Coughlin with COUGHLIN & GERHART to create a letter to LaBella Associates and the Request for Proposal for an engineering and designing firm. Commissioner Hamzik will get together with Commissioner Wrobleski to go over the project.
2. Bunk-In Program: The RFP was published in the newspaper and posted on the Endwell Fire District Website.
Proposals are due: March 27, 2024, at 12:00 pm
Pre-Bid Meeting: February 28, 2024, at 10:00 am
3. New Apparatus – 2024 Chevrolet Silverado: Waiting for the cab and chassis. Chief Michael

Battaglioni stated the service body is in. Chief Michael Battaglioni has been in contact with Bush Electronics to work on a lighting package for the new Utility 31-1.

4. New Apparatus – Engine: There is a two-year turnaround time for the truck to be built and delivered.
5. Updates to Board Room: Rug Fair completed the flooring. Jeff's painting will complete the painting on January 18 and should be completed by Friday, January 19. After the painting is completed, items will be moved back, and cabinets will be cleaned out. Hammer's Woodworking is still working on the table, and new chairs must be purchased.

We need to purchase 10 of the Duty-Built High-Back Swivel Office Chairs with loop arms in the amount of \$3,325.00.

Hammer's Woodworking is working on the custom boardroom table with the District and Fire Department logos for the price of \$5,675.00.

6. Gear Lockers: The gear lockers were installed, and member gear was moved back into lockers. The mobile unit was ordered. We are currently waiting for it to be delivered.
7. PA System: AV Sound has completed the work and installed a volume control for the community room.
8. Inspection Dinner & Gift Ideas: The challenge coins were ordered for the table gifts. The gift to be given out to the membership will be incentive points. The invitations were picked up and will be mailed tomorrow.

The Inspection Dinner is scheduled for March 23, 2024. RSVPs are due by March 15.

9. Partial Real Property Tax Exemption for Volunteer Firefighters: Commissioner Anderson stated that Union Endicott School District is reviewing it, Maine Endwell School District approved it, and he has not heard anything about the Johnson City School District. Commissioner Hamzik and Erika will work on getting the information together for eligible members.
10. Photographer: Commissioner Hamzik put together a policy on photographers and provided a copy for the Fire Commissioner to review. The policy was also sent to our attorney, Kevin S. Mahoney, for review.

Commissioner Lewis had a question about who will complete the in-house orientation course for the member. Commissioner Hamzik stated he would complete the orientation as he is one of the Safety Officers.

11. SCBA Bottle Replacement: Chief Battaglioni stated he and Assistant Chief Rob Congdon will meet with vendors and get price quotes for replacement. There is currently \$261,158.77 in the Equipment Capital Reserve.

New Business:

1. Approve bills and supplement for payment: Motion by Commissioner Battaglioni, second by Commissioner Lewis, to pay the bills and supplement for payment:

Vouchers # 24_01-001 to 24_1-011, including payroll and Debt Service interest payments totaling \$6,339.37.

December Accruals List: Vouchers # 23_12-026 to 23_12-089 totaling \$61,256.07.

Vouchers # 23_12-090 to 23_12-098 totaling \$7,747.24.

Supplemental List: Vouchers # 24_2-001 to 24_2-007 totaling \$1,543.89.

All aye; motion carried.

2. Buildings & Grounds:

- We are still waiting for T&B Electric to install a light in the fuel pump area, change out the breakers in the community room, and install an additional outlet on the apparatus floor.
- Station 3 Keyless System Panel has been down since December 29, 2023. Sentry Alarm is putting together a price quote to replace the panel so that our members can enter the building without going through the garage doors.

3. Community Room Request: Motion by Commissioner Battaglini, second by Commissioner Wroblewski, to approve the request to use the community room. All aye; motion carried.

Date	Times	Requested by	Use	Cost	Comments
11-14-2024	3:00 pm – 10:00 pm	Ron Materese	South Central Fire Police Association Meeting	\$200 Security Deposit \$200 Room Rental Fee	Request to waive room rental fee
03-24-2024	All Day	Rocky Conte with Kiwanis Club	Pancake Breakfast Fundraiser	\$200 Security Deposit \$200 Room Rental Fee \$100 Kitchen Rental Fee	Request to waive room & kitchen rental fee

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

Honorable Board Members,

- *Broome County notified me that our Response Plan change request with Union Center has been implemented. I am still waiting to find out if the change that Union Center did pertaining to us coming mutual aid to them has been implemented.*
- *I have contacted Basil Chevrolet, and they still have nothing to report on the new cab and chassis. He is hopeful to get some news in the next 30 days and will let me know as soon as he hears something.*
- *The service body for the new utility is in and ready to be installed when we receive the truck.*
- *I set up and had two cars delivered to station 3, and we have been using them quite often for auto-extrication training. This is very important with the large number of new firefighters that we have taken on over the last year.*
- *The Assistant Chief assignments for 2024 are as follows:*
 - **31A Matt Grafton-Support Services Division**
 - **31B Rob Congdon-Maintenance Division**

- **31C Kyle Ferraro-Training Division**

- *If any of you have any questions pertaining to myself or the Assistant Chiefs, I ask that you please don't hesitate to reach out to me. I would like to continue the amazing communications we had in 2023 into 2024. I have already met with the Assistant Chiefs and the line officers, and we are all on the same page.*

Chief Battaglini would like the district to purchase a scanner for each station and hook it up to sound through the building.

Commissioner Wrobleski to look into what scanner should be purchased and the pricing.

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

Motion by Commissioner Battaglini, second by Commissioner Hamzik, to remove the following items from inventory. All aye; motion carried.

Bunker Pants	Item numbers 25136, 25144, 25196
Bunker Coats	Item numbers 25201, 26048
Flashlights	Item numbers 5522, 7625, 5529
Helmet	Item number 6173
Laptops	Item numbers 5167, 6436, 10461

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

The following maintenance was completed since the last board meeting:

- *Engine 31-2 Working on paint and leaking kuzmaul*
- *Quint 31 Paint/rust issue in process*

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

Trainings held in the month of December / January:

- *December 4th – Vestal Live Burn / Fire Police – 38 personnel +/-*
- *December 11th – Fire Fighter Basics - 32 personnel +/-*
- *December 18th – Ropes, Knots, Patient Packing, and water rescue items - 26 personnel +/-*
- *December 25th – Christmas – No Training*
- *January 1st – New Years – No Training*
- *January 3rd and January 10th – EVOC- 19 personnel +/-*

Special Operations Trainings:

- *December 3rd – Water Rescue - 6 personnel +/-*
- *January 28th – Water Rescue – Maine Endwell Highschool Pool*
- *May 3-5th – Swift Water Rescue Tech Basic – Rescue 3 – Open to 10 Personnel (Seniority Based)*

Outside Trainings Offered:

- *McNeil Trainings Online- Multiple Training Available*
- *NYSEG Trainings Online*
- *National Grid Safety Training – 3 Hours*
- *CPR and First Aid Training – January 27th – Open to Everyone*
- *FEMA – Online Training Courses and In-person Classes*
- *Rescue 3 Request for Swift Water Rescue (SRT) Training – Still Working on Quotes*

Currently in NYS Training:

Upcoming Fire Trainings in January:

- *January 15th – SCBA Dodgeball*
- *January 22nd – Maintenance Night*
- *January 29th – Motor Vehicular Extrication – Hands On*

8. Fire Company Report(s):

- a. Motion by Commissioner Battaglini, second by Commissioner Hamzik, to accept Ian Gelinger, Thomas Ravener, and Jennifer Gelinger as new members of the fire company pending the successful completion of their physical. All aye; motion carried.
- b. Motion by Commissioner Battaglini, second by Commissioner Hamzik, to drop Randy Beck, Rebecca Cole, and Tyler Cunningham for failure to meet fire and/or training times for two consecutive six-month periods. All aye; motion carried.
- c. Motion by Commissioner Battaglini, second by Commissioner Hamzik, to place Bryant Carpenter, Ryan Ferraro, and Brianna Hill on probation for failure to meet fire and training time for the six months of July to December 2023. 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. Legg's Cleaning Service Price Increase: Motion by Commissioner Battaglini, second by Commissioner Wrobleski, to accept the price increase by 10% for all services. The change will be effective January 1, 2024—all aye; motion carried.

Our current price alternates each month between \$405.00 and \$370.00.

11. Recommended Changes to Policies:

- a. **Workplace Violence:** Members of the Workplace Violence committee will have an alternate if they cannot attend except F. Walton Roper, WPV Trainer.

Chairman of the Board of Fire Commissioner (Alternate: Vice Chairman)

Fire Chief (Alternate: 1st Assistant Chief Officer)

Captain (Alternate: 2nd Captain)

President of the O.L. Davis Fire Company (Alternate: 1st or 2nd Vice Presidents)

- b. **Physical Ability:** At the Organizational Meeting, Commissioner Hamzik wanted 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.”

Below are the updates to Section 2 of the policy.

Every individual in the department must successfully complete a physical for their position every year. Physicals will be administered by the District's medical provider on a yearly basis. If a member has not had or successfully completed an exam by their expiration date, they shall be removed from active duty and shall not respond to emergencies, participate in drills or training, or represent the District at any event until such an exam is successfully completed. The Board of Fire Commissioners will compile a list of all members who have not completed their physicals by their expiration date as needed. At the next board meeting, the Board of Fire Commissioners will remove the privileges of the non-compliant members performing active duties. The District Board of Fire Commissioners will inform the Fire Chief. The Chief will send letters to all non-compliant members, pull the member's gear, and send a copy of the list to the Fire Company President.

Motion by Commissioner Hamzik, second by Commissioner Battaglini, to accept the policy changes. All aye; motion carried.

Hearing of Visitor(s): Ron Materese had a question on the Partial Real Property Tax Exemption for Volunteer Firefighters. He thought he recalled reading something had to be submitted by March 1 in order for it to proceed.

Rob Brady stated that the Town of Union needed to have a form submitted to them so they knew how many were eligible.

Correspondence(s): Fire District Affairs for December 2023 – January 2024

Motion by Commissioner Battaglini, second by Commissioner Hamzik, to ENTER INTO EXECUTIVE SESSION at 7:10 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.

We exited the executive session at 7:20 pm with no action taken.

A letter will be placed in the member's file.

A letter will be sent to the member letting them know the outcome after the review with the Fire District Attorney.

Motion by Commissioner Battaglini, second by Commissioner Hamzik, to adjourn the meeting at 7:30 p.m. All aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully Submitted,



Erika Pereira

Fire District Secretary