

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
FEBRUARY 26, 2025**

Members:

Michael Lewis, Chairman
Gary Leighton
Richard Wrobelski

Others Present:

Alison Senft, District Deputy Treasurer
Erika Pereira, District Secretary
Thomas Ravener
Gil Martino
Kyle Ferraro, Fire Chief
Matthew Cargill
Michelle Pandich, 1st Vice President of Fire Company
Robert Brady, President of Fire Company
Susan Martino
Gregg Cook
Steven Hill Jr

Commissioner Lewis called the Board of Fire Commissioner's monthly meeting to order at 7:00 p.m.

Motion by Commissioner Wrobleski, seconded by Commissioner Leighton, to approve the minutes of the January 16, 2025, meeting, the special meeting held on February 6, 2025, and the special meeting held on February 25, 2025. All aye; motion carried.

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

Unfinished Business:

1. Station 3: No action at this time.
2. New Apparatus – Engine: Chief Kyle Ferraro stated that the engine is expected to arrive in 2026 or 2027; however, he will need to follow up on this.
3. SCBA Bottle Replacement: The permissive referendum was placed in the newspaper on February 23, 2025. After March 24, 2025, the Board can proceed with the money transfer and purchase.
4. Community Room Heating & Cooling Units: The project has been completed.
5. Apparatus Floor: On Sunday, January 19, 2025, a mylar balloon became tangled in the power line on the pole between the station and the gas station. This caused a high-voltage transmission line to come down. When the line came down, the electrical energy traveled through the ground towards the station. We have a drain that sits on our apron outside and one inside the station in front of the rescue; it blew a 10" hole in the apparatus floor. It created a smoke condition in the

station. We were able to air out the apparatus floor and completed a check of the building to ensure everything was okay; surprisingly, the power remained on at the station due to our backup generator. NYSEG responded, and they took down the substation to repair the line. It doesn't appear we suffered any significant damage from the electrical surge. The batteries for the thermal imagers in the rescue were fried, and damage was caused to the DVR for the security cameras. A claim was submitted to the District's insurance company to determine if we could be reimbursed for the batteries purchased, the new DVR required, and the repairs needed to repair our apparatus floor.

6. **Physical Ability Policy:** During the work session, Anthony Grippo, Chief Physician of Occupational Medicine at Guthrie, and Greg S. Johnston, Marketing for Occupational Medicine at Guthrie, discussed our concerns regarding physicals and the recent change to following the NFP standards. When Guthrie merged with Lourdes, Southern Tier Occupational Health began following the NFPA standards. As a result, our members have faced increased complications in obtaining clearance for firefighter duties, and some have had to consult specialists to be cleared. Firefighter Thomas Ravener discussed his recent challenges in completing the physical fitness test and the associated cardiovascular risk score.

Anthony Grippo will compile a document that differentiates between OSHA standards and NFPA 1582 standards and send it to the Board for review and decision on what the Endwell Fire District physicals will entail.

7. **Inspection Dinner & Gift Ideas:** The menu has been confirmed. Commissioner Lewis and Fire District Secretary Erika Pereira will meet with DJ on February 28, 2025, to review the event's timeline and services. Table gifts were ordered and received. Awards have been ordered, and some have arrived. Incentive points will be distributed as a gift.

The Inspection Dinner will be held on Saturday, March 29, 2025, at 6:30 pm at the Riverdale Banquet Hall.

8. **AV Sound:** Alan Briggs reached out and stated that he is currently waiting on key items for the sound system addition that has been on backorder. He said that once he receives the items, he will reach out to schedule the installation.
9. **PESH Violations:** Fire Chief Kayle Ferraro has abated all the citations and is currently waiting for confirmation.
10. **Open Fire Commissioner's Seat:** Motion by Commissioner Wroblewski, second by Commissioner Leighton, to appoint Susan Martino to the open fire commissioners' position on the Board of Fire Commissioners. The term expires on December 31, 2025. All aye; motion carried.

Susan Martino will be assigned to the following fire district committees: Equipment, OSHA, Station 3

Fire Company Committees: Fire Officers Qualifications

Alternates for Fire Company Committees: Company Membership; Life Membership

11. **New Chief's Vehicle:** Chief Ferraro has provided four quotes for a 2025 Tahoe.

Cappellino Chevrolet - \$54,250.00
Driver's Village - \$58,920.00
Joe Basil Chevrolet - \$56,125.00
DeNooyer Chevrolet - \$59,528.66

The Board of Fire Commissioners would like to review the quotes in detail before making a decision.

12. Susan Martino wanted the Board to know that for the property tax exemption, individuals who were on the list last year did not have to reapply. You only need to fill out the form if you are new to the list.

New Business:

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

Vouchers # 25_02-001 to 25_02-080, including payroll and Debt Service interest payments totaling \$42,226.58.

December Accruals Vouchers #24_12-120 to 24_12-122, totaling \$3,103.00.

Supplemental List: Vouchers #25_03-001 to 25_03-018, totaling \$12,399.22.

All aye; motion carried.

2. Line Transfers: Motion by Commissioner Leighton, second by Commissioner Wroblewski, to accept the line transfer submitted by Treasurer Jennifer Loup for December 20, 2024, through December 31, 2024. All aye; motion carried.

3. Buildings & Grounds:

- Evan's Mechanical placed the correct hose on the hose reel between the Engine and Rescue, replaced the swivel fitting that was leaking on the hose reel in front of the Tower, and fixed the auto blowdown valve for the air dryer.
- Motion by Commissioner Leighton, seconded by Commissioner Wroblewski, to approve the additional work recommended to remove and replace radiator hoses, block heater hoses, coolant, clamps, and the battery on the generator at Station 1 due to their age, in the amount of \$1,443.85. The work will be completed at the next PM services. All aye; motion carried.

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

Date	Times	Requested by	Use	Cost	Comments
11-13-2025	All Day	Ron Materese – South Central Fire Police Association	Meeting	\$200 Security Deposit	Member

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

Dear Board of Commissioners,

I am writing to provide you with a comprehensive update on our current operations and initiatives. Below is a detailed overview of the projects, equipment updates, and process improvements underway:

New Equipment:

We have installed new Seek Fire Pro 200 personal thermal imaging cameras. The Engine, Rescue, and Quint vehicles are now equipped with one each.

609 Hooper Rd Construction Update:

The construction project is progressing well. Upcoming walk-throughs of the new building and its systems will enhance our familiarity with the site for potential emergency responses.

Truck Inspections:

Our new bi-weekly truck inspection process is now underway. This ensures that all fire apparatus—including equipment, tools, and mechanical systems—is ready for operation. Members should coordinate with their officers for the necessary training and access.

Mentor Program:

Our mentor and onboarding program is fully active, currently supporting four new members and a total of five active participants. We will continue refining the process to further enhance training and development.

SDS Program Update:

Tom Ravener has updated the SDS books. They will soon be mounted in a prominent location for easy access by all members. We will have a copy at each station.

New Chief Car:

We have received four quotations for a new Chevy Tahoe. Your review and comments on these options would be appreciated.

Time Tracking System Implementation:

The start-up of the new Alpine RNX hardware and software is in progress. Once fully operational, we will conduct training sessions to ensure accurate tracking of member participation and training hours. I have been providing the company with the requested information.

Certification Tracking:

We are beginning to track certifications electronically using the Public Safety Check System. Michelle has organized the certification folders in chronological order on Monday evenings. We are working on getting a process for scanning them into the system. I will also set up a meeting with Public safety check to learn the process and the system.

Assistant Chief Duties:

The two Captains have been alternating weekly for the third Assistant Chief's duties, which includes sharing the use of the Chief's car.

Standard Operating Guidelines (SOG) Review:

Weekly SOG reviews will continue until all guidelines are thoroughly covered. This week's focus is on Alarm Response, emphasizing safe and efficient emergency procedures.

NYSDOL Update:

We are awaiting the official abatement release letter. All issues have been addressed at this time.

DOL Partnership:

We are entering the consultation program with the Department of Labor for a comprehensive review and resolution of identified issues. We plan to begin the paperwork and inspection process this month.

Mail Filing Cabinet:

The new mail filing cabinet has been installed behind the boats at Station #1 and is now in use.

Two-Car Carport for Station #3:

A crew has volunteered to install a two-car carport at Station #3 in the spring. We will hold off on ordering until next month.

IFO Class – Facility Request:

An IFO session is scheduled for Tuesday, April 8, at TOAC Station #1.

Bunker Gear Order:

We are ordering 10 sets of bunker gear from Lion/Janesville. Hammer will be sending out measurement requests soon, with adjustments based on helmet and boot requirements. Additionally, 10–12 sets of bunker gear have been sent to Rochester for repair by an NFPA-certified company.

I appreciate your attention to these updates and your continued support as we strive to improve our services and readiness. Please do not hesitate to contact me if you have any questions or need further details on any of these points.

6. Support Services Report: A motion by Commissioner Leighton, seconded by Commissioner Wroblewski, to accept the Support Services Report. All aye; motion carried.

Date	Vendor	Description	PO Number	Cost
1/14/25	Snake Creek Marine	Boat Repairs	23968	\$341.00
1/16/25	Town of Union	Fuel		\$616.37
1/25/25	Witmer Public Safety	3 Thermal Imaging Cameras	23952	\$1,757.00
1/26/25	M & T Bank	Voltage Meter	23813	\$555.81
1/26/25	Mirabito	Diesel Fuel		\$401.15
1/29/25	Haun	Oxygen		\$11.25
1/29/25	O.L. Davis Fire Company	Reimbursement Food JC Fire		\$37.48
1/29/25	Home Depot	Tool Bag		\$90.06
1/29/25	ABC Fire Extinguishers	Maintenance of Fire Extinguishers		\$65.00
1/29/25	M & T Bank	BEFO Class 3 Members		\$120.00
1/29/25	Har-Rob Fire	Batteries Thermal Cameras		\$181.00
1/29/25	M & T Bank	PFD's Cleaner	24003	\$123.91
1/29/25	Fire-End Croker	Flashlights	23971	\$270.67
1/29/25	Power Paddle	Carburetor Kit for Boat		\$99.99
2/14/25	Monroe	Repairs U31-2		\$66.17
2/14/25	Home Depot	Bar and Chain Saws		\$142.90
2/22/25	Fire-End Croker	Hoods		\$667.50
2/22/25	Tolls by Mail			\$5.25
2/22/25	American Trade Mark	Accountability Tags	24021	\$447.30
2/22/25	Union Emergency Squad	BLS Healthcare for Members	24022	\$500.00
2/22/25	M & T Bank	EMT Book	24015	\$63.21
2/22/25	Witmer Public Safety	Thermal Camera Lanyards	24005	\$157.00

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

The following maintenance was completed since the last board meeting:

- Engine 31-1 Check Engine Light due to exhaust filter
- Tower 31 Check engine light due to exhaust filter
- Utility 31-1 Oil change & NYS Inspection completed
- Chief 31B Oil Change & NYS Inspection completed

8. Training Division Report: Motion by Commissioner Wroblewski, second by Commissioner Leighton,

to accept the Training Report. All aye; motion carried.

Training Division – Upcoming Training Schedule:

- March 3: Vestal Live Burn
- March 10: Brush Fire Tactics & Equipment
- March 17: Tower/Quint Operations
- March 24: Wildland Search & Rope Rescue
- March 31: Firefighter Self Rescue
- April 7: Vestal Live Burn
- April 14: Water Rescue Awareness - Annual
- April 21: Large Area Searches - Community Room
- April 28: Drafting/ Porta ponds @ Endicott Airport

FAST Team:

FAST training is scheduled for Sunday, March 15, at 10:00 AM and is open to green tag firefighters.

Water Rescue Team:

- The member list has been posted on the gear rack, and gear container labels have been installed.
- Victim PFDs (3 adults and 1 youth) have been placed on the zodiac boat twin trailer.
- Battalion 3 Water Rescue is estimated to be live by March 1, 2025.
- Ice/cold water training sessions were held on January 26 and February 2 with Vestal, with an average attendance of 10 members.
- The six-month training schedule has been posted, with 1 member enrolled in the NYS Ice/Cold Water Rescue
- Technician course and 5 members enrolled in the NYS Swiftwater/Flood Rescue Technician course.

Rope Rescue Team:

Nate Krause is in the process of inspecting and inventorying our rope equipment. Plans to restart the team will depend on member interest.

EMS Division:

Matt Brennan is exploring the feasibility of establishing a BLS first response team.

Fire Police – 2025 Training Schedule Highlights:

- February: Scenarios (classroom)
- March: Radio Training
- April: Setup Procedures
- May: Visibility Demonstration
- June: Traffic Direction Practice
- July: District Familiarization/Driver Training
- August: Responder Safety Modifications
- September: Parade Procedures
- October: Highway Setup
- November: Scenarios (classroom)
- December: Open

Thank you for your continued support of our training initiatives and your dedication to the department's success.

9. Fire Company Report(s):

- a. Motion by Commissioner Wroblewski, second by Commissioner Leighton, to accept the resignations of Jason Stupski, Davey Cortes, Beth Norton, Brian Chadwick, and Julie Spisak from the fire company. All aye; motion carried.
- b. Motion by Commissioner Leighton, second by Commissioner Leighton, to accept Johanne Ferraro as a new member of the auxiliary. All aye; motion carried.

- c. Motion by Commissioner Leighton, seconded by Commissioner Wrobleski, to deny the request to share the cost of dress shoes to be worn with uniforms. All aye; motion carried.
 - d. Motion by Commissioner Wrobleski, second by Commissioner Leighton, to approve the auxiliary request to host meetings of the Broome County Auxiliary on June 18 and November 19, 2025, in the fire company rooms.
 - e. Motion by Commissioner Wrobleski, second by Commissioner Leighton, to approve the O.L. Davis Fire Company's hosting of Firehouse Subs in front of Station 1 from June 9 through June 14. All aye; motion carried.
 - f. Motion by Commissioner Wrobleski, second by Commissioner Leighton, to approve the O.L. Davis Fire Company's request to receive copies of each person's emergency contact information sheet. All aye; motion carried.
 - g. Motion by Commissioner Wrobleski, second by Commissioner Leighton, to approve reimbursement of \$81.98 for food purchased for crews attending the Battalion 3 water rescue training held on January 12, 2025. All aye; motion carried.
10. O.L. Davis Fire Company Newsletter: Commissioner Lewis reminded everyone that Alice Fiacco, Company Secretary, is working on the monthly newsletter and asked them to consider ideas.
11. Ethics Committee: The Board of Fire Commissioners must appoint an additional member to the Ethics Committee, as Matthew Cook has replaced Andy Anderson as the non-voting member.
- Endwell Fire District Ethics Committee
OPEN
Matthew Weintraub
Perry Griffith
Non-Voting Member: Matthew Cook
- Commissioner Lewis thought he had an interested person, but he has since declined the offer.
12. Request to Replace Water Rescue Gear Racks: Ryan Derkowski has submitted a request to replace the current water rescue gear racks.
- GearGrid – 12 shelves \$2,978.00 (shipping included)
GearGrid – 15 shelves \$3,141.00 (shipping included)
Fire End & Croker - \$2,476.75 (shipping included)
The Fire Store - \$2,289.59 plus shipping
- Motion by Commissioner Wrobleski, second by Commissioner Leighton, to approve a 15-shelf rack from GearGrid in the amount of \$3,141.00. All aye; motion carried.
13. Deputy Treasurer Hourly Rate: Motion by Commissioner Leighton, second by Commissioner Wrobleski, to approve a \$35.00 per hour rate for the Deputy Treasurer for 2025. All aye; motion carried.

Hearing of Visitor(s): Rob Brady requested that the water softener be inspected, as the water is leaving spots when washing trucks and also when using the dishwasher.

Rob Brady was with Firehouse Subs, and they would like to place their new vehicle, which sells ice cream, donuts, and coffee, together every month for two to four days, probably from May to August, at the same time each month. It would be Monday through Friday, as on the weekends, they would like to take the vehicle to events. This would be fundraising for the Fire Company.

Once a schedule has been set, the Fire Company should submit a letter with the dates and times, and the Board would approve the request.

Matthew Cargill stated he has an appointment with pulmonology on March 11 so he can be cleared for firefighter duties. He would like to request that the Board cover the cost of the appointment, as it is a requirement for his physical examination.

Correspondence(s): Copies of the Fire District Affairs from February 2025 to March 2025 were distributed. Copies of the Association of Fire District Proposed By-Law Amendments were handed out.

Motion by Commissioner Lewis, seconded by Commissioner Wroblewski, to enter an executive session at 7:37 p.m. to discuss a personnel matter involving potential disciplinary action against a firefighter and the potential settlement of matters involving other firefighters.

Motion by Commissioner Lewis, second by Commissioner Wroblewski, to exit the execution session with no action taken at 7:44 pm. All aye; motion carried.

Motion by Commissioner Wroblewski, second by Commissioner Leighton, to proceed with a formal disciplinary process for a particular firefighter with documents drafted by the District counsel as previously discussed with the District counsel. All aye; motion carried.

Motion by Commissioner Wroblewski, second by Commissioner Leighton, relative to the related draft resolution for a Hearing Officer and District Representative for the disciplinary process. All aye; motion carried.

Motion by Commissioner Wroblewski, second by Commissioner Leighton, to approve and pay for Matthew Cargill's pulmonary appointment based on the physical results. All aye; motion carried.

Motion by Commissioner Wroblewski, second by Commissioner Leighton, to adjourn the meeting at 7:46 p.m. All aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully submitted,



Erika Pereira

Fire District Secretary