

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

Members:

Michael Lewis, Chairman
Richard Wroblewski
Gary Leighton
Susan Martino
Matthew Cook

Others Present:

Alexa Chadwick
Alison Senft, District Deputy Treasurer
Dennis Sullivan, Fire Company Trustee
Erika Pereira, District Secretary
Gil Martino, 2nd Vice President of Fire Company
Graice Viengkham
Jacob Polovchak
Jennifer Loup, District Treasurer
Kayla Ferraro
Kyle Ferraro, Fire Chief
Michelle Pandich, 1st Vice President of Fire Company
Robert Brady, President of Fire Company
Thomas Kutz

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

Motion by Commissioner Cook, seconded by Commissioner Wroblewski, to approve the minutes of the February 26, 2025, meeting. All aye; motion carried.

TREASURER'S REPORT: Motion by Commissioner Leighton, seconded by Commissioner Martino, 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 will start being built in June or July, and the apparatus is expected to arrive in 2026.

3. SCBA Bottle Replacement: The Board can transfer the money and make the purchase.

Chief Kyle Ferraro stated that our current bottles will last us into 2026 and wondered what the turnaround would be if the District placed the order now. The Chief would like to see the bottles come in more towards the end of the year because he is worried about the bottles' manufacturing date.

4. Apparatus Floor: Commissioner Cook will take over the project.

Fire District Secretary Erika Pereira has spoken with Claims Property Specialist Taylor Thomas,

who has submitted a claim for the damage caused by the January 19, 2025, incident. She would like us to get an estimate for repairing the flooring. She said she would not send an adjuster if the floor could be fixed with minimal work, but she would if extensive work had to be completed. The District will need a Vendor to come in and look at the damage.

Erika Pereira sent over the invoice for the batteries that needed to be ordered to replace the ones in the thermal imager cameras on the Rescue, and sent the estimate for the new DVR system to see if they would cover that, since we have had issues with it since the event.

5. **Physical Ability Policy:** Commissioner Wrobleski stated that the Broome County Fire Coordinator met with Guthrie and agreed to continue with the OSHA physicals rather than the NFPA standards. The cardiovascular risk score will no longer be used, and any referrals for cardiology will be handled in-house rather than the firefighter having to find their own. Firefighters having to find their own specialists can take months to get appointments.

Erika Pereira will contact Guthrie to inform them that the District will also use the OSHA standards for physicals and see how we can proceed with our member who would like to be cleared for interior firefighter duties but was requested to undergo additional testing due to their cardiovascular risk score.

Commissioner Wrobleski and Commissioner Martino will work on updating the physical ability policy.

6. **Inspection Dinner & Gift Ideas:** The Inspection Dinner will be held this Saturday, March 29, 2025, at 6:30 pm at the Riverdale Banquet Hall. 103 people are attending the event.
7. **AV Sound:** The work is scheduled to be completed the week of April 12, 2025.
8. **PESH Violations:** The Department of Labor completed an inspection on March 17 in response to a filed complaint. The inspection covered various aspects of our operations, including compliance with personal protective equipment (PPE), workplace safety, and general station conditions. Chief Kyle Ferraro has already taken corrective actions to address some of the identified concerns. T&B Electric was also contacted to correct some of the citations. A formal notification of violations will be sent out in the coming week.
9. **New Chief's Vehicle:** Motion by Commissioner Cook, seconded by Commissioner Leighton, to award the bid to purchase a 2025 Tahoe from Cappellino Chevrolet in the amount of \$54,250.00. All aye; motion carried.
10. **Ethics Committee:** Member Nate Brown's father, Eugene Brown, is interested in serving on the ethics committee. Commissioner Martino will provide Erika with his contact information. A Commissioner should meet with him to discuss the Ethics Committee policy and what is entailed in serving.

Current members Perry Griffith and Matthew Weintraub were sent messages to see if they were still interested in serving on the Ethics Committee.

New Business:

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

Vouchers #25_03-001 to #25_03-074, including payroll and Debt Service interest payments totaling \$62,273.95.

Supplemental List: Vouchers #25_04-001 to 25_04-010, totaling \$54,386.27.

Bond Payment due April 15 in the amount of \$145,000.00.

All aye; motion carried.

2. Line Transfers: No line transfers submitted at this time.

3. Buildings & Grounds:

- Station 3 Generator Work: Motion by Commissioner Wrobleski, seconded by Commissioner Cook, to provide repairs to the generator at Station 3 at the next PM service in the amount of \$809.05. All aye; motion carried.
- Beacon Water Equipment Co. was onsite and determined that the water softener had no salt. It was filled with salt, and some iron-out cleaner was also put in. Beacon Water Equipment Co. will return on Friday to test the water and ensure the softener is working correctly.

We will need to designate someone to monitor the water softener salt so that it functions correctly.

4. Community Room Request: Motion by Commissioner Wrobleski, seconded by Commissioner Cook, to approve the request to use the community room. All aye; motion carried.

Date	Times	Requested by	Use	Cost	Comments
03-30-2025	4:00 pm – 6:00 pm	Michael DelVillano	Birthday Party	\$200 Security Deposit	Member
05-03-2025	3:00 pm – 11:00 pm	Andrea Barbis	Birthday Party	\$200 Security Deposit \$200 Community Room Rental Fee \$100 Kitchen Rental Fee	
04-20-2025	All Day	Steve Hill Jr	Family Get-together	\$200 Security Deposit	Member

5. Chief's Report: Motion by Commissioner Wrobleski, seconded by Commissioner Cook, to accept the Chief's Report. All aye; motion carried.

Chief Ferraro stated that five members (Liam Blanchard, Graice Viengkham, Noah Townsend, Cole Farley, Zachary Rader) enrolled in the NYS Swiftwater/Flood Rescue Technician Course, which runs from April 22 to April 25 at the State Preparedness Training Center in Oriskany, NY. The class will provide lunch. Travel and all other meals are the responsibility of the course

participants. Each member should submit their food receipts to the District, and they will be reimbursed for their food. Utility 31-3 will be used to provide transportation for the participants.

Chief Ferraro is in the process of getting the Alpine RNX Time Tracking software up and running. It will take about 10 weeks to implement. He will have four people on the team, including himself, Erika Pereira, Michelle Pandich for the Fire Company, Jake Polovchak as the training chief, and Alice Fiacco as another person for the Fire Company.

Chief Ferraro has been reviewing SOG every week at Monday night training, and they are sent via email, so everyone is aware of them. He would like to put together a team from the Board and the Department to review the SOGs and the Rules and Regulations. The committee will consist of himself, Matthew Cook, Erika Pereira, and a representative of the Fire Company.

Chief Ferraro would like to send four to five members to the New York State Association of Fire Chiefs' 119th Annual Conference for some hands-on training. Most of the programs have a \$295.00 fee associated with them. His line budget of D36 only has \$500.00 in it, and budget line D16 has \$4,000.00, and the cost would roughly be about \$1,475.00 to have five members attend one of the courses. There are 10 courses available, and he would like the members to choose one course each that they would like to attend. Chief Ferraro should use budget line D16 for this hands-on training course first, and if he decides to host an in-house training seminar and needs more money to cover the cost, line transfers can be submitted to move money from different department budget lines.

Endwell Fire Department

Chief's Board Report – March 2025

Prepared by: Chief Kyle Ferraro

Date: March 26, 2025

1. Gear & Equipment Updates

- *Bunker Gear:*

- *10–12 sets of gear have been repaired per NFPA-certified in Rochester and are usable for exterior operations only.*
- *10 new sets of gear have been ordered from Lion/Janesville, with an estimated 45-day lead time.*
- *Measurement requests are being managed by Hammer, including helmet and boot sizing. We are now going through the active personnel helmets and boots to see what we need.*

- *New Equipment:*

- *Personal thermal imaging cameras (Seek Fire Pro 200) have been installed on the Engine, Rescue, and Quint.*
- *Milwaukee leaf blowers have been received to blow off the trucks and assist with removing the water spotting.*
- *New updated tool bags have been placed into service on all engines, tower, quint, and Utility 1.*

2. Station & Facility Updates

- *609 Hooper Rd Construction:*

- *Project progressing well. Walkthroughs will be scheduled to familiarize staff with the new facility and emergency systems.*

- **Station #3 Carport:**
 - *A volunteer crew will install a two-car carport in spring. Ordering will be finalized in April.*
 - **SDS Books:**
 - *Thomas Ravener has completed the updated SDS books, which will be installed at all three stations. We are also working on uploading SDS information onto the Public Safety Check system/website for easy access.*

3. Training & Development

- *Congratulations to Jake Polovchak for being voted in as our 3rd assistant Chief.*
- **FAST Team:**
 - *FAST specific training was held on Sunday, March 15, at 10:00 AM. This session was open to all green tag firefighters.*
- **Training Sessions Completed and Upcoming:**
 - *March 3: Vestal Live Burn – Completed*
 - *March 10: Brush Fire Tactics & Equipment – Completed*
 - *March 17: Tower/Quint Operations – Completed*
 - *March 24: Wildland Search & Rope Rescue – Completed*
 - *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 at Endicott Airport*
- **Water Rescue Training:**
 - *Conducted on March 9th with the Battalion Water Rescue Team.*
 - *Five members enrolled in the NYS Swiftwater/Flood Rescue Technician Course.*
 - *One member completed the NYS Ice/Cold Water Rescue Technician Course.*
 - *Next water rescue training will be April 9th.*
 - *Six-month training schedule is posted on the IAR application.*
- **Rope Rescue Team:**
 - *Nate Krause is working on inspecting and inventorying equipment.*
 - *Relaunch plans will depend on member interest which we will gauge soon.*
- **EMS Division:**
 - *Matt Brennan is working on making sure the department is operating per our BLS First Response standards and following the Department of Health rules.*
- **Mentor Program:**
 - *Actively supporting seven new members and they are participating in the program.*

4. Certifications & Compliance

- **Public Safety Check System:**

- *Over 1300 certifications have been entered by Michelle Panich.*
- *Digital SDS Books by Thomas Ravener will be placed at all stations and uploaded into the system for accessibility.*
- *Firefighter Physicals:*
 - *Members are reminded to complete physicals prior to expiration to avoid loss of training/response eligibility.*
- *Alpine RNX Time Tracking:*
 - *Kickoff meeting held.*
 - *Implementation expected to take 10 weeks.*

5. Safety, Operations & Accountability

- *NY Department of Labor:*
 - *An un announced Station inspection conducted March 17 included station electrical, PPE, storage, GFCI's, and cleanliness reviews. I have responded to the citations on 3/24/2025. We still need the GFCI work to be completed.*
 - *Awaiting official abatement release letter for the first DOL inspection.*
 - *Participation in the DOL Consultation Program is being initiated.*
- *Truck Inspections:*
 - *The biweekly truck inspection program continues.*
 - *Members are expected to work with their assigned partners and consult officers for assistance.*
- *Vehicle Operation:*
 - *Emphasis on due regard, speed control, and full stops at red lights.*
 - *Driver training is encouraged with the return of warmer weather.*
- *Accountability Tags:*
 - *Installed on Tower 31, Utility 31-1, 31-2, 31-3, and UTV 31.*
 - *Boat tags have been ordered.*
- *SOG Reviews:*
 - *Weekly reviews continue. This week's focus: Anaphylactic Reactions (SOG 2021-14).*

6. Special Incidents & Recognition

- *2300 East Main Street Incident:*
 - *Light fixture failure managed efficiently. Great work by all involved.*
- *Firefighter of the Year:*
 - *Congratulations to Matthew Grafton, recipient of the Broome County Firefighters Association 2025 award.*

7. Additional Items

- *Chief Car:*
 - *Four quotes received for a new Chevy Tahoe. Awaiting board feedback.*
- *IFO Class Facility Use:*
 - *Scheduled for April 8 at TOAC Station #1.*

Thank you all for your continued support and service. Please reach out with any questions or requests for further information.

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

Date	Vendor	Description	Cost	PO Number
3/1/25	Town of Union	Fuel	\$383.70	
3/1/25	Auto Zone	Anitfreeze Coolant Trufuel	\$198.43	
3/1/25	M&T Bank	Amazon Safety Goggles	\$63.21	24059
3/1/25	O.L. Davis Fire Company	Reimbursement Food Water Rescue 1/12/25	\$81.98	
3/10/25	Monro Inc	NYS Inspection U31-1	\$278.47	
3/10/25	Mirabito	Diesel Fuel	\$436.03	
3/10/25	Har-Rob	Replacement Batteries Thermal Cameras	\$182.00	24004
3/10/25	Riley Maint	Truck Wash	\$262.30	24077
3/22/25	Fire- End Crocker	Gloves	\$829.71	24045
3/22/25	Fire – End Crocker	Turnout Boots	\$717.50	24047
3/22/25	Fire – End Crocker	Turnout Boots	\$318.78	24097
3/22/25	ABC Extinguishers	Maint Fire Ext	\$75.00	
3/22/25	Tolls by Mail	E-Z pass Tolls Late Fee	\$5.00	
3/22/25	Home Depot	Tools for Trucks	\$938.41	
3/22/25	Municipal Emergency Services	Air Pack Test Inspection	\$6,126.50	24109

Requesting that the following department inventory numbers associated with various items be removed from the inventory system. These items are either damaged or will not pass inspection.

Plectrons: S001271; S002367; S003045;
S003047; S003054; S003048; S003622; S003051;
S003052

S003057; S001367; S001367

Radios: S005652; S005752

GPS: S006547

Flashlight: 8628

Battery: 10362

Base Mobile: S006208; S006048

Charging Base: S006986; S006987

Portable Radios: 5653; 7857; 7858; 6790; 6798; 6786; 5831; 7859; 7855; 8329; 6563; 8426; 6043; 5131; 6042; 10092; 7860; 8427; 6795; 6630; 6016; 8428; 8330; 8429; 6805; 6794; 8430; 6785; 6799; 6810

Hi-Rise Pack: S004217; S003859

Life Jacket: S005251; S002379; S005253;
S004554

PMI Helmet: S5507636

Charger/Amplifier: S006155

Water Rescue Dry Suit: S006304

Bank Chargers: 10328; 6979; 6980; 6977; 7598

Portable Car Charger: 6994; 6995; 6992

Motion by Commissioner Cook, seconded by Commissioner Wroblewski, to approve the sale of 10 portable radios and 10 mobile radios to Glezen Farms. All aye; motion carried.

7. Maintenance Division Report: Motion by Commissioner Wroblewski, seconded 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 Service Due*
- *Tower 31 Service Due*
- *UTV Going out for service*
- *Boats Inflatables serviced*
- *SCBA Completed annual flow test / 1 pack board repaired*

8. Training Division Report: Chief Ferraro included the training report in his chief's report.

9. Fire Company Report(s):

- a. Motion by Commissioner Wrobleski, seconded by Commissioner Martino, to accept the resignation of Cooper Arron from the fire company. All aye; motion carried.
- b. Motion by Commissioner Cook, seconded by Commissioner Wrobleski, to accept Maxwell Hansbrough, Johnny Macancela, and Derek Volberg as new fire company members pending the successful completion of their physicals. All aye; motion carried.
- c. Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve Jacob Polovchak for the 3rd Assistant Chief position as elected by the O.L. Davis Fire Company, for the remainder of 2025. All aye; motion carried.
- d. Motion by Commissioner Martino, seconded by Commissioner Cook, has approved the O.L. Davis Fire Company's hosting of the following events:
 - 2025 Dinner Dance - Saturday, September 27, at Traditions at the Glen
 - Members' Cornhole Tournament, Friday, May 9, 5-10 pm, at station #3
 - Annual Memorial Service, Sunday, May 18, 3 pm, in the community room at St #1
 - 5K Run, Saturday, August 9, starts/ends at station #1
 - Fire Company Clambake, Sunday, October 19, at Station #1
 - Firehouse Subs, June 9-14 at Station #1
 - Fire Company December meeting and election of officers, December 6
 - Children's Christmas Party, December 13, 11 am.
 - Adult Christmas Party, December 13, 6 pm.

All aye; motion carried.

- e. Motion by Commissioner Wrobleski, seconded by Commissioner Cook, to approve the fire company's request to store items in the 3rd-floor west storage area with access granted to Robert Brady, Gregg Cook, Dennis Sullivan, and H. Thomas Harris. 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. T-Shirt Project for Fall 2025: The District received an email from All-American Publishing regarding participating in a Spirit t-shirt project for Maine Endwell High School. The t-shirts would be free to the school, and our logo could be showcased on them for a cost. The Board would like to forward the request to the Fire Company to see if they would be interested.
12. Linstar Maintenance Agreement: Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the yearly service contract from Linstar for the ID printer in the amount of \$710.00. All aye; motion carried.
13. DVR System for Station 1: The Computer shop submitted a price quote of \$3,950.00 to install a

new DVR system since the original one was damaged by the electrical surge on January 19, 2025. Commissioner Wrobleski would like to table the item until further review.

14. EKG/Cardiac Stress Test Approval: Motion by Commissioner Wrobleski, seconded by Commissioner Leighton, to approve Thomas Ravener's request to pay for his visit to determine his overall cardiac fitness. All aye; motion carried.

Hearing of Visitor(s): Rob Brady had a question on auxiliary physicals. He stated that new member Johanne Ferraro went for a physical, but he was under the impression that auxiliary physicals were put on hold.

Auxiliary physicals are currently being revised. Auxiliary members responding to the scene were getting exterior physicals, which were determined to be too extensive for their position. The District is looking into what should be done for them.

Currently, Auxiliary physicals include blood work, urinalysis, an audiogram, a 25-lb. lift test to the waist, drug testing, an EKG, a TB test (required for all new members only), and an optional Hepatitis B test if they so choose. For male members over 40, a PSA is also included.

Jake Polovchak wondered if the water softener was going to be upgraded. It was explained that the water softener had not had salt in it for an unknown amount of time, as no one had been monitoring it. The water softener was maintained, and this should eliminate the water spots that have been occurring on the trucks.

Rob Brady stated that the water has not been soft for over six months.

Jake Polovchak stated that if maintaining the water softener and using the new blowers recently purchased do not help with the water spots on the trucks, it would be beneficial for the District to look into placing a water filtration system that can be turned on and off at the hose reels. He states he works for a company that uses water to clean the windows. They can let the water dry naturally, and it dries clear. The water goes through three different filters. He thinks this water filtration system would be a great asset.

Commissioner Lewis would like to see if adequately maintaining the water softener will fix the issues first.

Gil Martino stated that at a fire company officers' meeting, it was discussed that the fire company would like an additional person to have access to the LED sign to make updates.

After a brief discussion, the sign software will be placed on the open computer in the board room, and one of the fire commissioners will provide a Fire Company Officer with access to the board room to make approved changes and add approved information to the LED sign on behalf of the Fire Company.

Correspondence(s): None

Motion by Commissioner Martino, seconded by Commissioner Wrobleski, to enter into an executive session at 7:45 p.m. to discuss a legal matter regarding a member. All aye; motion carried.

Motion by Commissioner Wrobleski, seconded by Commissioner Cook, to exit the execution session with no action taken at 8:07 pm. All aye; motion carried.

Motion by Commissioner Wrobleski, seconded by Commissioner Leighton, to approve the recommendation of the ADA to resolve a legal matter with a member. All aye; motion carried.

Motion by Commissioner Cook, seconded by Commissioner Martino, to adjourn the meeting at 8:08 p.m. All aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully submitted,



Erika Pereira

Fire District Secretary