

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
APRIL 23, 2025**

Members:

Michael Lewis, Chairman
Gary Leighton
Susan Martino
Matthew Cook

Others Present:

Dennis Sullivan, Fire Company Trustee
Erika Pereira, District Secretary
Gil Martino, 2nd Vice President of Fire Company
Gregg Cook, Fire Company Trustee
Jacob Polovchak
Kayla Ferraro
Kyle Ferraro, Fire Chief
Matthew Cargill
Michelle Pandich, 1st Vice President of Fire Company
Robert Brady, President of the Fire Company

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

Motion by Commissioner Martino, seconded by Commissioner Cook, to approve the minutes of the March 26, 2025, meeting with corrections. All aye; motion carried.

The draft minutes for March, under the hearing of visitors regarding the LED sign, currently state:

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

After a brief discussion, the software for the sign will be placed on the open computer in the board room, and the fire commissioners will have access to update it if Erika is not available.

Commissioner Martino would like the minutes to state the following:

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.

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: Commissioner Martino and Commissioner Wroblewski met with Gil Martino at Station 3, and they would like to try to fix the station rather than replace it. Commissioner Martino would

like to check in with Delta and discuss the information they originally submitted. Commissioner Martino would also like to reach out to T.J. Madison Construction to see if they can evaluate the property and provide a quote on the cost of rehabilitating the station.

2. New Apparatus—Engine: Chief Kyle Ferraro stated that the engine is expected to arrive in January 2026, but it may be pushed to February. The truck committee met to discuss reducing the load on the truck from 2,000 gallons to 1,800, so we can save weight for equipment.
3. SCBA Bottle Replacement: Commissioner Lewis would like Chief Kyle Ferraro to check with MES to determine the turnaround time for receiving the bottles once the order has been placed.
4. Apparatus Floor: Commissioner Cook spoke with both vendors, who provided the original estimates for redoing the flooring, and is working on gathering information. Commissioner Cook will reach out to vendors to schedule a visit to some sites that have installed the recommended flooring, so they can be inspected. Commissioner Cook will also get price quotes to fix the damaged area of the floor.
5. Physical Ability Policy: Commissioner Martino has submitted her revisions to the policy. She would like to make some slight changes, but still wants to approve them.

Motion by Commissioner Martino, second by Commissioner Cook, to approve the current revisions of the physical ability policy with the knowledge that there will be some slight adjustments. All aye; motion carried.

6. AV Sound: The work is complete.
7. PESH Violations: All citations have been resolved.
8. New Chief's Vehicle: Chief Kyle Ferraro contacted the vendor to inquire about any available allocations for us or if we will be placed on a waitlist for 2026. He is currently waiting for a response.
9. Ethics Committee: Gil Martino contacted Eugene Brown but received no response regarding serving on the ethics committee. Gil Martino stated that he has two other people whom he can reach out to see if they would be interested in serving.

Matthew Weintraub responded to the email, stating that he would continue to serve.

A physical letter was mailed to current member Perry Griffith to see if he was still interested in serving on the Ethics Committee.

10. DVR System for Station 1: On hold until Commissioner Wroblewski returns.

New Business:

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

Vouchers #25_04-001 to #25_04-066, including payroll and Debt Service interest payments totaling \$387,289.33.

Supplemental List: Vouchers #25_05-001 to 25_05-010, totaling \$3,225.07.

A bond payment in the amount of \$165,396.88 was completed.

All aye; motion carried.

2. Line Transfers: Motion by Commissioner Leighton, seconded by Commissioner Cook, to accept the submitted line transfer. All aye; motion carried.

3. Buildings & Grounds:

- Chief Kyle Ferraro would like to see the parking lots at all three stations sealed, new stripping completed, and necessary repairs completed. Erika Pereira will investigate the last time the parking lots had work completed and the associated costs of the services.
- The gated area at Station 3 needs some work completed. Budget Fence provided an estimate for service. Commissioner Martino stated that she also had Precision Fence come out and provide an estimate. She stated that she had to review the quotes to ensure we were comparing apples to apples.

Gil Martino would like to speak with Chief Kyle Ferraro about relocating the gates to alternative locations on the fence.

- Motion by Commissioner Martino, second by Commissioner Leighton, to approve the Station 1 generator maintenance contract from Stark Tech in the amount of \$1,676.16. All aye; motion carried.
- Sentry Alarm provided a price quote for a cloud-based access control system upgrade. Commissioner Martino contacted John Barnes with United Alarms to see if they could also provide an estimate. Erika Pereira will search for a third vendor to provide a price quote.
- Motion by Commissioner Leighton, second by Commissioner Cook, to approve the ice machine preventative maintenance agreement in the amount of \$440.00 from Tom Ellis Refrigeration. All aye; motion carried.

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

Date	Times	Requested by	Use	Cost	Comments
06-12-2025	11:00 am – 8:00 pm	Matthew Brennan	Red Cross Blood Drive	\$200 Security Deposit	Member
08-14-2025	11:00 am – 8:00 pm	Matthew Brennan	Red Cross Blood Drive	\$200 Security Deposit	Member

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

Endwell Fire Department
Chief's Board Report – April 2025
Prepared by: Chief Kyle Ferraro

Date: April 23, 2025

1. Gear & Equipment Updates

- **Bunker Gear:**
 - 10–12 sets of NFPA-certified gear returned from Rochester and approved for exterior use.
 - 10 new sets have been ordered from Lion/Janesville (45-day lead time).
 - Helmet and boot assessments are underway, managed by Hammer.
 - All returned gear from repair is available to be issued.
- **New Equipment & Tools:**
 - Updated tool bags placed into service across all apparatus.
 - Replacement of Utility 31-2 and 3?
 - The 2025 Tahoe order has been ordered and we are waiting on allocation.
- **Apparatus Maintenance:**
 - Biweekly truck checks continue—members are reminded to complete on time and communicate with officers.
 - UTV 31 is currently out of service for scheduled maintenance in Binghamton.
 - Truck washing is required in the rain and otherwise at the officer's discretion.
 - Work detail will be scheduled to clean truck undersides.
- **Vehicle Safety:**
 - Full stops at red lights and operation with due regard remain priorities.
 - Safety vest use is mandatory when operating near roadways.
 - Driver training is encouraged—members must be 18+ to operate any department vehicle (confirmed via June 2024 Board minutes).

2. Station & Facility Updates

- **Station #3 Carport:**

Volunteer to install a two-car carport in spring. Currently on hold.
- **Facility Maintenance:**

Inmate work crews have completed deep cleaning of Stations #2 and #3. They also worked on cleaning the insides of the station apparatus.
- **Parking Reminder:**

All parking should be at the rear of the station unless directed otherwise. This applies whether you're training or just spending time at the station.
- **Maintenance Reporting:**

New maintenance tracking software is active—report any issues with facilities or apparatus promptly.
- **SDS Books:**

SDS books have been posted at all three stations (thanks to Mujic) and uploaded to the Public Safety Check system.
- **Knox Box Access:**

Members should test personal codes and contact Scott Costello if access issues occur.

3. Training & Development

- **SOG Reviews:**
 - Weekly reviews ongoing (excluding live burn nights). Current focus: Anaphylactic Reactions (SOG 2021-14).
 - We need to set up a team to review and update our current SOG's.
- **EMS Compliance:**
 - Matt Brennan monitoring BLSFR compliance.
 - Utility 31-1 Will be the Designated EMS vehicle and will be certified soon.
 - Union Ambulance CME program launching soon—Union will handle tracking/documentation.
 - New EMT course will be offered at Huron Campus in the coming months.
- **Mentorship Program:**
 - Seven new members are actively engaged in the mentorship program.
- **Recruitment Open House – April 26, 2025 (12:00–3:00 PM):**
 - Please make time to attend and support this important event.

4. Certifications & Compliance

- **Public Safety Check System:**
 - Over 1400 certifications have been entered by Michelle Panich.
 - Members should review their portal entries and submit new certs to Jake Polovchak's mailbox
- **Firefighter Physicals:**
All responders must have current physicals to remain on duty.
- **PESH & Department of Labor:**
 - March 17: DOL inspection—responded on 3/24; GFCI work still pending.
 - First DOL inspection: Awaiting formal abatement letter.
 - DOL "Notice of Violation" posted at all stations; corrective actions completed.
 - PESH Partnership paperwork submitted—awaiting updates.
- **Alpine RNX Time Tracking:**
Kickoff meeting completed; 10-week implementation underway. We need to submit forms to RNX.
- **Accountability Tags:**

6. Special Incidents & Recognition

- **Recruitment Open House:** Scheduled for April 26, 2025 from 12:00–3:00 PM.
- **Webisode Series:** Monthly feature now highlighting recruitment incentives and member benefits.
- **Captain Position:** William Frantz has been elected to the position of captain.
- **Engine Update:** New engine anticipated to arrive in January 2026.
- **Company Social Event:** Cornhole tournament at Station #3 with food—details forthcoming.

Thank you all for your continued commitment and hard work. Please reach out with any questions or feedback.

Chief Kyle Ferraro brought up the driving age for the apparatuses and the current discrepancy between Department policy and the Fire District Rules and Regulations. After a discussion, Chief Kyle Ferraro will update the policy to reflect the age of driving to at least 21 for all engines, quint, tower, and rescue, and at least 18 for all utilities and brush.

Motion by Commissioner Martino, second by Commissioner Cook, to amend the driving age to 21 for the larger trucks and 18 for the small trucks. All aye; motion carried.

Chief Kyle Ferraro would like to establish a team to review and update our current Standard Operating Guidelines (SOGs). Commissioner Leighton and Commissioner Martino will be part of the team, and Erika Pereira will make any necessary corrections and ensure they are distributed for review and approval.

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

Date	Vendor	Description	PO Number	Cost
3/1/2025	Town of Union	Gasoline		\$383.70
3/1/2025	Auto Zone	TrueFuel, Antifreeze		198.43
3/1/2025	M&T Bank	Safety Glasses, Bracelet	24069	\$63.21
3/1/2025	O.L. Davis Fire	Food for Water Rescue		\$81.98
3/11/2025	Fire End Crocker	Turnout Boots	24047	\$717.50
3/11/2025	Municipal Emergency Services	Air Pack Flow Test	24109	\$6,126.50
3/29/2025	M&T Bank	Harbor Freight Tools		\$628.41
3/27/2025	Town of Union	Fuel		\$367.92
3/27/2025	Snake Creek Marine	Boat Repairs		\$130.00
3/27/2025	After Hours Tires	2023 Tahoe Inspection		\$121.00

4/1/2025	M&T Bank	Milwaukee Blower	24088	\$278.72
4/1/2025	National Fire Protection	2025 Individual Renewal K Ferraro		\$243.00
4/1/2025	Home Depot	Supplies for Decon Kits		\$140.31
4/1/2025	Fire End Crocker	Lion Boots	24097	\$1,078.10
4/3/2025	WEX Bank	Fuel Purchases		\$10.71

6. Maintenance Division Report: Motion by Commissioner Cook, 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 completed / Exhaust codes cleared
- Tower 31 Service completed / Exhaust codes cleared
- Brush 31 Going for oil change 4/22
- UTV Still out for service
- Boats Inflatables serviced
- SCBA Repaired handle and leaking valve

7. Training Division Report: Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the Maintenance Report. All aye; motion carried.

Dear Board of Fire Commissioners,

Special Ops Training

- Water Rescue Training - 4/6/2025

Upcoming Special Ops Training

- Water Rescue Training - 5/18/2025

Currently In NYS Trainings

- NYS Swift Water and Flood Rescue Training - (5)
- I.F.O - (4)
- Upcoming Truck Company class - (5)

Upcoming Fire Trainings in April and May

- 4/28 - Drafting and Porta Ponds
- 5/5 - Live Burn Vestal- Car Fires
- 5/12 - Maintenance
- 5/19 - Elevator and High Rise
- 5/26 - Holiday
- 6/2 - Live Burn

8. Fire Company Report(s):

- Motion by Commissioner Cook, seconded by Commissioner Martino, to accept the Fire Company's request for reimbursement of \$525 for members who used incentive points to purchase JR Gaudet Memorial t-shirts. All aye; motion carried.
- Motion by Commissioner Martino, seconded by Commissioner Leighton, to accept William Frantz for the open captain position as elected by the O.L. Davis Fire Company, for the remainder of 2025. All aye; motion carried.
- Motion by Commissioner Martino, seconded by Commissioner Cook, to approve the fire company's request to change the date of the Cornhole Tournament from May 9, 2025 to May 16, 2025 at 5:00 pm at Station 3. All aye; motion carried.

9. O.L. Davis Fire Company Newsletter: Commissioner Lewis reminded everyone that Alice Fiocco,

Company Secretary, is working on the monthly newsletter and asked them to consider ideas.

10. Donation(s): Motion by Commissioner Leighton, seconded by Commissioner Cook, to accept the donation from The Riverdale Banquet Hall in the amount of \$200.00. All aye; motion carried.

11. Commissioner Lewis would like all the assistant chiefs present at the monthly meeting to give their reports.

Motion by Commissioner Cook, second by Commissioner Martino, to have the assistant chiefs attend the monthly board meetings starting next month to give their reports and answer any questions. All aye; motion carried.

Assistant Chief Jacob Polovchak wanted to know what would happen if an assistant chief were unable to attend. It was stated that no discipline would be handed out if an assistant chief were unable to attend. If the Assistant Chief cannot make it, they can send a message to the Fire Chief or a Commissioner informing them that they will be unable to attend.

12. Commissioner Cook motioned, second by Martino, to allow Ryan Derkowski and Tyler Derkowski to attend the 2025 Technical Rescue Conference at the New York Preparedness Center, scheduled for May 29 – June 01, 2025, and will be reimbursed for meals. Additionally, Ryan Derkowski, Tyler Derkowski, and Zach Rader will attend the Non-Motorized Boat Operator Specialist course, scheduled for June 6–8, 2025, at the New York State Preparedness Center, and will be reimbursed for meals associated with this class as well. All aye; motion carried.

13. Commissioner Cook motioned, seconded by Martino, to allow Ryan Derkowski to attend the New York State Preparedness Training Center to take the New York State Rope Rescue Operations course. The cost of lodging will be covered, and meal reimbursement will be provided. All aye; motion carried.

Hearing of Visitor(s): None.

Correspondence(s): A flyer from the Bank of Green County and a letter from Fire Districts of New York Mutual Insurance Co., Inc. were handed out.

FDM has announced its new partnership for medical bill review and pharmacy benefits management. Beginning May 1, 2025, they are transitioning these services to their new vendors:

- Rising Medical Solutions, Inc. for medical bill review
- Cadence Rx for pharmacy benefits management

Motion by Commissioner Lewis, second by Commissioner Cook, to enter into an executive session at 7:53 p.m. to discuss a matter with the Fire Company at the Fire Company's request. All aye; motion carried.

Motion by Commissioner Martino, seconded by Commissioner Leighton, to exit the execution session with no action taken at 8:38 pm. All aye; motion carried.

Motion by Commissioner Cook, seconded by Commissioner Martino, to adjourn the meeting at 8:39 p.m.

All aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Erika Pereira". The signature is written in a cursive, flowing style.

Erika Pereira

Fire District Secretary