

**ENDWELL FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
MONTHLY MEETING  
MAY 28, 2025**

**Members:**

Michael Lewis, Chairman  
Gary Leighton  
Susan Martino  
Matthew Cook

**Others Present:**

Dennis Sullivan, Fire Company Trustee  
Erika Pereira, District Secretary  
Gil Martino, 2<sup>nd</sup> Vice President of Fire Company  
Gregg Cook, Fire Company Trustee  
Jacob Polovchak  
Kayla Ferraro  
Kyle Ferraro, Fire Chief  
Matthew Cargill  
Michelle Pandich, 1<sup>st</sup> 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 Leighton, to approve the minutes of the April 23, 2025, meeting. All aye; motion carried.

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

**Unfinished Business:**

1. Station 3: Commissioner Martino spoke with Chris Lynch from Delta Engineering about reviewing the building and updating the proposal provided in 2016-2017. There would be costs associated with this review, ranging from \$2,900.00 to \$3,400.00. Commissioner Martino also contacted Jim Cummings at HUNT. She will arrange a date for them to visit the Station physically so they can see it and discuss the building's goals. He will be available sometime after June 09. She wasn't sure if there would be a cost associated with providing a work proposal. Commissioner Martino noted that T.J. Madison Construction has already visited the station and will be returning with his architect, and there are no fees associated with his work proposal.
2. New Apparatus—Engine: The engine is on the production line and is expected to arrive in February 2026.
3. SCBA Bottle Replacement: The SCBA bottles were ordered on Tuesday, May 13, 2025, and confirmed with Mark Fisher that their turnaround has been 6-8 weeks. The Total Cost for the 100 bottles is \$152,680.00, which the Capital Reserve—Equipment Fund will cover.

4. Apparatus Floor: Commissioner Cook is working on scheduling visits to 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: The physical ability policy has been updated, and copies have been distributed to everyone for reference. The policy is now available on the website.
6. New Chief's Vehicle: We are waiting on allocation.

*The Board of Fire Commissioners of Endwell Fire District of the Town of Union, County of Broome, State of New York, duly convened in regular session on March 26, 2025, hereby does RESOLVE as follows:*

*WHEREAS, the Fire District is in need of a new Fire Chief vehicle; and*

*WHEREAS, the Fire District received a quote for the purchase of a 2025 Chevrolet Tahoe 4WD 4DR commercial vehicle from Cappellino Chevrolet, Inc. in the amount of \$54,250.00; and*

*WHEREAS, the Fire District desires to use the Apparatus Reserve Fund created under NYS General Municipal Law §6-g to finance said purchase; and*

*WHEREAS, the Board of Fire Commissioners has reviewed said quote and related documents and determined such purchase to be in the best interest of the Fire District.*

*NOW, THEREFORE, IT IS HEREBY RESOLVED, that the Board of Fire Commissioners of the Endwell Fire District authorizes the purchase of a 2025 Chevrolet Tahoe 4WD 4DR commercial vehicle in the amount of \$54,250.00 from Cappellino Chevrolet, Inc.; and*

*BE IT FURTHER RESOLVED that this resolution shall be subject to permissive referendum.*

7. Ethics Committee: Commissioner Martino found a third member for the ethics committee. Matthew Weintraub and Perry Griffith have both agreed to continue with the Ethics Committee.  
  
The Endwell Fire District Ethics Committee will consist of Matthew Weintraub, Perry Griffith, and Brian Gilroy, with our non-voting member, Matthew Cook.  
  
Motion by Commissioner Martino, second by Commissioner Cook, to accept and adopt the updated Ethics Committee and policy. All aye; motion carried.
8. DVR System for Station 1: Motion by Commissioner Cook, second by Commissioner Martino, to purchase the DVR for Station 1. All aye; motion carried.
9. Station 3 Fence: Commissioner Martino may want to add this project to the 2026 list. She stated that the project's cost could range from \$1,500 to \$5,000. Depending on the total, the repairs can be covered by Line 004. Budget Fence has submitted a quote for \$4,650.00, while the second vendor, Precision Fence, gave a different price to Commissioner Martino, and the terms of the work to be completed cannot be agreed upon. Therefore, a discussion will need to take place with Chief Ferraro.
10. Parking Lot Maintenance for All Three Stations: Suit-Kote completed crack sealing and micro paving at Station 1 in August 2019. (Cost: \$27,482.00). They also completed milling, paving, and reinforcing the apron at Station 3 in October 2019. (Cost: \$49,755.00). Both projects were under NYS Contract. Pavlovich Pavement Markings completed the bay lines at all three stations in November 2022 (Cost: \$1,025.00). Pavlovich Pavement Markings completed pavement markings at Station 3 in September 2019 (Cost: \$300.00). Pavlovich Pavement Markings completed pavement markings at Station 1 in June 2019 (Cost: \$1,025.00).

Erika will reach out to Suite-Kote to get a price quote for crack sealing and to another vendor.

11. Access Control System Upgrade: Jason Aurelio and Brian Lynady present a demo of the managed access solution they are proposing.

Sentry Alarm provided price quotes for an upgraded cloud-based access control system. The Computer Shop offered a quote for a computer-based access control system upgrade, similar to our current setup. Commissioner Martino noted that John Barnes from United Alarms is unable to provide a quote. The price quote is approximately \$25,000.00. Due to this cost, it will need to be added to the 2026 project list to determine if it can be executed.

### **New Business:**

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

Vouchers #25\_05-001 to #25\_05-071, including payroll and Debt Service interest payments totaling \$48,442.38.

Supplemental List: Vouchers #25\_06-001 to 25\_06-013, totaling \$5,710.11.

All aye; motion carried.

2. Line Transfers: No line transfers were submitted.
3. Buildings & Grounds: No issues to be discussed.
4. Chief's Report: Motion by Commissioner Cook, seconded by Commissioner Martino, to accept the Chief's Report. All aye; motion carried.

The request for the Five Alarm & 5K & Open House Proposal requires further discussion before a decision can be made.

*Chief's Board Report – May 2025  
Endwell Fire Department  
Submitted by: Chief Kyle Ferraro  
Date: May 28, 2025*

#### **1. Gear & Equipment Updates**

- **Bunker Gear:**
  - 10 new sets of structural gear from Lion/Janesville have been (approximate 45-day lead time).
  - Helmet and boot assessments are underway, managed by Hammer. Members will be advised if replacements are needed.
  - All returned gear is now available to be issued – please see an officer to be outfitted if needed.
- **New Equipment & Tools:**
  - Updated tool bags have been placed into service across all apparatus.
  - Discussions are underway for the replacement of Utility 31-2 and 31-3; updates will follow as plans are confirmed. The Board needs to confirm the schedule for replacement of these trucks.
  - The 2025 Tahoe has been officially ordered – we are awaiting allocation and estimated delivery timeline.
  - The maintenance Chief was asked to get quotation for the repairs to engine #1, and Engine 31-2 Cascade repairs. We will advise when we have numbers for review.
- **Apparatus Maintenance:**

- *Biweekly truck checks remain in effect. Members are reminded to complete checks on schedule and communicate any issues to their assigned officer.*
- *Washing of apparatus should be completed after rain events or otherwise at the officer's discretion.*
- *A work detail will be scheduled to clean the undersides of trucks to prevent corrosion and maintain mechanical integrity. LT Cargill will reach out with a date and time. truck undersides.*
- **Vehicle Safety:**
  - *All drivers are reminded to make full stops at red lights and operate with due regard at all times.*
  - *Safety vests are required when operating on or near roadways.*
  - *Members must be 18 years or older to operate any small department vehicle, and 21 years or older to drive large apparatus.*
  - *Driver training is encouraged for all eligible members—contact an officer to schedule.*

## **2. Station & Facility Updates**

- **Facility Maintenance:**

*Inmate work crews have completed deep cleaning of Stations #2 and #3, including the interiors of all apparatus bays and associated spaces.*
- **Parking Reminder:**

*All members are reminded to park at the rear of the station, whether participating in training or spending time at the facility, unless otherwise directed.*
- **Maintenance Tracking:**

*Our new maintenance tracking software is active. Members should report all facilities or apparatus issues promptly through the appropriate digital form or chain of command.*
- **SDS Compliance:**

*Safety Data Sheets (SDS) have been posted at all three stations-thanks to Mujic for coordinating. Digital copies are also uploaded into the Public Safety Check System.*
- **Knox Box Access:**

*All members are encouraged to test their Knox Box access codes. If you experience issues, please contact Scott Costello for assistance.*

## **3. Training & Development**

- **SOG Reviews:**
  - *Weekly Standard Operating Guideline reviews continue on non-live burn nights*
  - *A review team is needed to begin evaluating and updating all department SOGS-interested members should reach out. I would like to start having meetings in June.*
- **EMS Compliance:**
  - *Matt Brennan is overseeing BLS First Response program compliance.*
  - *Utility 31-1 will serve as the designated EMS response vehicle and is pending final certification.*
  - *Union Ambulance CME program will be launching soon and will manage ongoing training documentation.*
  - *A new EMT course will be offered at Huron Campus-details forthcoming for interested members.*
- **Mentorship Program:**
  - *Nine new members are actively engaged with the mentorship program, focusing on hands-on learning and integration into the department.*
- **Recruitment Open House:**
  - *Held on April 26, 2025, from 12:00–3:00 PM. Excellent turnout from membership. Thanks to all who supported this event.*

## **4. Certifications & Compliance**

- **Public Safety Check Portal:**
  - *Over 1400 certifications have been entered by Michelle Pandich.*
  - *Members should log in, verify their records, and submit any new certification to Jake Polovchak's mailbox.*
- **Firefighter Physicals:**
  - *Reminder: All responders must have current physicals to remain eligible for duty. Physicals*

must meet OSHA guidelines.

- **Department of Labor Compliance:**
  - PESH Partnership paperwork has been submitted, and we are awaiting additional guidance.
- **Alpine RNX Time Tracking:**
  - Implementation has begun following our kickoff. This is a 10-week rollout. Please ensure forms and setup materials are returned promptly. Erika has sent the paperwork to RNX for the software can begin getting built.

#### **5. Events & Recognition**

- **Cornhole Tournament – May 2025:**  
*Held at Station #3 with over 30 participants. This was not only a well-attended event, but an excellent team-building opportunity. Thank you to everyone who helped plan, support, and participate. Positive feedback has already prompted discussions about future socials.*
- **Recruitment Webisode Series:**  
*Monthly segments continue to highlight incentives, benefits, and real stories from current members. These are being shared via online platforms.*
- **Apparatus Delivery:**  
*The new engine is currently in production, with anticipated delivery in February 2026. More details will be shared as we receive production updates.*

#### **7. Yale Street Fire Incident – May 17, 2025**

*At approximately 0157 hours on Saturday, May 17, 2025, the department responded to a reported structure fire on Yale Street. Chief 31A arrived first on scene and found that the fire had been extinguished prior to our arrival, with a light smoke condition present in the garage area. One occupant was evaluated by EMS for a minor injury, and no transport was required. Engine 31-1 established a water supply from the hydrant at Wilson & Yale, deploying a 4" LDH. A 1¾" handline was stretched for overhaul operations. Tower 31 responded via Colgate Avenue and assisted with ventilation and manpower. Utility 31 secured the road at Wilson and Yale and provided support as needed.*

*Key notes:*

- *Fire was contained to the garage area with no structural extension.*
- *EMS responded and handled medical evaluation in accordance with protocol.*
- *Fire suppression and overhaul were completed without complications.*
- *Incident reports and necessary documentation have been submitted.*

#### **8. Five Alarm & 5K & Open House Proposal**

*As part of our continued recruitment and community engagement efforts, the department is proposing to host a Fire Department Open House in conjunction with the 6th Annual Five Alarm 5K Run/Walk, scheduled for Saturday, August 9, 2025.*

*Proposal Overview:*

- *Date/Time: Immediately following the 5K event (approx. 10:00 AM – 2:00 PM)*
- *Location: Endwell Fire Station #1 – 3508 Country Club Road*
- *Purpose: Engage the public, showcase department capabilities, and promote volunteer recruitment*
- *Activities May Include:*
  - *Apparatus displays and fire gear demos*
  - *Live fire extinguisher or extrication demonstrations*
  - *Children's activities and obstacle course*
  - *Food trucks, music, and community information booths*
  - *Donation station for the Francis J. Pandich Scholarship Fund*

*This event would serve as a family-friendly public outreach opportunity, allowing us to connect with the community, recruit prospective members, and demonstrate our commitment to public service. We respectfully request the support of the Board of Fire Commissioners and the Fire Company in helping coordinate logistics, promotion, and setup. A follow-up planning meeting will be scheduled in early June.*

#### **9. Final Remarks**

*This month reflected continued growth and stability across multiple areas—from gear and apparatus readiness to training compliance and member engagement. Our recent cornhole tournament showcased the importance*

*of internal morale and team culture, which are just as vital as operational preparedness. I encourage all members to remain proactive, communicative, and engaged as we move into the busy summer months. Thank you for your commitment to safety, service, and professionalism.*

*Respectfully submitted,*

*Kyle Ferraro*

*Chief, Endwell Fire Department*

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

Date	Vendor	Description	PO Number	Cost
4/18/25	M&T Bank	Amazon – Halogen Bulbs		\$46.56
4/18/25	Fire End & Croker	Name Tag Panel – N. Leonard		\$109.00
4/23/25	Snake Creek Marine	Boat repairs	24159	\$353.30
4/29/25	NRS	Water Rescue Drysuit	24155	\$1,039.46
4/29/25	Town of Union	Gasoline		\$446.91
4/29/25	Municipal Emergency Services	Nozzle	24187	\$1,330.16
5/08/25	Mirabito	Diesel		\$279.00
5/15/25	American Trade Company	Accountability Tags – Boat/Zodiac	24117	\$147.95
5/17/25	Eagle Powersports	Maintenance for 2015 ATV	24178	\$1,266.48
5/15/25	M&T Bank	Sam's Club Water for Stations	24225	\$402.04
5/17/25	M&T Bank	Amazon EMS Supplies	24205	\$76.85
5/17/25	Pack & Mail	Shipping for Dry Suits for Repairs		\$190.37
5/17/25	Fire-End Crocker	6 Helmets	24129	\$2,216.76
5/17/25	Fire-End Crocker	Helmet fronts	24105	\$585.90
5/22/25	WEX Bank	Fuel Purchases		\$82.32

6. Maintenance Division Report: Motion by Commissioner Cook, seconded by Commissioner Martino, to accept the Maintenance Report. All aye; motion carried.

*The following maintenance was completed since the last board meeting:*

- Engine 31-2      *Getting quotes for the onboard cascade*
- Quint 31      *Aerial Testing Scheduled*
- Tower 31      *Aerial Testing Scheduled*
- Brush 31      *Oil Change Complete*
- Boats      *Inflatables serviced*
- SCBA      *Two RIT Bottles are due for Hydro*

Pump, ladder, and aerial testing are scheduled for July and August, along with maintenance of the apparatus.

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

*Dear Board of Fire Commissioners,*

**Special Ops Training**

- Battalion 3 Water Rescue Training- 5/18/2025

**Upcoming Special Ops Training**

- F.A.S.T Team Training - 5/31/2025
- Water Rescue Training (Rope Operations) - 6/13/2025

**NYS Trainings Completed and Upcoming**

- Truck Company Operations - (5)
- Surface Water Rescue - (3)

- Apparatus Pump Operator - (1)

**Upcoming Night Fire Trainings in June**

- 6/2/2025 - Live Burn (Vestal)
- 6/9/2025 - Pumping, Tower Ops, and Handline Ops
- 6/16/2025 - Driver Rodeo
- 6/23/2025 - Ice Cream Social Ticket Sales (Subject to Change)
- 6/30/2025 - Ice Cream Social Ticket Sales (Subject to Change)

**DAY TRAINING HAS BEGUN AGAIN ON A TRIAL BASIS AND WILL FOCUS ON EXTERIOR FIREFIGHTING OPERATIONS ONLY.**

8. Fire Company Report(s):

- a. Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the Fire Company's request for reimbursement of \$45 to cover three incentive points for Tristan Foster to pay the balance due on a work shirt he purchased through the fire company's anniversary award program. All aye; motion carried.
  - b. Motion by Commissioner Martino, seconded by Commissioner Leighton, to approve the fire company to hold two Red Cross blood drives on June 12 and August 14 from 1:00 pm – 6:00 pm in the community room at Station 1. All aye; motion carried.
  - c. Motion by Commissioner Martino, seconded by Commissioner Leighton, to approve the fire company's request to have Hometown Heroes Pizza trailer on the apron of Station 1 from November 3 through 8, 2025. 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. The Physical Ability Policy will be featured in the newsletter.
10. Motion by Commissioner Cook, seconded by Commissioner Martino, to accept the 2026 annual maintenance agreement for the ice machine and reach-in cooler in the community room in the amount of \$440.00. All aye; motion carried.
11. Motion by Commissioner Martino, seconded by Commissioner Leighton, to approve the purchase of 6 new speakers for the hallways in the basement in the amount of \$985.00 from AV Sound and Electronics. All aye; motion carried.
12. Commissioner Martino stated that she has been in contact with the Sons of Italy, and they have available dates on February 21, February 28, and March 14 for 2026 for the inspection dinner. The date for the 2026 Inspection Dinner will be scheduled for March 14, 2026, at the Sons of Italy.
13. Commissioner Martino stated that Chief Kyle Ferraro would like to relocate the copier. A brief discussion took place about possible locations. Commissioner Lewis will consult with Kyle and explore the option of moving the combo printer from the officer's office to the radio room.
14. Commissioner Cook motioned, seconded by Martino, to accept Richard Wroblewski's resignation from the Board of Fire Commissioners. All aye; motion carried.

*Members of the Board of Fire Commissioners,  
Please accept this letter as my formal resignation from the Board of Fire Commissioners of the Endwell Fire District.  
Due to changes in my family and personal life and increased responsibilities at work, I am unable to dedicate the  
amount of time necessary to be a beneficial member of the board.  
I will return all of my department-issued items by the end of the week.  
I would like to thank everyone for the help and cooperation during my time on the Board and I wish you all well in  
the future.  
Thank you,  
Rick  
Richard Wroblewski*

The Board of Fire Commissioners will seek candidates for the open position and appoint a new fire commissioner. The position has a remaining term of one year, commencing on January 1, 2025, and ending on December 31, 2025.

The Board of Fire Commissioners will hold a special meeting on Wednesday, June 18, 2025, at 6:00 p.m. to conduct interviews of candidates for an open position on the Board of Fire Commissioners. The meeting will be held at the Endwell Fire Station located at 3508 Country Club Road, Endwell, NY, 13760.

Candidates must be residents of the Fire District and submit letters of interest to the District by Wednesday, June 11, 2025, at 5:00 pm. Letters of interest may be submitted by mail to the District Office, 3508 Country Club Road, Endwell, NY, 13760, in person during regular business hours, 9:00 am – 4:00 pm, or by email at [firecommissioners@endwellfire.com](mailto:firecommissioners@endwellfire.com).

In accordance with New York State law, the appointed position will hold office until December 31, 2025, at which time an election will be held to fill the remainder of the five-year term. The term expires on December 31, 2028.

The Board of Fire Commissioners will appoint a candidate to the Board at the regular monthly meeting scheduled for Wednesday, June 28, 2025, at 7:00 p.m.

15. Assistant Chief Jacob Polovchak stated that the training room computer seems to be missing the license for the office programs. Erika will contact Pyramid to resolve the issue.

Hearing of Visitor(s): None.

Correspondence(s): A flyer for the 2025 AFDSNY Annual Meeting & Vendor Expo and the Fire District Affairs for April 2025 – May 2025 were handed out.

Motion by Commissioner Lewis, seconded 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 9:12 pm. All aye; motion carried.

Motion by Commissioner Martino, seconded by Commissioner Cook, to adjourn the meeting at 9:13 p.m. All aye; motion carried.

*All motions were unanimously carried unless otherwise noted.*



Respectfully submitted,

Erika Pereira

Fire District Secretary

DRAFT