

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
JUNE 25, 2025**

Members:

Michael Lewis, Chairman
Gary Leighton
Matthew Cook
Susan Martino

Others Present:

Alison Senft, District Deputy Treasurer
Cheryl Grafton, Treasurer of Fire Company
Dennis Sullivan, Fire Company Trustee
Erika Pereira, District Secretary
Gil Martino, 2nd Vice President of Fire Company
Gracie Viengkam
Gregg Cook, Fire Company Trustee
Jacob Polovchak, 3rd Assistant Chief
James Arnold
Jeffrey Martin
Liam Blanchard
Matthew Cargill
Matthew Grafton, 1st Assistant Chief
Michael Delvillano
Michelle Pandich, 1st Vice President of Fire Company
Nathan Leonard
Robert Brady, President of the Fire Company
Robert Congdon, 2nd Assistant Chief
Stephen Hill JR
Teague Blanchard
Thomas Kutz
Zachary Rader

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

Commissioner Lewis stated that after the resignation of Richard Wroblewski, the Board of Fire Commissioners interviewed several candidates eager to serve the Endwell Fire District. After careful review and discussion, the Board appointed Jeffery Martin to fill the vacant Fire Commissioner position. His term will last until December 31, 2025.

Motion by Commissioner Cook, seconded by Commissioner Martino, to approve the minutes of the May 28, 2025, meeting and the special meeting held on June 18, 2025. All aye; motion carried.

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

Deputy Treasurer Alison Senft wanted everyone to know that Commissioner Martino has inquired about budgeting for a new maintenance position. Alison stated that the budget should be sufficient to cover

the salary if the Board decides to move forward with reestablishing the position. The interest the District is receiving from the New York class investments is still over 4 percent, so that could cover the payroll budget line if needed.

Alison also mentioned that we haven't received our PILOT money yet, so she sent an email to the Town of Union to check on the status. As in previous years, we usually receive the money in March. Commissioner Leighton will be at the Town tomorrow and will also check on the status.

YTD Budget versus Actual Analysis: The Treasurers submitted a year-to-date budget report for review.

Unfinished Business:

1. Station 3: Commissioner Martino stated HUNT and TJ Madison are working on providing quotes for architectural and Engineering fees to refurbish or rebuild the station. However, once we include Delta, they will have fees associated with them.
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 are currently waiting on delivery.
4. Apparatus Floor: Commissioner Cook is coordinating visits to sites where the recommended flooring has been installed for inspection. Upstate Concrete Coatings was onsite to assess the hole in the floor and will provide a price quote for repairs. Brian Rumpel mentioned that he can repair the floor, but there is a possibility that the repaired area may not match the rest of the floor, as he did not perform the original work.
5. New Chief's Vehicle: Erika Pereira will verify with the vendor what is required from us and whether a vehicle has been assigned to us.
6. Station 3 Fence: Commissioner Martino prefers the repairs to be completed this year. The costs can be covered by Budget Line 004. She mentioned she needs a bit more information before making a final decision on the layout. Two sides require replacement. Once the design is agreed upon, she would like to proceed with the repairs.
7. Parking Lot Maintenance for All Three Stations: A price quote from Suit-Kote was submitted for crack sealing and applying a 2-micro surface treatment to all three stations. To complete the work on all three parking lots this year, the total cost would be approximately \$40,240.00. Station 2 will need to have four holes patched prior to the crack sealing.

Erika Pereira contacted Battaglini Seal Coating & Paving LLC, and they were scheduled to visit over the weekend to provide a quote on Monday, but they haven't reached out yet. Erika called the office this morning, and the woman who answered was going to find out if anyone actually visited the locations, and she would get back to her.

Since the price is not included in this year's budget, the best approach is to discuss this project at

the Budget Work Session to determine if it can be completed this year or if it should be added to the capital improvements budget line for 2026.

8. Access Control System Upgrade: The price quote is approximately \$25,000.00 to upgrade our system. Due to this cost, it will need to be added to the 2026 project list to determine if it can be included in the 2026 budget.

New Business:

1. Approve bills and supplement for payment: Motion by Commissioner Leighton, seconded by Commissioner Martino, to pay the bills and supplement for payment:
Vouchers #25_06-001 to #25_06-070, including payroll and Debt Service interest payments totaling \$87,587.03.
Supplemental List: Vouchers #25_07-001 to 25_07-013, totaling \$13,118.09.
All aye; motion carried.
2. Line Transfers: No line transfers were submitted.
3. Buildings & Grounds:
 - a. Motion by Commissioner Cook, seconded by Commissioner Martino, to approve J.R. Construction, LLC, to continue providing preventive maintenance for all three stations from July 2025 to July 2026 at a cost of \$7,000.00. All aye; motion carried
 - b. Cathy Storm noticed a crack in one of the garage door windows. Gated Garage Door was contacted for a quote, and the replacement cost is \$260.00. It was decided not to proceed with the repair at this time.
4. Chief's Report: Motion by Commissioner Martino, seconded by Commissioner Cook, to accept the Chief's Report. All aye; motion carried.

Honorable Board Members,

Last month was busy, with 5 fires in addition to the normal call load. Would like to thank all the members who assisted with the call load.

The Broome County Fire Investigation Bureau will conduct a class for the membership on June 30th; all members are encouraged to attend.

We need to order new Water Rescue Helmets due to the lack of structural ability to withstand a side impact on a helmet.

Members have completed the water rescue class and are attending the rope rescue class.

New pagers, AED, rope rescue gloves, are in and inventoried

Twelve sets of gear are expected to arrive within approximately one to two weeks.

Members assisted on 2 fire prevention details at the station for the Homer Brink Children.

Spoke with Construction Manager for 409 Hooper Rd - Looking for approval for KNOX Box installation. Over the next three weeks, the roof is expected to be installed, and we plan to schedule a walk-through of the new facility being

built.

Working on changing the gear washer soap to accommodate proper gear cleaning and decontamination without compromising the outer shell of the gear.

Working with John Hussar to get both Photographers on the same system for submitting photos to be reviewed, along with previous pictures and webinar approval.

Visions is looking for assistance in displaying a flag using Tower 31 for the run on the 4th.

Setting up crews for the Fireworks display in Highland Park on the 4th.

Michelle Pandich is working to implement the new reporting accountability system, along with providing training.

Reminder to members that we sometimes face challenging calls, and if they ever need assistance, we will ensure it is provided.

Working on the inventory of equipment.

Send out a review for clarification to members on what events account for service time, fire time, and training.

Fire prevention Booklets and hats have been resupplied for our upcoming events.

Currently using Car 31A for transportation.

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

Date	Vendor	Description	PO Number	Cost
5/31/25	Fire End Crocker	4 Pac Tool Handle Bracker	24156	\$194.82
5/31/25	Fire End Crocker	5 Streamlights	24129	\$521.14
6/6/25	Mirabito	Diesel Fuel		\$280.69
6/6/25	TSI Incorporated	Fit Testing Machine	21067	\$175.68
6/6/25	Dive Right in Scuba	Repairs to Dry Suits	24227	\$718.10
6/9/25	WEX Bank	Fuel Purchases		\$23.50
6/15/25	Ellen Baxendale	Zipper Repairs Water Rescue Suits		\$15.00
6/15/25	Weis Markets	Food for County Meeting		\$41.10
6/15/25	S & M Deli	Food for County Meeting		\$295.00
6/16/25	Fire End Croker	Extrication Gloves	24129	\$331.04

6. **Maintenance Division Report:** Motion by Commissioner Martino, seconded by Commissioner Cook, 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 Completed / some repairs are needed*
- Tower 31 *Aerial Testing Completed / some repairs are needed*
- Utility 31-2 *Tire repaired*
- Chief 31 *Oil Change / NYS inspection*
- Chief 31B *Tires replaced*
- SCBA *Two RIT Bottles are due for Hydro*

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

Dear Board of Fire Commissioners,

Special Ops Training

- *Water Rescue Training- 6/13/2025*

Upcoming Special Ops Training

- *Water Rescue Training- 7/20/2025*

Currently In NYS Trainings

- *N.Y.S. Apparatus Operator Pump (2)*
- *In-Service Vehicle Rescue (1)*
- *Non-Motorized Boat Operator (1)*
- *I.C.S.-800*

Upcoming Fire Trainings In June and July

- *6/23 - Ice Cream Social*
- *6/29 - F.A.S.T Team Training*
- *6/30 - Broome County Fire Investigators*
- *7/7 - Live Burn- F.A.ST*
- *7/14 - MVA Response and Cutting*
- *7/21 - Ropes and Knots (Low Angle)*

8. Fire Company Report(s):

- a. Motion by Commissioner Martino, seconded by Commissioner Leighton, to accept the Fire Company's request for reimbursement of \$50.97 for donuts and breakfast pizza purchased by the Fire Company for crews working at the fire at 329 Pierce Ave on May 27, 2025. All aye; motion carried.
- b. Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the resignations of Mark Storm, Michael Kohn, John Kaplan, and Jon Metera from the fire company, and to accept the resignation of Kyle Ferraro from the position of Fire Chief. 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. Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the donation from Our Saviour Lutheran Church in the amount of \$200.00. All aye; motion carried.

11. Motion by Commissioner Martino, seconded by Commissioner Cook, to remove the following asset from inventory and to have Pyramid destroy and dispose of these assets.

S006469 – Canon Portable Printer for laptops

S006437 – HP Notebook

S006444 – Panasonic Toughbook

S006597 – HP Notebook

S008290 – Panasonic Toughbook

S008289 – Panasonic Toughbook

S005687 – Epson Scanner

All aye; motion carried.

12. Budget Work Sessions are scheduled for Wednesday, July 16, 2025, and Wednesday, August 13, 2025, at 6:00 pm at the Endwell Fire District, located at 3508 Country Club Road, Endwell, New York. A legal notice will be published, sessions will be added to the District calendar, and sessions will be posted on the LED sign.

13. Motion by Commissioner Leighton, seconded by Commissioner Cook, to 18 NRS WRSI Current Pro Helmet 2020 – Phantom in the amount of \$2,184.28 from Backcountry.com. All aye; motion carried.
14. Commissioner Lewis was asked about providing an email address for all members so that department or company-related information doesn't clutter their personal emails. Pyramid submitted a quote of \$893.75 per month. The total cost for a year would be around \$10,725.00.

Robert Congdon asked about email forwarding instead of an account. Erika will ask Pyramid about an email forwarding option instead.
15. The Fire Commissioner Committee Assignments and electing a Vice Chairman will be completed at the next board meeting.
16. The Board discussed the Fire Chief's resignation, which was submitted on June 9, 2025, to the members. The Board planned to appoint Thomas Kutz as the interim Fire Chief until the end of the year. However, according to Erika Pereira's inquiry with two different legal counsels, their opinion was that the Fire District cannot appoint a Fire Chief chosen by the Board of Fire Commissioners.

Commissioner Martino stated that the Association of Fire Districts of the State of New York informed the Board of Fire Commissioners that it was definitely within the Board's authority to appoint a chief on an emergency basis, according to New York State Town Law 176.3.

Fire District Secretary Erika Pereira consulted with Attorney Joseph Frank, AFDSNY Counsel, and Kevin Mahoney, Fire District counsel, regarding the recent resignation of the Fire Chief. Both attorneys clarified that the Fire Chief is considered an officer of the Fire Department, not a Fire District officer; therefore, Town Law §176(3), which governs vacancies in fire district offices such as Commissioners, Secretary, and Treasurer, does not apply to the Fire Chief position.

Instead, §176(11-a) governs this situation. The proper process for filling the vacancy is for the Fire Company to hold an election and submit a nominee to the Board of Commissioners for approval or rejection. If the Board rejects the nominee, the Fire Company must repeat the process until a candidate is approved. Both attorneys also confirmed that during the vacancy, Assistant Chiefs assume the duties of the Fire Chief in rank order until a new Chief is appointed. Any candidate nominated must be on the current eligible list of officers.

A discussion took place among the attendees at the meeting about the proper process, how it should be handled, and who should be the next Fire Chief.

Fire Company President Rob Brady stated that the Board can appoint the Fire Chief; however, this has not been done before in this department. The historical procedure is for the Fire Company to nominate a Chief.

Motion by Commissioner Cook, seconded by Commissioner Lewis, to enter into executive session at 7:34 pm to discuss matters related to the appointment and employment history of specific individuals regarding the vacant Fire Chief position. All aye; motion carried.

No formal action was taken during the Executive Session.

Motion by Commissioner Cook, seconded by Commissioner Lewis, to return to regular session at 7:46 pm. All aye; motion carried.

Commissioner Lewis stated that the Board has decided that the Fire Company will hold an election for the vacant Fire Chief position and submit a nominee to the Board of Commissioners for approval.

In the meantime, the Assistant Chiefs shall perform the duties of the Fire Chief in the proper order of succession, as per Town Law §176-a(1). Until a permanent appointment is made, the Board has temporarily appointed Chief 31A – Matthew Grafton to serve as Interim Fire Chief.

Hearing of Visitor(s): Dennis Sullivan mentioned that it was illegal for the fire district to accept donations from businesses, churches, or other sources. Rob Brady stated that it is not illegal for the Fire District to accept donations, but it is illegal for the Fire District to solicit donations. Erika Pereira will obtain documentation regarding the Fire District's acceptance of donations.

Robert Congdon would like the Board to consider removing the carpet in the SCBA room. The carpet traps odors. He suggests replacing it with tile, linoleum, or flooring similar to the apparatus floor, which would be easier to clean and would not absorb odors.

Correspondence(s): Christopher Lee sent a letter dated June 25, 2025, which was forwarded to our lawyer, Kevin Mahoney, with Mahoney Law Firm, PLLC, for a response.

Motion by Commissioner Cook, seconded by Commissioner Leighton, to enter into executive session at 7:50 p.m. to discuss matters relating to the employment history and conduct of a specific individual, including grievances and concerns about workplace behavior and performance. All aye; motion carried.

Motion by Commissioner Martino, seconded by Commissioner Cook, to exit the execution session and return to the regular session with no action taken at 8:24 pm. All aye; motion carried.

A short discussion took place regarding the Vice Chairman role and Committee assignments.

A short discussion was held on the ductless units in the community room and throughout the building.

Motion by Commissioner Lewis, seconded by Commissioner Martino, to adjourn the meeting at 8:30 p.m. All aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully submitted,



Erika Pereira

Fire District Secretary