

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING
July 10, 2025**

Members:

Michael Lewis, Chairman
Gary Leighton
Jeffrey Martin
Matthew Cook
Susan Martino

Others present:

Erika Pereira, Fire District Secretary
Jacob Polovchak, 3rd Assistant Chief
Robert Congdon, 2nd Assistant Chief
Michelle Pandich, 1st Vice President Fire Company
Gil Martino, 2nd Vice President Fire Company

Commissioner Lewis called the meeting to order at 6:00 pm.

A discussion took place regarding the Committee assignments for the Fire Commissioners.

Matthew Cook

Long-Term Planning/Finance/Budget
One Non-Voting Member of the Ethics Board
Personnel and Training
Fire Company Committees: Fire Company By-Laws
Alternates for Fire Company Committees: Finance; Income and Contingency Fund

Michael Lewis

Chairman
Day-to-Day Operations / Facilities
Fire Company Committees: Uniform; Fire Officers Qualifications
Alternates for Fire Company Committees: Memorial Fund

Jeffrey Martin

Apparatus Replacement
Day-to-Day Operations / Facilities
HazMat & Medical Liaison
Station 3
Fire Company Committees: Company Membership; Life Membership
Alternates for Fire Company Committees: Fire Officers' Qualifications

Susan Martino

Equipment
OSHA
Personnel and Training
Station 3
Fire Company Committees:

Alternates for Fire Company Committees: Company Membership; Life Membership; Fire Company By-Laws

Gary Leighton

Apparatus Replacement

Equipment

Grants

Long-Term Planning/Finance/Budget

Fire Company Committees: Finance; Income and Contingency Fund; Memorial Fund

Alternates for Fire Company Committees: Uniform

Commissioner Martino requests replacing the word 'should' with 'shall' in the Parking Policy. The current policy states, "During non-alarm times, members who are at station #1 should park their personal vehicles behind station #1." Erika will update the policy accordingly and add it to the agenda for the next board meeting so it can be approved.

Motion by Commissioner Martino, seconded by Commissioner Cook, to enter into executive session. The meeting entered executive session at 6:11 p.m., with only the Fire Commissioners present to discuss establishing a complaint and grievance procedure and policy, as well as personnel issues within the Fire District. All aye; the motion was carried.

Motion by Commissioner Lewis, seconded by Commissioner Cook, to leave the executive session and return to regular session with no action taken at 7:00 pm. All aye; the motion was carried.

The key was found for the turnout gear washing machine, so Matt Grafton could have a service technician come out to adjust the settings.

Motion by Commissioner Martin, seconded by Commissioner Cook, to adjourn the meeting at 7:07 pm. All aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully Submitted,

Erika Pereira

Fire District Secretary