

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

Members:

Michael Lewis, Chairman
Susan Martino
Jeffrey Martin

Others Present:

Alison Senft, District Deputy Treasurer
Cheryl Grafton, Treasurer of Fire Company
Erika Pereira, District Secretary
Gil Martino, 2nd Vice President of Fire Company
Gregg Cook, Fire Company Trustee
Jacob Polovchak, 3rd Assistant Chief
James Arnold
Matthew Grafton, 1st Assistant Chief
Michael Delvillano
Michelle Pandich, 1st Vice President of Fire Company
Nathan Leonard, Captain
Robert Brady, President of the Fire Company
Stephen Hill JR
Zachary Rader
Jack Norris
Thomas Ravener
Ryan Derkowski
Michael Hamzik
William Frantz, Captain
Michael Battaglini
Thomas Hobart
Tristan Foster

The Work Session was called to order at 6:15 pm.

Agenda items were reviewed.

The work session was closed at 7:00 pm.

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

Commissioner Martino requested that corrections be made to the minutes of the June 25, 2025 and July 10, 2025 meetings as discussed. Motion by Commissioner Martino, seconded by Commissioner Martin, to approve the minutes of the June 25 meeting, the special meeting held on July 10, and the Budget Work Session held on July 16, with the corrections noted. All in favor, aye; motion carried.

TREASURER'S REPORT: Motion by Commissioner Martin, seconded by Commissioner Martino, to approve the Treasurer's Report and the Capital Reserve Summary. All in favor, aye; motion carried.

Unfinished Business:

1. Station 3: T.J. Madison Construction provided a preliminary budget estimate for building renovation and new construction, including the cost of architectural and engineering services. The estimate for renovating the existing building is \$822,000.00, and the estimate for the new fire station construction is \$1,620,000.00.

HUNT Engineers provided a quote of \$12,480.00 for architectural and engineering services, plus reimbursable expenses for mileage, printing, and copying. This includes facilities evaluation, concept design for an addition and renovations, and concept design for a new fire station.

Delta gave Commissioner Martino a verbal quote of \$5,000 to review and update their assessment of Station 3.

2. New Apparatus—Engine: The engine is on the production line and is now expected to arrive in April 2026.
3. SCBA Bottle Replacement: All SCBA bottles have been received and are in the process of being inventoried.
4. Apparatus Floor: Commissioner Cook and Commissioner Lewis went to visit a site where flooring had been installed for inspection.

Upstate Concrete Coatings was onsite to evaluate the hole in the floor and will provide a price quote of \$550.00 for the repairs. Brian Rumpel stated they can perform the repair, but there will be a visible difference in the area and the rest of the floor since he did not do the original work.

The original company that installed the flooring was Nuflorz in 2016; maybe Commissioner Cook should contact them to find out the cost of repairing the flooring so that we can use the same materials.

5. New Chief's Vehicle: Erika Pereira discussed our vehicle order with Kevin Joerg at Cappellino Chevrolet. He confirmed that we are currently on the allocation list for a 2025 model. If sufficient inventory becomes available, we will receive a vehicle this year. However, if there are not enough 2025 units allocated, we will be moved to the 2026 model year. Either way, the price is locked at \$54,250.00, and that price will be honored whether we get the vehicle in 2025 or 2026. Erika will check in with Kevin monthly and provide updates as they come in.
6. Election of Vice Chairman: Chairman Lewis stated that the Board would now address the election of a Vice Chairman.

Commissioner Martino made a motion, seconded by Commissioner Lewis, to nominate and elect Commissioner Martin to the position of Vice Chairman of the Board of Fire Commissioners of the Endwell Fire District, effective immediately, to serve until the next annual organizational meeting. All in favor, aye; motion carried.

7. Fire Commissioner Committee Assignments: Motion by Commissioner Martino, seconded by Commissioner, to approve the Fire Commissioner Committee Assignments as follows.

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

All in favor, aye; motion carried.

New Business:

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

Vouchers #25_07-001 to #25_07-049, including payroll and Debt Service interest payments totaling \$233,321.05.

Supplemental List: Vouchers #25_08-001 to 25_08-014, totaling \$9,824.51.

All in favor, aye; motion carried.

2. Line Transfers: No line transfers have been submitted.
3. Buildings & Grounds:
 - a. Ductless Units - Officers' Office, SCBA Office, and bathroom on the apparatus floor: Air Temp was onsite on July 09, 2025, and the units are nearing the end of their lifespan. They were installed sometime in the early 2000s. They cannot get a new compressor, and the current one alone cannot support the units. It runs for 15 minutes before tripping the breaker. The service technician had a sales rep meet him on-site and stated that a rough estimate for three units and a new compressor would be around \$40,000.00. Erika is working on getting price quotes to replace the three units.
4. Chief's Report: Motion by Commissioner Martino, seconded by Commissioner Martin, to accept the Chief's Report. All in favor, aye; motion carried.

Dear Commissioners,

Thank you to all the members who participated in the recent calls and assisted with the 4th of July Work Details, which included the Visions 4th Run, Chicken BBQ, and the Fireworks Detail at Highland Park. Your dedication and

teamwork are greatly appreciated.

A sign-up sheet has been posted on the radio room window, and crews have been established to assist with the National Night Out Detail, which will take place on August 5th from 4:30 pm to 7:30 pm at Endwell United Church. This event brings together multiple emergency service agencies to interact with the public.

In the process of acquiring gear for members. Turnout gear was delivered. A minor pocket change was needed, and the gear needed to be sent back out for correction. We expect it back within 2 weeks to be distributed to members. Medical equipment, Pagers, AEDs, and swiftwater rescue equipment have been ordered, and the gear is in the process of being inventoried and assigned to vehicles. Another round of pagers has been sent out for repair. We are currently investigating new safety lights for the fire police division to be used on active scenes. The new SCBA bottles are in and will be inventoried and placed in service. The gear washer has been set up with the proper soap to clean your Turnout Gear. Although some changes to the system may still be made, the washer is currently in service for members to clean their gear.

Currently working on streamlining some SOGs regarding driver training, along with continuing to inventory new equipment and updating the inventory of current equipment that we have.

The new tracking system for the three stations is still in progress, and we are working to complete the next phase, which will include a train-the-trainer session.

The completion of the new Engine has been pushed back to the beginning of April next year.

Construction on the new apartment complex is ongoing. When I hear back from the contractor regarding pre-plans, I will notify the membership. A Knox box system will be installed at the location.

Action and training photos have been uploaded to the department website.

Thank you to all the members who attended the training from the Broome County Fire Investigation Team.

Appreciative that the members are using IAR for notifications of apparatus OOS and when apparatus are out for Driver Training, please continue to do so.

A reminder that when members are at the station for non-related calls or training, please park behind the station.

Thank you to the Team Members who assisted with the recent water rescue situation in Tioga County and to those who followed the Incident Command Structure during large-scale incidents.

Currently using Car 31A for transportation.

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

Date	Vendor	Description	PO Number	Cost
6/20/25	After-Hour Tires	2015 Chevy Tahoe Inspection		\$132.56
6/30/25	O.L. Davis Fire Company	Reimbursement Food Pierce Ave Fire		\$50.97
6/30/25	Fire-End Croker	12 Sets Turnout Gear	24149	\$66,073.20
6/30/25	Jerome Fire Equipment	Hydra-Ram Repairs	24182	\$672.97
7/4/25	WEX – Bank	Fuel Purchases		\$181.98
7/4/25	Burr Truck	NYS Heavy Duty Inspection & Repairs for E31-1	24314	\$355.79
7/4/25	Burr Truck	NYS Heavy Duty Inspections for E31-2; E31-3; Q31, R31, T31	24314	\$100.00
7/9/25	AAA-ABC Fire Extinguishers	Maintenance Fire Extinguishers	24313	\$120.00
7/11/25	Alert-All Corp	Fire Prevention Supplies	24282	\$468.00
7/16/25	Mirabito	Diesel Fuel		\$630.18

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

The following maintenance was completed since the last board meeting:

- Engine 31-1 NYS inspection completed
- Engine 31-2 NYS inspection completed
- Engine 31-3 NYS inspection completed
- Quint 31 NYS inspection completed
- Tower 31 NYS inspection completed
- Brush 31 Oil Change
- Utility 31-3 Oil Change / NYS Inspection completed

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

Dear Board of Fire Commissioners,

Special Ops Training

- F.A.S.T Training - 6/29/2025
- Mutual Aid Water Rescue Training – 7/20/2025

Upcoming Special Ops Training

- Water Rescue Training- 8/15/2025

Outside Trainings

- I.S 800.d
- NYS-Rope Rescue – Operations Level
- NYS-Non-Motorized Boat Operator Specialist
- NYS-Surface Water Rescue
- Various Online Trainings

Upcoming Fire Trainings In July and August

- 7/21 – Ropes and Knots (Low Angle)
- 7/28 – SCBA Confidence (Kickball)
- 8/04 – Vestal Training Site – Roof Operations
- 8/11 – Auto Extrication
- 8/18 – F.A.S.T Operations
- 8/25 – Tanker and Pond Operations

8. Fire Company Report(s):

- a. Approval of Election for Fire Chief and Fire Police Captain in Endwell Fire District: Motion by Commissioner Martin, seconded by Commissioner Martino, to accept Matthew Grafton, who was elected by the members of the O.L. Davis Fire Company at their regular meeting held on July 17, 2025, to the position of Fire Chief of the Endwell Fire District, effective immediately, in accordance with New York State Town Law § 176-a. All in favor, aye; motion carried.

Motion by Commissioner Martin, seconded by Commissioner Martino, to officially recognize Ronald Materese's election as Fire Police Captain by the members of the O.L. Davis Fire Company at their regular meeting held on July 17, 2025. All in favor, aye; motion carried.

- b. Motion by Commissioner Martin, seconded by Commissioner Martino, to approve the removal of Ryan Ferraro from the active membership rolls of the O.L. Davis Fire Company, as requested by the fire company for failure to meet the time requirements outlined in the fire company's bylaws for two consecutive six-month periods. All in favor, aye; motion carried.

- c. Motion by Commissioner Martin, seconded by Commissioner Martino, to approve placing the following members of the O.L. Davis Fire Company on probationary status for the six-month period of July through December 2025, due to failure to meet the required participation time for the period of January through June 2025, as requested by the fire company and in accordance with its bylaws.

Randy Beck
Lisberto Calvo-Garcia
Alex Chadwick
James Fleming
Richard Healander
Jordan Kane

Ismael Konate
Christopher Lee
Thomas Ravener
Daniel Totten
Reilly Wheeler

All in favor, aye; motion carried.

9. O.L. Davis Fire Company Newsletter: Commissioner Lewis reminded everyone that Alice Fiacco, the fire company secretary, is working on the monthly newsletter and asked for ideas.
10. Motion by Commissioner Martino, seconded by Commissioner Martin, to adopt a Grievance Policy for the Endwell Fire District, effective immediately. All in favor, aye; motion carried.

Grievance Policy

Section 1: Purpose

This policy establishes a formal procedure for addressing grievances within the Endwell Fire District, ensuring Fair resolution, operational efficiency, and compliance with New York State laws. It aims to prevent abuse of the grievance process by discouraging false or trivial complaints through a structured review process overseen by a dedicated Grievance Review Committee, while addressing legitimate complaints which undermine the department's mission and public safety.

Section 2: Definitions:

- A. **Grievant:** An individual filing a grievance.
- B. **Grievance Review Committee (GRC):** A committee appointed by the Board of Fire Commissioners to evaluate and resolve grievances.
- C. **Grievance:** A formal complaint regarding an action, omission, or policy within the fire district believed to be unjust, unfair, or in violation of laws or bylaws.
- D. **False or Trivial Complaint:** A grievance submitted with knowingly false information, malicious intent, or lacking substantial merit (e.g., repetitive complaints about minor issues with no operational impact).

Section 3: Applicability:

This grievance policy applies to all members of the Endwell Fire District, including volunteer firefighters, fire officers, paid personnel, and the Board of Fire Commissioners. The provisions of this grievance policy shall apply in addition to all laws, all rules or regulations, and policies and procedures of the Board of Fire Commissioners.

Grievance types may include:

- Disputes over operational decisions.
- Allegations of misconduct, discrimination, or policy violations.
- Retaliation complaints.

Section 4: Grievance Review Committee GRC:

- A. *There is hereby established a Grievance Review Committee and a Grievance Policy for the Fire District. The members of the GRC shall be appointed by the Board of Fire Commissioners, serve at the pleasure of the Board of Fire Commissioners, and receive no salary or compensation for their services as members of the Grievance Review Committee.*
- B. *The GRC may make recommendations concerning the drafting and adoption of the grievance policy or amendments thereto upon the request of the Board of Fire Commissioners.*
 - a. **Composition:** The GRC consists of five members to be appointed annually by the Board or Fire

Commissioners, including:

- i. One Fire Department Member with at least 20 years of service (serving as chairperson)*
 - ii. One Fire Company Trustee*
 - iii. One Volunteer Firefighter with at least 5 years of service*
 - iv. Two External People (e.g., a municipal official, a lawyer, a general community member) who reside in the Fire District.*
 - v. One Commissioner (is not a member, but acts as an advisor to the GRC)*
- b. **Eligibility:** Members must have no direct involvement in the grievance and disclose any conflicts of interest.*
- c. **Role:** The GRC reviews grievances, determines their validity, conducts investigations, and may render advisory opinions to the appropriate governing body, i.e., Fire Company Officers or the Board of Fire Commissioners. All final decisions are determined by the governing body.*

Section 5: Procedure:

- 1. Informal Resolution**
 - *Grievant shall attempt to resolve issues informally with the involved party (and their supervisor) within 7 calendar days. This must be documented.*
 - *If unresolved, the grievant may file a formal grievance.*
- 2. Filing a Formal Grievance**
 - *Submission: Submit a written grievance to the GRC within 30 calendar days of the incident or awareness of the issue. In some circumstances, a longer time frame may be considered for a grievance to be approved by the advising commissioner.*
 - *Content: The grievance must include:*
 - *Grievant name, address, and contact information*
 - *Detailed description of the incident, including dates and parties involved*
 - *Supporting evidence (e.g., emails, witness statements).*
 - *Format: Submit via email or in person to the GRC Chairman.*
 - *Acknowledgment: The GRC Chairman will confirm receipt within 5 business days.*
- 3. Initial Review by Grievance Review Committee**
 - *Screening for Validity: Within 14 calendar days, the GRC will assess whether the grievance is:*
 - *Valid: Raises a legitimate concern with evidence of impact on operations, safety, or compliance.*
 - *Potentially False or Trivial: Lacks evidence, contains knowingly false claims, second-hand information, or addresses minor issues with no significant impact (e.g., repetitive complaints about non-critical matters; shall be tracked).*
 - *Investigation of Valid Grievances: For valid grievances, the GRC will:*
 - *Interview the grievant, involved parties, and witnesses.*
 - *Request additional documentation as needed.*
 - *Complete the investigation within 30 calendar days, unless extended by the Board of Fire Commissioners advisor.*

Section 6: Confidentiality

To ensure fairness, protect privacy, and maintain the integrity of the grievance process, all parties involved in a grievance, including members of the Grievance Committee, the complainant, respondents, and witnesses, shall adhere to the following confidentiality requirements:

- 1. Confidentiality Obligation:** *All grievance proceedings, including hearings, documents (e.g., written statements), and discussions, are confidential. Committee members, parties to the grievance, and witnesses shall not disclose any information related to the grievance to unauthorized individuals, except as required by law or with explicit permission from the Board of Fire Commissioners.*
- 2. Scope of Confidentiality:** *Confidential information includes, but is not limited to, the complainant's identity, allegations, witness statements, and committee recommendations. This applies to all stages of the grievance process, from filing to resolution.*
- 3. Permitted Disclosures:** *Information may be shared only with:*
 - *The Grievance Committee, Board of Fire Commissioners, Fire Company, President, or Fire Chief for official proceedings.*
 - *Fire District and/or Fire Company lawyers, or legal authorities, if required.*

- *A neutral mediator or legal counsel, if approved by the Board of Fire Commissioners.*
- 4. ***Protection Against Retaliation:*** *Disclosure of confidential information to unauthorized parties may result in disciplinary action. Confidentiality protects all parties from retaliation, reputational harm, or undue influence. This statement ensures compliance with New York State regulations and protects the rights of all parties, maintaining trust within the Endwell Fire Department.*

Section 7: Recordkeeping

- *All grievances, investigations, and decisions will be retained by the Fire District for at least three years, per New York State Archives LGS-1 Schedule.*
- *Records will remain confidential, accessible only to authorized personnel (Board of Fire Commissioners (GRC) or as required by law.*

Section 8: Effective Date

This policy was adopted on July 23, 2025.

By order of the Board of Fire Commissioners, Endwell Fire District.

Motion by Commissioner Martin, seconded by Commissioner Martino, to appoint the following individuals to the Grievance Review Committee for the Endwell Fire District:

Thomas "Tom" Kutz - Chairman
Dennis "Denny" Sullivan – Fire Company Trustee
Muhammed Mujcic – Volunteer Firefighter
Arnold "Arnie" Iles – Resident of the District
Russell "Russ" Livermore – Resident of the District
Commissioner Jeffrey Martin - Non-Voting Advisor

All in favor, aye; motion carried.

11. Motion by Commissioner Martino, seconded by Commissioner Martin, to adopt the revised Parking Policy for the Endwell Fire District with the following corrections.

Remove the sentence: "Employees shall park behind Station#1 unless their business will take 15 minutes or less."

Edit the sentence:

From: "If a member discovers that vehicles not belonging to members are parked in reserved fire department areas or in front of the bay doors. In that case, the member should immediately contact the Fire Chief to correct the situation."

To: "If a member discovers that vehicles not belonging to members are parked in reserved fire department areas or in front of the bay doors, the member should immediately contact the Fire Chief to correct the situation."

All in favor, aye; motion carried.

12. Commissioner Martin wanted to make a motion regarding lawyer contact. He suggested that the Board be notified before contacting the lawyer, and that at least three commissioners' approval is required prior to making contact, which the District is responsible for. Commissioner Martino seconded the motion.

Commissioner Lewis abstained.

Fire District Secretary Erika Pereira raised a concern, stating that the proposed requirement may conflict with her duties and could impede her ability to ensure the District remains in legal

compliance. She explained that recent changes to procedure now include the Board in all legal correspondence from the beginning of the process, ensuring transparency and consistent updates, rather than only receiving final summaries.

Commissioner Martino acknowledged Fire District Secretary Erika Pereira's concerns but noted that there have been past instances where the Board was unaware of legal inquiries until they were raised in a public meeting, which left the Board unprepared.

Fire District Secretary Pereira reiterated that, since that incident, the Board has been copied on all correspondence to legal counsel.

Following more discussion, the motion was tabled for further consideration.

13. Next Budget Work Session is scheduled for Wednesday, August 13, 2025, at 6:00 pm at the Endwell Fire District, located at 3508 Country Club Road, Endwell, New York.

Hearing of Visitor(s): Volunteer Firefighter Thomas Ravener wanted to thank the fire company, the board of fire commissioners, and everyone else involved for their well-wishes and for welcoming him back from his recent health scare. He shared that he firmly believes the required yearly physical provided by the Fire District probably played a key role in saving his life. He would like everyone to take full advantage of the annual physicals offered.

He also acknowledged and accepted the reasons for being placed on probation, stating that he had personal matters to address. He expressed his understanding of the rules and regulations governing such decisions.

Volunteer Firefighter Ravener then asked whether there is a formal chain of command or process for reporting general issues, clarifying that his question did not pertain to personnel matters but could if needed. He stated he has never seen any documentation outlining the proper steps for reporting concerns. He emphasized the need for clear guidance on how to raise issues that may involve possible violations of federal or state regulations, the District's own rules and regulations, or the Fire Company bylaws, and asked:

- Who determines whether an issue rises to that level?
- What is the formal process for following up on such concerns?

He requested that a formal, written procedure be created and made accessible to members.

Commissioner Martino thanked Volunteer Firefighter Thomas Ravener for his comments and assured him they will work on something.

Assistant Chief Jacob Polovchak commented that he does not feel Volunteer Firefighter Thomas Ravener should be on probation, and suggested that either the Fire Company or the District should further review the situation.

Commissioner Martino responded that discussions are being held regarding the matter.

2nd Vice President Gil Martino also confirmed that discussions are being held, and he has been in contact with Fire Company Trustee Denny Sullivan regarding the matter.

Correspondence(s): Fire District Affairs for June 2025 – July 2025 were handed out.

Commissioner Lewis called for an executive session at 7:26 p.m. to discuss personnel matters.

Motion by Commissioner Lewis, seconded by Commissioner Martin, is to exit executive session and return to the regular session at 8:10 p.m., with no action taken. All in favor, aye; motion carried.

Motion by Commissioner Martin, seconded by Commissioner Martino, to adjourn the meeting at 8:10 p.m. All in favor, aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully submitted,



Erika Pereira

Fire District Secretary