

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
AUGUST 27, 2025**

Members:

Michael Lewis, Chairman
Susan Martino
Matthew Cook
Gary Leighton

Others Present:

Alison Senft, District Deputy Treasurer
Jennifer Loup, District Treasurer
Erika Pereira, District Secretary
Matthew Grafton, 1st Assistant Chief
Gregg Cook, Fire Company Trustee
James Arnold
Michelle Pandich, 1st Vice President of Fire Company
Robert Brady, President of the Fire Company
William Frantz, Captain
Robert Congdon, 2nd Assistant Chief
Dennis Sullivan, Fire Company Trustee
Matthew Cargill, Lieutenant
Thomas Kutz

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.

The minutes of the July 23, 2025, meeting and the budget work session held on August 13, 2025, were distributed to the Board. Motion by Commissioner Martino, seconded by Commissioner Cook, to approve the minutes as submitted. All in favor, aye; motion carried.

TREASURER'S REPORT: Motion by Commissioner Leighton, 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: HUNT Engineers provided a quote of \$12,480.00. Delta submitted a proposal in the amount of \$6,300.00 to update their assessment of Station 3.

Motion by Commissioner Martino, seconded by Commissioner Cook, to proceed with both HUNT Engineers and Delta to provide professional architectural and engineering services for the facility condition assessment for Station 3. All in favor, aye; motion carried.

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.

Erika Pereira will contact Nuflorz, the original flooring installation company, to use the same materials.

5. **New Chief's Vehicle:** The Tahoe is scheduled to be built the week of October 13, 2025.
6. **Station 3 Fence:** Kevin Normile submitted an updated price quote for repairs to the fence. Commissioner Martino stated that after a discussion with Station 3 members, it was decided to remove the fence altogether rather than repair it. The ground is unstable, causing the fence to fail. Spending over \$6,000.00 on a repair that would likely fail again was a poor use of funds. The removal will be completed by the membership.

7. **Ductless Units - Officers' Office, SCBA Office, and bathroom on the apparatus floor:** Proposals were received from Air Temp, Fancher, and Postler & Jaeckle.

Air Temp - \$24,864.00

Fancher - \$15,800.00

Postler & Jaeckle - \$17,800.00

We are still waiting for proposals from Chris Bodek of Bodek Inc., Chris with Petcosky, and Cody from Evans Plumbing.

The Board would like Commissioner Jeffrey Martin to review all the proposals in detail and provide his recommendation on which vendor to select.

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_08-001 to #25_08-068, including payroll and Debt Service interest payments totaling \$70,363.68.

Supplemental List: Vouchers #25_09-001 to 25_09-009, totaling \$2,110.08.

All in favor, aye; motion carried.

2. **Line Transfers:** Motion by Commissioner Leighton, seconded by Commissioner Martino, to approve the line transfer submitted. All in favor, aye; motion carried.

3. **Buildings & Grounds:**

- a. Motion by Commissioner Cook, seconded by Commissioner Leighton, to purchase six runners to replace the building's current ones that are worn and tattered in the amount of \$1,387.00 from Riley Maintenance Systems. All in favor, aye; motion carried.
 - b. Flooring & Painting – Chief and Assistant Chief Office and SCBA Room: Mark Woodruff from Rug Fair Commercial & Industrial Inc. dropped off books to review flooring options. We can select three options for each, and he can order full-size samples for us to examine. Once we decide on the flooring, he will provide a price quote.

Jeff Rosenkrans from Jeff's Painting will be coming out tomorrow to assess the rooms and provide a price quote for painting all three rooms.
 - c. Community Room Chairs and Chair Cart: Rob Brady will send over his information to the Board for their review.
 - d. Community Room Tableware and Cutlery: Rob Brady will send over his information to the Board for their review.
4. Community Room Request: Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the community room use requests, with the condition that no live animals are permitted on site. All in favor, aye; motion carried.

Date	Times	Requested by	Use	Cost	Comments
09-28-2025	10:00 am – 5:00 pm	Geri Harris	Children's Birthday Party	\$200 Security Deposit	Member
10-04-2025	All Day	Sheronda Patnode	Children's Birthday Party	\$200 Security Deposit	Member
11-12-2025	5:00 pm – 9:00 pm	Joseph Temple	Children's Birthday Party	\$200 Security Deposit	Member
12-12-2025	All Day	Cheryl Grafton	NYSP Children's Christmas Party	\$200 Security Deposit	Member

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

Dear Commissioners,

Thank you to all the members who took part in the National Night Out Detail and the 5K walk-run. I have received positive feedback about the department's assistance and preparations for the unfortunate passing of Mickey Bush, including details regarding the trucks for the procession, honor guard, and pallbearers.

New gear has been returned and issued to members.

Due to the Twist Run Water tank being out of service, which is affecting the hydrant system in the northern part of our district, we have made some changes to the run card. The following departments are on standby at their respective stations for automatic alarms: East Maine with a pumper tanker, Union Center with a tanker, Vestal with a tanker and an engine. Any initial report of a house fire or building fire will prompt mutual aid departments to respond to the scene. If, upon arrival, there is no need for those resources, please stand them down. There is still the option of leasing Maine's tanker once its new one is in place, although it has experienced a minor setback. Station 3 members are reminded to respond with Engine 31-3 as the first due unit in the northern part of the district for any house or building alarms, reports of a structure fire, or potential water needs. The water tank is scheduled to be out of service until the end of October.

We conducted our first online training session for the new tracking system across the three stations. Members will now be able to sign in for calls, trainings, and other functions.

The delivery of the new engine has been postponed to early April next year.

Construction on the new apartment complex is ongoing. As soon as I hear back from the contractor, I will arrange walkthroughs so members can review pre-plans and understand the layout of the facility.

Currently using Car 31A for transportation.

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

Date	Vendor	Description	PO Number	Cost
7/23/25	M & T Bank	Amazon -EMS Supplies	24326	\$510.90
7/31/25	Mid-Atlantic Rescue Systems	Water Rescue Helmets	24309	\$2,233.50
8/4/25	Pack & Mail	Shipping Dry Suits for Repairs		\$182.57
8/4/25	Wright Express	Fuel Purchases		\$4.70
8/7/25	Jerome Fire Equipment	SCBA Compressor		\$270.00
8/9/25	M & T Bank	Amazon High Temp Tape	24364	\$29.67
8/9/25	Tolls by Mails	E-ZPass Tolls		\$5.25
8/11/25	Town of Union	Gasoline		\$612.97
8/11/25	Battery World	Batteries for Air Packs		\$206.64
8/18/25	Mirabito Energy Products	Diesel Fuel		\$218.26
8/24/25	Vestal Fire District	Annual Lease Agreement 2025	24400	\$800.00
8/26/25	AutoZone	Duralast Battery for UTV		\$117.41

Motion by Commissioner Cook, seconded by Commissioner Martino, to remove the following items from inventory. All in favor, aye; motion carried.

Defibrillator: S006351

Fire Police Helmet: S006293; S006295; S007699; S006294; S006297; S005942

Helmets: S004406; S004407; S004409; S004410; S004411; S004412; S004413; S005280; S005281; S005282; S005283; S005284; S005285; S005287

Work Vest: S004551; S004553

Safety Vests: S008617; S008632; S008633; S010295; S008637; S010269

Firefighter Helmet: S006511; S008213

Honeywell Helmet: S008344

Cairns 1010 Helmet: S006552

Survivor Streamlight: S008628; S007610

Pager Station: S006155

GPS w charger & stand: S006547

Maglite: S002729; S004863

Nightstick Flashlight: S007597

Ladder Belt: S005963; S003848; S004844

Hurtz Hydraulic Tool Attachments: S001920

Boots: 26096; 25227; 4949; 24385

Coats: 25157; 25187; 25127; 25125; 25159; 25189; 26073; 26061; 26049; 26053; 25107; 26106

Pants: 27076; 25176; 25156; 26058; 25158; 26047; 25184; 25170; 10279; 10416; 26060; 25154; 25134; 25138; 25194; 25116; 26095; 26117; 25162; 25130; 25114; 25196; 26074; 8440; 26052; 25117; 25160; 25172

Vehicle Usage Report

Starting Mileage - 7191

Ending Mileage - 7810

Miles Driven - 619

Fuel Used - 42.91 gallons

Fuel FILL UP - 2

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

The following maintenance was completed since the last board meeting:

- Engine 31-1 PM in progress
- Engine 31-2 PM in progress
- Engine 31-3 PM in progress
- Rescue 31 PM in progress
- Quint 31 PM in progress
- Tower 31 PM in progress
- UTV Repairs Complete
- Boats One OOS air leak in progress

Mileage Report: Car 31B

Start: 21,527

End: 21,648

Total: 121 miles

Fill ups: 1

Gallons: 23.73

8. 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

- Water Rescue Training – 8/15

Upcoming Special Ops Training

- Water Rescue Training (Battalion 3) – 9/14

Upcoming Fire Trainings

- 9/1 – Labor Day
- 9/8 – Fire Extinguishers
- 9/15 – Hose Line Operations
- 9/22 – Bailouts/Documentation
- 9/29 – Saws and Cutting Tools
- 9/TBD – Advanced Auto Extrication (Saturday Training)
- 10/6 – Live Burn – Roof Operations

Vehicle Usage Report

Start Mileage - 17,903

End Mileage - 18,145

Total - 242 Miles

Fuel - 7/30/25 - 17 Gallons

9. Fire Company Report(s):

- a. Motion by Commissioner Martino, seconded by Commissioner Leighton, to accept Esdras Zamor as a new member of the O.L. Davis Fire Company, contingent upon the successful completion of the required physical examination, pursuant to Town Law §176(11). All in favor, aye; motion carried.
- b. Motion by Commissioner Martino, seconded by Commissioner Cook, to accept the

resignations of Ellen Hayes and Alexa Chadwick from membership in the O.L. Davis Fire Company, effective immediately. All in favor, aye; motion carried.

- c. The Board of Fire Commissioners recognizes the honorable service of Jacquelyn Savage in the United States Marines and grants her a military leave of absence from the O.L. Davis Fire Company until further notice, consistent with State and Federal law.

- d. Motion by Commissioner Leighton, seconded by Commissioner Cook:

Resolved, that the Board of Fire Commissioners approves the election of the following officers as submitted by the O.L. Davis Fire Company in its report dated August 25, 2025, pursuant to New York Town Law §176:

Robert Congdon, 1st Assistant Chief (31A)

William Frantz, 2nd Assistant Chief (31B)

Roll Call Vote:

Commissioner Michael Lewis: Yes

Commissioner Matthew Cook: No

Commissioner Leighton: Yes

Commissioner Susan Martino: Abstain

Commissioner Jeffrey Martin: Not Present

Result: Passed

Motion carried.

10. 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.

Erika Pereira will have the updated Grievance policy placed in the upcoming newsletter.

11. Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the donations received from the Endwell League of Community Action in the amount of \$300.00 and from Philip Knapp in the amount of \$100.00. All in favor, aye; motion carried.

12. Endwell Family Physicians: Motion by Commissioner Cook, seconded by Commissioner Leighton, to permit Endwell Family Physicians to record a video of the office staff in the back parking lot near the trees and their office on August 28, 2025.

13. 2026 Budget: A draft of the 2026 Budget was handed out for review. The District still had not received the 2025-2026 assessed valuations and our estimated PILOT amount. Once those numbers are received, the budget can be reviewed again and approved at the next board meeting.

Motion by Commissioner Martino, seconded by Commissioner Cook, to schedule the 2026 Budget Hearing on Wednesday, October 22, 2025, at 6:30 pm, followed by the October Monthly Board Meeting. All in favor, aye; motion carried.

The work session will begin at 6:00 pm

Budget Hearing at 6:30 pm

The Monthly Meeting will follow directly after the Budget Hearing.

14. 2024 Audited Financial Statements: The Fire Commissioners were given a copy of the completed 2024 financial statement. Motion by Commissioner Martino, seconded by Commissioner Leighton, to approve the audit. All in favor, aye; motion carried.
15. Bond Disclosure Statement: The Fire Commissioners were given a copy of the completed Bond Disclosure Statement. Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the disclosure statement. All in favor, aye; motion carried.
16. Motion by Commissioner Martino, seconded by Commissioner Leighton, to adopt the revised grievance policy for the Endwell Fire District. All in favor, aye; motion carried.

Hearing of Visitor(s): Chief Matt Grafton spoke about the Truck or Treat event, which will fall on a Friday this year.

Lieutenant Matthew Cargill reported that the air compressor for the trucks is still tripping the breaker. Erika Pereira will contact Evan's Mechanical to have them come out and identify the cause of the trip again. The breaker was replaced with one of higher amperage.

Correspondence(s): The Pinsky Law Group announces: Board of Director & Executive Officer Training for Emergency Service Leaders flyer were handed out.

Commissioner Lewis called for an executive session at 7:30 p.m. to discuss personnel grievance review, as per Chairman Thomas Kutz of the Grievance Review Committee.

Motion by Commissioner Lewis, seconded by Commissioner Martino, is to exit executive session and return to the regular session at 8:23 p.m., with no action taken. All in favor, aye; motion carried.

Commissioner Martino stated that the Board of Fire Commissioners appointed Robert Brady as the Facility Support Technician, effective August 27, 2025, at an hourly rate of \$20.00 per hour, not to exceed 10 hours per week. The position shall be part-time and shall not include vacation, holidays, personal leave, or sick days.

There being no further business, motion by Commissioner Cook, seconded by Commissioner Leighton, to adjourn the meeting at 8:30 p.m. All in favor, aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully submitted,



Erika Pereira
Fire District Secretary
Board of Fire Commissioners
Endwell Fire District