

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
SEPTEMBER 24, 2025**

Members:

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

Others Present:

Erika Pereira, District Secretary
Gregg Cook, Fire Company Trustee
James Arnold
Jennifer Loup, District Treasurer
Joseph Monforte
Matthew Grafton, Fire Chief
Michelle Pandich, Fire Company 1st Vice President
Robert Brady, Fire Company President
Robert Congdon, 1st Assistant Chief

A work session of the Endwell Fire District Board of Fire Commissioners was called to order at 6:15 p.m. by Commissioner Lewis.

The Board presented Joseph Monforte with his 50-year service award in recognition of his dedicated service to the Endwell Fire District.

Agenda items were reviewed, and 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 from the August 27, 2025, meeting were distributed to the Board. Motion by Commissioner Martino, seconded by Commissioner Martin, to approve the minutes as submitted. All in favor, 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 as presented. All in favor, aye; motion carried.

Unfinished Business:

1. Station 3 Project: The HUNT Engineers' contract was signed and sent. Delta Engineer contract to follow.
2. New Apparatus—Engine: Currently on the production line and is scheduled to arrive in April 2026.
3. Apparatus Floor: Commissioner Cook and Commissioner Martin will visit the Afton Fire Department to inspect the floor installed by Doski Concrete Coatings at 7:45 am on September 25. Project planned for 2026.

4. **New Chief's Vehicle:** The Tahoe is still scheduled to be built during the week of October 13, 2025, and the vehicle will be a 2026 model.

Chief Grafton received a quote from Bush Electronics for lights, sirens, a command cabinet, and graphics for the new chief vehicle. The cost would be \$20,140.00.

5. **Ductless Units - Officers' Office, SCBA Office, and Apparatus Floor Bathroom**

Proposals were received for the installation of ductless units in the Officers' Office, SCBA Office, and apparatus floor bathroom.

Evan's Plumbing

- Mitsubishi Electric units with new lines – \$13,900.00
- Mitsubishi Electric units using existing lines – \$12,500.00

Air Temp - \$24,864.00

Fancher - \$15,800.00

Postler & Jaekle - \$17,800.00

Chris Bodek of Bodek Inc. and Chris with Petcosky did not submit proposals.

Motion by Commissioner Cook, seconded by Commissioner Martin, to award Evan's Plumbing the contract for the Mitsubishi Electric units with new lines at a cost of \$13,900.00. All in favor, aye; motion carried.

6. **Parking Lot Maintenance for All Three Stations:** Chris Martinichio stopped by the office and recommended postponing the project at all three stations until spring due to dropping temperatures, which could compromise the quality and coloring of the micro surface treatment. Suit-Kote has assured the District that the work will be scheduled as one of the first projects next season.
7. **Adopt the proposed budget for 2026:** Motion by Commissioner Martin, second by Commissioner Leighton, to approve the proposed 2026 budget of \$1,447,770.00, with \$1,407,749.94 to be raised by taxes. All in favor, aye; motion carried.

RESOLUTION TO ADOPT THE PROPOSED 2026 BUDGET

ENDWELL FIRE DISTRICT

TOWN OF UNION, BROOME COUNTY, NEW YORK

WHEREAS, the Board of Fire Commissioners of the Endwell Fire District has prepared a proposed budget for the fiscal year beginning January 1, 2026, and ending December 31, 2026; and

WHEREAS, in accordance with Section 181 of the Town Law, the Board of Fire Commissioners must adopt a proposed budget at least twenty-one (21) days prior to the Annual Budget Hearing, to make the budget available for public inspection; and

WHEREAS, the Annual Budget Hearing is scheduled for Wednesday, October 22, 2025, at 6:30 p.m. at the Endwell Fire District Headquarters, 3508 Country Club Road, Endwell, New York; and

WHEREAS, the Board has reviewed and discussed the proposed budget and determined it to be in the best interest of the Fire District and its taxpayers;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Fire Commissioners of the Endwell Fire District hereby adopts the Proposed 2026 Budget in the total amount of \$1,447,770.00, with \$1,407,749.94 to be raised by real property taxes, which is within the allowable 2% tax levy limit established by New York State; and

BE IT FURTHER RESOLVED, that the Secretary of the Fire District is directed to:

*Make the proposed budget available for public inspection at least five (5) days prior to the public hearing at both the Town Clerk's Office and the Fire District Office, and
Publish and post the Legal Notice of Public Hearing on the 2026 Budget in accordance with Town Law §181 and the Public Officers Law.*

8. Budget Hearing and October Board Meeting: The monthly meeting of the Board of Fire Commissioners scheduled for Wednesday, October 22, 2025, will include the Budget Hearing.

Topic: Budget Hearing & Board of Fire Commissioners Meeting - October 2025

Work Session: 6:00 pm – 6:30 pm

Budget Hearing: 6:30 pm – 6:45 pm (Hearing has to stay open for at least 15 minutes)

Board of Fire Commissioners Meeting immediately following the Budget Hearing.

9. Flooring & Painting – Chief and Assistant Chief Offices and SCBA Room: Mark Woodruff from Rug Fair Commercial & Industrial Inc. will provide a price quote for the Mannington Commercial Spacia Xpress Nordic Oak SS5W2550 for the Chief's office and the Assistant Chief's office. This flooring was used in the Board Room.

The SCBA room will probably have the apparatus floor extended into the room instead of replacing the flooring with something else. The Board will need to make a final decision.

Jeff Rosenkrans from Jeff's Painting provides a quote of \$2,600.00 to paint all three rooms.

Commissioner Martino would like to receive two additional quotes for the painting.

10. Community Room Chairs and Chair Cart: Rob Brady mentioned that the Board can postpone purchasing new chairs. He reviewed the chairs and noted that the community room is short a few because some were discarded. He would like the Board to purchase three new chair carts, as the current ones are falling apart. He will send his details about the chair cart to the Board for review.

Rob Brady mentioned that he would like the wooden case in the community room to be expanded so he can display the chief's photos, photos of past chiefs, the chief's plaques, and 50-year awards, making them visible to the community. He estimated the project to cost about \$10,000.00, but he does not yet have a firm estimate. He's happy to show the Board his plan. He suggests the Board consider including this expense in the budget.

11. Community Room Cutlery: Motion by Commissioner Martin, seconded by Commissioner Martino, to purchase cutlery for the community room not to exceed \$800.00. All in favor, aye; motion carried.

Rob Brady will send over his information on what he would like ordered.

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_09-001 to #25_09-055, including payroll and Debt Service interest payments

totaling \$44,616.80.

Supplemental List: Vouchers #25_10-001 to 25_10-013, totaling \$4,078.89.

All in favor, aye; motion carried.

2. Line Transfers: Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve submitted line transfers. All in favor, aye; motion carried.
3. Buildings & Grounds:
 - a. A serious safety and public health hazard was identified behind Station 2, where numerous discarded needles were found. Commissioner Martin to develop a security improvement plan, including lighting, cameras, signage, and paving options.
 - b. Rob Brady requests the Board to buy a new flag for the Tower. The flag is a 12 x 18-foot Annin Tough-Tex American Flag. The current flag is in poor condition, and he can no longer get it cleaned. Rob Brady also mentioned that a new scope for the ice machine is needed because the current ice scoop is broken. A motion was made by Commissioner Martin, seconded by Commissioner Martino, to purchase a new flag and scope with a budget not to exceed \$500.00. All in favor, aye; motion carried.
4. Approve Community Room Request(s): Motion by Commissioner Martino, second by Commissioner Leighton, to approve the request to use the community room. All in favor; motion carried.

Date	Times	Requested by	Use	Cost	Comments
10-05-2025	10:00 am – 12:00 pm	Geri Harris	Children's Birthday Party	\$200 Security Deposit	Member Original Date was September 28, 2025, from 10:00 am to 5:00 pm
11-22-2025	All Day	Erika Pereira	Surprise Birthday Party	\$200 Security Deposit \$200 Room Rental Fee \$100 Kitchen Rental Fee	Request to Waive the Rental Fees

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

A discussion was held about the OSHA training class required each year. It was decided that everyone will complete the online class this year, and an in-person class will be scheduled for early 2026. If a person cannot attend the in-person class, they will need to take the online version through ESIP.

Active members will have their gear pulled if they do not complete the training.

Inactive, auxiliary, and support members will have their building access suspended until they complete the training, and they will not be able to attend events.

Fire Chief Grafton stated he would also like to request permission to use an Engine for a prevention detail at Endwell United Methodist Church on Watson Blvd on a Tuesday or Thursday

next month.

Dear Board of Fire Commissioners,

I would like to begin by thanking all our members for their assistance with the recent 9/11 Memorial Service and the Department Memorial Service, as well as their continued dedication to responding to calls. Your efforts are greatly appreciated.

We have several upcoming events that the Department has been invited to participate in:

- *Broome County Sheriff's Child ID Program – Saturday, September 27, 2:00–5:00 p.m. at Wolfie's Ice Cream*
- *Union-Endicott Homecoming Parade – Saturday, October 4, 11:00 am on Washington Ave*
- *Vestal Fire Department Expo – Saturday, October 4*
- *Maine Endwell Homecoming Parade – Saturday, October 18*

Sign-up sheets for these events will be posted, and I encourage everyone to participate.

As a reminder, please continue to take Engine 3 as the first-due apparatus for calls in our northern district, where water supply may be needed, due to the hydrant system being out of service in that area.

We are also continuing our online training for the new RedNMX Fire Management Software, which will serve as the tracking system for all three stations. Updates will be shared as the rollout moves forward.

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

Board of Commissioners Endwell Fire District

I am currently gathering data referencing our current turnout gear and helmet situation. Although we purchased a large number of turnout gear items this fiscal year, we are still behind schedule. There have been some questions about the non-compliant gear and its use.

New York State is an OSHA state. OSHA 29 CFR 1910.156 outlines requirements for protective clothing for fire brigades (Fire Departments). Although OSHA sets the minimum requirements, NFPA 1971 establishes the standard for Protective Ensembles for Structural and Proximity Firefighting. OSHA allows the use of NFPA standards if they provide equal or better protection than the OSHA Standard.

With this information gathered, I have developed the following data for the Fire District (see the attached Excel Files). We currently have 16 Helmets in service that are out of date. We have 18 members who have expired turnout gear that is currently in use. The Department has 34 Turnout Coats in stock. Out of the 34, 12 could be categorized as interior. Furthermore, the Department has 27 pairs of Turnout pants in stock; 8 could be classified as interior. This data can be used to create a plan moving forward that is financially sound and effective, without compromising the protection afforded to firefighters. We currently have 69 Helmets in use, of which 63 are issued to members. Currently, we have 16 members with expired helmets.

Moving forward, I propose purchasing an additional eight (8) helmets for the 2025 budget year. This would allow members who are active exterior and interior to have the proper head protection requirements. Moving forward, the department should consider staggered equipment purchases, allowing for occasional minimal purchases. Additionally, this concept should be applied to the purchase of turnout gear. This would limit the large amount of stock that is useless and allow a turnover of equipment within reasonable time frames.

With the Chief's permission, I have initiated the process to secure pricing for the equipment for the new engine. I have received several quotes for Hoses, which I will share with the Chief to see what his wishes are moving forward. I asked for pricing on a 4-inch Double-Jacketed Cloth supply hose and the traditional rubber hose. Pricing has been relatively close to one another. The average price for 4-inch cloth is \$825.00, and Rubber is coming in around \$795.00. Some manufacturers are offering 10 10-year full warranty on the hose.

As of Thursday of last week, NYS OGS has awarded a new State Contract for Fire Fighter equipment. Suppliers are adjusting their pricing, and the PO noted below may be updated accordingly. I will update when I receive the new

pricing.

We have instituted a new format of tracking hoods and gloves. We are discovering members who have multiple items that have been considered as disposable goods. The tracking will prevent wasteful spending of these items and ensure greater accountability for the goods purchased by the Department.

The report highlights the need for equipment. Given the current cost of our equipment, making large bulk purchases or drawing on savings is unlikely to improve the department's outlook. With the Chief's permission, I have inquired with several local politicians for assistance. I have been working with Donna Lapardo's office and her Grant writer, Teresa Cortes Lee. In speaking with her, we have missed out on the Governor's assistance grant to fire departments. In turn, she suggested reaching out to several nonprofits in the area that would be a good source for assistance. Mrs. Lee requested some basic information similar to what I shared with you in my report. She has contacted several foundations, and we are awaiting word back to see if anyone will support us. Once I get a reply, I will share the information.

The following has been re-inventoried and returned to stock:

Turnout coat: S005450
Turnout pants: S005451
Brush fire coat: S008654
Brush fire pants: S008653.
Turnout boots: 25806
Fire police helmet: S01065

The following has been inventoried and disposed of

Fire helmet: S010073

Fire helmet: S008210

Fire helmet: S0 (Unknown final characters due to unreadability)

Current particle hood count: 8. We are working to ensure all members are compliant with the new Regulations.

The Following Purchase orders have been used, and the following equipment has been ordered.

PO Number:	Equipment:	Cost	Use
24450	Heart Start AEDs	\$3,260.56	For Chief's Cars to replace Units that have expired
24437	Helmet Fronts (5)	\$265.00	To update the Stock and fulfill the need
	Particulate Hoods (10)	\$1200.00	To update Stock
	Fire Helmets (3)	\$1439.00	New Stock to Start Replacement
	Turnout boots (1)	\$355.00	
	Total	\$3259.00	
24424	Vulcan Stream Lights (2)	\$446.00	Replace Chief Vehicle Lights
2440	Turn Out Gear	\$12,447.60	Update and replace the needed gear for members

7. Maintenance Division Report: Motion by Commissioner Martino, seconded by Commissioner Leighton, 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 complete
- Engine 31-2 PM in progress
- Engine 31-3 PM in progress
- Rescue31 PM complete
- Quint 31 PM complete, except for one gauge replacement
- Tower 31 PM postponed until October 5th
- Boats One OOS air leak in progress
- SCBA One pack OOS

Assistant Chief Congdon reported that Vander Molden is completing the Tower preventive maintenance (PMs) because the unit is still under warranty.

He further noted that the pump packing in Engine 3 is due for replacement next year and requested guidance from the Board regarding the future of the apparatus. If Engine 3 is expected to be sold or removed from service by September 2026, the maintenance budget will not include the pump packing, and only routine PMs will be completed as necessary.

Chairman Lewis directed the Fire Chief and Fire Officers to develop a disposal plan for Engine 2 and Engine 3, including an ISO rating impact analysis, and present it to the Board for review.

Commissioner Martin requested that Assistant Chief Congdon contact the Fire Chief of Harpursville to confirm whether their department remains interested in purchasing Engine 3.

Commissioner Martin also raised several maintenance concerns requiring attention:

- Two bottles require hydrostatic testing. Assistant Chief Congdon stated that if the vendor does not arrange pickup by the end of October, he will ship them directly at District expense.
- Commissioner Martin reported that the positive-pressure fan on the quint needs repair. Assistant Chief Congdon stated that Thomas Kutz had informed him that he had fixed the rheostat.
- Commissioner Martin inquired about the oil issue on the Quint. Assistant Chief Congdon advised that during PM service, technicians observed oil on the floor but could not confirm the source. It may have been a minor seal burp. The situation is being monitored to see if any more oil appears.
- Commissioner Martin asked about ongoing battery issues. Assistant Chief Congdon explained that battery leakage on the boards requires replacement, which MES performs by charging the board. One pack remains out of service, awaiting pickup. Each air pack's PASS alarm uses six AA batteries, and the voice hand unit uses three AAA batteries. Members are expected to assist with battery replacement to maintain functionality. Incomplete replacements cause premature failure and board replacement.
- Commissioner Martin asked if maintenance is currently being performed on Engine 3. Assistant Chief Congdon explained that Engine 3 is maintained to ensure it is safe to operate during calls. He mentioned receiving a text message from Gil, the pike pole holder on top of the cycle rack, which is broken. Assistant Chief Congdon clarified that the holder cannot be replaced separately, as the full lift would need replacing. He noted that the ladder rack lift is working and functional. He questioned whether, if the engine is to be sold in 2026, the Board should consider not spending money on replacing the entire lift just for one pike pole.

Commissioner Martino requested that a price quote for replacing the full lift be obtained for Board consideration.

- Commissioner Martin asked if all the trucks passed the pump tests. Assistant Chief Congdon confirmed that all the trucks passed, explaining that this was why the possibility of replacing the pump packings on Engine 3 was mentioned, and noting that the pump packings on the Quint will need to be replaced next year.
- Commissioner Martin inquired about responsibility for ensuring apparatus readiness after

maintenance. Assistant Chief Congdon stated that the returning personnel and the Truck Officer are responsible for post-service checks.

Commissioner Martin emphasized the need for accountability regarding apparatus fuel and water levels. He requested that mileage, fueling location, and water usage be recorded for every apparatus return. He noted that leaving vehicles with less than half a tank of water or fuel is unacceptable, and all apparatus must be fully serviced and ready before being placed back into service.

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

Dear Board of Fire Commissioners,

Special Ops Training

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

Upcoming Special Ops Training

- *Water Rescue Training (Battalion 3) – 10/TBD*

Currently in NYS Trainings

- *N/A*

Upcoming Fire Trainings

- *9/29 – Saws and Cutting Tools*
- *10/06 – Live Burn Vestal – Transitional Attack*
- *10/13 – Chimney Fires*
- *10/20 – Confined Space Awareness/Arson Awareness*
- *10/27 – Bailout Training*

Commissioner Martino raised questions regarding the live burn and bailout training requirements. She stated that four members currently need bailout training, and two members need live burns to complete their interior firefighter qualification and receive green tags. Commissioner Martino expressed concern that the lack of access to these trainings has delayed member certification. She requested that the Fire Officers and Training Officer explore possible collaboration with neighboring departments to conduct these trainings safely, as the District does not have sufficient participants to run them independently.

Additionally, Commissioner Martino requested that a resolution be developed to address the missing training elements preventing these members from being green-tagged and that a formal system be established to ensure similar issues do not occur in the future.

9. Fire Company Report(s):

- a. Motion by Commissioner Martin, seconded by Commissioner Martino, to accept the resignation of Gracie Viengkham from membership in the O.L. Davis Fire Company. All in favor, aye; motion carried.

10. O.L. Davis Fire Company Newsletter: Commissioner Lewis reminded everyone that Alice Fiocco, the fire company secretary, is working on the monthly newsletter and asked for ideas.

Newsletter items to include the flu clinic, meeting updates, and the budget hearing.

11. Motion by Commissioner Martino, seconded by Commissioner Cook, to accept the donation

received from B.C. Stitches in the amount of \$200.00. All in favor, aye; motion carried.

12. Motion by Commissioner Martin, seconded by Commissioner Cook, to approve the reimbursement of Kaitlyn's Leniek's medical copays related to her firefighter duty clearance in the amount of \$150.00. All in favor, aye; motion carried.
13. 2025 Truck or Treat Event: The Board of Fire Commissioners of the Endwell Fire District approves the request from the Truck or Treat Committee to hold the 10th Annual Truck or Treat event on Friday, October 31, 2025, from 6:00 p.m. to 8:00 p.m. at Station 1. Access to the apparatus floor will begin on Thursday, October 30, 2025, for decorating and setup. The board also authorizes the use of up to \$1,800.00 from the 2025 budget for the purchase of candy, snacks, and drinks as outlined in the committee's letter.
14. Flu Shot Clinic: Motion by Commissioner Martin, seconded by Commissioner Cook, to hold a flu clinic for members and their spouses on Monday, October 27, at 6:00 pm. All in favor, aye; motion carried.
15. Change November and December Monthly Meetings: Motion by Commissioner Martino, seconded by Commissioner Martin, to reschedule the meetings to November and December as follows:

The November meeting, originally scheduled for Wednesday, November 26, 2025, will be held on Tuesday, November 18, 2025, at 7:00 p.m. The work session will begin at 6:15 p.m.

The December meeting, originally scheduled for Wednesday, December 24, 2025, will be held on Thursday, December 18, 2025, at 7:00 p.m. The work session will begin at 6:15 p.m.

All in favor, aye; motion carried.
16. Fire District Election Process: The election process was distributed and reviewed for reference in preparation for the upcoming election.
17. Commissioner Martino requests that the lamresponding expiration tracking report be posted on the radio room door so everyone can see who is due for their physicals. District Secretary Erika Pereira will verify whether publicly posting this information complies with applicable laws and privacy requirements, as prior advice indicated the list should not be displayed.

Correspondence(s): Association of Fire Districts of the State of New York, August 2025 – September 2025, were distributed.

Hearing of Visitor(s): None

Motion by Commissioner Martin, seconded by Commissioner Cook, to adjourn the meeting at 7:45 p.m. All in favor, aye; motion carried.

As members were departing, Commissioner Martin requested to reopen the meeting to discuss an item.

Motion by Commissioner Martin, seconded by Commissioner Cook, to reopen the meeting at 7:49 pm.

Commissioner Martin proposed the removal of several cameras from the stations. He would like to have the cameras removed from the gym, training room, kitchen, company area, and all the radio rooms at each station. He cited privacy concerns, and some have no use for them.

Commissioner Lewis noted that this item required further discussion. The topic was tabled for future review.

There being no further business, motion by Commissioner Cook, seconded by Commissioner Martin, to adjourn the meeting at 7:51 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