

ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
November 18, 2025

Commissioners:

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

District Officials:

Alison Senft, District Deputy Treasurer
Erika Pereira, District Secretary
Jennifer Loup, District Treasurer
Matthew Grafton, Fire Chief

Guests / Visitors:

Cathrine Storm
Christopher Lee
Dennis Sullivan, Fire Company Trustee
Gil Martino, Fire Company 2nd Vice President
Jacob Polovchak, 3rd Assistant Chief
James Arnold
Michael Delvillano
Michelle Pandich, Fire Company 1st Vice President
Muhamed Mujcic
Robert Brady, Fire Company President
Robert Congdon, 1st Assistant Chief
Scott Costello
Thomas Kutz, Chairman, Grievance Committee
William Frantz, 2nd Assistant Chief

A work session of the Endwell Fire District Board of Fire Commissioners was called to order at 6:15 p.m. at Station #1, 3508 Country Club Road, Endwell, New York, by Commissioner Lewis.

Agenda items were reviewed, and the work session was closed at 7:00 p.m.

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

The minutes from the 2026 Budget Hearing, the October 22 meeting, and the special meeting held on November 06 were distributed to the Board. Motion by Commissioner Martin, seconded by Commissioner Leighton, to approve the minutes as submitted. All in favor, aye; motion carried.

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

Deputy Treasurer Alison Senft provided a brief summary of the capital reserve spreadsheet.

Unfinished Business:

1. Station 3 Project: No action at this time.
2. New Apparatus—Engine: On production line; expected April 2026. 2nd Assistant Chief William Frantz will put together numbers for outfitting the new engine with hoses and other equipment, which will

help determine how the funding will be handled, whether it will be from the D01 budget line or through the capital reserve or a combination of both.

3. Apparatus Floor: No action at this time.
4. New Chief's Vehicle: The new Tahoe has arrived at Cappellino Chevrolet and is awaiting inspection. Once the inspection is completed, drivers will be scheduled to pick up and deliver the vehicle to the District.

Kevin Joerg of Cappellino Chevrolet informed the District that the dealership also received a duplicate Tahoe matching the specifications of the District's order. He inquired whether the District would be interested in purchasing this second vehicle. The purchase price for the additional 2026 Chevrolet Tahoe would be the same as the original—\$54,250.00.

Motion by Commissioner Martin, seconded by Commissioner Martino, to purchase the second 2026 Chevrolet Tahoe from Cappellino Chevrolet in the amount of \$54,250.00 from the Apparatus Capital Reserve, pending permissive referendum. All in favor, aye; motion carried.

5. Ductless Units - Officers' Office, SCBA Office, and Apparatus Floor Bathroom: Project was completed.
6. Flooring & Painting – Chief and Assistant Chief Offices and SCBA Room: We are waiting on an updated price from Rug Fair Commercial & Industrial Inc that does not include moving the furniture in the offices.

Flooring will be Mannington Commercial Spacia Xpress Nordic Oak SS5W2550.

Motion by Commissioner Martin, seconded by Commissioner Leighton, to have Pickett's Painting paint the SCBA room, the Assistant Chiefs' Office, and the Chiefs' Office in the amount of \$2,200.00. All in favor, aye; motion carried.

Chief Matthew Grafton has been in contact with the Broome County Sheriff's Office to determine whether we can use the work-release program to move furniture in the offices. They are working on trying to set a date.

7. Community Room Chair Cart: Motion by Commissioner Martin, seconded by Commissioner Martino, to purchase one folding chair cart from Staples for the amount of \$486.99. All in favor, aye; motion carried. If the Board is happy with the purchase, they will purchase the remaining two needed.
8. Community Room Cutlery: He would like to order 200 of each knife, fork, and spoon. The cost was roughly \$764.49 before tax and shipping costs. Robert Brady was asked again to send over his information on what he would like ordered for the cutlery. The not-to-exceed amount on the purchase is \$800.00.
9. The Endwell Fire District held its annual flu clinic on Monday, October 27, 2025, at 6:00 p.m. in the Board Room of Station #1. A total of 23 people signed up, and 21 people attended to receive their requested vaccinations. In total, 20 people received the flu shot; one member received only the Tdap vaccine, and another member received both the flu shot and Tdap.
10. Truck or Treat Event: Cheryl Grafton submitted the 2025 Truck or Treat report.

Truck or Treat 2025

The 10th Annual Truck or Treat was held on a cold and rainy Halloween night.

We started marketing Truck or Treat at the end of September with a Facebook event and various social media posts were advertised throughout the month of October.

The Board of Commissioners provided a budget of \$1800. The money was primarily used to buy 73 bags of candy and a few snacks. We came in well under budget with \$732.92 left.

The Company provided a budget of \$500. This money was primarily used for prizes, along with some snacks, candy and cider. We used almost all of the budget with \$3.71 left.

This year we received 51 bags of candy and 10 boxes of snacks thanks to donations from our membership. In comparison to last year, we had 42 bags of candy donated and we purchased 71 bags.

The turnout may have been greater than last year due to the holiday falling on a Friday evening. We ran out hot cocoa and cider before closing time. All the candy and drinks were given out. However, there were snacks left that were donated to the M-EALS food pantry with a big thank you from Mrs. Murat. The Broome County Sheriff's Office was also quite busy with providing their child ID service.

The donations received on Halloween night were \$151.00 and some of this has already been spent on prizes for next year while on sale.

Thank you again to everyone who helped with this event including the setup, the day of, the games and for cleanup!

Respectfully submitted,

Matthew J. Grafton

Cheryl Grafton

Matt & Cheryl Grafton

Truck or Treat Committee

11. Voting Machines for Annual Election: Motion by Commissioner Martin, seconded by Commissioner Martino, to approve the cost of \$470.00 for the use of the voting machine and related election services provided by the Broome County Board of Elections for the December 9, 2025, Annual Fire District Election. This cost includes election programming and ballot design, voting machine programming, the ClearCast Go machine, delivery, setup, takedown, pickup, emergency technician availability, 250 printed machine ballots, sample ballots, voting booths and supplies, required signage, voter lists, sign-in sheets, and immediate results at poll closing. All in favor, aye; motion carried.

12. Proposed Vehicle Replacement: The Board reviewed the Department's Proposed Vehicle Replacement / Purchases report submitted by the Chiefs, along with the updated Department Outlook spreadsheet.

Key points are as follows:

1. Apparatus Review – Used Pumper Tanker

Assistant Chief Frantz evaluated a 2000 Pierce 2500-gallon Pumper Tanker currently owned by the Maine Fire Department. The apparatus is well-maintained, with low mileage (13,200 miles) and updated bodywork.

- Maine FD asking price: \$150,000–\$200,000
- Estimated appraisal / comparable market value: \$250,000–\$300,000
- Conclusion: Although in good condition, the Chiefs determined that purchasing this used unit would not be feasible for Endwell FD at this time.

2. Replacement of Engine 2

The Department recommends beginning a formal fact-finding process for the replacement of Engine 2, including the development of a generic specification sheet that could be competitively bid by multiple manufacturers.

- Expected timeline: Up to one year
- Purpose: Determine costs, build times, and potential design direction; allows District and Department

to review long-term financial impact.

3. Chief's Vehicle Replacement – 2nd Chief's Car (2026)

The 2018 Tahoe operated by the 1st Assistant Chief is experiencing engine issues similar to those of the 2014 model.

- Likely requires replacement in 2026
- Cost may be offset through the auction of the current vehicle
- Chief requests the Board to consider passing a resolution authorizing this future replacement.

4. Disposition of Engine 3 (Spring 2026)

Upon the delivery and in-service date of the new Engine in spring 2026, the current Engine 3 would be placed for auction.

- Expected auction value: \$34,000–\$45,000, depending on market conditions and final apparatus condition.

5. Utility 31-2 – Proposed Sale & Reassignment

The Chiefs recommend selling Utility 31-2 and replacing its function with the current 2014 Tahoe once it is removed from service.

- Benefits: Provides a suitable multi-use utility vehicle for classes, meetings, and special operations; retains towing capability.
- Estimated savings: Approximately \$170,000, as this avoids purchasing a new utility vehicle that is currently in the long-term capital plan.

An updated multi-year equipment and vehicle Outlook Spreadsheet was provided, reflecting current pricing and timelines for major apparatus and equipment. Some replacement schedules may shift based on need, condition, and operational priorities.

- 13. SCBA Bottles:** 2nd Assistant Chief William Frantz stated they put the new SCBA bottles in service and noticed they were short on new bottles. He stated there must have been a miscalculation due to the spare packs in the back room, and nothing was taken into account for the water rescue team, as the inflatable boats use their own set of bottles to fill. There were 114 old bottles, but only 100 bottles were ordered.

2nd Assistant Chief William Frantz would like to keep 14-20 of the old bottles, as they are suitable for another 3 years. This will allow the District to allocate additional funds from the equipment capital reserve to purchase an additional bottle. He would like the water rescue team to be equipped with their own bottles and to keep a couple of extra spares.

Deputy Treasurer Alison Senft stated that the equipment capital reserve fund currently has \$311,381.00 available to purchase additional bottles if needed.

Commissioner Lewis believed the funds were being saved to purchase 54 air packs, which would also need to be replaced soon.

2nd Assistant Chief William Frantz stated the cost to purchase a new pack is roughly \$8,700.00; multiply that by 54, and you are looking at around \$469,800.00 to purchase new packs.

New Business:

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

Vouchers #25_11-001 to #25_11-047, including payroll and Debt Service interest payments totaling

\$31,104.85.

Supplemental List: Vouchers #25_12-001 to 25_12-025, totaling \$66,434.24.

All in favor, aye; motion carried.

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

3. Buildings & Grounds:

— PESH Violation: PESH completed a site visit on November 10, 2025, and noticed a safety hazard regarding the bay door safety sensors. The bulletin board information has been updated, and the Log of Work-Related Injuries and Illnesses, along with summaries for the past three years, have been sent over as requested. Our vendor, Gates Garage Door, was on-site yesterday to assess the equipment. They will be ordering new sensors for our first three bays, as Bay 4 is currently operational.

Once the new sensors arrive, Gates will place us on their installation schedule. At that time, they will also move each sensor to the required 2-foot height range, per their guidance. The work will likely be completed after the Thanksgiving holiday.

4. Approve Community Room Request(s): Motion by Commissioner Martin, seconded by Commissioner Martino, to approve community room requests as submitted. All in favor; motion carried.

Date	Times	Requested by	Use	Cost	Comments
11-21-2025	10:00 am – 3:00 pm	Sherri Battaglini - Endwell Family Physicians	Employee Luncheon	\$200 Security Deposit \$200 Room Rental Fee \$100 Kitchen Rental Fee	
11-16-2025 11-23-2025 12-07-2025 12-14-2025 12-21-2025 12-28-2025 01-04-2026 01-11-2026 01-18-2026 01-25-2026 02-15-2026	4:00 pm – 6:00 pm	Michael Delvillano	Odyssey of the Mind Meetings – Maine Endwell	\$200 Security Deposit	Group
1-24-2026	All Day	Robert Brady	Family Event	\$200 Security Deposit	Member
1-31-2026	All Day	B.C. Stitches	Holiday Party	Already has a Deposit on File	Group

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

Dear Board of Fire Commissioners,

I would like to begin by thanking all our members for their assistance with the recent Park Manor Parade on the 25th, Truck or Treat on the 31st, and Veterans Day Parade on the 11th.

The new SCBA bottles were placed in service on the 16th of this month. Members continue to be outfitted with gear.

During the November 10th day training, we completed the first pre-plan for the new apartment complex at 609 Hooper Rd. The evening pre-plan will be scheduled for a future date.

I appreciate the members' continued dedication to responding to calls. Their efforts are greatly appreciated.

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

The Johnson City Holiday Parade – Thursday, December 4, 2025, from 7:00 PM – 9:00 PM

The Endicott Holiday Parade - Saturday, December 6, 2025, from 4:00 PM - 6:00 PM

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

As a reminder, please continue using Engine 3 as the first-due apparatus for calls in our northern district, where water supply may be needed, as the hydrant system is out of service in that area. The Water Department is still working on the issues with the water storage tank.

We are also continuing online training for the new RedNMX Fire Management Software, which will become the tracking system for all three stations. Updates will be provided as the rollout progresses.

6. Support Services Report: 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

Update on our turnout gear and helmet situation. The inventory and inspection are complete for 2025. Members are being issued updated helmets as we go forward. Turnout gear has been ordered and will be split between the remaining 2025 and 2026 budgets. Once the gear arrives, all members will be compliant with the required standard.

There is no update on funding from outside sources. Still waiting to hear back.

The lock on the storage room has been changed, and a new key has been issued.

STHL chainsaw from Rescue 31 has been serviced SO10332. The blade has been sharpened, and some mechanical work has been done. Moving forward, we will be using STHL gas with a stabilizer in all STHL chainsaws.

I will be sending 3 Stream light box lights for repair. Also, the Pelican light box will be sent out to determine what is needed to make it operational.

We are finding issues with the battery-operated chainsaws. The batteries are not lasting, and they are becoming difficult to cycle through, especially during multiple calls that require a chainsaw. I am obtaining quotes for STHL gas-operated chainsaws to present to the Chief and other officers for feedback.

Gloves replacement due to condition - Delvillano - Large, badge number affixed

Replacement battery for Minitor 6 - Dellvilano

Hobart-Helmet replacement -SO11049

New SO label affixed due to wear on pager - Costello

Old number: SO10223

New number: SO11062

Coat returned to stock - 25103

New fire boots issued - Hussar - SO11063

New fire boots issued – Ezra -SO11065

Fire boots returned – Anderson - SOO8557

Fire boots in (Discarded due to excessive wear and DOM of 2008) - 25037

Turnout pants issued – Anderson - S25180

SCOTT tracking device no inventory number SOO4773

Equipment issued to Esdras Zamor

Pager/Charger- SO11018

Helmet - SO10499

Turnout coat - 25127

Turnout pants - 25116

Boots - SOO8558 SIZE 11/W

Gloves - Large - 555 marked

Hood - 25-7

Flashlight: SOO10299

Tag clips

The following SO Numbers have been placed into service and will have or are placed on file.

SO11014	SO11045
SO11015	SO11046
SO11016	SO11047
SO11017	SO11048
SO11036	SO11049
SO11037	SO11050
SO11038	SO11051
SO11039	SO11052
SO11040	

The following SOO items and numbers are to be discarded.

Fire boots in-(Discarded due to excessive wear and DOM of 2008) - 25037

Turnout pants returned - SOO8438. No data for the garment, tag, and labels are missing

Scott Tracking Devices SOO7850 & SOO4773

Scott Fore Entry Fan bad motor and cord SOO2651

The new Scott bottles were placed into service last night. We are currently reprioritizing the use of the new bottles in the spare SCBA Packs. We will be using some of the old bottles from the spare SCBA Packs. This would give all first-line apparatus chief cars new bottles. We also noticed that no consideration was given to what would be needed for the water rescue team and their inflatable rafts, which require SCBA Bottles. We will set aside several bottles for the team to use as needed. I will have a complete list of bottles we will not be using and will be ready for surplus for the December meeting.

7. Maintenance Division Report: No report was submitted.
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,

Upcoming Special Ops Training

- Water Rescue Training (Battalion 3) - TBD
- Broome County Electric Bus "Train the Trainer"- 11/20/25

Completed NYS Trainings

- Hazmat Incident Command (NYS OFPC)
- NYS Officer Development (NYS OFPC)
- Various Online Trainings (McNeil & CO/National Fire Academy)

Upcoming Fire Trainings

- 11/17 - Day - No Training
Night - Live Burn W/ Vestal Fire and SCBA bottle change
- 11/24 - Day - Overhaul, Property Conservation and Scene Preservation
Night - Bailouts/ New Large Area Search Bags
- 12/1- Day - Ground Ladders at Vestal Training Site
Night - Live Burn at Vestal Training Site
- 12/8 - Day - No Day Training- Encourage to attend Norfolk Southern Training
Night - Norfolk Southern Train Safety

9. Fire Company Report(s):

- The Board also received a written request from the O.L. Davis Fire Company asking that the District's message board prioritize advertising for two upcoming events. Specifically, they requested that the pizza trailer announcement remain posted as much as possible through November 22, followed by priority posting for the Pancake Breakfast from November 22 through November 30.

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.

Newsletter items to include the meeting updates for the December meeting, the election notice, the 2026 Organizational meeting, and the collection of toys.

11. Motion by Commissioner Martino, seconded by Commissioner Martin, to accept the donations received from the AL Hazzard Chapter of Trout Unlimited in the amount of \$200.00 and from Our Saviour Lutheran Church in the amount of \$200.00. All in favor, aye; motion carried.
12. Motion by Commissioner Leighton, seconded by Commissioner Martino, to schedule the 2026 Organizational Meeting of the Endwell Fire District for Wednesday, January 14, 2026, at 6:00 p.m. at Station 1, 3508 Country Club Road, Endwell, New York. All in favor, aye; motion carried.
13. Motion by Commissioner Martin, seconded by Commissioner Martino, to approve the Endwell Fire District serving as a collection site for the Broome County Toys for Tots program. Collection barrels will be placed in the front hallway and community room, and the drive will be promoted on the District's message board and Facebook page. Donations will be accepted through Friday, December 12, 2025, and delivered to the Broome County Toys for Tots headquarters on Monday, December 15, 2025. All in favor, aye; motion carried.
14. Motion by Commissioner Martin, seconded by Commissioner Leighton, to approve the renewal of the District's insurance policy with the deductible for Property, Contents, and Portable Equipment increased to \$5,000, as quoted by NBT Insurance/McNeil & Company.
- The policy premium quoted prior to the deductible increase was \$66,768.00. The Board has requested an updated quote reflecting the new deductible.
- All in favor, aye; motion carried.
15. Motion by Commissioner Martino, seconded by Commissioner Leighton to approve participation in the NYS Volunteer Firefighter Cancer Benefit Program for the period January 1, 2026–December 31, 2026, and to select the Enhanced Plan (coverage for all severe and less severe forms of cancer) at the estimated annual premium of \$7,540.87; and to authorize the District Secretary to execute and submit all required documents, including the plan selection and the OFPC EOSB-210.8C annual claims report, and the Treasurer to remit payment upon receipt of invoice. All in favor, aye; motion carried.
16. Training Room Policy: The Board would like more time to review the policy.
17. Security Camera Policy: The Board would like more time to review the policy.
- Motion by Commissioner Martino, seconded by Commissioner Martin, to have T&B Electric install the light outside the training room on a night-light circuit for continuous low-level illumination in the amount of \$250.00. All in favor, aye; motion carried.
18. Public Safety Check Program: No action at this time.
19. Resignation of Deputy Treasurer: Motion by Commissioner Leighton, seconded by Commissioner Martin, to accept the resignation of Alison Senft from the position of Deputy Treasurer, effective

December 31, 2025, with regrets. All in favor, aye; motion carried.

20. Motion by Commissioner Martino, seconded by Commissioner Martin, to approve the Part-Time Employees Policy pending revisions. All in favor, aye; motion carried.

Correspondence(s): Fire District Affairs, October 2025 – November 2025, and the FASNY Firefighter's Home Holiday Appeal was distributed.

Hearing of Visitor(s): Scott Costello addressed the Board and noted that during his time as a Commissioner, the District always maintained both a Treasurer and a Deputy Treasurer, with the Deputy Treasurer viewed primarily as a backup to the Treasurer. He asked whether anything had changed since that time.

It was stated that the District maintains separate Treasurer and Deputy Treasurer positions to ensure an appropriate separation of financial duties, thereby helping avoid audit findings during the District's annual reviews. This separation of responsibilities is the primary rationale for maintaining both positions.

Commissioner Lewis called for an executive session at 7:32 p.m. to discuss personnel matters.

The Board exited executive session and returned to regular session at 8:17 p.m., with no action taken.

Motion by Commissioner Martin, seconded by Commissioner Martino, to continue the suspension of the Member until the December 18 Board meeting, pending further review and final determination. All in favor, aye; motion carried.

Motion by Commissioner Martin, seconded by Commissioner Martino, to adjourn the meeting at 8:18 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