

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
December 18, 2025**

Commissioners Present:

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

District Officials Present:

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

Guests / Visitors:

Dennis Sullivan, Fire Company Trustee
Gil Martino, Fire Company 2nd Vice President
Jacob Polovchak, 3rd Assistant Chief
Michelle Pandich, Fire Company 1st Vice President
Robert Brady, Fire Company President
Robert Congdon, 1st Assistant Chief
Scott Costello
Thomas Kutz, Chairman, Grievance Committee
Cheryl Grafton, Fire Company Treasurer
Matthew Cargill, Lieutenant
Gregg Cook, Fire Company Trustee
William Frantz, 2nd Assistant Chief
Ronald Materese

A public 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.

Dr. Anthony Grippo and Dr. Aziz A. Khan from Guthrie Occupational Medicine discuss quality assurance, billing, and follow-up procedures for firefighter physicals, as well as overall process improvements. Guthrie Occupational Medicine is working with critical specialists for the Fire Department to expedite follow-up care for members who need to be cleared for duty.

The Board acknowledged receipt of a donated quilt from the BC Quilters, which was presented to the District on December 17, 2025. The Board discussed framing the quilt for display in the Community Room.

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 November 18 meeting were distributed to the Board. Motion by Commissioner Cook, seconded by Commissioner Martino, to approve the minutes as submitted. All in favor, aye; motion carried.

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

Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the transfer of \$260,000 from the prior year funds and \$30,000.00 from the current year funds to the Apparatus Reserve

fund, pursuant to the adopted budget and capital reserve plan. The Equipment Reserve Fund does not require funding at this time. All aye; motion carried.

Unfinished Business:

1. Station 3 Project: The Board received an updated facility condition assessment for Station 3 by Delta. HUNT completed their walk-through on December 09, 2025, and the Board is awaiting their report.
2. New Apparatus—Engine: On production line; expected April 2026. Assistant Chief Frantz will prepare cost estimates for hose and equipment outfitting.
3. Apparatus Floor: Commissioner Cook is working to obtain updated proposals from three vendors.
4. New Chief's Vehicle: The Board received a status update on two 2026 Chevrolet Tahoes. The first vehicle is pending New York State inspection. The permissive referendum period for the second vehicle ends on December 23, 2025, unless a petition is filed. Both vehicles will be delivered simultaneously once final approval is issued and delivery is scheduled.
5. Flooring & Painting – Chief and Assistant Chief Offices and SCBA Room: Updated proposals were received from Rug Fair Commercial & Industrial Inc. totaling \$12,893.88. Tentative scheduling places furniture relocation during the week of January 5, 2026; flooring installation during the week of January 12, 2026; and painting the following week, with anticipated completion by the end of January.
6. Community Room Chair Cart: Delivered on November 26, 2025, and is awaiting assembly. Robert Brady stated that he needs assistance assembling the cart.
7. Community Room Cutlery: Robert Brady provided specifications for the cutlery at the Board meeting, and ordering will proceed.
8. Proposed Vehicle Replacement: The Chiefs are working on updating the schedules and getting price quotes to refurbish Engine 2. William Frantz stated that he had reached out to 4 businesses and that, at this time, two have responded. Vander Molen Fire Apparatus and Twin-Tier Fire Safety. Twin Tier Fire Safety quoted \$88,009.07. The project would take 2 – 2.5 months.

Fire Chief Matthew Grafton would like to see the apparatus rotated so they are used rather than sitting idle. He would like to move Engine 2 to Station 1 for rotation.

Commissioner Martino would like to know how this would be tracked and resolved. Fire Chief Matthew Grafton will develop a tracking system or schedule.

9. PESH Violation: The Vendor is awaiting parts in order to schedule the corrective work.
10. General Insurance: Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the renewal of the District's insurance policy with an increased deductible of \$5,000.00 for Property, Contents, and Portable Equipment in the amount of \$61,959.00, subject to binding confirmation. All

in favor, aye; motion carried.

The policy premium quoted prior to the deductible increase was \$66,768.00. The increase of the deductible saved the District \$4,809.00.

11. Training Room Policy: There are going to be more updates to the policy, and the policy will be resent out for review.

Robert Brady wants to know the status of the workout room cameras. It was stated that we are waiting on a price quote from Sentry Alarms for panic buttons.

12. Security Camera Policy: Some members of the Board did not review the updated policy, so they would like additional time to review.

13. Part-Time Employee Policy: Motion by Commissioner Martino, seconded by Commissioner Martin, to adopt the Endwell Fire District Part-Time Employee Policy (Policy No. 2025-49), effective December 18, 2025. All in favor, aye; motion carried.

14. Public Safety Check Program: The Board determined that the program no longer requires discussion and removed the item from the agenda.

15. The 2026 Organizational Meeting of the Endwell Fire District is scheduled for Wednesday, January 14, 2026, at 6:00 p.m. at Station 1, 3508 Country Club Road, Endwell, New York.

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_12-001 to #25_12-087, including payroll and Debt Service interest payments totaling \$118,720.47.

December Accrual list: Vouchers #25_12-088 to 25_12-030, totaling \$9,929.78.

All in favor, aye; motion carried.

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

3. Buildings & Grounds: The Board received a report from Robert Brady regarding several maintenance and facilities issues at Station #1.

It was reported that a light pole in the rear parking lot has reduced functionality, with only partial illumination from the LED panels, and that a weatherproof duplex outlet on the same pole is missing its protective cover and requires repair.

The Board was advised that two exterior building light fixtures at Station #1 are not operational. The fixtures are no longer manufactured, and replacement options will need to be reviewed to ensure consistency in lighting color and coverage.

Additionally, multiple LED fluorescent lights on the apparatus floor at Station #1 were reported as non-functional or intermittently failing. These lights were previously installed as part of a NYSEDA grant project. Replacement bulbs and appropriate access equipment will be required to address the issue.

The Board also received an update regarding ongoing issues with cable television service at Station #1. Despite multiple service visits and troubleshooting efforts, certain channels remain unavailable. Cable service at Stations #2 and #3 is reported to be functioning normally. The matter will continue to be reviewed.

Robert Brady requested that air filters and oil be purchased for the air compressors to keep on site at each station, so he can perform basic preventive maintenance as needed. He will provide the District Secretary with the necessary product information for ordering.

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

Motion by Commissioner Martin, seconded by Commissioner Cook, to permit the Fire Department to use an engine to participate in the Park Manor Holiday Parade. 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 Endicott Holiday Parade and Johnson City Holiday Parade.

Progress continues for the new apartment complex on Hooper Road, we are still attempting to schedule a night time preplan in the future.

Plans are in the works for new stairs for 15 Delaware Avenue. I spoke with the owner he will contact us prior construction to begin so we can set up a preplan and have exact time frame for stairs to be installed.

Appreciate the members continued dedication to responding to calls. Your efforts are greatly appreciated.

Officers are working on the schedule for truck replacement and upgrades.

The new engine arrival is still planned for April of next year.

We have one upcoming event that the Department has been invited to participate in Park Manor Holiday Parade

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. The water department is still working on the issues with the water tank.

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

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We have received the 1st order of turnout gear for members, and all gear has been distributed.

We currently have eight sets on order, expected delivery in January.

The 3 Stream light box lights sent out for repair will be returned. All had bad batteries.

The Pelican light will ship this week. RMA received from Pelican for warranty work.

The following sets of equipment have been returned to stock.

SO10126 / Costello Pants

SO10355 Costello Coat

SO10262 Traffic Vest

SO6261 Fire Police Helmet

SO7501 Fire Police Flashlight

SO8219 Firefighter Helmet Black

SO25175 Turn out Coat Riley Wheeler

SO10383 Turn out Pants Riley Wheeler

SO2501 Stream light Flashlight Riley Wheeler

SO10257 Traffic Vest

The following items have been issued.

SO8320 Fire Helmet Issued to Rob Brady

SO11052 Fire Helmet issued to Tyler Derkowski

SO11102 High Temp Gloves Tower 31

SO11101 Turn Out Coat Bill Frantz

SO10259 Stream light Flashlight James Flemming

SO5385 Firefighter helmet black James Flemming

SO1025 Turn out Coat James Flemming

SO11045 Turn out Pants James Flemming

SO6919 Fire Pager James Flemming

SO6901 Fire Pager Riley Wheeler

SO8964 Stream light flashlight

SO6766 Turnout Coat

SO11475 Turn Out Coat Costello

SO11474 Turn Out Pants Costello

SO11477 Turn Out Pants Bill Frantz

SO11476 Turn Out Pants Jacob Polovchak

I have a complete inventory of all the old SCBA bottles. I will place 16 more bottles into service from the old batch. There was a delay in putting them in service due to the Air Compressor needing service. The remaining bottles will be put up for auction along with other items in the first part of 2026.

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

Board of Commissioners Endwell Fire District

Utility 2 was serviced, and a Kussmaul Auto Eject charger was installed on the vehicle. During service, we found a fuel injection issue. The truck is currently at Botnick Chevy being evaluated.

Chief 31A Tahoe is currently at Botnick being evaluated for engine trouble.

We are in the process of obtaining a quote to have a Kussmaul Auto eject charger placed on the Brush Truck. Hopefully, this will be completed by the end of the year.

The Fire Police asked if something could be done with the back of utility 1 to keep the gate up and out of the way. Several members are having difficulty locking and sliding the door back. A solution to this problem would be to add lift shocks to the swing door. I have a phone call with Binghamton Turck and Body to discuss the options.

During maintenance, it was noticed that several of the trucks' auto air charging systems were not working. We updated the placement of shore powers for the rescue and labeled them. This will allow for proper charging and function of the Kussmaul system.

Utility 3 had to undergo a complete brake job due to heavy rust and braking system failure. Work has been performed, and the vehicle is back in service.

Utility 3 has rust developing along the rear quarter panels on both sides. Will be getting estimates on the cost

Quint 3 has rust developing around the wheel wells on the front driver's and officer's sides. Will be getting cost estimates.

The Pike Pole holder was replaced on Engine 3

Quint will need a new spanner wrench holder because the part is broken.

Engine 1 has a pump panel light issue; we will have service performed to repair it.

Tower 31 has a check engine light. I have reached out to have it checked.

Boat 31-1 is still OOS due to an air leak on one side.

ATV 31 is operationally up and running, with no starting issues

We have several more fire extinguishers that need to be inspected by ABC—phone calls are out to them to set up service dates.

Will be starting a PM on all gas chainsaws after the first of the year. This will be completed once a year to ensure proper operation.

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

Jacob Polovchak stated that Water Rescue Training for next year is uncertain at the moment because Ryan Derkowski has been hired by the City of Syracuse and will be leaving the Department shortly. The Department will need to develop a game plan for Water Rescue, as no one in the Department has Ryan's level of expertise.

Jacob Polovchak also stated that he is currently working to partner with West Corner for live burns.

Dear Board of Fire Commissioners,

Upcoming Special Ops Training

- *Water Rescue Training (Battalion 3) - TBD*
- *F.A.S.T Training – Saturday, January 17, 2026*

Completed Trainings

- *Energy Storage Systems (National Fire Academy)*
- *NYS Officer Development (NYS OFPC)*
- *Various Online Trainings (McNeil & CO/U.L. FSRI/National Fire Academy)*

Upcoming Fire Trainings

- *12/22 - Day – No Training- encouraged to come to night training*
Night – NFPA Tactical Thermal Imaging
- *12/29 - Day – Brady Film Festival*
Night – Brady Film Festival
- *1/5- Day - Ground Ladders at Vestal Training Site*
Night - Live Burn at Vestal Training Site
- *1/12 - Day – Saws and Cutting Tools (Hands-on)*
Night – Saws and Cutting Tools (Hands-on)

8. Fire Company Report(s):

- a. Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the request from the O.L. Davis Fire Company, Inc. for use of the Endwell Fire Station on Saturday, January 17, 2026, for a meeting of the Central Firefighters' Association. Approval includes use of the Community Room, or, if unavailable, authorization to use the Training Room. All in favor, aye; motion carried.
- b. Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve Kevin Decker (Badge # 515) as a member of the O.L. Davis Fire Company, Inc., contingent upon

successful completion of the required physical and District requirements. All in favor, aye; motion carried.

- c. Motion by Commissioner Martin, seconded by Commissioner Martino, to acknowledge and accept the resignations of Kieran Farley, James Fleming, and Reilly Wheeler from the O.L. Davis Fire Company, Inc., as reported by the Fire Company. 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 Leighton, seconded by Commissioner Cook, to accept the donation received from Georgia Brundage in the amount of \$200.00. All in favor, aye; motion carried.
- 11. 2025 Election Results: Motion by Commissioner Martin, seconded by Commissioner Cook, to receive and file the Fire District election results. All aye; motion carried.

James Arnold was elected to serve a five-year term as a Fire Commissioner, commencing January 1, 2026, and ending December 31, 2030.

Scott Costello was elected to serve a three-year term as a Fire Commissioner, commencing January 1, 2026, and ending December 31, 2028.

The Board asked about approving the Fire Officers for 2026. Erika Pereira stated that Fire Officer approval typically occurs at the Organizational Meeting.

Robert Brady, the Fire Company President, stated that the only problem with waiting for the Organizational meeting this year is that the Fire Officers would be sworn in at the Fire Company meeting scheduled for January 10, 2026. The organizational meeting will fall after the Fire Company meeting in 2026.

The Fire Company did not send the letter informing the District of the elected incoming Fire Officers, so no approval could be provided this evening.

A special meeting would need to be scheduled if the Board wanted to approve the Fire Officers prior to the Organizational meeting. A special meeting was scheduled for Monday, December 29, 2025, at 6:00 pm.

- 12. Volunteer Firefighter Real Property Tax Exemption List: The Board will need to review the Volunteer Firefighter Partial Real Property Tax Exemption eligibility list for the upcoming tax year. The list will be prepared in accordance with New York State Real Property Tax Law §466-a and the Endwell Fire District Volunteer Firefighter Partial Real Property Tax Exemption Policy.

The eligibility review will verify that enrolled active members meet the required criteria, including residency within the Fire District, ownership of the primary residence with the member's name on the deed, minimum service requirements, and compliance with participation and training standards. Eligible lifetime members were also reviewed in accordance with the policy.

The certified eligibility list will then be forwarded to the Town of Union Assessor's Office by the required deadline in accordance with District policy and applicable law.

- 13. Inspection Dinner: Commissioner Martino stated the inspection dinner will be held on Saturday,

March 14, 2026, at 6:00 pm at the Sons of Italy. The menu is set, but a discussion on desserts will need to be set. After this meeting, a new commissioner will need to be assigned to plan the dinner.

14. Year-End Bonuses: Motion by Commissioner Martin, seconded by Commissioner Martino, to approve the following employee year-end bonuses as discussed:

Erika Pereira in the amount of \$400.00

Cathrine Storm in the amount of \$125.00

Jennifer Loup in the amount of \$200.00

Robert Brady in the amount of \$100.00

All in favor, aye; motion carried.

The Board agreed to consider a departure gift for Alison Senft at the special meeting scheduled for December 29, 2025.

15. Meraki Renewal: Motion by Commissioner Martin, seconded by Commissioner Cook, to approve the purchase of Cisco Meraki network equipment, licenses, and related technical support from Pyramid Business Systems, Inc., as outlined in the December 15, 2025 Meraki renewal quote, in an amount not to exceed \$4,525.00, which includes hardware, licensing, shipping, and estimated technical support, with final billing based on actual services rendered. All in favor, aye; motion carried.

16. Request for Reimbursement of Copays: Motion by Commissioner Martin, seconded by Commissioner Cook, to approve reimbursement of medical copays incurred in connection with a Fire Department physical, in the amount of \$25.00, payable to Megan Leniek. All in favor, aye; motion carried.

Our medical policies will be revised to reflect the District's roles, responsibilities, and financial coverage for medical examinations, diagnostic clearance, return-to-duty determinations, and medical leave status. The policies should clarify that the District covers diagnostic evaluations required solely to determine fitness for duty or medical clearance, while ongoing medical treatment remains the member's responsibility, except where coverage is required under the Volunteer Firefighters' Benefit Law (VFBL).

17. William Frantz would like permission from the Board to use his Chief vehicle for personal accommodation while his personal vehicle is being repaired. Motion by Commissioner Martin, seconded by Commissioner Cook, to authorize the 2nd Assistant Chief, William Frantz, to use the assigned District-owned Chief's vehicle for limited personal use, as permitted and regulated under the Endwell Fire District Vehicle Use Policy (Policy No. 2024-34), provided such use remains consistent with District policy, New York State law, and does not interfere with the vehicle's primary purpose of emergency response and District business. All in favor, aye; motion carried.

18. The agenda for the special meeting will include approving the Chief Fire Officers for 2026, a departure gift, and policy revisions.

19. The WEX card for the Brush will need to be canceled and reissued because it is not in the vehicle, and no one knows where it is.

20. Erika Pereira will complete the credit application for Botnick Chevrolet so we can be invoiced for any work performed on the vehicles.
21. Heavy-duty 20-amp cord reels will need to be purchased and installed on the floor of the apparatus for UTV (1), Rescue (2), and boat (2).

Correspondence(s): The 2026 In-Classroom Commissioner Training schedule was distributed.

Hearing of Visitor(s): Dennis Sullivan requested an update on the status of removing the cameras from the Company Kitchen. It was stated that the camera is no longer operational. Mr. Sullivan would like to know when the camera will be removed from the ceiling; simply turning them off is not sufficient. Commissioner Martin stated that it will be taken care of.

Commissioner Lewis called for an executive session at 8:00 p.m. to discuss personnel matters.

The Board exited the executive session and returned to the regular session at 8:29 p.m., with no action taken.

Motion by Commissioner Martin, seconded by Commissioner Martino, to continue the member's suspension pending receipt of a written response from the member. All in favor, aye; motion carried.

Motion by Commissioner Cook, seconded by Commissioner Martin, to adjourn the meeting at 8:31 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