

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING
December 29, 2025**

Members:

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

District Officials:

Erika Pereira, District Secretary
Matthew Grafton, Fire Chief

Others present:

Andrew Slavetskas, Lieutenant
Donna Hobart
Gil Martino, 2nd Vice President, Fire Company
Jacob Polovchak, 3rd Assistant Chief (2025)
Liam Blanchard
Michael DelVillano
Robert Brady, Fire Company President
Scott Costello
Teague Blanchard
Thomas Hobart
Thomas Kutz, Chairman, Grievance Committee
Thomas Ravener
Tyler Derkowski
William Frantz, 2nd Assistant Chief
Zachary Rader

Commissioner Lewis called the Special Meeting of the Board of Fire Commissioners to order at 5:00 pm.

Fire Officer Appointments – 2026: Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve and appoint Matthew Grafton as Fire Chief for the 2026 calendar year. All in favor, Aye; motion carried.

Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve and appoint Jacob Polovchak as First Assistant Chief for the 2026 calendar year. The motion was duly put to a roll call vote, with the following results:

Chairman Michael Lewis — Yes
Commissioner Matthew Cook — No
Commissioner Gary Leighton — Yes
Commissioner Susan Martino — No
Commissioner Jeffrey Martin — No

The motion failed and was not approved.

The Board acknowledged that the position of First Assistant Chief is vacant for the 2026 calendar year following the Board's non-approval of the nomination. The Fire Company may proceed in accordance with District Rules and Regulations to address the vacancy and submit any subsequent election or nomination to the Board for consideration at a future meeting.

Motion by Commissioner Leighton, seconded by Commissioner Martin, to approve and appoint William

Frantz as Second Assistant Chief for the 2026 calendar year. All in favor, Aye; motion carried.

By consensus of the Board, the position of Third Assistant Chief will be vacant for the 2026 calendar year. The Fire Company may proceed in accordance with District Rules and Regulations to address the vacancy and submit any subsequent election or nomination to the Board for consideration at a future meeting.

By consensus of the Board, the approval and appointment of the Fire Captain(s), Fire Lieutenant(s), Fire Police Captain, and Fire Police Lieutenant for the 2026 calendar year, as submitted by the Fire Company and approved by the Board.

Departure Gift: Motion by Commissioner Martin, seconded by Commissioner Martino, to approve the purchase of a Visa gift card in the amount of \$200.00 to be presented to the Deputy Treasurer in recognition of her service to the Fire District. All in favor, Aye; motion carried.

Donation: Motion by Commissioner Martino, seconded by Commissioner Leighton, to accept a donation in the amount of \$250.00 from James Mason. All in favor, Aye; motion carried.

Policy Review and Adoption: The Board reviewed proposed updates to the Medical Examination Policy, Physical Ability Policy, and Medical Leave Policy to ensure consistency and clarity regarding medical examinations, diagnostic clearance and return-to-duty determinations, medical leave procedures, and the District's financial responsibility for diagnostic evaluations versus ongoing medical treatment.

Motion by Commissioner Martino, seconded by Commissioner Martin, to approve and adopt the updated Medical Examination Policy (2025-025), Physical Ability Policy (2025-029), and Medical Leave Policy (2025-040), effective December 29, 2025. All in favor, Aye; motion carried.

Preventative Maintenance Service Agreement - Stations Air Compressors: Motion by Commissioner Martin, seconded by Commissioner Cook, to approve entering into an annual preventative maintenance service agreement with Evan's Mechanical for routine preventative maintenance of air compressors located at Stations 1, 2, and 3, in an amount not to exceed \$1,262.00, as outlined in the proposal dated December 12, 2025, with said expenditure to be paid from the Buildings & Grounds Budget Line 004 of the General Fund. All in favor, Aye; motion carried.

Security Camera Policy: Motion by Commissioner Cook, seconded by Commissioner Leighton, affirming that the Board of Fire Commissioners, as the governing body of the Endwell Fire District and owner of District facilities, retains authority over the installation, operation, and removal of surveillance cameras within District-owned buildings, including areas permitted for use by the Fire Company, subject to applicable New York State law and District policy.

This motion further affirms that the Board may maintain surveillance in non-private areas for legitimate purposes, including security, safety, protection of District property, and liability risk management, and that such authority is not relinquished by permitting the Fire Company to use District facilities.

The adoption of this motion was duly put to a vote, and upon roll call, the vote was as follows:

Chairman Michael Lewis – Yes

Commissioner Matthew Cook — Yes

Commissioner Gary Leighton — Yes
Commissioner Susan Martino — Abstain
Commissioner Jeffrey Martin — Abstain

The motion was carried.

Training Room Policy: Motion by Commissioner Martin, seconded by Commissioner Cook, to adopt the Training Room Use Policy & Procedure, (Version 2), governing the use of the Endwell Fire District Training Room for internal District and Department training and approved mutual-aid agency training, including provisions related to scheduling, supervision, fees, refundable security deposits, surveillance disclosure, and authorized camera control. This policy shall take effect immediately and shall supersede any prior training room policies or informal practices.

The adoption of this motion was duly put to a vote, and upon roll call, the vote was as follows:

Chairman Michael Lewis – Yes
Commissioner Matthew Cook — Yes
Commissioner Gary Leighton — Yes
Commissioner Susan Martino — No
Commissioner Jeffrey Martin — Yes

The motion was carried.

Motion by Commissioner Cook, seconded by Commissioner Martin, to authorize the installation of a camera switch/key control for the Training Room surveillance camera, as proposed by The Computer Shop, in an amount not to exceed \$469.98, in accordance with the vendor's estimate. This authorization permits Board-approved control of the camera or recording function, consistent with the Training Room Use Policy & Procedure, and shall not be considered tampering when used by Board-designated individuals. All in favor, Aye; motion carried.

Discussion Regarding Fire Officer Appointments: Following the Board's action on Fire Officers' appointments, Fire Chief Matthew Grafton inquired as to the issue or concern that led to the Board's non-approval of the nomination for First Assistant Chief and requested clarification regarding the Board's decision.

Jacob Polovchak, Third Assistant Chief, addressed the Board and asked why the Board would act contrary to the Fire Company's vote. He stated that he felt targeted and cited an email from a Fire Commissioner that read, "We will see how this election goes." He further expressed concern that, following the Board's action, two Assistant Chief positions were now vacant and characterized the situation as election interference.

Commissioner Martino responded that the Board's decision was not personal and stated that the Board is not required to explain its determination.

Robert Brady, Fire Company President, noted that he was not aware of any prior instances in which the Board did not approve Fire Officers as submitted, but stated he would review historical records.

Fire Chief Matthew Grafton expressed concern about whether there would be sufficient officers to operate the Department properly.

Commissioner Matthew Cook stated that the Department was not short two officers and that interim coverage would be provided through the chain of command. Commissioner Cook further noted that it is not the Board's responsibility to develop a staffing plan.

There was general discussion among the Board and those present regarding the process for addressing and filling the vacant Fire Officer positions in accordance with District Rules and Regulations and Fire Company By-laws. Robert Brady, Fire Company President, will need to discuss it with legal counsel.

Sentry Alarm Proposal: Commissioner Martin moved to approve the Sentry Alarm proposal for the installation of a workout room panic alarm system. Discussion ensued, during which the Board requested additional research into motion sensor-based monitoring technology for the gym area as a potential supplement. No second was offered. The matter was tabled pending further research and review.

Michael DelVillano raised a concern regarding building access during a prior meeting. Erika Pereira responded that the building should never be locked during a meeting. She advised that members/public should ring the doorbell or contact the District Office if access issues arise, as this immediately brings the issue to the District's attention.

Motion by Commissioner Martino to authorize Robert Brady and Gil Martino to physically remove surveillance cameras located in the Company Kitchen and Station Radio Rooms. The motion failed and was not approved.

It was determined that the vendor will remove the cameras, install the disconnect switch, and inspect and address a nonoperational camera during a single visit. The service visit is tentatively scheduled for January 05, 2026.

Chairman Michael Lewis expressed his appreciation to Commissioner Susan Martino and Commissioner Jeffrey Martin for their service to the Fire District.

Motion by Commissioner Cook, seconded by Commissioner Leighton, to adjourn the meeting at 5:33 pm. All Aye; motion carried.

All motions were carried unless otherwise noted.

Respectfully Submitted,

Erika Pereira

Fire District Secretary