

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
ORGANIZATIONAL MEETING
JANUARY 14, 2026**

Commissioners Present:

Michael Lewis
Gary Leighton
James Arnold
Scott Costello

District Officials Present:

Ronald Materese, District Deputy Treasurer
Erika Pereira, District Secretary
Jennifer Loup, District Treasurer
Matthew Grafton, Fire Chief

Guests / Visitor Present:

Michele Pandich, Fire Company 1st Vice President
Dennis Sullivan, Fire Company Trustee
Susan Martino
Greg Cook
Michael DelVillano
Robert Brady, Fire Company President
Gil Martino
Jacob Polovchak, 3rd Assistant Chief

The Organizational meeting of the Board of Fire Commissioners of the Endwell Fire District was held on January 14, 2026, at the Endwell Firehouse located at 3508 Country Club Road in Endwell, New York.

Temporary chairman Jennifer Loup called the meeting to order at 6:00 pm.

1. Motion by Commissioner Arnold to appoint Michael Lewis, Chairman of the Board of Fire Commissioners of the Endwell Fire District for the year 2026, seconded by Commissioner Costello. All in favor, aye; opposed, no. Motion carried.

Michael Lewis was elected as Chairman of the Fire District for the year 2026.

At this time, Chairman Lewis presides over the meeting.

Motion by Commissioner Leighton to appoint James Arnold as Vice Chairman of the Fire District for the year 2026, seconded by Commissioner Costello. All in favor, aye; opposed, no. Motion carried.

James Arnold was elected Vice Chairman of the Fire District for the year 2026.

2. RESOLUTION 1.1

BE IT RESOLVED that Erika Pereira is hereby appointed secretary of the Endwell Fire District for the year 2026.

RESOLUTION 1.2

BE IT RESOLVED that Jennifer Loup is hereby appointed Treasurer of the Endwell Fire District for the year 2026.

RESOLUTION 1.3

BE IT RESOLVED that Ronald Materese is hereby appointed Deputy Treasurer for the Fire District for the year 2026.

3. Motion by Commissioner Arnold, seconded by Commissioner Leighton, to provide a 4 percent increase in salary for Jennifer Loup, Erika Pereira, Catherine Storm, and Robert Brady for the year 2026. All in favor, aye; opposed, no. Motion carried.

Motion by Commissioner Costello, seconded by Commissioner Leighton, to approve the reclassification of the Deputy Treasurer position from an independent contractor/vendor to a part-time Fire District employee, effective January 14, 2026.

The Deputy Treasurer shall be compensated at an hourly rate of \$30.00 per hour and placed on the Fire District payroll as a part-time employee, subject to applicable civil service classification, employment documentation, and enrollment in required payroll, tax, and retirement systems, as appropriate.

All compensation, duties, and conditions of employment shall be administered in accordance with New York State law, Fire District policies, and applicable collective or statutory requirements.

All in favor, aye; opposed, no. Motion carried.

4. RESOLUTION 1.4

BE IT RESOLVED that the Fire District's regular monthly meetings will be held on the fourth Thursday of every month. Meetings will be at 7:00 p.m., and work sessions will be at 6:15 p.m. The meetings will be held at the Endwell Firehouse, located at 3508 Country Club Road in Endwell, New York. The location and time of the meeting may be changed by further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change.

The first Board meeting of 2026 will be on Thursday, January 29, 2026, at 7:00 p.m., with the work session at 6:15 pm.

5. RESOLUTION 1.5

BE IT RESOLVED THAT Kevin Mahoney with Mahoney Law Firm, PLLC, is hereby appointed attorney for the Endwell Fire District for Fire District Law matters for the year 2026.

6. RESOLUTION 1.6

BE IT RESOLVED that the Press & Sun-Bulletin is designated the Official Newspaper of the Endwell Fire District. This publication is in general circulation with the Endwell Fire District.

7. Motion by Commissioner Leighton, seconded by Commissioner Costello, to designate M&T Bank as the official bank for the deposit of Fire District funds and to authorize participation in the NYCLASS investment program in accordance with New York State law. All in favor, aye; opposed, no. Motion carried.

8. Motion by Commissioner Leighton, second by Commissioner Costello, to authorize the Fire District Treasurer to invest funds per the Endwell Fire District Investment Policy. All in favor, aye; opposed, no. Motion carried.

9. Motion by Commissioner Costello, second by Commissioner Leighton, to designate with authority to sign checks to Treasurer Jennifer Loup and Deputy Treasurer Ronald Materese. All in favor, aye; opposed, no. Motion carried.

10. Motion by Commissioner Leighton, seconded by Commissioner Arnold, to reaffirm the Fire District Investment Policy for the 2026 calendar year. All in favor, aye; opposed, no. Motion carried.

11. RESOLUTION 1.7

BE IT RESOLVED that the Fire District shall maintain membership in the following organizations:

- Association of Fire Districts of the State of New York (AFDSNY)
- Broome County Firefighters' Association
- Fireman's Association of the State of New York (FASNY)
- National Fire Protection Association
- National Volunteer Firemen's Association

RESOLUTION 1.8

BE IT RESOLVED that the Endwell Fire District shall support membership by the Fire Chief and/or authorized officers in the following professional organizations for the 2026 calendar year:

- International Association of Fire Chiefs
- New York State Association of Fire Chiefs
- Western Broome County Fire Chiefs' Association
- Fire Engineering

RESOLUTION 1.9

BE IT RESOLVED that upon review, the Fire District approves the following yearly contracts and leases:

- Lease with the Endwell Fire Department for the lease of the apparatus room;
- Lease with the De Lage Landen Financial Services, Inc. for the copy machine;
- Service contract with Pyramid for the District computer system;
- Service contract on all copiers and office equipment;
- Renewal of the domain name registration for the District Web page;
- Service contract on inspection and monitoring with Sentry Alarms;
- Service contract with Stark Tech Services for the generator at Station 1;

12. Motion by Commissioner Arnold, seconded by Commissioner Leighton, to appoint the Fire District Secretary as Records Management Officer for the Endwell Fire District for the 2026 calendar year. All in favor, aye; opposed, no. Motion carried.

13. Motion by Commissioner Arnold, seconded by Commissioner Leighton, to designate the Chair of the Board of Fire Commissioners as the FOIL Appeals Officer for the Endwell Fire District for the 2026 calendar year. All in favor, aye; opposed, no. Motion carried.

14. Motion by Commissioner Leighton, second by Commissioner Costello, to appoint the following Fire Commissioner to the following committees for the year 2026.

- a. Apparatus Replacement: Leighton & Costello
- b. Day-to-day Operations/Facilities: Costello & Arnold
- c. Equipment: Costello & Leighton
- d. Grants: Leighton
- e. HazMat & Medical Liaison: Arnold
- f. Long-Term Planning/Finance/Budget: Cook & Leighton
- g. One Non-Voting Member of the Ethics Board: Cook
- h. OSHA Liaison: Costello
- i. Personnel and Training: Lewis & Cook
- j. Public Information Officer: The Fire Chief
- k. Station 3: Arnold & Costello
- l. Advisor to the Grievance Committee: Arnold

All in favor, aye; opposed, no. Motion Carried.

15. Motion by Commissioner Costello, second by Commissioner Leighton, to approve the following Fire Commissioner appointments to the Fire Company Committees for the year 2026:

- a. Company Membership Committee: Arnold (alternate: Costello)
- b. Finance: Leighton (alternate: Cook)
- c. Fire Company By-Laws Committee: Cook (alternate: Costello)
- d. Fire Officers Qualifications: Lewis (alternate: Arnold)
- e. Income and Contingency Fund: Leighton (alternate: Cook)
- f. Life Membership: Costello (alternate: Arnold)
- g. Memorial Fund: Leighton (alternate: Lewis)
- h. Uniforms: Lewis (alternate: Leighton)

All in favor, aye; opposed, no. Motion Carried.

16. Motion by Commissioner Leighton, second by Commissioner Costello, to appoint Mondorf & Fenwick, the audit firm of the Endwell Fire District, for the 2025 audit. All in favor, aye; opposed, no. Motion Carried.

17. Motion by Commissioner Leighton, second by Commissioner Arnold, to appoint Jerome Bignoli to prepare the financial report of the Endwell Fire District for the year 2025. All in favor, aye; opposed, no. Motion Carried.

18. Motion by Commissioner Costello, seconded by Commissioner Leighton, to approve the chief officers as elected by the O. L. Davis Fire Company for the year 2026:

Chief: Matthew Grafton

1st Asst. Chief: Jacob Polovchak

2nd Asst. Chief: William Frantz

3rd Asst. Chief: OPEN

Other 2026 officers include:

Captain – Andrew Slavetskias

Lieutenants – Matthew Cargill, Michael DelVillano, Nathan Leonard (Three Lieutenant positions are open)

Fire Police Captain – Ronald Materese

Fire Police Lieutenant – Tristan Foster

All in favor, aye; opposed, no. Motion carried.

19. Motion by Commissioner Costello, second by Commissioner Leighton, to pay the bills received between 12-18-2025 through 01-14-2026. All in favor, aye; opposed, no. Motion carried.

20. RESOLUTION 2.0

BE IT RESOLVED that the Treasurer of the Fire District is authorized to pay the following claims in advance of an audit by this Board of Fire Commissioners of the Endwell Fire District. Such claims must be presented to the next meeting of the Board of Fire Commissioners of the Endwell Fire District for audit:

- i. Utility payments to NYSEG for light and gas;
- ii. Telephone payment to Verizon;
- iii. Vouchers;
- iv. Debt Services;
- v. Credit card statements;
- vi. Any special check requests

BE IT RESOLVED that the Treasurer of the Endwell Fire District is authorized to pay only upon approval of the Board of Fire Commissioners of the Endwell Fire District on the following claims:

- Fixed salaries;
- Compensation for services of officers or employees regularly engaged by the fire district at agreed wages by the hour, day, week, month, or year.

RESOLUTION 2.1

BE IT RESOLVED that the Fire District Treasurer is hereby authorized, within 60 days after the end of the fiscal year, to submit to this Board of Fire Commissioners a copy of the annual report

required by General Municipal Law Section 30 in lieu of a written statement showing receipts and disbursements for the preceding fiscal year. This authorization shall remain in effect until rescinded by this board of fire commissioners.

21. Motion by Commissioner Costello, seconded by Commissioner Arnold, to authorize designated officers to use Fire District credit cards in accordance with District policy and internal controls. All in favor, aye; opposed, no. Motion carried.
22. Motion by Commissioner Costello, seconded by Commissioner Arnold, to authorize the Chair of the Board, Fire District Secretary, and Fire District Treasurer to execute contracts and agreements as approved by the Board of Fire Commissioners. All in favor, aye; opposed, no. Motion carried.
23. Motion by Commissioner Arnold, seconded by Commissioner Leighton, to approve the continued use of the Endwell Fire Station as an emergency shelter and temporary holding location for participants of the Broome County Office for Aging Yesteryears Social Adult Day Program in the event of an emergency evacuation, consistent with prior Board approvals.

Be it further resolved that the Fire District Secretary is designated as the District's primary point of contact for coordination related to this arrangement, and that such use shall be limited to emergency circumstances only and shall not interfere with Fire District operations or emergency response.

All in favor, aye; opposed, no. Motion carried.

Motion by Commissioner Lewis, seconded by Commissioner Arnold, to ENTER INTO EXECUTIVE SESSION at 6:17 p.m. to discuss personnel matters. All in favor; motion carried.

Fire Company President Robert Brady and Fire Company Trustee Dennis Sullivan also requested to speak to the Board in executive session.

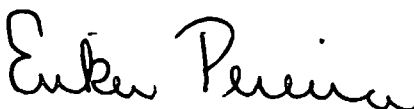
No action was taken during the executive session.

Motion by Commissioner Lewis, second by Commissioner Arnold, to return to the REGULAR SESSION at 6:51 p.m. All in favor; motion carried.

Motion by Commissioner Costello, seconded by Commissioner Arnold, to adjourn at 6:54 p.m. All in favor; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully Submitted,



Erika Pereira

Fire District Secretary