

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
March 26, 2026**

Commissioners Present:

Michael Lewis, Chairman
James Arnold, Vice Chairman
Gary Leighton
Matthew Cook
Scott Costello

Guests / Visitors:

Jacob Polovchak, 1st Assistant Chief
Michelle Pandich, Fire Company 1st Vice President
Robert Brady, Fire Company President
Gregg Cook, Fire Company Trustee
William Frantz, 2nd Assistant Chief
Cheryl Grafton, Fire Company Treasurer
Denny Sullivan, Fire Company Trustee
Thomas Kutz
Matthew Cargill

District Officials Present:

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

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.

Agenda items were reviewed, and the work session was closed at 7:05 p.m.

Commissioner Lewis called the regular monthly meeting of the Board of Fire Commissioners to order at 7:04 p.m.

The minutes from the February 26 meeting were distributed to the Board.

Motion by Commissioner Arnold, seconded by Commissioner Cook, to approve the minutes as submitted. All in favor, aye; opposed, none. Motion carried.

TREASURER'S REPORT: Motion by Commissioner Leighton, seconded by Commissioner Costello, to approve the Treasurer's Report and the Capital Reserve Summary as presented and reviewed, subject to audit. All in favor, aye; opposed, none. Motion carried.

The Board reviewed correspondence from the Treasurer advising that prior-year unappropriated funds have been calculated at \$68,022.71, with a recommendation to transfer these funds to the Apparatus Capital Reserve Fund.

Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the transfer of \$68,022.71 in prior year unappropriated funds to the Apparatus Capital Reserve Fund. All in favor, aye; opposed, none. Motion carried.

Unfinished Business:

1. Station 3 Project: Commissioners Costello and Arnold met with Station 3 members a couple of times.

Commissioner Costello stated that they had decided to knock down the current building and build a brand-new 3-bay building with an office on one side and deep bays so that two trucks can fit in each bay. They think the current land plot can handle a new 3-bay building. Commissioner Costello needs to get with the vendors to see if they quoted for double bays.

2. New Apparatus—Engine: Unit remains on the production line; expected delivery April 2026.
3. Apparatus Floor: Commissioner Cook received an updated price quote from Doski. The price has increased by \$4,000.00 from the last quote. He is still waiting for the quotes from Upstate and a third.
4. New Chief's Vehicle: Chief Grafton and Assistant Chief Frantz will be going up to Syracuse to pick up the vehicles from Bush Electronics.

Commissioner Costello would like the Knox Boxes on ignition.

5. Refurbishment of Engine 2: Engine 2 (Unit E31-2), a 2003 Sutphen Custom fire apparatus, had its tires replaced and is currently at Vander Molen to complete the work. Assistant Chief Frantz states that additional maintenance is required, and the pump drains are locked up.

Chief Grafton is working with the Vestal Fire District to put together a leasing agreement so we are not down an apparatus while Engine 2 is being refurbished.

6. NYS PESH Consultation Report – Review and Corrective Actions: The Board reviewed follow-up actions related to the NYS Department of Labor PESH consultation (Visit #401655). The updated Rehabilitation at Incidents or Training SOG (2026-108) was presented, incorporating enhancements to medical monitoring and accountability procedures, and adding a comprehensive heat-related illness prevention, training, and response section to address identified gaps and align with current PESH guidance.

Motion by Commissioner Arnold, seconded by Commissioner Cook, to adopt SOG 2026-108 – Rehabilitation at Incidents or Training, superseding SOG 2015-05. All in favor, aye; opposed, none. Motion carried.

7. Replacement of Door Operator Units – Station 1 Bays: Commissioner Scott Costello would like to table this for the moment. The doors seem to be working properly at the moment.
8. Exterior Station 1 Lighting Replacement: The Board revisited the Station 1 exterior lighting replacement item first introduced in January. Commissioner Costello, Robert Brady, and AC Spears are currently working on options. This item remains under review, with no formal action taken to date, and will remain on the agenda.
9. Grievance Committee & Policy: The Board revisited the Grievance Policy, Grievance Committee, and the Grievance Complaint, noting the complaint was received in November 2025 and remains under review, with no formal action having occurred to date. The matter will remain on the agenda for continued Board consideration.

Ronald Materese spoke with his neighbor, Matthew Weintraub, who expressed interest in joining the grievance committee rather than the ethics committee.

10. Membership Acceptance & Separation Policy: Motion by Commissioner Arnold, seconded by Commissioner Cook, to adopt the Membership Acceptance & Separation Policy, as presented, governing the acceptance, status, and separation of Fire District members, with said policy to take effect immediately and supersede any prior policies or practices inconsistent therewith. All in favor, aye; opposed, none. Motion carried.
11. The Annual Firefighters' Inspection Dinner Policy: Commissioner Costello still needs to work on revising it to better reflect the Board's current practices and expectations. Further discussion and potential revisions will be brought back to the Board at a future meeting.
12. Apparatus iPad replacement: The Board was presented with pricing and options for the replacement of ten (10) apparatus iPads through AT&T/FirstNet under the NPPGov agreement. The current 32GB devices were identified as having insufficient storage capacity to meet application and system update demands. Two replacement options were reviewed: 256GB units available immediately at a lower cost and 512GB units with a 2–3-week backorder. Following the discussion, the Board reached a consensus to proceed with the 256GB iPads. The devices were subsequently ordered, received, and inventoried, and will be configured for operational use.
13. One-Man Lift Purchase: The Board revisited the matter of acquiring a one-man personnel lift. As reflected in the January 29, 2026 meeting minutes, the Board previously discussed the need for a lift and directed that specifications and required quotes be obtained in accordance with the District's Purchasing and Procurement Policy, with no action taken at that time pending further information.

The Board was subsequently informed that Commissioner Scott Costello purchased a one-man personnel lift via a private sale (Facebook Marketplace) for \$2,700.00 in cash, as the seller would not accept payment by check.

Motion by Commissioner Cook, seconded by Commissioner Arnold, to ratify the purchase of a one-man personnel lift in the amount of \$2,700.00, acquired via private sale, acknowledging the operational need previously discussed by the Board.

This ratification is contingent upon submission of all supporting documentation, including proof of purchase, and verification that the equipment meets applicable safety, inspection, and operational requirements. The Board further directs that the purchase be reviewed for compliance with the District's Purchasing and Procurement Policy and applicable New York State requirements. All in favor, aye; motion carried.
14. Verizon Phone Service Discontinuance – Review of Replacement Options and Migration Plan: Commissioner Costello reported that he contacted Verizon's Buffalo/Albany Business Office regarding the potential discontinuance of the Centric phone system. Verizon advised that no immediate action is required, as service changes are not currently impacting this area. It was noted that Verizon is gradually transitioning customers from the Centric system to fiber-based services in applicable service areas.

Commissioner Costello also consulted with local contacts in the Binghamton area who monitor system infrastructure and will notify the District of any anticipated changes. At this time, no modifications to the District's phone service are necessary, and the Board will continue to monitor the situation for future developments.

15. Fire Department SOGs

The Board reviewed and discussed several Fire Department Standard Operating Guidelines (SOGs) currently under development and revision.

- a. Training Policy SOG: Commissioner Cook requested that the policy be updated to include the 9:00 am day training.
- b. Job Response Classification Requirement SOG: The Board revisited the proposed SOG, first introduced in January. No formal action was taken, and additional time was requested for further review and consideration.
- c. Accidents Involving Department Vehicles SOG: The Board revisited the proposed SOG first introduced in January. No formal action was taken, and additional time was requested for further review. The Board discussed revisions to the Medical Evaluation and Testing section, including:
 - Commissioner Cook would like to see “should” replaced with “shall” in the following sentence under the Medical Evaluation and Testing: *“The ranking officer on scene should call the Fire District’s designated medical provider and schedule drug and alcohol testing for the driver involved in the accident”*, to reflect mandatory compliance.
 - Expanding the section to include more detailed procedural steps and contact information for the District’s designated medical provider, as recommended by Assistant Chief Frantz.
 - Clarifying that any member requiring evaluation and testing shall be transported by another officer, as recommended by Commissioner Costello.
- d. Officers' Duties SOG: The Board revisited the proposed SOG first introduced in January. No formal action was taken, and additional time was requested for further review and consideration.
- e. Respiratory Protection Program SOG:
- f. Protective Gear Decon:
- g. Occupational Safety & Health / Incident Safety Officer SOG:
- h. Training Records Management & Access Control SOG:
- i. Thermal Imaging Camera SOG:

Items e through (i) were first introduced in February and were not reviewed. The Board will schedule a work session to continue its review and consideration of all Fire Department SOGS and Fire District policies currently on the agenda for approval.

New Business:

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

Vouchers #26_03-001 to #26_03-071, including payroll and Debt Service interest payments as applicable, totaling \$40,231.09.

Supplemental list: Vouchers #26_04-001 to 26_04-023, totaling \$30,139.11.

All in favor, aye; opposed, none. Motion carried.

NYCLASS Transfer: Motion by Commissioner Arnold, seconded by Commissioner Leighton, to authorize the transfer of funds from the NYCLASS Current Year Fund in the amount of \$230,000.00 to the M&T Operating Account to meet current cash requirements and maintain a conservative operating balance. All in favor, aye; opposed, none. Motion carried.

2. Purchases:

- a. Radio Room Printer Replacement: The Board reviewed a request to replace the existing radio room printer (Brother HL-2240), originally purchased in 2013, due to reliability concerns. The proposed replacement is a Brother HL-L2460DW compact wireless black-and-white laser printer in the amount of \$179.99, which provides updated functionality and improved operational reliability.

Motion by Commissioner Costello, seconded by Commissioner Arnold, to approve the purchase of a replacement radio room printer in the amount of \$179.99, as presented, in accordance with District purchasing policies. All in favor, aye; opposed, none. Motion carried.

- b. District Office Printer Replacement: The Board was advised that the District Office printer (HP Color LaserJet Enterprise M553) is no longer operational due to a hardware-related failure. Replacement was recommended as the most practical and cost-effective solution. The Board reviewed a quote from Pyramid Business Systems, Inc. under New York State Contract PM20860 for an HP LaserJet Enterprise 5700dn printer in the amount of \$810.53, plus optional warranty and installation costs.

Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the purchase of an HP LaserJet Enterprise 5700dn printer in the amount of \$810.53 under New York State Contract, as presented, with installation and warranty options to be determined as needed. All in favor, aye; opposed, none. Motion carried.

3. Line Transfers: No line transfers were submitted.

4. Buildings & Grounds:

- a. Station 1 Generator Repair: The Board reviewed a quote from Stark Tech Services for repairs to the Station 1 emergency generator, which was rendered inoperable due to a fan failure, impacting emergency backup power at the facility. The proposed repair includes replacing the fan, intercooler, radiator, and associated components for a cost of \$12,682.72, as recommended by the vendor to ensure proper operation and reliability.

Due to the emergency nature of the failure and the need to restore critical infrastructure, the Board, in accordance with District practice for emergency situations, granted prior authorization to proceed with the repairs via email.

Motion by Commissioner Costello, seconded by Commissioner Arnold, to ratify and approve

the emergency repair of the Station 1 generator in an amount not to exceed \$12,682.72, as presented. All in favor, aye; opposed, none. Motion carried.

It was further noted that Commissioner Costello has submitted an insurance claim regarding the generator damage, and the District will pursue reimbursement as applicable.

5. Community Room Requests: The Board reviewed requests for use of the community room as submitted for the March 26, 2026 meeting, including events scheduled for May and June 2026 with applicable security deposits and rental fees. Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the following community room requests, subject to compliance with District policies and receipt of all required fees and deposits:

- May 3, 2026 (3:00 p.m. – 9:00 p.m.) – Joan Simons – Birthday Party – \$200 security deposit (Member)
- May 9, 2026 (All Day) – Kellie Vanfleet – Bridal Shower – \$200 security deposit, \$200 community room rental, \$100 kitchen rental
- May 30, 2026 (All Day) – Jeff Glosenger – Birthday Party – \$200 security deposit, \$200 community room rental, \$100 kitchen rental
- June 27, 2026 (All Day) – Stacie Bennett – Graduation Party – \$200 security deposit, \$200 community room rental, \$100 kitchen rental

All in favor, aye; opposed, none. Motion carried.

6. Chief's Report: Motion by Commissioner Costello, seconded by Commissioner Arnold, to accept the Chief's Report as presented. All in favor, aye; opposed, none. Motion carried.

Commissioners,

The apartment complex at 609 Hooper Rd will be occupied this month. The day training crew conducted a pre-plan on Monday, March 23rd. I heard some good comments.

I asked for the elevator, door, fire alarm pull box, attic hatch, and key fobs for the location.

Working on run cards for the new apartment complex.

New thermal imaging cameras are in, and we are working on training with them.

A grant has been submitted for a new search room on the 2nd floor.

E312 has been sent out for refurbishment. We are still awaiting Vestal's engine to cover Station 2 while Engine 312 is out of service.

We are picking up 2 chiefs' cars this Saturday.

The arrival of the new engine is still planned for the end of April.

Quint 31 will be sent out for repairs at the end of this month or the first part of April.

We are changing some SOP's from our Pesh Consultation.

Meeting with the Deputy Fire Coordinator to increase training with other departments and host NYS fire classes.

Looking at Options to sell the Scott bottles and other outdated equipment.

Still in the process of reviewing and updating department SOG's on a monthly basis.

We had a training burn last Saturday, March 21st. We trained with the East Maine and Vestal Fire departments and plan to continue these mutual-aid trainings in the future.

We are planning on Recruitment Day not only on Saturday, April 18th, but have been permitted to promote recruitment in schools on Friday, April 17th, in Maine, Endwell, and Union Endicott.

MES will be here on March 30th and 31st for annual air pack inspections.

We hosted a stay-in-your-lane class provided by the insurance company, which was well-presented and very informative.

I sent out an IAR message encouraging members to share any suggestions for improving the department, as well as any questions or concerns they might have with me. We have had one meeting so far, and the discussion has been positive.

Chief 31A is working on outreach, recruitment, and retention, as well as training with other departments.

Chief 31B is working on the grant program.

On 2/20/26, Battalion Engine 3 was staffed by our department. Happy to report that more members are sending me their information to join the battalion engine.

It's been a busy 3 months with call volume, thanks to all those who are able to assist with them.

Mileage Report Car 31

Starting Mileage 10747

Ending Mileage 11094

Miles 347

Fuel 21.90 Gallons - 1 Fill up

7. Support Services Report: Motion by Commissioner Cook, seconded by Commissioner Arnold, to accept the Support Services Report. All in favor, aye; motion carried.

Board of Commissioners Endwell Fire District

- We are still looking for a way to sell our old bottles. Mr. Brady reached out to a source; we are awaiting a response.
- I am still looking for the missing SCBA Bottle that was not inventoried.
- The Thermal Imagers have been received and processed. Members are doing some training with them.
- I would like to speak to the Board about the equipment for the new Engine 3 and Engine 2 refurb. The current Engine 3 has a 5-inch hose. We are upgrading to a new lightweight 4-inch hose. We also need 1 ¾-inch hose and a few more lengths of 2 ½-inch hose. Also, with the new building at 609 Hooper Rd, the hose lays are long. We currently lack the amount needed to supply our apparatus in the event of a fire. We also need to upgrade our high-rise packs. Upgrading to a lightweight standpipe hose will allow us to carry more hose. Our Bullard Thermal Imagers need replacement. We have ordered and received the new Seek Cameras and will be putting them into service. I am asking the board to add to the equipment budget to help offset the cost of the following equipment purchases.
 - Hose for New Engine 3. This would be 1700 ft of 4-inch cloth hose. Needed 1 ¾ Hose and 2 ½ Hose
 - Thermal imager packages, (1) stand-alone Thermal Imager, and (2) Truck Mounts
 - Hose for Engine 2. This would also include 1700 ft of 4-inch cloth hose. Needed 1 ¾ Hose and 2 ½ Hose
 - Upgrading the Chain Saws (4) from Electric to Gas
 - Upgrading High Rise Packs (4)

The total amount I am asking for from the district is \$68,500.00. I hope to offset the cost of this by selling our old 5-inch and 4-inch rubber hoses, and if, by chance, we are able to get the Grant from NYS, it would replenish the fund and allow us to upgrade the remaining apparatus.

- 2 sets of turnout gear that were sent out for repair have been returned and are back in stock.
- Will be having some people measured for new gear this upcoming week.
- The New Chief Cars will be here Saturday Morning. We will work over the weekend to get them into service ASAP.
- Chief Grafton's car will be in Syracuse getting light upgrades.
- I met Robinson Sign. They will be getting me a quote to do vinyl work for us. Removing the decals from my old chief's car, removing the Chief from the idol Tahoe, and putting Utility 31-11 on the side of it. Also, redoing the vinyl work on Utility 3 and the current Chief car is going in for body work.
- We purchased 8 new E flares for Fire Police, one of which is not working. It will be returned and replaced.

The following gear has been returned to stock

- SO 10199 Morning Pride Coat
- SO 10036 Morning Pride Coat
- SO 8545 Morning Pride Pants

The Following items have been entered into inventory

- SO 11455 – Seek TI 300 Pro
- SO 11454 – Seek TI 300 Pro
- SO 11453 – Seek TI 300 Pro
- SO 11452 - Seek TI 300 Pro
- SO 11392 – Seek PRO VRS TI
- SO 11393 – Seek PRO VRS TI
- SO 11392 Seek PRO VRS TI
- SO 11381 – Seek TI 200 Pro
- SO 11063 – Bunker Boot 10.5W
- SO 11380 – Bunker Boot 10.5
- SO 11379 – Husky Tarp

The Following are OOS

- SO 5324 - Mintor 5 Fire Pager
- SO 10429 - Mintor 5 Fire Pager
- SO 6971- Mintor 5 Fire Pager
- SO 6970 -Mintor 5 Fire Pager
- SO 6908 Mintor 5 Fire Pager
- One pager with NO SO Number

We are still missing pagers from Totten and Beck. Also, I have yet to receive any of Christopher Lee's property. I ask the Board and Company to handle this matter to have the property returned.

Chief Vehicle Report:

Starting Mileage 38501
Mileage for this meeting: 38937
Total Miles driven 436
3 tanks of gas. 38 Gallons

8. Maintenance Division Report: Motion by Commissioner Cook, seconded by Commissioner Arnold, to accept the Maintenance Report. All in favor, aye; opposed, none. Motion carried.
- a. 2015 Chevy Pick Up Estimate: The Board reviewed a preliminary estimate from Dick Ford's Quality Body Shop for repairs to a 2015 Chevrolet Silverado (Utility 31-3), identified as VIN 1GC1KUEG1FF543875, with reported mileage of approximately 45,966 miles. The estimate includes repairs to the pickup box outer panels and replacement of wheel opening moldings, along with associated labor, paint, and materials, for a total amount of \$1,311.00.
- b. Chief Vehicle (2023 Chevrolet Tahoe) Estimate: The Board reviewed a preliminary estimate from Dick Ford's Quality Body Shop for repairs to a 2023 Chevrolet Tahoe (Chief vehicle), identified as VIN 1GNSKLED1PR266527, related to damage to the rear bumper assembly. The estimate includes labor and refinishing for the repair of the bumper cover, with a total cost of \$746.50.

It was noted that the Fire Department maintains a budget line for vehicle maintenance and repairs, from which these expenses will be paid.

Board of Commissioners Endwell Fire District

Here is a detailed report on the status of each piece of Apparatus:

Engine 31-1

Engine 1 had 127 check engine lights. I was in Contact with the current Pierce Dealer, Fire Matic. They sent a mechanic to the station to review the issues. We identified an SAS failure caused by a DEF sensor issue. The computer needed to be reset and re-read several weeks later to perform a proper system check. Fire-Matic was at the Station on 1/ 21/26. Most of the errors were clear, but the SAS Failure remained. It was determined that one of the airbags was defective. A detailed Report was sent to Pierce so the correct part can be ordered. Fire Matic will be in touch when the part arrives. Also, on the initial visit, Fire Matic suggested routine maintenance for the Engine. This was explained in the presence of Commissioner Costello. As of tonight, the small PM that can be done in-house is complete. The deck gun has been greased, and the roll-up doors have been serviced. The bi-weekly check has been completed. Outstanding issues remaining are replacing the pump panel lighting, replacing and updating the cord reel and pigtail, addressing the airbag issue, and replacing the headlight cover on the officer's side.

Engine 31-2

Twin Tier Fire and Safety has replaced the new ignition and starter switches. The cord reel and pigtail will need updating. The quotes for the refurbishment of this apparatus have been received and reviewed. The board will recommend who should perform the work.

Engine 31-3

The check engine light on Engine 3 was on as of 1/24/2026. This was due to a low coolant level. The light reset itself, and the level will be topped off and monitored. Twin Tier also evaluated Engine 3 for maintenance and value. The Board will be given a recommendation and findings on value and sale.

Rescue 31

There was a high idle issue with Rescue. Fire Matic put the vehicle on the scanner. I have not heard back from them about the problem. I will notify everyone when I do. It was also suggested that the pigtail and cord reel be replaced to ensure proper charging, as the two plugs operate different systems on the rescue. It was also suggested that the roll-up doors be sprayed and cleaned monthly to ensure appropriate function.

Tower 31

Vander Mollen replaced the heating unit, the modular, and the sensor in the Def unit. There are some minor maintenance discrepancies that need to be discussed. The cable adjustment was found to be too loose in the annual inspection in June of 2025. This was handled during its PM in October by Vander Mollen. There was also an issue with the Jack stowed indicator light inside the cab. It did not activate the cab jacks when the parking brake was released. This safety feature indicates that all jacks are in the stowed position for road travel. Vander Mollen was contacted on 1/27/2026 about this issue. They will be bringing down a new sensor and part when they return to the area. This will allow for the ladder to be certified.

Utility 31-1

There are some concerns about the rear tailgate flap. It is difficult for the Fire Police to operate. I have been in contact with Burr Truck and Twin Tier to discuss how to resolve this issue.

ATV 31

It is operationally up and running, with no start-up issues.

Quint 31

The quint was involved in a motor vehicle accident on January 12th. The following companies were contacted to obtain repair quotes. Fire Matic, Vander Mollen, and Twin Tier. As for tonight's meeting, there have been only two (2) quotes. I have also included a quote for tire replacement to submit to the insurance company. Some discrepancies need to be discussed with the Board due to the maintenance and condition of the quint. Following the accident, this may also be a good time to refurbish the vehicle. Multiple areas are rusting, and the problem will only get worse if we wait. Since the vehicle is going in for repair, this is a good time to have this done. There are also issues with the Quint not passing its Aerial Testing. The Aerial Testing Company has outlined these issues. I have included their findings in this report. As of today, all but one of the Broken water gages have been replaced. No other work has been completed. We also have an issue with the front inlet. It is damaged and was attempted to be welded. See photo. It was not done correctly, and because this piece is aluminum, it is strongly recommended that the pipe be replaced. Also, the rear tires are 10 years old, and the front tires are original equipment. I have a quote submitted to the board to replace the tires if the insurance will not cover them. Also, a minor outstanding issue with the Quint is the replacement of the spanner wrenches and updating the TICs.

Utility 31-3

Utility 31-3 had a break line issue. There was a leak found. The vehicle was taken to Botnick. Found that the check valves on the Rear Calipers were not tightened down to spec. The brake lines were drained, and maintenance was performed. Also, the headlight flasher is not working. This is due to a mouse nest being found in the right front fender. Will obtain estimates to fix this and to cover the bodywork required. The weather has been an issue. Will try to get an estimate before the February meeting.

Utility 31-2

The safety inspection was completed along with a front-end alignment. After picking up the vehicle, the anti-lock brake light came on, and a noise from the engine was noticed. It was determined that the front hub was bad and the lower engine gasket needed to be replaced. Work is currently being done at Botnick.

Brush 31

The Kussmaul charger has been installed on the brush truck. The vehicle had maintenance on 1/28/2026 at Endwell Auto. Safety inspection, oil change, and tire rotation were completed.

The old Chief 31A Tahoe

When the Tahoe was taken up to Botnick for its engine evaluation, it was noticed that the oil lines were leaking. Also, one of the tire sensors needs to be replaced, and its safety inspection is due in February. This vehicle will be taken up to Botnick in February to have the work completed.

Boat 31-1

The boat is still OOS due to an air leak on one side. I will be contacting someone to see if we can get this repaired. Will discuss the boat's status with the Chief.

Fire Extinguishers

We have several more fire extinguishers that need to be inspected by ABC—Mr. Brady will take them to ABC for inspection.

Chain Saws

Working on setting up PM on all gas chainsaws.

In Station Cascade

The in-station Cascade system has developed an internal leak. As of tonight, Jerome has been notified.

- I have prices for the refurbishment of Engine 2. I have attached the quotes and will discuss the recommendation during the board meeting
- I have received 2 quotes for repairs to the Quint. I will discuss it at the Board meeting.

Station Maintenance

During maintenance, it was noted that several of the trucks' automatic air-charging systems were not working. We updated the shore power placement for the rescue and labeled it. This will ensure proper charging and operation of the Kussmaul system. We have ordered new drop reels for the apparatus. We are also getting new pigtailed for the apparatus.

Air Compressors

All air compressors are functioning without issue.

The Chief and I met with John Hussar from Gray Goose tonight. We reviewed the G3 coding for maintenance. We have several new ways to track bi-weekly checks and maintenance reporting issues. This should streamline issues and improve accountability.

9. Training Division Report: Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the Training Report. All in favor, aye; opposed, none. Motion carried.

Dear Board of Fire Commissioners,

Special Ops Training

- *Water Rescue Training- Unknown*
- *F.A.S.T Training- 3/14/2026*

Completed Trainings

- *Fire Officer 2*
- *Fire Police*
- *NYSEG – Natural Gas Awareness -- \$2,500 being donated to the department*
- *Mutual Aid Live Burn – 3 Departments, 20 attendees*
- *Various Online Trainings (McNeil & CO, National Fallen Firefighters Foundation, U.L FSRI)*

Classes Currently Attended

- *B.E.F.O- Basic Exterior Firefighter*

Upcoming Fire Trainings

- *3/30 – Firefighter Self Rescue*
- *4/06- Auto Extrication*
- *4/13 – Water Rescue Awareness*
- *4/20 – Sprinkler Systems*

Vehicle Usage Report

Start Mileage – 19,838

End Mileage – 20,185

Total – 347

Fuel - Fill Up on 3/1 & 3/18

Motion by Commissioner Costello, seconded by Commissioner Arnold, to place the money from the NYSEG rebate back into the training budget so a rescue dummy can be purchased. All in favor, aye; opposed, none. Motion carried.

10. Fire Company Report(s):

- a. Fire Company – Hometown Heroes Request: The Board received correspondence from the O.L. Davis Fire Company, Inc., requesting permission to have the Hometown Heroes food trailer located in front of Station 1 from June 28 through July 4, 2026.

Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the request for the Hometown Heroes food trailer to be located at Station 1 from June 28 through July 4, 2026, subject to compliance with District policies and any applicable insurance and safety requirements. All in favor, aye; opposed, none. Motion carried.

- b. Fire Company – Resignation (Katie Shields & Cassidy McKnight): The Board received correspondence from the O.L. Davis Fire Company, Inc. advising that the Company received the resignations of Cassidy McKnight (March 19, 2026 meeting) and Katie Shields (February 19, 2026 meeting).

Motion by Commissioner Costello, seconded by Commissioner Arnold, to accept the resignations of Katie Shields and Cassidy McKnight, as presented. All in favor, aye; opposed, none. Motion carried.

- c. Election of Captain – Matthew Cargill: The Board received correspondence from the O.L. Davis Fire Company, Inc. advising that, at their March 19, 2026 meeting, the fire company membership elected Matthew Cargill to the position of Captain.

11. 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.

12. Motion by Commissioner Arnold, seconded by Commissioner Costello, to approve reimbursement to Megan Leniek for medical copays associated with Kaitlyn Leniek's Fire Department physical and required follow-up testing, in the total amount of \$225.00, as required by Occupational Health in connection with Fire Department medical clearance, and as submitted with supporting documentation. All in favor, aye; opposed, none. Motion carried.

13. Incentive Program Point Value Review – Budget Line 028: The Board reviewed the Incentive Program point value analysis, including current outstanding points, budget allocation, and the financial impact of potential increases to the per-point value.

The Board discussed the available options and their associated budget implications, including the need for budget transfers if an increase were implemented this year.

The Board determined to maintain the current point value at this time and to revisit the matter during the upcoming budget process for further evaluation and planning.

No formal action was taken at this time.

14. Enhanced Lift Test Option for Annual Firefighter Physicals: The Board reviewed correspondence from Southern Tier Occupational Health regarding an enhanced lift test option for annual firefighter physicals. The proposed test includes additional functional fitness components designed to better simulate firefighting tasks and improve injury prevention, and would be used for evaluation and training purposes rather than disqualification.

Motion by Commissioner Arnold, seconded by Commissioner Cook, to approve the implementation of the enhanced lift test for firefighter physicals, to be required for all interior firefighters and optional for exterior firefighters based on assigned duties, as presented. All in favor, aye; opposed, none. Motion carried.

15. Social Media & Recruitment Initiative – Grey Goose Graphics: The Board reviewed correspondence regarding potential recruitment support services from Grey Goose Graphics, LLC, including options for targeted advertising, social media management, and expanded outreach through platforms such as Instagram and TikTok.

The Board discussed the proposed services, including platform capabilities, associated costs, and the level of internal participation required to support ongoing content development and messaging.

The Board determined that additional information and planning are needed before proceeding. Commissioner Cook will contact Grey Goose Graphics to determine the cost of setting up an Instagram account.

Assistant Chief Jacob Polovchak would like to be added to the Facebook post distribution list.

16. ID Printer System Upgrade Proposal: The Board reviewed a proposal from LINSTAR for an upgraded ID card system, including a Sigma ID3 direct-to-card printer, Instant ID Professional software, supplies, and optional installation and training services. The proposal, utilizing New York State Contract #PT68825, reflects a total cost of \$5,115.50 after trade-in of existing equipment.

Motion by Commissioner Costello, seconded by Commissioner Leighton, to approve the purchase of the ID system upgrade through LINSTAR in the amount of \$5,115.50 under New York State Contract #PT68825, as presented. All in favor, aye; opposed, none. Motion carried.

17. The Board reviewed the proposal from Presentation Concepts Corporation (PCC) for the Training Room audiovisual upgrade project, including scope, equipment, and procurement through New York State Contract #PM21150 and NCPA Contract #01-170.

The total project cost was presented as \$25,857.00. The proposal includes installation, system integration, and training, with an estimated lead time of approximately 16–20 weeks after receipt of order.

The Board discussed the proposed project, including optional components and long-term maintenance considerations. The Board requested additional time to review the proposal and directed that pricing for the premium maintenance plan be obtained for further evaluation.

The item will remain on the agenda for continued review and consideration.

No formal action was taken at this time.

18. Fire Chief Matthew Grafton requested permission to utilize an engine to stand by at Vestal Station 1 from 10:00 a.m. to 3:00 p.m. on March 28, 2026, for Doug Rose's funeral. Motion by Commissioner Arnold, seconded by Commissioner Costello, to approve the request as presented. All in favor, aye; opposed, none. Motion carried.

19. Equipment Accountability / Missing Department Property: Assistant Chief William Frantz reported that pagers remain outstanding from Totten and Beck, and that no department-issued property has been returned by Christopher Lee. He requested that both the Board and the Fire Company take action to facilitate the return of all outstanding equipment.

Robert Brady advised that he has been actively working to recover items from multiple individuals and will compile a comprehensive list of outstanding equipment to provide to the Board for their records. Mr. Brady further stated that he has been coordinating with legal counsel to prepare a formal demand letter; however, progress has been delayed due to the lack of current contact information for certain individuals.

20. Deputy Treasurer Ronald Materese inquired whether insurance coverage applies when a member provides assistance at an incident where no jurisdictional officer is present. He indicated that the District may have previously adopted a resolution addressing this matter during his tenure as Fire Commissioner. The Board discussed the inquiry. Erika Pereira was directed to research prior Board actions to determine whether such a resolution was formally adopted and to report back to the Board.

21. Fire Chief Matthew Grafton advised the Board that, due to the resignation of Cassidy McKnight, there

is a vacancy in the Fire Department Photographer position. The Chief expressed the need to fill the position as soon as possible. It was noted that any member selected must meet the requirements outlined in District Policy No. 2024-45, including completion of an annual physical and an in-house orientation course.

The Board authorized the Fire Chief to fill the Photographer position vacancy from within the current membership, subject to compliance with District policy requirements. The appointment will be reported back to the Board.

Correspondence: The Board reviewed correspondence from Muench Orthodontics regarding a promotional offer available to medical professionals, as outlined in the document.

It was also noted that the *Fire District Affairs* newsletter for February 2026 – March 2026 was distributed to the Board for their review.

The Board acknowledged receipt of the correspondence. No action was taken.

Hearing of Visitor(s): Dennis Sullivan addressed the Board and indicated he had a question but preferred not to raise it in open session due to the number of individuals present, noting that it was not personnel-related.

The Board acknowledged the request and advised that the matter could be addressed in Executive Session.

Commissioner Michael Lewis announced that he will be resigning from the Board of Fire Commissioners effective at the conclusion of the meeting due to health reasons. A formal written resignation will be submitted.

The Board acknowledged the announcement, appreciating his service and dedication to the District, and noted that the vacancy will be addressed in accordance with applicable New York State law.

Commissioner Lewis called for an executive session at 7:38 pm to discuss a personnel matter.

Motion by Commissioner Arnold, seconded by Commissioner Cook, to enter into executive session. All in favor, aye; opposed, none. Motion carried.

The Board exited the executive session and returned to the regular session at 8:30 p.m., with no action taken.

Commissioner Cook will reach out to the District Lawyer to answer questions and gather additional information so the Board can make a final decision.

A work session was scheduled for Thursday, April 9, 2026, at 6:00 pm to review District policies and Fire Department SOGs.

Commissioner Costello will be on vacation the week of April 20 and would like to have the board meeting moved to the following week.

The regular monthly meeting originally scheduled for Thursday, April 23, 2026, has been rescheduled to Tuesday, April 28, 2026, at 7:00 p.m. (local time). The work session will begin at 6:15 p.m., followed by

the monthly meeting.

Resignation of Commissioner Lewis / Vacancy:

As a result, a vacancy now exists on the Board of Fire Commissioners. The Board will proceed in accordance with New York State Town Law to fill the unexpired term, which runs through December 31, 2026. A Special Meeting has been scheduled for April 23, 2026, at 6:00 pm to interview candidates for potential appointment at the April 28 regular meeting.

Motion by Commissioner Cook, seconded by Commissioner Arnold, to adjourn the meeting at 8:35 p.m. All in favor, aye; opposed, none. Motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully submitted,

Erika Pereira
Fire District Secretary
Board of Fire Commissioners
Endwell Fire District

DRAFT