

**ENDWELL FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS  
WORK SESSION  
April 09, 2026**

**Commissioners Present:**

James Arnold, Vice Chairman  
Gary Leighton  
Matthew Cook  
Scott Costello

**Guests / Visitors:**

Gregg Cook, Fire Company Trustee  
Jacob Polovchak, 1<sup>st</sup> Assistant Chief  
Robert Brady, Fire Company President  
William Frantz, 2<sup>nd</sup> Assistant Chief

**District Officials Present:**

Erika Pereira, District Secretary  
Matthew Grafton, Fire Chief

Commissioner Arnold called the work session of the Board of Fire Commissioners to order at 6:00 p.m.

The Board convened to review and discuss existing and proposed District policies and Fire Department Standard Operating Guidelines (SOGs) for consistency, compliance, and operational effectiveness.

1. Commissioner Cook to ask Grey Goose Graphics if they can handle Instagram or TikTok for the District to help with recruitment.
2. Review of District Policies
  - a. Grievance Committee & Policy  
The Board reviewed the Grievance Committee and Policy and discussed potential updates for clarity, consistency, and alignment with legal guidance. The Board needs more time to review.
  - b. Inspection Dinner Policy  
Commissioner Costello needs to revise the policy and send it out for review.
3. Review of Fire Department SOGs
  - a. Training Policy  
The Board reviewed the Training SOG, including training requirements, classifications, and scheduling. Direction was given to revise the SOG to reflect Monday training at 9:00 a.m. as well as the currently listed evening time.
  - b. Job Response Classification Requirement  
The Board reviewed the Job Response Classification Requirement SOG, including operational roles, training qualifications, and response authorization structure. The Board was ok with the SOG as is.
  - c. Accidents Involving Department Vehicles

The Board reviewed the Accidents SOG, including reporting procedures and compliance requirements. Direction was given to include a clear step-by-step guide for medical evaluation and testing to enhance operational clarity while maintaining legal compliance.

d. Officers' Duties

The Board reviewed the Officers' Duties SOG, including roles, responsibilities, and chain of command. The Board was ok with the SOG as is.

e. Respiratory Protection Program

The Board reviewed the Respiratory Protection Program SOG, including PESH/OSHA compliance, SCBA requirements, and program administration. The Board was ok with the SOG as is.

f. Protective Gear Decontamination

The Board reviewed the Protective Gear Decontamination SOG, including procedures for contamination control, cleaning, and exposure reduction. The Board was ok with the SOG as is.

g. Occupational Safety & Health / Incident Safety Officer

The Board reviewed the Occupational Safety and Health/Incident Safety Officer SOG, including the Safety Officer's structure and responsibilities, as well as the Health and Safety Committee's responsibilities. The Board was ok with the SOG as is.

h. Training Records Management & Access Control

The Board reviewed the Training Records Management and Access Control SOG, including recordkeeping requirements and access protocols. The Board discussed who has access to the records and how the Qualifications Committee would access training records if needed. It was stated that the Qualifications Committee needs to schedule time with the training chief to review any training records as needed. The Board was okay with the SOG as is.

i. Thermal Imaging Camera (TIC)

The Board reviewed the Thermal Imaging Camera SOG, including operational use, accountability, and maintenance. The Board was okay with the SOG as is.

j. Response Outside District – GML §209-i(1)(b) Coverage

The Board reviewed the Response Outside District SOG, including provisions for member actions outside the District and eligibility for coverage under New York State law.

#### 4. Discussion / Direction for Revisions

The Board provided overall direction for revisions as follows:

- Update the Training SOG to reflect a 9:00 a.m. Monday training schedule
- Add a step-by-step medical evaluation and testing procedure to the Accidents SOG
- Provide the Vehicle Use Policy for Board review, including proposed language regarding the transportation of non-members as requested by Assistant Chief Frantz

The Board requested that all revised documents be returned for further review and consideration for a decision to be made at the April 28 board meeting.

Motion by Commissioner Costello, seconded by Commissioner Cook, to adjourn the work session at 7:20 p.m. All in favor, aye; opposed, none. Motion carried.

Respectfully submitted,

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

DRAFT