

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
WORK SESSION
May 12, 2026**

Commissioners Present:

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

Guests / Visitors:

Gregg Cook, Fire Company Trustee
Robert Brady, Fire Company President
William Frantz, 2nd Assistant Chief
Michelle Pandich, 1st Vice President

District Officials Present:

Erika Pereira, District Secretary
Matthew Grafton, Fire Chief

The Work Session of the Board of Fire Commissioners of the Endwell Fire District was held on Tuesday, May 12, 2026, at the Endwell Fire District Office, 3508 Country Club Road, Endwell, New York.

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

1. The Board conducted a work session for the purpose of reviewing District policies and Fire Department Standard Operating Guidelines (SOGs), discussing recommended revisions, compliance considerations, and operational consistency. No formal action was taken during the work session.

2. Review of District Policies

a. Grievance Committee & Policy

The Board reviewed the proposed revisions to the Grievance Policy and discussed restructuring the process into an administrative investigative committee model. Discussion included:

- Clarification of committee authority and scope
- Compliance with New York State Fire District governance requirements
- Separation of disciplinary matters from administrative complaint review
- Recommendations previously provided by legal counsel

Direction was provided for additional revisions and legal review prior to presentation for possible adoption at a future regular meeting. Commissioner Cook and Commissioner Mujcic to complete the revisions.

b. Inspection Dinner Policy

The Board was provided copies of the current policy. Commissioner Costello stated he is

still working on revisions to the policy and should have something sent out before the next board meeting.

3. Review of Fire Department SOGs

a. Hazard Communication Program

The Board reviewed the revised Hazard Communication Program SOG, including OSHA/PESH compliance requirements, hazardous chemical inventory procedures, SDS accessibility, GHS labeling standards, training requirements, and program administration responsibilities. The Board is comfortable with the SOG as presented.

b. Emergency Building Evacuation Signal

The Board reviewed the Emergency Building Evacuation Signal SOG, including evacuation procedures, emergency radio traffic, accountability requirements, PAR procedures, and re-entry authorization protocols consistent with ICS/NIMS operations.

Assistant Chief William Frantz would like the word "AT" on page 2 changed to "ON" under "Broadcast the evacuation order."

c. Confined Space Rescue

The Board reviewed the revised Confined Space Rescue SOG, including the Department's Awareness/Defensive operational level designation, operational limitations, scene control procedures, specialized resource requests, and OSHA/PESH compliance requirements. The Board is comfortable with the SOG as presented.

Commissioner Cook asked whether the Department currently maintains a confined space rescue team. Fire Chief Grafton stated that the Department does not maintain its own confined-space rescue team and instead relies on specialized resources from the City of Binghamton or the Village of Endicott as needed. Commissioner Cook asked whether the Department intended to establish its own team in the future. Fire Chief Grafton stated that there were no plans to do so, noting that it is more practical to use established specialized teams given the extensive training and ongoing compliance requirements necessary to maintain a confined-space rescue team.

d. Tanker Fill Operation from a Hydrant

The Board reviewed the revised Tanker Fill Operation from a Hydrant SOG, including water-hammer prevention measures, apparatus positioning, pressure-control requirements, operational safety procedures, and defined responsibilities for pump and tanker operators. The Board is comfortable with the SOG as presented.

e. Origin and Cause Determination

The Board reviewed the revised Origin and Cause Determination SOG, including procedures for scene preservation, notification of the Broome County Bureau of Fire Investigation, evidence protection requirements, operational limitations, and reporting obligations under New York State Executive Law §204-d. The Board is

comfortable with the SOG as presented.

Commissioner Arnold asked whether the Department is required to request assistance from the Broome County Bureau of Fire Investigation, or whether investigators automatically respond to incidents. Fire Chief Grafton stated that the Chief or Incident Commander must generally request the Bureau, unless the incident type automatically triggers the Bureau's response through the run card system. Fire Chief Grafton further stated that second- and third-alarm incidents automatically generate a response from the Bureau; however, for first-alarm incidents or fires deemed suspicious in nature, the Chief or Incident Commander must specifically request the Bureau to respond.

Commissioner Arnold then asked when the New York State Office of Fire Prevention and Control (OFPC) or State investigators become involved in an investigation. Fire Chief Grafton stated that the State is generally contacted in incidents involving a fatality or when a State employee is injured at the scene.

Commissioner Cook questioned why the SOG requires documentation of the cigarette brand involved in a cigarette-related fire. Fire Company member Robert Brady explained that cigarettes sold in New York State are required by law to be self-extinguishing; however, cigarettes purchased outside of New York State may not meet the same requirements. Mr. Brady further stated that the State monitors and tracks cigarette-related fires as part of its reporting and fire investigation requirements.

f. Response to Violent or Potentially Hostile Incidents

The Board reviewed the new Response to Violent or Potentially Hostile Incidents SOG, including mandatory stage-away procedures, restrictions on POV response, coordination with law enforcement, and scene safety requirements for domestic violence, weapons-related, and other hostile incidents. The Board is comfortable with the SOG as presented.

g. Medical Response

The Board reviewed the Medical Response SOG, including ECHO priority-response procedures, EMS assistance operations, scene-safety requirements, patient-care responsibilities, required training, and coordination with EMS and law-enforcement personnel. The Board is comfortable with the SOG as presented.

4. Discussion / Direction for Revisions

An overview of a recent call was discussed, including how the incident was handled and areas where future operational improvements may be needed.

There are currently 16 certified EMT members. 8 work with Union Ambulance, and 8 work only with the fire department.

Chief Grafton wants members to use IAMRESPONDING more and listen to their paggers.

The Board provided overall direction for revisions as follows:

- Update the Emergency Building Evacuation Signal SOG to reflect a change in a word.
Current Wording on Page 2 under Requesting Broome County Communications to:
Broadcast the evacuation order:
“ALL UNITS OPERATING AT [INCIDENT], EVACUATE THE BUILDING”
Change to
Broadcast the evacuation order:
“ALL UNITS OPERATING ON [INCIDENT], EVACUATE THE BUILDING”
- Change the numbering of the Medical Response and Response to Violent or Potentially Hostile Incidents.
- A memo will go out to the membership on Medical Response and Response to Violent or Potentially Hostile Incidents, SOGs to go out to let them know this is coming out soon.

There was discussion regarding Station 3, the possibility of constructing a new station, and the proposed crack seal and Type 2 micro-surface treatment project for the station parking lots. The total cost for the crack seal and micro-surface treatment project was reported to be \$40,240.00.

Discussion also included the proposed repairs to the Station 2 (Davis Road) parking lot as part of the overall maintenance project. Per the Suit-Kote proposal, the estimated cost for the Station 2 parking lot repairs is approximately \$3,250.00, which includes milling, cleaning, and repaving with Type 7 hot mix asphalt. It was noted that additional patching may be required before treatment, which could affect the project's overall scope and cost.

Assistant Chief Frantz inquired about installing the purchased cord reels that have been sitting in the equipment room. It was reported that the outlets had already been replaced and that Commissioner Costello was coordinating the installation of the cord reels.

Assistant Chief Frantz further reported that additional work remains necessary for the refurbishment of Engine 2 and stated that he would provide an update in his May Board report. Discussion followed regarding funding sources for any additional costs associated with the refurbishment. It was noted that any further expenditures would need to be paid from budget line D07 – Apparatus Parts, Maintenance, and Repairs, as additional use of Apparatus Capital Reserve funds would require a permissive referendum.

It was also noted that additional rust was found on the Quint, and the vendor will contact the insurance company to provide an update and discuss the associated cost.

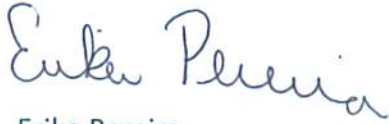
The Board requested that all revised documents be returned for further review and consideration for a decision to be made at the May 28 board meeting.

Commissioner Arnold stated that Michael Lewis had advised him that one of the recently distributed SOGs contained wording referencing a training center. Commissioner Costello stated that the wording was likely something Mark Storm had previously included. A brief discussion followed regarding the reference; however, no one present was certain which SOG contained the language or the exact wording referenced. The Fire District Secretary will research the matter

further and report back to the Board.

Motion by Commissioner Costello, seconded by Commissioner Cook, to adjourn the work session at 7:31 p.m. All in favor, aye; opposed, none. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Erika Pereira".

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