ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
June 25, 2026

Commissioners Present:
- James Arnold, Chairman
- Gary Leighton
- Matthew Cook

District Officials Present:
- Erika Pereira, District Secretary
- Jennifer Loup, District Treasurer
- Matthew Grafton, Fire Chief
- Ron Materese, District Deputy Treasurer

Guests / Visitors:
- Cheryl Grafton, Fire Company Treasurer
- Gregg Cook, Fire Company Trustee
- Jacob Polovchak, 1st Assistant Chief
- Michelle Pandich, Fire Company 1st Vice President
- Robert Brady, Fire Company President
- William Frantz, 2nd Assistant 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 Arnold.

Agenda items were reviewed, and the work session was closed at 7:00 p.m.

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

APPROVAL OF MINUTES: The minutes from the May 28, 2026 Regular Monthly Meeting were distributed to the Board. Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the minutes of the May 28, 2026 Regular Monthly Meeting as presented. All in favor, aye; opposed, none. Motion carried.

TREASURER'S REPORT: Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the Treasurer's Report and the Capital Reserve Summary for the period May 29 through June 25, 2026, as presented and reviewed, subject to audit. All in favor, aye; opposed, none. Motion carried.

The Treasurer highlighted the District's current financial position, budget activity, cash balances, interest earnings, capital reserve balances, and year-to-date revenues and expenditures. The discussion covered the status of several budget line items, anticipated capital projects, and available funding for future expenditures.

<u>Unfinished Business:</u>

1. Commissioner Costello requested that a work session be scheduled in July for Delta Engineers to present information and discuss options for the Station 3 project. The Board discussed available dates and directed the Secretary to coordinate with Delta Engineers to schedule a Special Meeting. A date of July 15, 2026, at 6:00 pm was proposed.

2. New Apparatus – Engine: The final inspection of the new engine was completed on June 4th, and it should be delivered the week of July 6th.

   The discussion of the Kuzmal air booster system was brought up again. The Board reviewed additional information provided by Vander Molen Fire Apparatus regarding the previously approved Kussmaul onboard air booster system for the new engine. Correspondence from the manufacturer explained the advantages and limitations of the onboard air compressor compared to the existing station air system, noting that the station air system is generally the preferred long-term solution for maintaining air pressure while apparatus are housed in the station. The Board also reviewed preliminary information regarding the cost of adding a rear discharge to the new engine.

   After discussion and consideration of the manufacturer's recommendations, the Board determined that the Kussmaul onboard air booster system was unnecessary and agreed not to proceed with its purchase and installation. It was also determined not to proceed with the rear discharge to the new engine.

3. Apparatus Floor: Commissioner Cook reported that he received two quotes. He stated that Nuflorz has not provided a quote and that he found another vendor, C.A. Reed Associates, Inc. Commissioner Cook will meet with C.A. Reed Associates, Inc. to show them the flooring so they can provide a price quote.

4. Refurbishment of Engine 2: The apparatus was delivered just before the meeting. Vander Molen will be back on site on Tuesday because they broke a valve and a pump vest. We are waiting for a couple of pieces of lettering, which they will handle themselves. Work will begin to place it back in service.

5. Repairs to Quint: The apparatus is now back in Pennsylvania, and all the bodywork has been completed. Some decaling still needs to be done, but Assistant Chief William Frantz will handle it. Aerial testing and other inspections will be handled after the 4th of July. The apparatus should be back by the third week of July.

6. Exterior Station 1 Lighting Replacement: The District Secretary advised the Board that the replacement fixtures had been received by the contractor following a shipment delay. Installation has been scheduled, weather permitting, with work anticipated to begin during the week.

7. Apparatus iPad Replacement: The District Secretary reported that Pyramid Business Systems has taken possession of several District-owned apparatus iPads to begin configuring Microsoft Intune and Apple Business Manager. Additional iPads have also been provided to complete the implementation. Pyramid advised that the project remains in progress and is expected to begin the following week. No Board action was required.

8. District Policies

   a. The Annual Firefighters' Inspection Dinner Policy: District Secretary input Commissioner Costello's revision into the policy and sent it out for final review on Wednesday, June 03, 2026. No comments, questions, or other recommendations have been received. Since Commissioner Costello is not present at the moment, this will be tabled for the next monthly meeting.

b. Sexual Harassment Prevention Policy: The Board reviewed the revised Sexual Harassment Prevention Policy to ensure compliance with current New York State requirements and to clarify its applicability to Fire District employees, volunteer firefighters, and members of the O.L. Davis Fire Company. Following the discussion, Commissioner Cook made some revisions to the policy and would like them incorporated. The Fire District Secretary will send those revisions to the District Lawyer for review and approval.

c. Vehicle Use Policy: The Board reviewed the revised Vehicle Use Policy (Policy 2026-034). The District Secretary summarized the revisions, which included clarification of temporary reassignment of Chief vehicles during extended absences, notification requirements to the Board of Fire Commissioners for vehicle reassignments, clarification regarding the incidental transportation of non-members, and other administrative revisions intended to improve clarity, consistency, accountability, and operational readiness. The revised policy continues to establish guidelines for the assignment, operation, maintenance, reporting, and oversight of Fire District-owned vehicles assigned to the Fire Chief, Assistant Chiefs, and other authorized personnel. Motion by Commissioner Cook, seconded by Commissioner Leighton, to adopt the policy as presented. All in favor, aye; opposed, none. Motion carried. The revised Vehicle Use Policy was declared adopted and shall supersede all previous versions of the policy in accordance with its effective date.

9. Training Room Upgrade Proposal: The Board reviewed the revised proposal from Presentation Concepts Corporation (PCC) for the Training Room Audio/Visual Upgrade. The Fire District Secretary advised that the proposal incorporated the Board's prior direction by removing the optional side-wall television displays while retaining the project's core components, including a 98-inch professional display, an upgraded video switching system, an instructor podium monitor, an upgraded control system, and integration with the existing audio system. The Board also reviewed the revised Premium Pro-Active Maintenance (PAM) service plan and noted that the project will continue to be procured through New York State Contract #PM21150 and NCPA Contract #01-170. The revised proposal reduced the total project cost from $25,857.00 to $23,719.00.

   After discussing the project scope, procurement method, service plan, estimated lead time, and funding, the Board determined that the revised proposal met the District's operational needs and was in the best interest of the Fire District.

   Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the revised proposal from Presentation Concepts Corporation for the Training Room Audio/Visual Upgrade in the amount of $23,719.00, under New York State Contract #PM21150 and NCPA Contract #01-170, and to authorize the Fire District Secretary to execute all necessary purchase documents and agreements on the District's behalf. All in favor, aye; opposed, none. Motion carried.

   The Fire District Secretary was directed to issue the purchase order and coordinate the project schedule with Presentation Concepts Corporation upon execution of the required documents.

10. Furniture Relocation: The Board received an update on the office furniture relocation project. The Fire District Secretary reported that Rogers Service Group completed the relocation of the office furniture on June 15, 2026, in accordance with the proposal previously approved by the Board. The

Board was advised that the project was completed. No further action was taken.

11. Suit-Kote Micro Project: The Secretary reported that the pavement preservation work at Stations 1 and 2 had been completed. Commissioners were asked to inspect the finished work and provide any concerns so they could be forwarded to the contractor.

    a. Pavlovich Pavement Markings: The Board reviewed the proposal from Pavlovich Pavement Markings for restriping the parking lots at Stations 1 and 2 following the completion of the pavement maintenance project.

       Following discussion, the Board requested that a proposed parking lot layout be prepared for review prior to approving the striping work. Commissioners discussed several potential modifications to improve apparatus access and pedestrian safety, including:

       - Removing one parking space from the last row on each side of the parking lot to provide an additional turning radius for apparatus accessing the fuel pump when the lot is full.
       - Establishing No Parking areas along the rear of the building and along the side of the building beyond the designated parking spaces.
       - Installing a marked pedestrian walkway leading to the front entrance, with adjacent No Parking markings to prevent vehicles from obstructing the walkway.

       The Board directed the Fire District Secretary to work with Pavlovich Pavement Markings to develop a revised parking lot layout incorporating these concepts for review at a future meeting. No formal action was taken.

12. Any Other Old Business: NONE

<u>New Business:</u>

1. Approve bills and supplement for payment: Motion by Commissioner Leighton, seconded by Commissioner Cook, to pay the bills and supplemental bills for payment as follows:

   Vouchers #26_06-001 through #26_06-073, including payroll and Debt Service interest payments as applicable, totaling $149,534.02.

   Supplemental list: Vouchers #26_07-001 through 26_07-023, totaling $6,428.31.

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

   NYCLASS Transfer: The Treasurer advised the Board that, based on anticipated cash requirements for payroll, utilities, workers' compensation, Quint repairs, and other operating expenses, a transfer from the NYCLASS Current Year Fund was recommended to maintain adequate operating balances. Estimated cash requirements totaled $188,783.41, with an available cash balance of $35,247.75, resulting in a recommended transfer of $160,000.00 from the NYCLASS Current Year Fund to the M&T Current Year Fund. Motion by Commissioner Leighton, seconded by Commissioner Cook, to authorize the transfer of $160,000.00 from the NYCLASS Current Year Fund to the M&T Current Year Fund to maintain adequate operating balances and meet anticipated cash requirements.

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

2. Line Transfers: Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the line transfers for the period May 29 through June 25, 2026, as presented, transferring $34,500.00 from Line 029 – Contingency, with $3,000.00 transferred to Line 004 – Building Repairs and $31,500.00 transferred to Department Line D01 – Equipment Purchases. All in favor, aye; opposed, none. Motion carried.

3. Buildings & Grounds:

   a. DTV equipment to be removed from the roof: The Board received an update on the removal of the unused DirecTV satellite dish from the roof of Station 1. Commissioner Costello reported that the work had begun following his earlier recommendation to remove and discard the obsolete equipment.

   b. Roof Access Door: The Board reviewed the condition of the roof access door at Station 1. Photographs were presented showing significant rust and deterioration along the bottom of the steel door, resulting in the door no longer operating or securing properly. Commissioner Costello reported that he and Commissioner Mujcic had inspected the door and determined that replacement was the most practical and cost-effective solution. The Board discussed obtaining a replacement door through Grainger, utilizing the District's existing account and reusing the existing door closer and hardware where practical. Commissioner Costello advised that he and Commissioner Mujcic would complete the installation of the new door.

      Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the purchase of a replacement roof access door for Station 1 and to authorize Commissioner Costello and Commissioner Mujcic to complete the installation, using existing hardware where practical. All in favor, aye; opposed, none. Motion carried.

   c. Building Safety Inspection: Commissioner Arnold recommended that the District's Safety Officers conduct comprehensive walk-through inspections of all three fire stations to identify potential safety hazards, maintenance concerns, and any conditions requiring corrective action. The Board discussed the importance of performing periodic facility safety inspections to help maintain a safe environment for members, employees, and visitors and to ensure District facilities remain in good condition.

      Following discussion, the Board directed the Safety Officers to conduct the inspections and provide a written report of their findings and recommendations to the Board of Fire Commissioners at a future meeting. Fire Chief Matthew Grafton will coordinate the request.

   d. Window Cleaning Proposal: The Board reviewed the proposal submitted by H & E Window Cleaning LLC for window cleaning services at Station 1. The proposals included $555.00 for interior and exterior window cleaning on all levels and $296.00 for exterior window cleaning only. The Board discussed the scope of work and determined that it would be beneficial to obtain an additional estimate before proceeding with the project. The Board directed the Fire District Secretary to obtain an additional proposal for comparable window-cleaning services and to present the information for consideration at a future meeting.

   e. Roof Preventive Maintenance Proposal: The Board reviewed J.R. Construction, LLC's proposal for another one-year preventive roof maintenance program covering all three fire stations. The program includes cleaning roof drains and gutters, removing debris, patching questionable areas and leaks with EPDM materials, caulking existing patches, hauling away job waste, and providing labor rates for any additional repairs identified during maintenance. The Board discussed the benefits of the preventive maintenance program, including proactively addressing minor roofing issues, extending the life of the District's roofing systems, and helping reduce future repair costs.

Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the proposal submitted by J.R. Construction, LLC for a one-year preventive roof maintenance program for all three fire stations in the amount of $7,000.00. All in favor, aye; opposed, none. Motion carried.

4. Chief's Report: Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the Fire Chief's Report as presented; authorize the use of Utility 31-11 by Lieutenant Michael DelVillano to attend the Firefighter II course, authorize the use of Utility 31-11 by Firefighter Thomas Ravener to attend the Swift Water/Flood Rescue Technician course, and approve the Department's participation in the Maine-Endwell High School graduation procession utilizing Department apparatus. All in favor, aye; opposed, none. Motion carried.

Dear Commissioners,
The final inspection of the new engine was completed on June 4, 2026.
The Department is currently evaluating options for the disposal or sale of outdated equipment, including surplus Scott bottles.
The Department continues to review and update the Standard Operating Guidelines (SOGs) each month.
A Mutual Aid live burn training was held on June 6th, with multiple neighboring fire departments participating.
A meeting has been scheduled for June 29 with our insurance carrier to discuss the Employee Assistance Program (EAP), available counseling resources, and additional support services for our members.
Lieutenant Michael DelVillano requested the use of Utility 31-11 to attend the Firefighter II course being held at Chenango Station 1 on June 9, 11, 16, 18, 23,25, 29, 30, and July 2.
Firefighter Thomas Ravener has requested the use of Utility 31-11 to attend the Swift-Water/Flood-Rescue Technician course (01-04-0051) at the State Preparedness Training Center (SPTC) from July 14 through July 17, 2026. Board approval is requested.
A request has been received to provide an apparatus escort for the Maine-Endwell High School graduates from the high school to George F. Highway as part of the graduation procession on June 25. Members participating should report to Station 1 by 5:00 p.m. Board approval is requested.
It's been a busy first six months of the year in terms of call volume, and I would like to thank all members who have been available to respond and assist.
Mileage Report: Car 31
New Chief Vehicle
Starting Mileage: 1,138
Ending Mileage: 1,740
Total Miles Driven: 602
Fuel Usage: 41.32 Gallons (2 Fill-ups)

5. Support Services Report: Motion by Commissioner Leighton, seconded by Commissioner Cook, to accept the Support Services Report as presented. All in favor, aye; motion carried.

Board of Commissioners Endwell Fire District

- *I will be sending out 5 sets of turnout gear for repair from the last 2 fires.*
- *I'm still seeking prices for Brush Fire Shirts*
- *I have arranged a date in July with Erika to process all items that have been decommissioned and will be placed on the auction site.*
    1. *2015 Chevy Tahoe (Old Chief's Car)*

2. *2012 Inflatable Rescue Boat, Trailer, and motor (Boat 31)*
3. *86 SCBA Bottles. I will include a separate sheet with SO Numbers.*
4. *2 Code 3 light bars*
5. *Numerous Fittings and old adaptors.*
6. *Old Tahoe center consoles*
7. *Several old Tahoe Tires*
8. *Possibly old engine 31-3*

- *The 2nd hose order has arrived.*
- *Ordered 2 more gas chain saws for Engine 2 and 3*
- *Ordered new gloves to update stock*
- *Will be ordering hoods*
- *Ordered Pig Tails 5ft hose pieces for the cross lays on the engines to make loading hose easier*
- *Sent a letter to Assemblywoman Lopardo's office asking for support for our grant*

No new gear has been issued to members.

Chief Vehicle Report:

Starting Mileage 1362
Mileage for this meeting: 1931
Service Miles from Botnick 185
Total Miles 569
Miles Driven 384
3 tanks of gas. 52 Gallons

6. Maintenance Division Report: Motion by Commissioner Leighton, seconded by Commissioner Cook, to accept the Maintenance Report as presented. All in favor, aye; opposed, none. Motion carried.

Board of Commissioners Endwell Fire District
Here is a detailed report on the status of each piece of Apparatus:

Engine 31-1
Will be having its yearly service and maintenance starting the 2nd week of July.

Engine 31-2
It was returned today. All maintenance and inspections are complete.

Engine 31-3
There are no outstanding issues.

Rescue 31
The Rescue will also be going out for its yearly PM on the 2nd week of July.

Tower 31.
The Tower passed ladder inspection and will have yearly maintenance, the 2nd week of July.

Utility 31-1
Still waiting for a quote on the rear tailgate flap.

UTV 31
No issues.

Quint 31.
Will be returned after July 4.

Utility 31-3
No outstanding issues

Utility 31-2
There are no outstanding issues.

Brush 31
There are no outstanding issues.

Chief 31 Tahoe
No issues to report

The old Chief 31A Tahoe
No outstanding issues

Chief 31A Tahoe
No outstanding issues.

Chief 31B Tahoe
Will be having its secondary battery replaced and new sensors installed next Tuesday. The reflective stripe on the rear of each side needs to be replaced so it sits below the sensors.

Old Chief 31-A Tahoe *(Now Chief 31-C)*
Had Tires Replaced

Boat 31-1
Has been decommissioned.

Fire Extinguishers
All extinguishers are inspected and in service.

In Station Cascade
No issues.

Hose and ladder testing is ongoing and will be completed this Friday. So far, only 1 length of 2 ½ hose has failed.

Special thanks to Tom Ravner and Tom Hobart for the time spent washing and waxing the apparatus after Monday's Fire.

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

Dear Board of Fire Commissioners,
The Training Division remained actively engaged throughout the month, focusing on specialized training, officer development, and firefighter certification. This report summarizes completed training activities, courses currently underway, upcoming training opportunities, and the Training Division's vehicle usage.

Special Ops Training

- *Water Rescue Training - Date to Be Determined*
- *F.A.S.T Training- 6/29/2026*

Completed Trainings

- *National Fire Officer 1 Certification*
- *National Fire Officer 2 Certification*
- *Trench Rescue Awareness*
- *Trench Rescue Operations*
- *Trench Rescue Technician*
- *Mutual Aid Live Burn Training - 3 Departments, 25 attendees*
- *Various Online Training Courses (McNeil & Co., N.V.F.C, U.L FSRI)*

Classes Currently Attended

- *Apparatus Pump Operator*
- *Firefighter 2 Modules*

Upcoming Fire Trainings

- *6/29 - I.C.S. Ticket Sales*
- *7/01 - Fire Officer Development Program (New)*
- *7/6 - Vehicle Fires*
- *7/13 - Task Oriented Air Consumption*
- *7/20 - Driver Rodeo*
- *7/27 - Thermal Hunter (Thermal Imager Training)*
- *8/1 - Mutual Aid Live Burn*

Vehicle Usage Report

- *Starting Mileage - 11,730*
- *Ending Mileage - 12,144*
- *Total Miles Driven – 414*
- *Fuel Usage - 19 gallons (June 19 fill-up)*

8. Fire Company Report(s):

   a. Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the membership applications of Tessa Tokos (Badge #473), Caelen Mathis (Badge #539), and Matthew Longo (Badge # 557) contingent upon successful completion of physical examinations. All in favor, aye; opposed, none. Motion carried.

   b. Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the resignation of Maxwell Hansbrough, effective immediately. All in favor, aye; opposed, none. Motion carried.

   c. Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the Fire Company's request to use the Community Room on Saturday, December 5, 2026, for the Fire Company Meeting & Dinner, and on Saturday, December 12, for the children's party in the afternoon and the members' Christmas party in the evening. All in favor, aye; opposed, none. Motion carried.

9. O.L. Davis Fire Company Newsletter: Commissioner Arnold reminded everyone that Alice Fiacco, the Fire Company Secretary, is continuing to work on the monthly O.L. Davis Fire Company newsletter and requested ideas and content submissions for inclusion in future editions.

10. Donations: The Board acknowledged receipt of two charitable donations made in support of the Endwell Fire District. The first donation was received from James D. Mason in the amount of $250.00, and the second donation was received from the Our Saviour Lutheran Church Women's Group in the amount of $200.00. The Board expressed its appreciation for the generosity and continued support of the District by members of the community.

    Motion by Commissioner Leighton, seconded by Commissioner Cook, to accept the donation of $250.00 from James D. Mason and the donation of $200.00 from the Our Saviour Lutheran Church Women's Group, and to direct the Fire District Secretary to send letters of appreciation to both donors. All in favor, aye; opposed, none. Motion carried.

11. Schedule 2027 Budget Work Session: Motion by Commissioner Cook, seconded by Commissioner Leighton, to schedule our first 2027 Budget work session for Tuesday, July 28, 2026 at 6:00 pm. All in favor, aye; opposed, none. Motion carried.

    The next regular board meeting is scheduled for Thursday, July 23, 2026, at 7:00 pm. The work session begins at 6:15 pm.

12. Veeam Renewal: The Board reviewed the annual renewal for the District's Veeam Data Platform Essentials subscription. The Fire District Secretary explained that Veeam is the backup and recovery software used to protect the District's computer systems and data by creating secure backups that can be restored in the event of hardware failure, cyberattack, accidental deletion, or other data loss incidents. The annual renewal cost for the one-year subscription is $402.00. The Board discussed the importance of maintaining uninterrupted backup protection for the District's information technology systems and agreed that renewal of the subscription was in the District's best interest.

    Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the one-year renewal of the Veeam Data Platform Essentials subscription in the amount of $402.00. All in favor, aye; opposed, none. Motion carried.

13. Southbend Range Repair Quote: The Board reviewed the repair quote submitted by Duffy's AIS for the Southbend range located in the Community Room kitchen. The proposal included replacement of the oven spark module assembly, along with labor, travel, and freight, for a total estimated cost of $413.93. During discussion, Fire Company President Robert Brady advised that he could obtain the replacement part and complete the repair himself, eliminating the need for the quoted labor, travel, and freight charges. The Board agreed that having the repair completed in-house would be a more cost-effective solution.

    Motion by Commissioner Cook, seconded by Commissioner Leighton, to authorize Robert Brady to purchase the necessary replacement parts for the Southbend range and complete the repair on behalf of the District. All in favor, aye; opposed, none. Motion carried.

14. Any other new business: NONE

15. Correspondence(s): NONE

16. Hearing of Visitor(s): NONE

Motion by Commissioner Cook, seconded by Commissioner Leighton, to adjourn the meeting at 8:09 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