

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING
July 15, 2026**

Commissioners Present:

James Arnold, Chairman
Gary Leighton
Scott Costello
Muhamed Mujcic

District Officials Present:

Erika Pereira, District Secretary
Matthew Grafton, Fire Chief

Guests / Visitors:

Denny Sullivan, Fire Company Trustee
Gregg Cook, Fire Company Trustee
Jacob Polovchak, 1st Assistant Chief
Matthew Cargill, Captain
Michelle Pandich, Fire Company 1st Vice President
Robert Brady, Fire Company President
Nathaniel Brown
Thomas Kutz
Jon Arron
Chris Lynch with Delta Engineering
Adam Moffett, Greenlight

A special meeting of the Endwell Fire District Board of Fire Commissioners was called to order at 6:00 p.m. at Station #1, 3508 Country Club Road, Endwell, New York, by Commissioner Arnold.

1. Fire Station #3 Replacement – Design and Engineering Services

The Board reviewed a proposal from Delta Engineers, Architects, Land Surveyors & Landscape Architects, DPC to provide professional architectural and engineering services for the replacement of Fire Station #3. The proposal is based on the previously completed facility condition assessment and would advance the project through final design, permitting, bidding, and construction administration. The proposed replacement station would be approximately 10,000 square feet with expanded apparatus bays (80–85 feet deep) and an estimated construction cost of \$2.3 million.

Delta representatives reviewed the proposed scope of work, which includes:

- Project administration and design coordination.
- Geotechnical investigation and site boundary survey.
- Planning Board and Building Department approvals.
- Development of 30%, 60%, and 100% construction documents.
- Bid phase assistance and construction administration services.
- Preparation of cost estimates throughout the design process.

The Board discussed the anticipated project timeline, with design services expected to be completed within approximately four months following authorization to proceed, and reviewed the proposed professional services fee of \$291,500, which includes design, bidding assistance, construction administration, and reimbursable expenses.

The Board asked questions regarding the design process, permitting requirements, anticipated costs, and future project funding. Discussion also included the need to continue evaluating financing options, including the potential use of bonding, before proceeding with the project.

After discussion, the District counsel should be contacted regarding the legal and financial requirements associated with the proposed Fire Station #3 replacement project.

No action was taken to approve the Delta proposal at this time, and the matter will remain under consideration pending additional information.

2. Greenlight Server Room HVAC Installation

The Board reviewed Greenlight Networks' request to install a ductless HVAC system to provide dedicated climate control for the network equipment room located at Station 1. Because the installation requires modifications to Fire District property, Board approval is required before any work can proceed.

The Board reviewed the proposed site plans, equipment specifications, and installation details, including the location of the indoor air handler, outdoor condenser, electrical disconnect, and the routing of the refrigerant lines, electrical conduit, and condensate drain. Greenlight advised that the existing portable air conditioning unit would be removed and disposed of, the existing exhaust opening would be repaired, all wall penetrations would be sealed and weatherproofed, Greenlight would own and maintain the equipment, and Greenlight would obtain and pay for the required electrical inspection.

The Board also reviewed Greenlight's responses to questions regarding electrical consumption, equipment ownership, maintenance responsibilities, restoration of District property, code compliance, and reimbursement for electrical usage. Greenlight estimated the system's electrical consumption at approximately 353 kWh per month and acknowledged that the Fire District may bill Greenlight for the electrical costs associated with the equipment in accordance with the existing agreement.

Commissioner Scott Costello stated that he would like additional time to review the information provided before taking action on the request. Following discussion, the Board agreed to table the matter until a future meeting to allow additional review of the proposal. No action was taken, and no approval was granted.

3. Pavlovich Pavement Markings

The Board reviewed the proposed revised pavement marking layout for Station 1 following previous discussion regarding traffic flow and apparatus access. The revised layout incorporates the Board's recommendations, including no-parking signage along the side and rear of the building, removal of two parking spaces at the end of the last row to improve apparatus turning movements, and the addition of a designated pedestrian walkway leading to the front entrance. The revised layout also includes a no-parking area adjacent to the walkway to improve pedestrian safety and visibility.

The Board discussed the proposed changes and agreed that the revised layout would improve both emergency vehicle access and overall traffic circulation within the parking lot. Following discussion, the Board directed the District Secretary to proceed with the revised layout and authorized Pavlovich

Pavement Markings to complete the pavement striping in accordance with the updated design.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to approve the revised parking lot pavement marking layout for Station 1 as presented and authorize Pavlovich Pavement Markings to complete the striping in accordance with the revised layout. All in favor, aye; opposed, none. Motion carried.

4. Guthrie Firefighter Physical Clinics

The Board reviewed a request to schedule the District's annual firefighter physical clinic with Guthrie Occupational Medicine for Saturday, October 3, 2026, from 8:00 a.m. until all physicals are completed, with the final appointment scheduled for 12:00 p.m. The clinic would provide members with the opportunity to complete their required annual firefighter physical examinations on a Saturday.

The Board also reviewed correspondence from Guthrie Occupational Medicine advising that, effective January 1, 2027, Guthrie will discontinue providing on-site firefighter physical clinics. Beginning in 2027, firefighter physicals will be conducted at Guthrie Occupational Medicine's Vestal office, with Saturday and after-hours appointments available by advance scheduling. The Board discussed the operational impact of this change and acknowledged that future physical clinics would need to be scheduled through Guthrie's Vestal location.

Motion by Commissioner Costello, seconded by Commissioner Leighton, to authorize the Fire District Secretary to schedule the annual firefighter physical clinic with Guthrie Occupational Medicine for Saturday, October 3, 2026, and to coordinate scheduling with District personnel. All in favor, aye; opposed, none. Motion carried.

5. Vehicle Usage and Accommodation Request

The Board reviewed a request from Firefighter Matthew Cargill to attend the New York State Fire Police Course at the Ulster County Public Safety Training Center in Kingston, New York, from July 31 through August 2, 2026. The request included authorization to use a District vehicle and reimbursement of eligible travel expenses due to the distance between the training location and the District. The Board discussed the anticipated costs associated with the training, including registration, lodging, meals, and fuel, and determined that attendance would benefit both the firefighter and the District through enhanced Fire Police training and certification.

For travel to the Ulster County Public Safety Training Center in Kingston from Friday, July 31 through Sunday, August 2, 2026, the FY 2026 GSA rates are:

Lodging: \$139 per night, excluding applicable taxes

Meals and incidental expenses: \$86 per full day

First and last travel days: \$64.50 per day (75% of \$86)

Motion by Commissioner Costello, seconded by Commissioner Leighton, to approve Firefighter Matthew Cargill's request to attend the New York State Fire Police Course at the Ulster County Public Safety Training Center from July 31 through August 2, 2026, and to authorize the use of a District vehicle; payment of fuel associated with the District vehicle through the vehicle's assigned WEX fuel

card; payment for lodging using the Endwell Fire District credit card, with the Fire District Secretary authorized to make the necessary hotel reservations; and reimbursement for meals expenses in accordance with the applicable Federal GSA Meals and Incidental Expenses (M&IE) per diem rate. All in favor, aye; opposed, none. Motion carried.

6. Any other new business: NONE

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to enter into executive session at 6:34 p.m. All in favor, aye; opposed, none. Motion carried.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to exit executive session at 7:26 p.m. with no action taken. All in favor, aye; opposed, none. Motion carried.

Robert Brady stated he spoke with Ken Smith of Binghamton Road Electric and informed him that we do use the system and work with the Town of Union and NYS DOT to ensure the devices function properly. He also stated that the system is known as the Opticom System, which he calls a preemption detection system. He will be working with Smith next week on the lights on NYS roads in Endwell and will put him in touch with Endicott Fire and West Corners Fire to test the ones in their districts.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to adjourn the meeting at 7:32 p.m. All in favor, aye; opposed, none. Motion carried.

Following adjournment, Assistant Chief William Frantz requested to address the Board. With a quorum of Commissioners still present, the Board agreed to reconvene the Special Meeting.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to open the meeting back up and enter into executive session at 7:35 p.m. All in favor, aye; opposed, none. Motion carried.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to exit out of executive session at 8:21 p.m. with no action taken. All in favor, aye; opposed, none. Motion carried.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to adjourn the meeting at 8:22 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