

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
July 23, 2026**

Commissioners Present:

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

District Officials Present:

Erika Pereira, District Secretary
Matthew Grafton, Fire Chief
Ron Materese, District Deputy Treasurer

Guests / Visitors:

Cheryl Grafton, Fire Company Treasurer
Michael Hamzik
Gregg Cook, Fire Company Trustee
Dennis Sullivan, Fire Company Trustee
Michelle Pandich, Fire Company 1st Vice President
Robert Brady, Fire Company President
William Frantz, 2nd Assistant Chief
Thomas Kutz @ 6:43 pm
Andrew Slavetskas, Captain @ 6:43 pm

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.

The Board reviewed agenda items, and the work session closed at 7:00 p.m.

Commissioner Arnold called the regular monthly meeting of the Board of Fire Commissioners to order at 7:00 p.m.

APPROVAL OF MINUTES: The minutes from the June 25, 2026 Regular Monthly Meeting and July 15, 2026 Special Meeting were distributed to the Board. Motion by Commissioner Costello, seconded by Commissioner Cook, to approve the minutes of the June 25, 2026 Regular Monthly Meeting and July 15, 2026 Special Meeting as presented. All in favor, aye; opposed, none. Motion carried.

TREASURER'S REPORT: In the absence of Treasurer Jennifer Loup, the Board reviewed the Treasurer's Report for June 26 through July 23, 2026, together with the Treasurer's written notes regarding the District's current financial position and budget lines requiring continued monitoring.

The Treasurer reported that a significant transfer had been made to Building Repairs to cover parking lot work completed at the District stations. The Board previously discussed using prior-year funds for these expenses; however, the Treasurer recommended not using prior-year funds unless needed later in the year.

The Treasurer also identified several budget lines for continued review as the District proceeds through the remainder of the year, including Building Repairs, Capital Improvements, District Equipment Purchases, Department Equipment Purchases, Turnout Gear, Equipment Parts/Maintenance/Repairs, and Apparatus Parts/Maintenance/Repairs.

The Treasurer's Report reflected year-to-date expenditures of \$967,141.48 against the District's total adjusted budget of \$1,447,770.00, leaving an overall expenditure budget balance of \$480,628.52.

The Board also noted that D07 – Apparatus Parts/Maintenance/Repair had a remaining balance of \$6,430.51 as of the report. The current-period expenditures included the \$3,776.50 Vander Molen invoice for preventive maintenance repairs to Engine 2, which was charged to D07.

The Capital Reserve Summary also confirms that the \$5,283.44 purchase of tires for Engine 2 was previously paid from the Apparatus Capital Reserve Fund on March 27, 2026.

Motion by Commissioner Leighton, seconded by Commissioner Mujcic, to approve the Treasurer's Report and Capital Reserve Summary for the period June 26 through July 23, 2026. All in favor, aye; opposed, none. Motion carried.

Unfinished Business:

1. Station 3: The Board continued its review and discussion of the proposal submitted by Delta Engineers, Architects, Land Surveyors, & Landscape Architects, DPC for professional architectural and engineering services associated with the proposed Fire Station No. 3 rebuild.

The proposal provides for the continued development of Concept Option 1B, with apparatus bays increased to approximately 80–85 feet in depth and an anticipated building size of approximately 10,000 square feet. Delta's preliminary anticipated construction cost for the project is approximately \$2.3 million.

Delta's scope of professional services includes project administration, geotechnical services, boundary survey, field verification, Planning Board development, permitting, schematic design, design development, construction documents, bid document preparation, construction procurement services, and construction administration. Delta anticipates completing the design services through the issuance-for-bid phase within approximately four months of receipt of the signed proposal.

The proposal provides for a design fee subtotal of \$226,000.00, plus construction procurement services, construction administration, and reimbursable expenses, for a total proposed professional services fee of \$291,500.00.

Following discussion, the Board determined to proceed with Delta's proposal for the Fire Station No. 3 rebuild project.

Motion by Commissioner Costello, seconded by Commissioner Cook, to approve the June 26, 2026 proposal submitted by Delta Engineers, Architects, Land Surveyors, & Landscape Architects, DPC for professional architectural and engineering services associated with the Fire Station No. 3 rebuild, Delta Project No. 2025.582.002, for a total fee not to exceed \$291,500.00, in accordance with the scope of services, compensation schedule, and terms contained in the proposal, and to authorize the Chairman to execute the proposal on behalf of the Endwell Fire District. All in favor, aye; opposed, none. Motion carried.

2. New Apparatus – Engine: The new Engine 31-3 is in service.
3. Apparatus Floor: Commissioner Cook reported that he received three quotes and sent them to the rest of the Board. The quotes range from \$85,400 to \$98,700, and the Board must make a final decision. He stated that he discussed the project with Commissioner Costello. Commissioner Cook

reported that the District's mechanical floor scrubber is currently awaiting parts for repair. Commissioner Costello stated that he would like to thoroughly clean the apparatus floor before proceeding with replacement of the entire floor. The Board discussed the possibility of purchasing or renting a floor scrubber. It was noted that the only area presently requiring actual repair is the area damaged by the lightning strike. No action was taken.

4. Refurbishment of Engine 2: Assistant Chief Frantz reported that Engine 2 (Unit 31-2) has returned to service. The air dryer has a small air leak. Vander Molen Fire Apparatus is aware of it and will repair it when it returns to the District to service another apparatus. The air leak is not affecting Engine 2's operation.

The Board reviewed the final invoices from Vander Molen Fire Apparatus for the refurbishment, painting, maintenance, and additional repairs to Engine 2. The invoices included Invoice No. 9020 for \$88,285.26 and Invoice No. 9021 for \$10,327.50. Invoice No. 9048 for \$3,776.50 covered preventive maintenance and additional repairs and was charged to Budget Line D07 – Apparatus. The three Vander Molen invoices totaled \$102,389.26.

The Board also noted that Tallmadge Tire Service Invoice No. 1-125730, in the amount of \$5,283.44 for tires installed on Engine 2, had previously been paid from the Apparatus Capital Reserve Fund.

The total expenditures associated with Engine 2, including the three Vander Molen invoices and the Tallmadge Tire Service invoice, were \$107,672.70.

The Board had originally authorized the Engine 2 refurbishment at a cost not to exceed \$84,831.38, with the expenditure to be paid from the Apparatus Capital Reserve Fund. At the May 28, 2026 Board meeting, the Board subsequently authorized additional refurbishment work not to exceed \$13,000.00 due to pump issues, pump rebuilding, and additional bodywork, with the funding source for the additional work to be determined following consultation with the District Treasurer.

The original authorization of \$84,831.38 and the subsequent authorization of up to \$13,000.00 provided a total refurbishment authorization of \$97,831.38. Excluding Vander Molen Invoice No. 9048 in the amount of \$3,776.50, which was charged separately to Budget Line D07 – Apparatus for preventive maintenance and additional repairs, the total refurbishment-related expenditures were \$103,896.20. Accordingly, the refurbishment costs exceeded the previously authorized amount by \$6,064.82.

The Board discussed the remaining costs, and the District Treasurer will make the necessary budget line transfers to provide sufficient appropriations to cover the remaining amount.

5. Repairs to the Quint: The Quint will be back tomorrow night, July 24, 2026, after 4:00 pm. The delay in receiving it was due to ladder testing, and during pump testing, the back door was damaged. As a result, it had to go back for repairs at the vendor's cost, not the District's.
6. Exterior Station 1 Lighting Replacement: Project is complete.
7. Apparatus iPad Replacement: District Secretary Pereira provided the Board with an update on the implementation of Microsoft Intune and Apple Business Manager for the District's apparatus iPads. Pyramid Business Systems established the District's Apple Business Manager account and created a

shared mailbox at abm@endwellfire.com. The account was pending Apple's verification. Apple requested identification for the account administrator and current District business documentation as part of the verification process. Pyramid Business Systems was seeking clarification from Apple on the specific business documentation required. Upon receipt of that information, the requested documentation would be provided to allow the verification process to continue. The Board was advised that the project remained in progress, with Apple's account verification as the next step. No Board action was required at this time.

8. **Training Room Upgrade:** District Secretary Pereira provided the Board with an update regarding the Training Room Audio/Visual Upgrade Project with Presentation Concepts Corporation (PCC). The Board had previously approved the revised proposal in the amount of \$23,719.00. This revision removed the optional side-wall televisions and incorporated the requested revisions to the project. Following Board approval, a purchase order was issued to PCC. PCC confirmed receipt of the purchase order and advised that the project had been entered into its system for processing. A project kick-off meeting with PCC's Operations Department and Project Manager was scheduled via Microsoft Teams for July 24, 2026, at 11:00 a.m. The meeting will include a review of the project scope, equipment, District responsibilities, installation process, and any outstanding questions prior to commencement of the work.

District Secretary Pereira advised that the project was progressing as anticipated and that an additional update would be provided to the Board following the kick-off meeting regarding the installation schedule, anticipated equipment delivery, and any additional information provided by PCC.

9. **Pavlovich Pavement Markings:** District Secretary Pereira presented the revised proposal from Pavlovich Pavement Markings LLC for pavement marking and striping services at Stations 1 and 2 following the planned pavement maintenance work. The proposal was revised to incorporate the Board's requested changes to the Station 1 parking lot layout. The revised cost is \$1,700.00 for Station 1 and \$500.00 for Station 2, for a total of \$2,200.00, representing a \$150.00 increase from the original proposal.

The work at Station 1 includes layout and striping of the pavement markings on the new pavement and re-striping of the yellow pavement markings on the front concrete pad. The Station 2 work includes layout and striping of the pavement markings on the new pavement.

Motion by Commissioner Costello, seconded by Commissioner Cook, to approve the revised proposal from Pavlovich Pavement Markings LLC for pavement marking and striping services at Station 1 in the amount of \$1,700.00 and Station 2 in the amount of \$500.00, for a total amount not to exceed \$2,200.00, in accordance with the revised proposal and Station 1 parking lot layout presented to the Board. All in favor, aye; opposed, none. Motion carried.

The Board directed District Secretary Erika Pereira to contact Pavlovich Pavement Markings LLC before scheduling the work to confirm whether sweeping and preparation of the parking lots before striping are included in the approved proposal. If sweeping is not included, the Secretary is to determine whether the parking lots must be swept in advance or whether Pavlovich can provide the service. If so, the Secretary is to obtain any additional pricing for Board consideration. The Secretary

was also directed to obtain an anticipated schedule for completion of the approved pavement marking work.

10. Window Cleaning Estimates: Secretary Pereira presented the Board with updated proposals for professional interior and exterior window cleaning services at Station 1. The Board received proposals from EcoPro Power Washing, Inc. and H and E Window Cleaning LLC, with options for service once or twice annually.

After reviewing and discussing the proposals, the Board selected EcoPro Power Washing, Inc. for interior and exterior window cleaning twice a year. EcoPro's proposal provides for professional cleaning of the exterior and interior glass surfaces at a total annual cost of \$487.34.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to approve the proposal from EcoPro Power Washing, Inc. for interior and exterior window cleaning services at Station 1 two (2) times per year, at a total annual cost not to exceed \$487.34, in accordance with EcoPro Estimate No. 14433 dated July 21, 2026. All in favor, aye; opposed, none. Motion carried.

11. District Policies

- a. The Annual Firefighters' Inspection Dinner Policy: Commissioner Costello stated that no further revisions to the Annual Firefighters' Inspection Dinner Policy were necessary at this time. No action was taken.
- b. Sexual Harassment Prevention Policy: The Board reviewed the revised Sexual Harassment Prevention Policy, Policy 2026-10. The revised policy applies to District employees, volunteer firefighters, members of the O.L. Davis Fire Company, and other covered individuals, and establishes the District's requirements for preventing and reporting sexual harassment, prohibiting retaliation, complaint procedures, investigation responsibilities, and annual sexual harassment prevention training.

The policy provides procedures for reporting and investigating complaints, including authorization for the Chairperson of the Board of Fire Commissioners to appoint an appropriate District or Department supervisor, District Counsel, or outside investigator to review allegations. The policy also requires annual Sexual Harassment Prevention Training for District employees and volunteer firefighters.

Following review and discussion, the Board approved the revised policy.

Motion by Commissioner Costello, seconded by Commissioner Cook, to approve and adopt Endwell Fire District Sexual Harassment Prevention Policy No. 2026-10, as presented and reviewed by the Board, effective immediately, and to supersede and replace Policy No. 2024-10. All in favor, aye; opposed, none. Motion carried.

12. EMS UVES agreement: Assistant Chief Frantz reported that he was continuing to work on the proposed Mutual Aid Agreement and that Fire Chief Grafton still needed to review it. Once completed, the agreement will be presented to the Board for review. Chief Grafton reported that he had spoken with the EMS Coordinator regarding another matter and learned that the Department's applicable number had expired. He was working to address the matter. The

Department also needs to identify a new point of contact for the EMS program because the previous contact is no longer with the Department.

13. Greenlight HVAC Project: Secretary Pereira presented the Board with information regarding Greenlight Networks' request to install a ductless HVAC system in the Greenlight equipment room at Station 1. Because the proposed work requires modifications to the Fire District-owned building, Board approval was requested before the installation could proceed.

The Board reviewed the proposed site plan, installation drawings, equipment specifications, and information provided by Greenlight regarding the scope of work. The proposed installation includes an indoor air-conditioning unit, an exterior compressor, an electrical disconnect, conduit, refrigerant piping, condensate drainage, and associated building penetrations.

The Board also reviewed the updated installation drawings identified as Revision B, dated July 14, 2026. Revision B updated the previously provided drawings by reducing the proposed refrigerant piping wall penetration from 2½ inches to 2 inches and revising the estimated electrical consumption based on equipment specifications received from Petcosky Companies. The overall location and general layout of the proposed HVAC installation remained unchanged.

Under Revision B, the estimated electrical consumption for the HVAC equipment is approximately 353 kWh per month. Greenlight calculated the revised estimate using the equipment specifications and anticipated operating load.

Greenlight advised that the existing portable air-conditioning unit would be removed and disposed of and that the existing exhaust opening would be repaired and covered. All new exterior wall penetrations would be sealed and weatherproofed. Greenlight will own and be responsible for the HVAC equipment and will obtain and pay for the required electrical inspection.

The Board also reviewed the existing Right of Entry Agreement between the Endwell Fire District and Greenlight Networks concerning Greenlight's equipment and use of the property.

Motion by Commissioner Costello, seconded by Commissioner Cook, to approve Greenlight Networks' request to proceed with the installation of the proposed ductless HVAC system serving Greenlight's equipment room at Station 1 in accordance with Revision B, dated July 14, 2026, and the plans and specifications presented to the Board, subject to the terms and conditions of the existing Right of Entry Agreement between the Endwell Fire District and Greenlight Networks. Greenlight Networks shall own and maintain the HVAC equipment and shall be responsible for the installation, required electrical inspection, and maintenance and repair of the equipment in accordance with the project documents and existing agreement. All in favor, aye; opposed, none. Motion carried.

14. Any Other Old Business: NONE

New Business:

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.

Commissioner Costello inquired about the Verizon lease lines, as he had previously requested their discontinuation. District Secretary Pereira reported that the request was submitted to Verizon on May 26, 2026, but that issues were encountered with the service order. Verizon identified a system error in the order and was working to have the issue cleared. Verizon advised that it would update the District once the order was completed in its system and that billing would cease effective May 26, 2026, with the adjustment reflected on the final bill.

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: The Board reviewed the line transfers for the period June 26 through July 23, 2026, as presented in the Treasurer's Report.

Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the following budget line transfers: \$35,000.00 from Line 030 – Capital Improvements to Line 004 – Building Repairs, and \$1,100.00 from Department Line D03 – Equipment Parts/Maintenance/Repairs to Department Line D01 – Equipment Purchases, for total transfers of \$36,100.00. 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: Commissioner Costello stated he contacted PENN-YORK Construction Company LLC to replace the door. They will come out, take a look, and provide a price quote.
- c. Building Safety Inspection: The safety walk-through will happen on August 11, 2026, at 4:00 p.m.
- d. One-Man Lift – Compliance Requirements and Assignment of Responsibilities: The Board discussed the one-man personnel lift recently purchased by the Fire District. Commissioner Costello reported that he is working to locate a qualified vendor to inspect the lift and provide

the necessary inspection, certification, and manufacturer documentation required before the equipment is placed into service. The lift will remain out of service and shall not be used until the required inspection is completed and the District receives the necessary documentation. The Board took no further action at this time.

- e. Tree clean-up at the rear of Station 1: The Board reviewed proposals received for tree trimming and clean-up work around the rear parking lot at Station 1. The proposed work will address trees and limbs extending toward the parking area and includes trimming and removal of resulting debris from the property. The Board reviewed estimates from John's Tree Service & Landscaping, Inc., Cook's Tree Service, and CNY Tree Service LLC. Cook's Tree Service submitted an estimate dated July 22, 2026, for trimming back trees along the west and south sides of the rear parking lot, including cutting and removal of debris from the property, at a quoted total of \$4,800.00 exclusive of sales tax, based upon the Fire District's tax-exempt status. The estimate states that the price is based on certified payroll. Following review and discussion of the proposals, the Board determined to proceed with Cook's Tree Service. Motion by Commissioner Costello, seconded by Commissioner Cook, to approve the proposal submitted by Cook's Tree Service for tree trimming and clean-up at Station 1, including trimming back trees along the west and south sides of the rear parking lot and cutting and removing the resulting debris from District property, for a total amount not to exceed \$4,800.00 in accordance with Estimate No. 871 dated July 22, 2026, and to authorize the District Secretary to notify the contractor and coordinate the work. All in favor, aye; opposed, none. Motion carried.
 - f. Replacement of Light Pole: Commissioner Costello reported that he contacted A.C. Spear Electric, the contractor that originally installed the light pole, regarding its replacement. The District is currently awaiting a price quote from A.C. Spear Electric for the proposed work.
4. Chief's Report: Motion by Commissioner Cook, seconded by Commissioner Mujcic, to accept and approve the Fire Chief's Report as presented and place it on file. All in favor, aye; opposed, none. Motion carried.

Commissioners,

Engine 31-2 is now in service.

New Engine 31-3 is at Station 1 for now, and we are working on training members to operate the engine.

Quint 31 should be arriving next week.

We are working with the company to have members tested for esophageal cancer – Further information will be coming.

We were awarded the grant from the Broome County legislature. They have been sending information for the next steps to receive Funds. With the Commissioners matching the grant, we will have \$30,000 to use for a new maze- search room on the 3rd floor.

We were selected to receive a product donation from the National Volunteer Fire Council and DripDrop. The Department will receive a supply of DripDrop electrolyte drink mixes to support our firefighter hydration and health.

We also have been awarded a \$6,035 grant from TC Energy.

We are in the process of changing mental health and wellness. It is not used only for catastrophic incidents but is treated more on a preventive basis. If anyone would like counseling services, please see me; I have the paperwork.

Thank you to all the members who assisted at the fire and the incident at the Binghamton Country Club. I am very proud of everyone's teamwork during both calls and their continued assistance with our overall call volume.

We did have an after-action analysis of the Fire at Station 1. We had over 50 participants with representatives from multiple agencies.

Reminder to all members: please do not post anything on calls or get into public discussions or debates with anyone or

*any agency regarding these matters. If anyone asks for a comment, forward their information to Erika or me.
Thank you to everyone who helped with the 4 on the 4th Run, Chicken BBQ, Fireworks Detail, and Ice Cream Social.
We are continuing to review and update SOGs monthly.
Please continue to monitor your required times and physical examinations and support one another.*

Mileage Report - Car 31

New Chief Vehicle

Starting Mileage 1740
Ending Mileage 2260
Total mileage 520.00
Fuel Usage 44.95 Gallons (2 fill-ups)

5. Support Services Report: Motion by Commissioner Costello, seconded by Commissioner Cook, to accept and approve the Support Services Report as presented and place it on file. All in favor, aye; opposed, none. Motion carried.

Motion by Commissioner Costello, seconded by Commissioner Cook, to authorize the transfer of \$4,500.00 from the Turnout Gear budget line, together with the remaining amount necessary to pay the costs associated with Engine 2 from the Radio/Communications budget line D26, subject to confirmation of the appropriate budget lines and amounts by the District Treasurer. All in favor, aye; opposed, none. Motion carried.

Board of Commissioners Endwell Fire District

All turnout gear that was sent out for repair and able to be repaired was returned.

We have 2 turnout pants and 2 turnout coats that are not able to be repaired or are not cost-effective to do so.

We have an issue with equipment that has been damaged or uncared for that is no longer capable of being returned to stock or has been unclaimed by members. Items are gloves, hoods, and 2 pairs of turnout pants, webbing, and bailout systems. These items have been left on the apparatus floor, in empty lockers, or in the washer room. The Chief has been proactive with this issue, but members have not come forward to claim smaller items. Will be working towards a resolution.

We had 11 pagers that needed repair; all 11 pagers have been repaired in-house and returned to stock.

I am asking that the Board transfer \$4,500 from my Turnout gear budget line and whatever the remaining balance is needed to pay for Engine 2 from my Radio/ Communications budget line.

Chief Vehicle Usage Report: C31B

Starting Mileage 1931
Mileage for this meeting: 2512
Service Miles from Botnick: 105
Total Miles 581
Miles Driven 476
Fuel: 3 tanks of gas. 55 Gallons

6. Maintenance Division Report: Motion by Commissioner Costello, seconded by Commissioner Mujcic, to accept and approve the Maintenance Services Report as presented and place it on file. 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

Had its yearly maintenance and pump service. There are a few outstanding issues that need to be addressed as we are waiting for parts.

Engine 31-2

Engine 2 has been placed in service. We have noticed a small air leak, which will be addressed.

Engine 31-3

There are no outstanding issues.

New Engine 31-3

Most of its hoses are on it, and we will work on what else is needed to place it in service. We will be removing items from old Engine 3 to complete this.

Rescue 31

Yearly maintenance is completed.

Tower 31.

Yearly maintenance and pump test completed; no issues

Utility 31-1

Received a quote of \$20,000.00 to add a roll-up door to the rear of the body. Will be seeking alternative ideas for the tailgate flap.

Utility 31-2

We are having electrical issues with the wiring for the light bar and radio. I had JGJ come down to determine the issues and cost. The wiring is outdated and starting to fail, causing fuses to fail. An estimate of \$3300-\$4000 to rewire the truck and upgrade. Will have a discussion with the Chief and Board to see what direction is best.

Utility 31-3

No outstanding issues

UTV 31

No issues.

Quint 31

Will be returned to us this Friday, 7/24, in the evening. The ladder test will be completed Friday Morning. The delay in returning the Quint was the ladder test and a small accident during the pump test that damaged a rear door.

Utility 31-11

No outstanding issues

Brush 31

Brush Truck is OOS due to improper drafting. A large amount of grass, weeds, and pine tree branches were found inside the pump housing and impellers. There

was also debris found in the water tank. The evaluation is still ongoing, but as of tonight, they were unable to get the pump to turn over or the impellers to move. I am awaiting the full evaluation and will report to the Chief and Board.

Chief 31 Tahoe

Is having some of the same issues as 31-B Tahoe. Will be setting up a time to have the needed repairs.

Chief 31A Tahoe

No outstanding issues.

Chief 31B Tahoe

The secondary battery has been replaced and new sensors installed. The striping has been removed from the rear quarter panels. The vehicle will need to be restriped so it does not cover the sensors. I am working with Robinson Sign on a design. I will work with the Chief on this, as this will also affect his vehicle.

Chief 31-C Tahoe

Has been prepared for service

In Station Cascade

No issues.

- All hose and ladder testing is completed.
- We need to service several of the 5 gas meters and need to order new bump gas.
- Most of the apparatus were found to have NAPA Oil filters and other 2nd-hand filters installed. Detroit and Cummins strongly suggest Fleet Guard filters, as they are part of the limited warranty that is included with the motor. This problem has been rectified.
- Will be contacting Burr Truck to schedule NYS Inspection.

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

Dear Board of Fire Commissioners,

Special Training

- Battalion 3 Mutual Aid Burn- 8/1/2026
- Officer Development- 8/11/2026
- F.A.S.T Training- 8/22/2026
- NYS OFPC Battery Emergencies- 8/27/2026

Upcoming Outside Trainings To Be Attended

- NYS -Fire Police
- NYS- Basic Exterior Firefighting Operations
- National Council for Mental Wellbeing- Mental Health First Aid Certification
- ICS 400

Completed Trainings

- NYS- Swiftwater/Flood Rescue Technician
- NYS- Firefighter 2 Modules
- NYS Emergency Management Certification and Training
- NYS Certified First Responder
- Various Online Trainings- McNeil and Co, NVFC, UL-FSRI

Upcoming Fire Trainings

- 7/27- Thermal Hunter- Thermal Imaging Training
- 8/3- Auto Extrication- Dash Rolls and Advanced Techniques
- 8/10- Aerial Operations/ Deck Guns/ Blitzfire
- 8/17- Tanker and Pond Operations
- 8/24- 609 Hooper Road Walk Through and Tactics Discussion

Vehicle Usage Report

Start Mileage - 12,144/ End Mileage- 12,509

Total - 365 Miles

Fuel - 7/8/26- 20 Gallons

8. Fire Company Report(s):

- a. Motion by Commissioner Cook, seconded by Commissioner Mujcic, to approve Mariana Calderon (Badge #549) as a member of the O.L. Davis Fire Company, Inc., contingent upon successful completion of the required physical examination and medical clearance for active duty. All in favor, aye; opposed, none. Motion carried.
- b. Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept Nathan Krause being dropped from the O.L. Davis Fire Company, Inc. membership for failure to meet the required time requirements for the previous two six-month periods. All in favor, aye; opposed, none. Motion carried.
- c. Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the resignation of Susan Martino, effective immediately. All in favor, aye; opposed, none. Motion carried.
- d. Assistant Chief Election: Commissioner Costello stated he would like to wait until the end of the meeting to discuss.
- e. Motion by Commissioner Costello, seconded by Commissioner Leighton, to approve the request from the O.L. Davis Fire Company, Inc. for reimbursement in the amount of \$158.94 for food purchased in connection with the June 22, 2026 Knights Inn fire, as supported by the receipts submitted to the District. All in favor, aye; opposed, none. Motion carried.
- f. Motion by Commissioner Cook, seconded by Commissioner Mujcic, to approve payment to the O.L. Davis Fire Company, Inc. in the amount of \$135.00 for nine chicken dinners provided for meals for the July 4, 2026 fireworks detail, pursuant to Invoice No. 2026-009. 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: Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept with appreciation the \$100.00 donation from Northminster Presbyterian Church and authorize the District

Treasurer to deposit the funds into the appropriate Fire District account. All in favor, aye; opposed, none. Motion carried.

11. Fire Department SOGs:

- a. Hazardous Materials Incidents
- b. MAYDAY and Firefighter Emergency Procedures
- c. Leather Helmet Repair and Inspection Criteria
- d. Hydrant Assurance

The Board received the following revised Endwell Fire Department Standard Operating Guidelines for review: SOG 2026-119 – Hazardous Materials Incidents, SOG 2026-120 – MAYDAY and Firefighter Emergency Procedures, SOG 2026-121 – Leather Helmet Repair and Inspection Criteria, and SOG 2026-123 – Hydrant Assurance. The revised guidelines update and/or replace prior Department guidelines and include accompanying summaries of the revisions for the Board's consideration.

The guidelines were submitted for Board review only, and no action was taken at this meeting. The Board discussed scheduling a work session and a budget meeting, tentatively setting August 12, 2026, at 6:00 p.m. as the meeting date and time. District Secretary Erika Pereira advised that she would check her schedule and District Treasurer Jennifer Loup's availability to confirm whether the proposed date and time would work. The August 12, 2026, work session and budget meeting remained tentative pending confirmation of availability.

12. TC Energy Build Strong Grant Award – Thermal Imaging Cameras: The Board reviewed the TC Energy Build Strong grant awarded to the Endwell Fire District. The District received \$6,035.00 to support the purchase of thermal imaging cameras for the Fire Department. Jon Arron submitted the grant application on behalf of the District in March 2026, and the District received the grant check on July 20, 2026.

Because the grant proceeds were not anticipated in the adopted 2026 Fire District budget and are designated for a specific purpose, the Board discussed formally accepting the grant proceeds and amending the budget to recognize the additional revenue and corresponding appropriation.

The supporting documentation confirms receipt of the \$6,035.00 payment from TransCanada USA Services Inc. for the Endwell Fire District.

Motion by Commissioner Costello, seconded by Commissioner Cook, to accept the TC Energy Build Strong grant award in the amount of \$6,035.00 for the purchase of thermal imaging cameras for the Endwell Fire Department; to recognize the grant proceeds as unanticipated revenue in the 2026 Fire District budget; and to increase the corresponding equipment appropriation by \$6,035.00 for the grant's designated purpose. All in favor, aye; opposed, none. Motion carried.

13. Broome County Small Community Fund Grant Award: Motion by Commissioner Costello, seconded by Commissioner Cook, to accept the \$15,000.00 grant awarded by Broome County through the 2026 Small Community Fund for the Firefighter Search & Rescue Training Simulator Enhancement Project; authorize a District contribution not to exceed \$15,000.00, for a total project cost not to exceed \$30,000.00, subject to confirmation by the District Treasurer of the appropriate budget line and

availability of properly appropriated funds, with no funds to be drawn from a capital reserve account; authorize the Chairman to execute the County grant agreement and related documents following review and approval by District Counsel; and authorize the District Secretary and Treasurer to submit the required grant documentation.

The motion does not authorize any contractor, purchase, or construction work. Any such expenditures shall be presented separately to the Board and shall comply with the District's procurement policy and all applicable New York State requirements.

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

14. Request to Attend 2026 AFDSNY Annual Meeting & Vendor Expo: District Secretary Erika Pereira requested authorization to attend the 2026 Association of Fire Districts of the State of New York Annual Meeting & Vendor Expo, scheduled for October 7–10, 2026, in Saratoga Springs, New York. The conference includes educational sessions directly related to Fire District administration, including FOIL, New York State Archives requirements, purchasing, prevailing wage, risk management, insurance, and legal matters affecting fire districts.

District Secretary Pereira advised that she would use her personal vehicle to travel to and from the conference. The estimated round-trip mileage presented to the Board was approximately 334 miles, with mileage reimbursement calculated at the applicable rate. No separate reimbursement for fuel would be provided when a personal vehicle is used.

Motion by Commissioner Costello, seconded by Commissioner Leighton, to authorize District Secretary Erika Pereira to attend the 2026 AFDSNY Annual Meeting & Vendor Expo in Saratoga Springs, New York, October 7–10, 2026; to authorize the use of her personal vehicle and reimbursement for mileage at the applicable mileage reimbursement rate; and to authorize payment or reimbursement of the \$375.00 registration fee and reasonable and necessary lodging, meals and incidentals, tolls, parking, and other conference-related expenses, in accordance with Fire District policy and applicable reimbursement rates, with meals provided as part of the conference deducted from the applicable meal allowance.

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

15. Request to Purchase an HP ProBook Business Laptop, Warranty, Software Configuration and Technical Support for the Fire District Secretary's Remote Workstation: The Board reviewed a quotation from Pyramid Business Systems for the purchase and configuration of a business-class laptop for District Secretary Erika Pereira. The laptop will serve as a secondary workstation for remote work, meetings, and other District business conducted outside the District Office.

The proposal included an HP ProBook 4 G2i Notebook Computer, warranty and licensing options, available accessories, and technical support to configure the laptop with the software and remote access capabilities needed for District business.

Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the purchase and configuration of a business-class laptop for the Fire District Secretary from Pyramid Business Systems, in accordance with the proposal presented to the Board. All in favor, aye; opposed, none. Motion carried.

16. Any other new business: The Board reviewed a request from Jennifer Gelinger, a member, to use the Community Room on July 28, 2026, from 5:00 p.m. to 9:00 p.m. for an End of Season Get Together. The applicable security deposit was listed as \$200.00.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to approve Jennifer Gelinger's request to use the Community Room on July 28, 2026, from 5:00 p.m. to 9:00 p.m. for an End of Season Get Together, subject to the District's Community Room rules and requirements, including the \$200.00 security deposit. All in favor, aye; opposed, none. Motion carried.

17. The Board discussed the Fire Department's participation in the upcoming National Night Out community event. Motion by Commissioner Costello, seconded by Commissioner Mujcic, to authorize the Endwell Fire Department to participate in National Night Out and to authorize the use of appropriate Fire District apparatus and equipment for the event, subject to the direction of the Fire Chief and continued availability for emergency response. All in favor, aye; opposed, none. Motion carried.

18. The next regular Board meeting is scheduled for Thursday, August 27, 2026, at 7:00 p.m., with the work session beginning at 6:15 p.m.

19. Correspondence(s): The Board received correspondence from Sentry Alarms advising that Sentry Alarms has been acquired by Doyle Security. The correspondence indicated that existing security systems, monitoring, and support services will continue without interruption.

The Board received and reviewed correspondence from Verizon regarding the discontinuation of legacy telephone services. The notice identified October 21, 2026, as the date by which required action must be taken, with service disconnection scheduled to begin October 28, 2026.

The Board received the June–July 2026 issue of Fire District Affairs.

20. Hearing of Visitor(s): NONE

Motion by Commissioner Costello, seconded by Commissioner Cook, to enter into Executive Session pursuant to Section 105(1)(f) of the New York State Public Officers Law to discuss matters leading to the appointment of a particular person in connection with the election of the Third Assistant Chief and to discuss a personnel grievance involving a particular individual. All in favor, aye; opposed, none. Motion carried.

The Board entered Executive Session.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to conclude Executive Session and return to the open portion of the Regular Meeting. All in favor, aye; opposed, none. Motion carried.

The Board concluded Executive Session and returned to the Regular Meeting at 8:57 p.m.

At 8:58 p.m., Commissioner Costello made a motion to consider the Fire Company's election of the Third Assistant Chief for Board approval pursuant to New York State Town Law § 176(11-a). The motion was seconded by Commissioner Cook.

A roll call vote was taken as follows:

Commissioner	Vote
Commissioner Costello	No
Commissioner Arnold	No
Commissioner Mujcic	No
Commissioner Cook	No
Commissioner Leighton	No

The motion failed by a vote of 0–5. The Board did not approve the Fire Company's nominee for the position of Third Assistant Chief pursuant to New York State Town Law §176(11-a).

During Executive Session, the Board also discussed a personnel grievance involving a particular individual. No action was taken.

Motion by Commissioner Costello, seconded by Commissioner Cook, to adjourn the meeting at 8:59 p.m. All in favor, aye; opposed, none. Motion carried.

Respectfully submitted,



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