

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING
August 19, 2026**

Commissioners Present:

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

District Officials Present:

Erika Pereira, District Secretary
Matthew Grafton, Fire Chief

Guests / Visitors:

Jacob Polovchak, 1st Assistant Chief
Michelle Pandich, Fire Company 1st Vice President
Robert Brady, Fire Company President

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

1. 2027 Budget Work Session

The Board reviewed and discussed the 2027 Budget worksheets, including the proposed District and Fire Department budget line items, prior-year actual expenditures, year-to-date expenditures, actual-versus-budget comparisons, assessed valuations, tax rate history, estimated PILOT revenue, debt service, capital improvements, equipment purchases, and proposed 2027 projects.

The current 2027 working budget totals \$1,493,220.00, consisting of a District Budget of \$1,253,520.00 and a Fire Department Budget of \$239,700.00. The proposed total represents an increase of \$45,450.00, or approximately 3.14%, over the 2026 budget of \$1,447,770.00.

The Board reviewed the 2027 debt service, totaling \$150,000.00 in principal and \$31,725.00 in interest, for a total debt service payment of \$181,725.00. The final bond payment is due in 2033. The Board also discussed bonding for the new Station 3 and the prospect of another bond payment in 2027.

The Board reviewed the proposed 2027 capital and equipment expenditures, including \$140,000.00 for Capital Improvements, \$42,000.00 for District equipment purchases, \$37,000.00 for Fire Department equipment and apparatus tools, and \$60,000.00 for turnout gear.

The Board will work on getting price quotes for a new floor scrubber, gear washer, garage doors with new openers and remotes for Station 1, and floor upgrades for Station 2.

Fire Chief Grafton will reach out to Broome County regarding the Small Community Fund Grant Award to confirm the payment timeline and whether we can hold off on the Maze Room upgrades project until 2027 so it can be included in the capital improvement budget line.

The Board further reviewed the District's assessed valuations and estimated PILOT revenue. Total taxable assessed valuation for the 2027 budget is approximately \$68,557,159.00, representing an increase of approximately 0.61% from the prior year. The estimated 2027 PILOT payment from the Town of Union is \$36,638.33.

The budget remains a working draft and will be subject to further review and modification prior to adoption of the proposed 2027 Budget.

2. Fire Department SOGS

The Board was provided copies of the following proposed Fire Department Standard Operating Guidelines (SOGs) for review again:

- 2026-119 – Hazardous Materials Incidents
- 2026-120 – MAYDAY and Firefighter Emergency Procedures
- 2026-121 – Leather Helmet Repair and Inspection Criteria
- 2026-123 – Hydrant Assurance

The Board briefly reviewed the proposed SOGs and took no action at this time. The SOGs will be presented for formal Board approval at the August Regular Meeting.

3. District Secretary's Remote Workstation

The Board discussed the District Secretary's remote workstation and the purchase of the laptop, warranty, and related accessories.

Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the purchase of the District Secretary's remote workstation equipment through Pyramid Business Systems, consisting of the HP ProBook laptop package in the amount of \$1,871.00; 5-Year On-Site Warranty with Accidental Damage Protection in the amount of \$740.00; HP Renew 16" Business Notebook Carrying Bag in the amount of \$39.00; HP Thunderbolt 4 Docking Station in the amount of \$265.00; and a monitor not to exceed in the amount of \$159.00; and Pyramid Technical Support for installation and configuration estimated at \$345.00, for a total estimated cost of \$3,419.00. All in favor, aye; opposed, none. Motion carried.

4. Any other business to discuss

a. Esophageal Precancer/Cancer Screening Day

Chief Grafton advised the Board that the Endwell Fire Department, in partnership with Believe 31, ESIP/McNeil & Co., and Lucid Diagnostics, will host an Esophageal Precancer/Cancer Screening Day for members, retirees, and spouses on Monday, September 21, 2026, from 12:00 p.m. to 8:00 p.m. at Endwell Station 1.

Chief Grafton discussed the screening program and requested authorization to use the Board Room and Chief's Office at Station 1 to conduct the screenings.

Motion by Commissioner Cook, seconded by Commissioner Costello, to approve the use of the Board Room and Chief's Office at Station 1 for the Esophageal Precancer/Cancer Screening Day to be held on September 21, 2026, from 12:00 p.m. to 8:00 p.m. All in favor, aye; opposed, none. Motion carried.

b. Truck or Treat

The Board reviewed the Truck or Treat Committee's request for the 11th Annual Truck or Treat event. The Committee requested use of the Station 1 apparatus floor for the event on Saturday, October 31, 2026, and Friday evening, October 30, 2026, for decorating and event preparation.

The Board discussed the 2026 Truck or Treat event and its funding.

Motion by Commissioner Costello, seconded by Commissioner Cook, to approve the 11th Annual Truck or Treat event, including the use of the Station 1 apparatus floor on October 31, 2026, and the evening of October 30, 2026, for decorating and event preparation, and to authorize an amount not to exceed \$2,000.00 for event expenses. All in favor, aye; opposed, none. Motion carried.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to enter into executive session at 6:54 p.m. All in favor, aye; opposed, none. Motion carried.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to exit executive session at 7:54 p.m. with no action taken. All in favor, aye; opposed, none. Motion carried.

Motion by Commissioner Cook, seconded by Commissioner Costello, to adjourn the meeting at 7:55 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