ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
MONTHLY MEETING
September 24, 2026

Commissioners Present:
- James Arnold, Chairman
- Scott Costello, Vice Chairman
- Gary Leighton
- Matthew Cook
- Muhamed Mujcic

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

Guests / Visitors:
- Cheryl Grafton, Fire Company Treasurer
- Gregg Cook, Fire Company Trustee
- Dennis Sullivan, Fire Company Trustee
- Michelle Pandich, Fire Company 1st Vice President
- Robert Brady, Fire Company President & District Facility Support Technician
- Jacob Polovchak, 1st Assistant Chief @ 6:51 p.m.
- William Frantz, 2nd Assistant Chief
- Stephen Hill Jr.
- Michael DelVillano
- Allan Truesdell, PYRAMID Business Systems

Commissioner Arnold called a public work session of the Endwell Fire District Board of Fire Commissioners to order at 6:15 p.m. at Station #1, 3508 Country Club Road, Endwell, New York.

Allan Truesdell of Pyramid Business Systems presented recommendations for updating the District's technology, software licensing, cybersecurity protections, and backup systems. He explained how the proposed improvements would support the District's draft Cybersecurity and Incident Response Policy. Recommendations included:

- Microsoft 365: Replace existing perpetual Microsoft Office installations with subscriptions based on account usage, with additional identity, access, and email security protections. The proposed cost was $262.50 per month, with an estimated $920 for implementation.
- Backup and Recovery: Replace the existing Windows Server Backup and Veeam/Azure configuration with Cove Data Protection to provide centrally managed offsite backups, monitoring, and automated failure notifications. Mr. Truesdell identified reliability concerns with the existing systems and recommended Cove at $178 per month.
- Remote Monitoring and Management: Implement Datto RMM for three servers and 22 workstations to provide system monitoring, software patch management, inventory tracking, remote support, and ransomware detection. The proposed cost is $257 per month, with an estimated $575 installation fee.
- Server Upgrade: Upgrade the application server from Windows Server 2016 to Windows Server 2019 using licensing already owned by the District. The proposal estimated $690 for after-hours labor.

The presentation addressed maintaining supported software, improving system oversight, protecting

District data, and strengthening recovery capabilities.

Commissioner Costello would like to schedule a special meeting with Bill VanGorder of NBT Insurance on October 07, 2026, at 6:00 p.m. to review the District's insurance. Commissioner Costello will confirm the meeting with Bill VanGorder of NBT Insurance.

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: Requested revisions to the August 27, 2026 meeting minutes to clarify that the Board's discussion of the UVES agreement was based on Assistant Chief Frantz's presentation and summary, remove the additional statements concerning distribution of the agreement and the post-meeting Secretary's Note, and simplify the SOG entry to reflect that the guidelines were provided for review and no action was taken.

Commissioner Costello requested a correction to the July 23, 2026 meeting minutes regarding the Greenlight project.

Motion by Commissioner Cook, seconded by Commissioner Costello, to approve the July 23, 2026 and August 27, 2026 meeting minutes as corrected. All in favor, aye; opposed, none. Motion carried.

TREASURER'S REPORT: The Board reviewed the Treasurer's Report and Capital Reserve Summary for August 28 through September 24, 2026. The Treasurer's Report reflected year-to-date expenditures of $1,195,210.45 against an adjusted expenditure budget of $1,447,770.00, leaving $252,559.55 available. General Fund cash totaled $607,265.73 as of September 24, 2026. Several budget lines had limited remaining appropriations, including Building Repairs, Department Equipment Purchases, Equipment Parts/Maintenance/Repairs, and Apparatus Parts/Maintenance/Repairs.

The Capital Reserve Summary listed August 31, 2026 balances of $518,706.30 in the Apparatus Reserve and $320,839.30 in the Equipment Reserve.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to approve the Treasurer's Report and Capital Reserve Summary for August 28 through September 24, 2026, and place them on file. All in favor, aye; opposed, none. Motion carried.

Unfinished Business:

1. Station 3: Currently still waiting on the opinion of the District Lawyer.

2. Apparatus Floor: Still in progress. The floor-cleaning scrubber is up and running. The floor still needs to be cleaned to determine whether the Board should proceed with a floor redo.

3. Apparatus iPad Replacement: Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve Sophos Central Mobile Advanced through Pyramid Business Systems at a cost of $4.05

per device per month for the District's iPads, as recommended by Allan Truesdell, and to authorize Pyramid to proceed with configuration and implementation. The service will provide centralized device and application management, security controls, inventory monitoring, and remote locking or wiping of lost or stolen devices. All in favor, aye; opposed, none. Motion carried.

4. Training Room Upgrade: District Secretary Pereira reported that Presentation Concepts Corporation (PCC) completed the Training Room AV upgrade on September 9, 2026. The system includes a new 98-inch display, podium monitor, and Extron controls for source selection and volume. The new system integrated the existing DVD/Blu-ray player and VCR. PCC returned the removed equipment to the District for disposition.

   Motion by Commissioner Costello, seconded by Commissioner Mujcic, to declare the following equipment removed during the Training Room AV upgrade surplus and no longer needed for District purposes, and to authorize its sale by public auction:

   - Former projector;
   - Large whiteboard;
   - Former monitor;
   - Associated mounting hardware;
   - Associated cables and remote controls; and
   - Other removed AV components, as identified on the final auction inventory.

   The District Secretary is authorized to coordinate the inventory and auction listing, with the items offered individually or in lots, in "as-is, where-is" condition. Sale proceeds shall be remitted to the District Treasurer for deposit and accounting. All in favor, aye; opposed, none. Motion carried.

5. Pavlovich Pavement Markings: District Secretary Pereira reported that Pavlovich Pavement Markings completed the additional diagonal stripes within the yellow-outlined area at Station 1, as requested by the Board, to discourage parking. Completion was confirmed on September 16, 2026. The contractor performed the additional work at no charge, stating that it should have been included in the original layout.

6. EMS UVES agreement: Following the August 27, 2026 meeting, District Secretary Pereira received the written agreement and referred it to District Counsel for review regarding the appropriate contracting party, authority to execute the agreement, VFBL coverage, insurance, liability, medical direction, operational control, and other potential Fire District responsibilities. Counsel was advised that the Board had approved the agreement at the August meeting. Counsel's opinion remains pending.

7. Fire Department SOGS: Motion by Commissioner Costello, seconded by Commissioner Cook, to approve and adopt the following Endwell Fire Department Standard Operating Guidelines, as presented and reviewed by the Board, effective immediately:

   - SOG 2026-119 – Hazardous Materials Incidents

- SOG 2026-120 – MAYDAY and Firefighter Emergency Procedures
- SOG 2026-121 – Leather Helmet Repair and Inspection Criteria
- SOG 2026-123 – Hydrant Assurance

The adopted guidelines supersede the corresponding prior versions. The Fire Chief is authorized to distribute and implement the guidelines and coordinate applicable member training. All in favor, aye; opposed, none. Motion carried.

8. Broome County Small Community Fund Grant – Firefighter Search & Rescue Training Simulator Enhancement Project: Chief Grafton reported that a drawing will be created, and Assistant Chief Jacob Polovchak will review and approve the plans. A decision will need to be made on who will construct the maze.

9. Camera Replacement – Station 1 Fuel Tank/Generator Camera: The camera replacement has been completed by The Computer Shop.

10. Station Cascade / Air Compressor: Robert Brady, District Facility Support Technician, reported that Evans Mechanical is scheduled to be onsite Tuesday morning at 7:30 a.m. to perform annual testing and service on the compressors at all three stations and the sprinkler system at Station 1. During the visit, he will ask the service technician to evaluate the air compressor and provide a quote for relocating it. Mr. Brady stated that he believes the current location is the most suitable and suggested restricting access to the area and installing ventilation. He also reported a faulty regulator in Bay 1; a replacement part is on order.

11. Replacement of Light Pole at Station 1: District Secretary Pereira stated that T&B Electric ordered the light pole on August 31 and is currently waiting to receive it.

12. Building Safety Assessment: Commissioner Costello stated that action items are being worked on. A flammable cabinet may be needed to store chemicals. Copies of the assessment were hung at each station.

13. Roof Access Door: Commissioner Costello stated the door has been replaced.

14. Senator Lea Webb Grant: Assistant Chief William Frantz presented a proposed request for $459,600 in New York State capital funding through Senator Lea Webb's office for the Firefighter Safety, Communications & Emergency Response Modernization Project. The request includes 25 sets of turnout gear, eight P25-compliant portable radios, ten multi-gas meters, eight thermal imaging cameras, one 2027 Chevrolet Tahoe with emergency outfitting to replace the 2015 first-response vehicle, four intake valves, four hydrant gate valves, and eight attack nozzles. The project would replace aging equipment and improve firefighter safety, communications, and emergency-response capabilities.

    Motion by Commissioner Costello, seconded by Commissioner Leighton, to authorize Assistant Chief William Frantz to submit the $459,600 capital funding request and supporting budget justification through Senator Lea Webb's office for the project described above. Any grant award, funding

agreement, required District contribution, or resulting purchases shall be presented to the Board for separate approval. All in favor, aye; opposed, none. Motion carried.

15. 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_09-001 through #26_09-063, including payroll and Debt Service interest payments as applicable, totaling $56,132.89

   Supplemental list: Vouchers #26_10-001 through 26_10-012, totaling $26,653.58.

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

   NYCLASS Transfer: The Treasurer advised the Board that, based on anticipated cash requirements for payroll, utilities, debt service interest, and other operating expenses, funds should be transferred from the NYCLASS Current Year Fund to maintain adequate operating balances. Estimated cash requirements totaled $134,871.77, with an available cash balance of $56,276.89, resulting in a funding need of $78,594.88. The Treasurer recommended transferring $100,000.00 from the NYCLASS Current Year Fund to the M&T Current Year Fund to maintain a conservative operating balance.

   Motion by Commissioner Leighton, seconded by Commissioner Costello, to authorize the transfer of $100,000.00 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 Mujcic, to approve the following current-year budget line transfers, totaling $20,900.00:

   - $5,335.50 from Line 032 – Inspection Dinner and $11,164.50 from Line 030 – Capital Improvements to Line 004 – Building Repairs, totaling $16,500.00.
   - $4,000.00 from Line D06 – Supplies, allocated as $500.00 to Line D03 – Equipment Parts and $3,500.00 to Line D07 – Apparatus Parts.
   - $400.00 from Line D14 – Training Supplies to Line D19 – Training Public Education.

   The Treasurer is authorized to record the transfers accordingly. All in favor, aye; opposed, none. Motion carried.

3. Buildings & Grounds: Nothing

4. Community Room Rental Request(s): Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the following requests to use the Community Room, subject to the District's Community Room rules and a $200 security deposit for each event:

   - Erika Pereira — October 16, 2026, from 4:00 p.m. to 10:00 p.m., for a UE Swim Team pasta

dinner.

- Cheryl Fedorchak — October 11, 2026, all day, for a children's birthday party.
- Gail Christensen — November 25, 2026, from 10:00 a.m. to 3:00 p.m., for the ELOCA poinsettia pickup.

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

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

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

   Declaration of Surplus Property and Authorization for Auction: Motion by Commissioner Costello, seconded by Commissioner Cook, to declare the following District-owned property surplus and no longer necessary for any District use or purpose:

   Utility 31-2, a 1998 Chevrolet CK30903, VIN 1GCHK34J9WE182441, and snowplow;

   A 2015 Chevrolet Tahoe Chief's vehicle, VIN 1GNSK3EC8FR549058; and

   One boat, with identifying information to be included in the District's surplus inventory and auction listing.

   Pursuant to New York State Town Law §176(23), the Board authorizes sale of the property through public online auction conducted by Auctions International, subject to documentation of the property's estimated fair market value and completion of any required referendum procedures before the sale proceeds. The property shall be offered in "as-is, where-is" condition, with the District reserving the right to reject any or all bids. The District Secretary is authorized to coordinate the auction, and the Treasurer shall receive and properly account for the sale proceeds.

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

7. Maintenance Division Report: Motion by Commissioner Costello, seconded by Commissioner Cook, to accept and approve the Maintenance Services Report dated September 24, 2026, as presented, and place it on file, together with the accompanying memoranda concerning diesel apparatus regeneration, apparatus washing and cleaning, and vehicle and apparatus idling. All in favor, aye; opposed, none. Motion carried.

   Motion by Commissioner Cook, seconded by Commissioner Leighton, to authorize issuance of a building access key fob to Twin Tier Fire for the purpose of performing repairs and maintenance on District apparatus. All in favor, aye; opposed, none. Motion carried.

8. Training Division Report: Motion by Commissioner Mujcic, seconded by Commissioner Costello, to accept and approve the Training Division Report dated September 24, 2026, as presented, and place it on file. All in favor, aye; opposed, none. Motion carried.

9. Fire Company Report(s): No report was submitted. Robert Brady, Fire Company President, stated that they have three first readings, so the Company will vote on three new people at the next meeting. There is a father and daughter who both have some fire experience.

10. 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.

11. Donations: The District received a $200.00 donation from the B.C. Stitchers Chapter of the Embroiderers' Guild of America in appreciation for use of the Community Room for its meetings. Motion by Commissioner Costello, seconded by Commissioner Cook, to accept with appreciation a donation in the amount of $200.00 and authorize the District Treasurer to deposit and account for the funds accordingly. All in favor, aye; opposed, none. Motion carried.

12. Flu Shot Clinic: District Secretary Pereira proposed arranging the annual flu and tetanus vaccination clinic for members and their spouses through Southern Tier Occupational Health on Monday, October 5, 2026, from 6:00 p.m. to 7:00 p.m. at Station 1, before training. Occupational Medicine no longer offers pneumonia vaccinations.

    Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the clinic as proposed and authorize District Secretary Pereira to coordinate arrangements with Southern Tier Occupational Health. All in favor, aye; opposed, none. Motion carried.

13. Northern Scapes Proposal – Landscaping Clean-Up and Plant Replacement: District Secretary Pereira presented Northern Scapes' proposal dated September 11, 2026, to remove weeds and dead plants from the landscaped beds, install one Spirea and one Boxwood, and apply granular weed control. The replacement plants include a one-year warranty. The total proposed cost is $625.00, tax-exempt.

    District Secretary Pereira was directed to contact Northern Scapes to ask whether the proposed work could be incorporated into fall clean-up, whether to plant the replacement Spirea and boxwood this fall or defer until spring, and whether landscape fabric or another weed barrier is recommended when the mulch is replaced, including any additional cost. The Secretary will also request clarification regarding coordination with the maintenance services included in the District's 2020 agreement.

    The Board deferred action on the proposal pending responses to its questions.

    Commissioner Costello would like LBZ to come in and pull the weeds from the area since they mow the lawn at Station 3 for the District.

14. Proposed 2027 Budget: Motion by Commissioner Leighton, seconded by Commissioner Cook, pursuant to New York State Town Law §181, to approve and adopt the proposed Endwell Fire District budget for the fiscal year beginning January 1, 2027, and ending December 31, 2027, for presentation at the required public budget hearing, as follows:

    - Total appropriations: $1,493,220.00
    - Estimated interest revenue: $18,259.67
    - Estimated PILOT revenue: $36,638.33

- Amount proposed to be raised by real property taxes: $1,438,322.00

The proposed budget, together with the required estimated fund balance appendix, shall be filed with the District Secretary, made available for public inspection and copying, and posted on the District's website in accordance with Town Law §181. The District Secretary is authorized to arrange the required distribution, publication, and posting of the public hearing notice. All in favor, aye; opposed, none. Motion carried.

15. Budget Hearing and October Board Meeting: Motion by Commissioner Cook, seconded by Commissioner Leighton, pursuant to New York State Town Law §§181 and 175-c, to schedule a public hearing on the Endwell Fire District's proposed 2027 budget for Thursday, October 22, 2026, at 5:30 p.m., at District Headquarters, 3508 Country Club Road, Endwell, New York. Any person may be heard in favor of or against the proposed budget or any item contained therein.

    The District Secretary is authorized and directed to publish the hearing notice in the District's official newspaper, allowing at least five days between publication and the hearing; arrange the required website and signboard postings within the statutory notice period; and provide the notice and proposed budget to the Town of Union Clerk and other recipients required by law. The proposed budget shall be available for public inspection and copying and posted on the District's website as required. All in favor, aye; opposed, none. Motion carried.

16. Change November and December Monthly Meetings: Motion by Commissioner Costello, seconded by Commissioner Mujcic, to amend the Board's 2026 meeting schedule by rescheduling the November 26, 2026 monthly meeting to Wednesday, November 18, 2026, and the December 24, 2026 monthly meeting to Thursday, December 17, 2026. Both meetings shall be held at District Headquarters, 3508 Country Club Road, Endwell, New York, with the public work session beginning at 6:15 p.m. and the regular meeting beginning at 7:00 p.m.

    The District Secretary is directed to update the meeting schedule and provide public notice of the revised dates, times, and location to the news media, post notice at the District's designated public locations, and post notice on the District's website at least 72 hours before each meeting, in accordance with New York State Public Officers Law §104. All in favor, aye; opposed, none. Motion carried.

17. Fire District Election Process: Motion by Commissioner Leighton, seconded by Commissioner Costello, to authorize preparations for the Endwell Fire District Annual Election on Tuesday, December 8, 2026, with polls open from 6:00 p.m. to 9:00 p.m. at District Headquarters, 3508 Country Club Road, Endwell, New York, to elect:

    - One Fire Commissioner for a five-year term beginning January 1, 2027, and ending December 31, 2031; and
    - One Fire Commissioner for the remaining unexpired one-year term beginning January 1, 2027, and ending December 31, 2027.

    The District Secretary is authorized to prepare the Notice of Annual Election, clearly identifying both positions and their respective terms; arrange publication between November 4 and November 11, 2026; complete the required website, signboard, and municipal notice distribution and postings

between November 18 and November 23, 2026; and coordinate voter lists, ballots, and other election preparations in accordance with applicable law.

Candidate filings shall identify the specific term sought and be received by the District Secretary no later than 4:00 p.m. on November 18, 2026, in accordance with the District's applicable candidate nomination requirements. All in favor, aye; opposed, none. Motion carried.

18. Town of Union Code Enforcement Inspections: Motion by Commissioner Costello, seconded by Commissioner Cook, to authorize Commissioner Costello to coordinate with the Town of Union Department of Code Enforcement to schedule fire safety and property maintenance inspections of all three District stations in response to its letter dated September 18, 2026.

    Commissioner Costello shall arrange access, obtain the written inspection findings, and report any identified deficiencies and recommended corrective actions to the Board. Any corrective work requiring expenditures beyond existing authorization shall be submitted to the Board for approval in accordance with the District's procurement policy and applicable law. All in favor, aye; opposed, none. Motion carried.

19. FOIL Requests: District Secretary Pereira advised the Board of the FOIL requests submitted by Kimberly Hill concerning District policies, service-time records, complaint-related records, and sexual harassment prevention training records. The Board also acknowledged Virginia Clovis's request, submitted on behalf of the Estate of Joshua Molyneaux, for reports concerning the June 22, 2026 Knights Inn fire.

    The Board directs District Secretary Pereira, as Records Access Officer, to process the requests in accordance with New York State Public Officers Law Article 6 and the District's FOIL Policy, including timely written responses, a diligent search for responsive records, and consultation with District Counsel concerning any proposed redactions or withholding. All District officials and personnel shall preserve potentially responsive records and provide them to the Records Access Officer.

20. Endwell Fire District Technology and Licensing Recommendations: The Board reviewed Pyramid Business Systems' technology recommendations and approved proceeding with the application server upgrade. The Board deferred the remaining recommendations for further review, and updated Microsoft licensing pricing remains pending.

    Motion by Commissioner Costello, seconded by Commissioner Cook, to approve Pyramid Business Systems' proposal dated September 3, 2026, to upgrade application server ENDFD-APP from Windows Server 2016 Standard to Windows Server 2019 Standard using licensing already owned by the District, at an estimated labor cost of $690.00, with billing based on actual services performed under the proposal. The District Secretary is authorized to coordinate scheduling and implementation. All in favor, aye; opposed, none. Motion carried.

21. District Policies:

    a. Cybersecurity and Incident Response Policy – Review and Consider Adoption: The Board requested additional time to review the policy and deferred consideration of its adoption to a special meeting tentatively scheduled for October 7, 2026, at 6:00 p.m. The policy will be

placed on that meeting's agenda. No action was taken.

22. Any other new business: Pinsky Law Group – Board of Director and Executive Officer Training: Motion by Commissioner Cook, seconded by Commissioner Costello, pursuant to General Municipal Law §77-b, to authorize Commissioners Scott Costello and Matthew Cook to attend Pinsky Law Group's Board of Director and Executive Officer Training for Emergency Service Leaders on November 6–7, 2026, at Turning Stone Resort & Casino, upon the Board's determination that attendance will benefit the District in carrying out its governance and oversight responsibilities.

    The Board authorizes registration fees of $350.00 per attendee, totaling $700.00; one night of hotel accommodations per attendee for November 6, 2026; and actual and necessary travel and meal expenses, in accordance with District policy and approved reimbursement rates. Meals included in registration shall be excluded from meal reimbursement. All expenses shall be supported by appropriate documentation and submitted for Board audit and approval. All in favor, aye; opposed, none. Motion carried.

23. Motion by Commissioner Costello, seconded by Commissioner Mujcic, to authorize members to use their incentive points toward the purchase of one additional 105th Anniversary shirt, in addition to the shirt provided to each member at the Fire Company's expense. All in favor, aye; opposed, none. Motion carried.

24. The next regular board meeting is scheduled for Thursday, October 22, at 7:00 pm. The work session begins at 6:15 pm.

25. Correspondence(s): NONE

26. Hearing of Visitor(s): Michael DelVillano asked whether deadlines or a corrective-action timeline had been established for the concerns identified in the August 11, 2026 Building Safety Assessment. Commissioner Costello stated that no completion deadline had been established and that Facility Support Technician Robert Brady was addressing the items as he was able.

    Mr. DelVillano also asked whether the assessment identified expired food had been removed, noting that food is served to members weekly. Mr. Brady disputed the finding, stating he was not aware of any expired food. Commissioner Costello suggested that a date on a container may have been misread. Commissioner Cook requested that two people reinspect the food storage area and that the Safety Officers identify the items referenced in the assessment so the concern could be resolved.

    Commissioner Arnold requested that Mr. Brady provide status updates on completed corrective work and notify the Board of items requiring outside vendor assistance.

    Stephen Hill Jr. raised concerns about excessive storage in the storage rooms and Fire Company game room, stating that he had previously reported these concerns and that they were included in the assessment. Commissioner Costello said that concerns involving Company-controlled areas should also be directed to the Fire Company. Commissioners Arnold and Costello will review those areas during their inspection of the food pantry.

    District Secretary Pereira will prepare an action-item list based on the assessment to help the Board

track corrective work.

27. Motion by Commissioner Costello, seconded by Commissioner Cook, to approve Michael DelVillano's use of the Community Room for meetings with his Odyssey of the Mind group, subject to room availability, coordination with the District Office, and compliance with the District's Community Room rules and requirements. All in favor, aye; opposed, none. Motion carried.

28. Commissioner Costello reminded the Board and Fire Chief Grafton to review the vehicle insurance values in preparation for a special meeting tentatively scheduled for October 7, 2026, at 6:00 p.m., pending confirmation of insurance agent Bill VanGorder's availability.

29. Commissioner Costello requested an executive session to discuss a personnel issue.

    Motion by Commissioner Costello, seconded by Commissioner Cook, to enter executive session pursuant to Public Officers Law §105(1)(f) to discuss a personnel issue at 8:49 p.m. All in favor, aye; opposed, none. Motion carried.

    Motion by Commissioner Costello, seconded by Commissioner Cook, to exit executive session with no action taken at 9:29 p.m. All in favor, aye; opposed, none. Motion carried.

Motion by Commissioner Leighton, seconded by Commissioner Mujcic, to adjourn the meeting at 9:30 p.m. All in favor, aye; opposed, none. Motion carried.

Respectfully submitted,

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

Chief's Report
September 24, 2026

Commissioners:

The Department has the following upcoming activities:

- September 26: Union-Endicott Homecoming and a mutual aid burn.
- September 30: Requested assistance with the Homer Brink evacuation drill at 9:00 am
- October 3: Requested assistance with the Vestal Fire Expo at Barnes & Noble.
- October 8: Requested fire prevention detail at Northminster Preschool.
- October 10: Maine-Endwell Homecoming.
- October 31: Truck or Treat.

The Department participated in the September 11 ceremony.

Eighteen participants completed the esophageal precancer screening.

We are working with Union Ambulance on the Mutual Aid and Auxiliary Membership Agreement.

We continue to review and update the Department's standard operating guidelines monthly.

Mileage Report for Car 31

Starting Mileage	2,930
Ending Mileage	3,383
Total mileage	453
Fuel Usage	43.36 Gallons (2 fill-ups)

Respectfully submitted,

Matthew Grafton

Matthew Grafton
Department Chief

Support Services Report

September 24, 2026

- The 2nd Part of the new turnout gear order has been delivered, inventoried, and assigned SO numbers. We will fill out asset forms shortly. Members whose gear has arrived are
    1. Keane Aaron
    2. Joe Temple
    3. Vincent Mancini
    4. Jonah Richards
- All new members have been issued gear. Sheets have been turned in to the District Secretary.
- I placed an order for a Skull Saver for the ladder rack on Engine 1.
- I have been laying out smaller items for the auction and have completed 1 set of paperwork to sell the 2015 Tahoe. Will hopefully have most of the items ready for sale by the 2nd week in October.
- I have inventoried and obtained serial numbers on all of the old SCBA bottles. All that is left is to set up a time to photograph them and put them on the auction site.
- Engine 2 cascade. This is a discussion to have regarding my maintenance report.
- I still have a list of what is needed for the New Engine 3. I have slowly started the process of inventory
    1. Knox box installation
    2. RAM mount for Tablet – Completed
    3. Hydrant Gate Holder
    4. MSA Gas Meter Completed
    5. Loading of Hose
    6. Tablet Install – waiting on Pyramid.
    7. Additional Hose Trays need to be loaded.
    8. Door Switch repair _ Completed
- We have sent out 1 coat for repair.
- I've been working with Senator Webb on her grant. I have emailed the board a copy of the proposed grant.
- The Grant that the Department received from Jon Aaron's company. I have not yet purchased the TI. I am waiting to see what the new pricing is and when the new SEEK TI package is available.

Respectfully submitted,

Bill Frantz

2nd Assistant Chief
Support Services

Maintenance Services Report

September 24, 2026

Board of Commissioners, Endwell Fire District

Here is a detailed report on the status of each piece of Apparatus:

Engine 31-1

The parts we were waiting for to address the outstanding yearly maintenance issues are in. Twin Tiers is at the station today, August 24, 2026. All repairs are complete except the intersection emergency warning light on the officer's side needs to be replaced. They received the wrong light. We are having an issue with the Regen of Engine 1 and other apparatus. Twin Tiers needed to come up last week for a service call to Force Engine 1 into Regen. I have developed a memo to handle this situation and will notify all members. (See attached memos)

Engine 31-2

We are still waiting for gold leaf vinyl number 2 from Vander Mollen. They came down and looked at the small air leak. They were to look at the burned-out driver-side scene light. I still haven't heard how they plan to handle that issue.

Engine 31-3

There are no outstanding issues.

Rescue 31

No outstanding issues.

Tower 31.

No outstanding issues.

Utility 31-1

No outstanding issues

UTV 31

No issues.

Quint 31.

We are waiting for the Door emblems to arrive from Vander Mollen and have them installed. We are also waiting for the Fire Company 100 years of service decals to be placed on the truck.

Utility 31-3

It was reported that the Utility was dead. I was able to jump -start it and get it to Endwell Auto. Endwell Auto advises that the Battery needed to be replaced. Replaced a worn bearing on the tensioner assembly and the serpentine belt.

Utility 31-2

No issues at this time.

Brush 31

The brush truck TFT Nozzle on the booter line has been repaired and returned to service on the brush truck.

Chief 31 Tahoe

Will be going in for repairs in the next few weeks. A design by Robison Sign has been agreed upon

Chief 31A Tahoe

No outstanding issues.

Chief 31B Tahoe

No issues.

- The (2) 5-gallon gas meters have been returned. We currently have only 4 gas meters because we were unable to obtain the 2nd gas bottle for calibration. We will work to resolve this issue.
- Hurst Tool Maintenance is due; we also need to purchase new batteries for them
- Waiting to hear from MES: 2 repairs are needed on the SCBA, (1) on the tower and (1) on Old Engine 3.
- We have several intake valves, hydrant gates, and gated wyes that need to be rebuilt or replaced.
- We will be putting an additional 500ft of 4-inch on the back of Engine 1
- Will be working with the other Chiefs to produce SOG's or Memos about truck idling after calls, vehicle washing, documented paperwork for vehicle use, training on apparatus without an officer, and where and where not the department will take vehicles to draft and train with.
- Currently in the process of inputting all maintenance data into the G3 system. All SCBA inspections and new bottle inventory have been uploaded.
- I am still waiting to hear from JGJ and Whelen about setting up the CLOUD for our CORE Emergency lighting
- We are set up with Twin Tier Fire for online fleet maintenance.
- I have also developed memos for washing apparatus and idling apparatus. See attached.

We have issues to address with Vander Mollen. I want to speak to the board about how to move forward with these issues.

Chief Vehicle Report: 31B

Starting Mileage	3258
Mileage for this meeting:	3758
Total Miles	500
3 tanks of gas.	37 Gallons

Respectfully submitted,
Bill Frantz
2nd Assistant Chief
Support Services / Maintenance

Training Division Report- September 24, 2026

Dear Board of Fire Commissioners,

Special Training-

- Battalion 3 Mutual Aid Burn- 9/26/2026
- F.A.S.T Training- Returning October/November

Upcoming Outside Trainings To Be Attended-

- NYS- Wildland Search Team

Completed Trainings-

- Firefighter 2 Series- Module 3
- ICS 400
- NYS Battery Emergencies and Electrical Storage Systems
- Various Online Trainings- McNeil and Co, NVFC, UL-FSRI

Upcoming Fire Trainings -

- 9/14- Lithium-Ion Batteries and Energy Storage Systems
- 9/21- Self-Help and Mental Well-Being
- 9/28- Auto Extrication- Vehicle Stabilization Station 1
- 10/5- Initial Arrival Engine Company Drills
- 10/12- Bailouts and Forcible Entry

Vehicle Usage Report-

- Start Mileage- 12,901/ End Mileage- 13,155

  Total- 254 Miles
- Last Fuel Up- 9/15/26- 19 Gallons

Thank you,

Jacob Polovchak
1st Assistant Chief - Training Division