ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
SPECIAL MEETING
October 07, 2026

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

District Officials Present:
Erika Pereira, District Secretary
Jennifer Loup, District Treasurer
Matthew Grafton, Fire Chief

Guests / Visitors:
Jacob Polovchak, 1st Assistant Chief
Robert Brady, Fire Company President, left at 6:46 p.m.
Christopher Lynch, *Senior Project Manager*, Delta Engineers

Commissioner Arnold called a special meeting of the Endwell Fire District Board of Fire Commissioners to order at 6:03 p.m. at Station #1, 3508 Country Club Road, Endwell, New York.

1. Delta Engineering

Commissioner Costello provided correspondence from Christopher Lynch, Senior Project Manager at Delta Engineers, Architects & Surveyors, regarding the Chrysler Road project. Commissioner Costello coordinated with Mr. Lynch to address the Board's questions on preliminary project costs and payment timing. The District is still awaiting its attorney's review.

Christopher Lynch provided two building layouts with pull-through apparatus bays to assess feasibility on the property. Each design included 4 bays. There are significant setbacks, 20 feet on either side, and a stone retaining wall at the south end of the site, which has a 40-foot setback. The building's square footage is about 10,000 square feet. The zoning code does not require parking spaces for a facility like this in a residential neighborhood, so none were shown on the original site plan when the building was built. The preliminary designs included five parking spaces. Delta will handle the construction bidding process. The building will be a pre-engineered metal building. A temporary structure with electricity will house the equipment during construction.

Delta stated that invoices would be issued monthly only for completed work. The estimated billing schedule assumes a project start on November 1, 2026, with a nine-month construction schedule. Estimated invoices are $36,000 in December 2026 for survey, fieldwork, and schematic design; $53,500 in January 2027 for geotechnical work, Planning Board work, and schematic design; $61,000 in February 2027 for design development; $57,500 in March 2027 for construction documents, bid issuance, and permitting; and $32,500 in April 2027 for construction procurement and project administration. Construction administration is estimated at $5,000 per month from May 2027 through January 2028. The estimated scheduled billings total $285,500. These amounts and dates are estimates based on the stated assumptions.

Once construction is underway, Delta will monitor and manage the contractor's on-site activities,

ensure that tests and inspections are completed, and review the contractor's pay applications to the District to ensure they are billing only for completed work. Delta provides construction administration and will help the District bid out for a GC.

Commissioner Costello stated that the District might have to postpone funding the Capital Reserve and address the building. He said he was reviewing the Capital Reserve and noticed $300,000 to $400,000 in the equipment Capital Reserve for air packs, and that we currently have money set aside for another piece of apparatus. The District might have to suspend that.

The Board discussed the District's bond rating. S&P Global Ratings has assigned an underlying rating of "A," with a stable outlook, to the Fire District's outstanding bonds.

The Board discussed bonding and possible associated fees.

2. Apparatus Insurance Values

   The Board reviewed the apparatus insurance values provided by our insurance agent. The schedule lists insured values for District vehicles, apparatus, and trailers that are currently on file. Fire Chief Matthew Grafton is working to update those values.

3. McNeil & Co. Premium Increase

   The September 23, 2026 renewal notice lists anticipated premiums of $43,362, $14,855, $14,060, and $799, totaling $73,076, plus listed fees of $10.00 and $18.70. The policies expire December 1, 2026. The notice states that premiums are subject to change if policy changes occur before expiration.

4. Surplus of Engine 3

   The Board considered declaring Engine 3 surplus. The District needs to obtain an estimated value for the engine and plans to sell it through Auctions International.

   Motion by Commissioner Costello, seconded by Commissioner Cook, to declare Engine 3 surplus, obtain an estimated value for the engine, and proceed with plans to sell it through Auctions International. All in favor, aye; opposed, none. Motion carried.

   Fire Chief Matthew Grafton stated the engine rotation will begin soon. The new Engine 3 will rotate between Station 1 and Station 3. The smaller engine will go down to Station 2.

5. OSC Local Government and School District Training

   Treasurer Jennifer Loup requested approval to attend the online Introduction to Governmental Accounting course on November 18 and 19, 2026. The registration fee is $85.

   Motion by Commissioner Costello, seconded by Commissioner Leighton, to approve Treasurer Jennifer Loup's attendance at the course and payment of the $85 registration fee. All in favor, aye; opposed, none. Motion carried.

6. Technology and Licensing

   a. Sophos Central Mobile Advanced – Apparatus iPad Management

Pyramid clarified that the District must initially add ten apparatus iPad licenses to its existing Sophos term contract through the end of March 2027. The charge is $43 per device, totaling $430. This is a one-time charge for that term.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to approve the one-time $430 licensing charge for ten apparatus iPads through the end of March 2027 and authorize Pyramid to proceed with licensing and setup. All in favor, aye; opposed, none. Motion carried.

b. Microsoft 365 Licensing Upgrade

Pyramid and SHI reported that Microsoft 365 Business Premium is unavailable under the NYS OGS contract and that comparable enterprise products require a minimum of 25 licenses. The correspondence requests guidance on obtaining an updated commercial quote. Commissioner Costello asked Pyramid to update its commercial Microsoft 365 licensing quote to reflect the District's licensing needs and said they would review the proposal and make a decision at the next meeting.

c. Datto RMM 24x7 Remote Monitoring and Management Service

Pyramid's September 1, 2026 quote provides monitoring and patch management for three servers and 22 workstations at $257 per month, with estimated one-time installation services of $575. Technical support is billed for actual services rendered.

Motion by Commissioner Costello, seconded by Commissioner Cook, to approve Datto RMM service and installation under the quote presented, at $257 per month and an estimated $575 for installation. All in favor, aye; opposed, none. Motion carried.

d. Off-Site Backup, Disaster and Data Recovery

Pyramid recommended Cove Data Protection for two virtual servers at $178 per month. Startup costs total $674, including a $329 external drive and $345 in estimated technical support. Technical support is billed based on actual services rendered.

Motion by Commissioner Cook, seconded by Commissioner Costello, to approve the Cove backup solution at $178 per month and startup costs of $674 as quoted. All in favor, aye; opposed, none. Motion carried.

e. Information Technology Security Incident Response Plan

Pyramid's September 17, 2026 quote provides assistance developing the District's Information Technology Security Incident Response Plan for $695.

Motion by Commissioner Costello, seconded by Commissioner Mujcic, to approve Pyramid's quoted $695 charge to develop the plan. All in favor, aye; opposed, none. Motion carried.

f. Maintenance Laptop

Assistant Chief William Frantz requests a laptop for apparatus maintenance. The October 7, 2026 quote lists an HP ZBook with 32 GB memory and a 1 TB solid-state drive for maintenance use and Whelen Command software. The quoted total is $3,686, including the listed warranty, Absolute Control license, and shipping. Estimated technical support of $287.50 is listed separately, for a combined estimated cost of $3,973.50. Optional upgrades are separately priced.

The Board would like Assistant Chief William Frantz to explain why the laptop is needed so they can make a decision. They would like to see if the software can be uploaded to the Knox Box laptop.

7. Donation

   Motion by Commissioner Costello, seconded by Commissioner Cook, to accept with appreciation the $100 donation from Patricia Hogan and authorize the Treasurer to deposit and account for the funds accordingly. All in favor, aye; opposed, none. Motion carried.

8. Community Room Use Request – Red Cross Blood Drive on February 11, 2027

   The American Red Cross requested the Community Room on Thursday, February 11, 2027, for a blood drive from 1:00 to 5:00 p.m., with a full-day reservation for setup and cleanup.

   Motion by Commissioner Cook, seconded by Commissioner Mujcic, to approve use of the Community Room for the February 11, 2027 blood drive, reserve the room for the full day, and waive the room rental fees. All in favor, aye; opposed, none. Motion carried.

9. Park Manor Halloween Parade: Motion by Commissioner Costello, seconded by Commissioner Cook, to approve the Endwell Fire Department's participation in the Park Manor Halloween Parade on October 31, 2026 from 11:00 a.m. – 1:30 p.m. All in favor, aye; opposed, none. Motion carried.

10. Community Room Use and Fee Waiver Request – ELOCA AMBA Clinics

    The Endwell League of Community Action requested Community Room use and waiver of room-use fees for its twice-yearly AMBA blood-testing clinics. Requested access includes approximately one hour beginning at 4:00 p.m. on Friday for table setup, staff arrival at 5:30 a.m. on Saturday, and clinic hours of 6:00 to 10:00 a.m. Specific 2027 dates remain subject to confirmation with Quest Diagnostics.

    Motion by Commissioner Costello, seconded by Commissioner Mujcic, to approve Community Room use for the ELOCA AMBA clinics and waive the room-use fees, subject to confirmation of dates and the District's applicable room-use and insurance requirements. All in favor, aye; opposed, none. Motion carried.

11. Community Room Use Request – Endwell Family Physicians Luncheon on November 20, 2026

    Endwell Family Physicians requested the Community Room on Friday, November 20, 2026, from 10:00 a.m. to 3:00 p.m. for its annual employee Thanksgiving luncheon.

    Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the requested Community Room use on November 20, 2026, from 10:00 a.m. to 3:00 p.m. All in favor, aye; opposed, none. Motion carried.

12. District Policies

    a. Cybersecurity and Incident Response Policy

       Motion by Commissioner Cook, seconded by Commissioner Leighton, to adopt the

Cybersecurity and Incident Response Policy, Policy No. 2026-44, as presented. All in favor, aye; opposed, none. Motion carried.

13. Review and discuss the Fire District Rules and Regulations

The Board discussed Commissioner Cook's comments on the Fire District Rules and Regulations. His review recommended removing provisions that duplicate the Fire Company By-Laws, District policies, and Department SOGs; transferring detailed requirements to the appropriate governing documents; and clarifying provisions whose accuracy, necessity, or enforceability he questioned. Topics included membership and officer qualifications, physical examinations, training and attendance requirements, vehicle operation and safety, injury reporting, Fire Police duties, property use, discipline, committee membership, and amendment procedures. Commissioner Cook also suggested creating a personal injury policy and reviewing certain provisions for Commissioner participation on Company committees.

It was determined that Commissioner Cook would review his comments and proposed revisions with the District's attorney. No revisions to the Rules and Regulations were approved at this meeting.

14. Any other business to discuss

a. Verizon Service Disconnection Notice: The District received Verizon's final notice dated October 1, 2026, stating that ISDN PRI and/or Engineered Centrex circuits associated with the District's account are scheduled for disconnection on October 28, 2026. Verizon requested that the District migrate to an alternative service and submit a valid disconnect order by October 21, 2026. The notice states that other Verizon services associated with the account are not affected. Commissioner Costello is handling follow-up on this matter, including clarifying which District services are affected and what action is needed.

b. Commissioner Costello stated he was looking with Robert Brady out back and discussing buying a 10-foot-by-10-foot shed to place between the generator and the fuel island to store items such as the fire extinguisher equipment used for training, the fire safety house, and other items that can be stored outside to free up space inside the building. He stated the shed costs between $6,500 and $7,000 and that he is looking for better deals.

c. Commissioner Costello stated that he spoke with Brian at the Town of Union and is working on scheduling the requested Fire Safety and Property Maintenance Inspections by the Town of Union Code of Ordinances. These inspections are every three years.

d. Commissioner Arnold requested an update on the station assessment. Secretary Pereira had provided a proposed Facility Support Technician task list based on the Fire, Safety and Health Assessment Report for Stations 1, 2, and 3. Commissioner Costello reported that work was ongoing. He also discussed the Fire Company's request to reinspect its storage room and stated that the Company's trustees should address the items stored in those areas. Commissioner Cook stated that the identified deficiencies involving Company-controlled storage areas were being referred to the Fire Company for corrective action.

Motion by Commissioner Cook, seconded by Commissioner Leighton, to adjourn the meeting at 7:40 p.m. All in favor, aye; opposed, none. Motion carried.

Respectfully submitted,

Erika Pereira

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