

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS
2026 BUDGET HEARING
&
MONTHLY MEETING
OCTOBER 22, 2025**

Commissioners:

Michael Lewis, Chairman
Jeffrey Martin, Vice Chairman
Gary Leighton
Matthew Cook
Susan Martino

District Officials:

Alison Senft, District Deputy Treasurer
Erika Pereira, District Secretary
Jennifer Loup, District Treasurer
Matthew Grafton, Fire Chief

Guests / Visitors:

Dennis Sullivan, Fire Company Trustee
Gil Martino, Fire Company 2nd Vice President
Gregg Cook, Fire Company Trustee
James Arnold
Michael Delvillano
Michelle Pandich, Fire Company 1st Vice President
Robert Brady, Fire Company President
Scott Costello
Thomas Kutz, Chairman, Grievance Committee

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

Agenda items were reviewed, and the work session was closed at 6:30 pm.

Commissioner Lewis called the Public Hearing on the 2026 Budget to order at 6:30 p.m.

PUBLIC HEARING ON THE BUDGET: This is the public hearing regarding the 2026 proposed budget. In accordance with New York State Town Law, all Fire Districts must, prior to the adoption of their budget, hold a public hearing on their budget. This budget hearing must be held in such a manner as to maximize participation in the budget process. The purpose of this hearing is to discuss the contents of the budget. The Board of Fire Commissioners, in accordance with legal requirements, has adopted its proposed budget on September 24, 2025, which is 21 days prior to this budget hearing.

Since the Endwell Fire District maintains a website, the proposed budget was posted on that website pursuant to the requirement of the Town Law.

The notice of the public hearing specified the time and date when and the place where this public hearing would be held.

Upon its adoption, the Endwell Fire District secretary also made the proposed budget available for inspection and copied it to any interested person during district office hours.

The purpose of this public hearing is to allow members of the public to make comments on the budget. Any person may be heard in favor of or against the preliminary budget or any item in it. Please note that this is only a proposed budget until the Board of Fire Commissioners adopts the final budget.

Prior to the public comment portion of this budget hearing, we will hear from the Fire District Treasurer, who will make a brief presentation on the preliminary budget to the Board of Fire Commissioners and to members of the public present. The Fire District Treasurer will be asked to submit the proposed budget to the Board of Fire Commissioners and to members of the public in attendance.

This budget must be adopted no later than November 4 and submitted to the town budget officer by November 7.

The 2026 proposed budget was presented. The Treasurer made a summary of the proposed budget.

Commissioner Lewis stated that the public comments period had begun. Chairman Lewis asked if anyone present wishing to be heard on this proposed budget could come forward so that that person could be heard in favor of or against the proposed budget or any item in it. Chairman Lewis requested that anyone who wishes to address the board on the proposed budget should stand up and clearly state their name and address for the record. Comments are to be limited to five (5) minutes. All questions are to be directed to the board or the treasurer. He reminded the public that this was not a question-and-answer session and that questions would be answered at the conclusion of the public comments period.

There were no comments from the public.

Commissioner Lewis stated that the public comments period for this annual budget hearing has now concluded. The members of the Board of Fire Commissioners are now allowed to ask questions.

No Board of Fire Commissioners members had questions regarding the 2026 proposed budget.

Commissioner Lewis stated that this public hearing regarding the 2026 proposed budget had been declared closed. Motion by Commissioner Martino, seconded by Commissioner Leighton, to close the public hearing, and the budget adoption will be made at the monthly board meeting following this hearing. All in favor, aye; motion carried.

The Public Hearing was closed at 6:47 p.m.

Commissioner Lewis called the regular monthly meeting of the Board of Fire Commissioners to order at 6:48 p.m.

The minutes from the September 24, 2025, meeting were distributed to the Board. Motion by Commissioner Cook, seconded by Commissioner Martino, to approve the minutes as submitted. All in favor, aye; motion carried.

TREASURER'S REPORT: Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve the Treasurer's Report and the Capital Reserve Summary as presented. All in favor, aye; motion carried.

Unfinished Business:

1. Station 3 Project: Christopher Lynch with Delta Engineers informed Commissioner Martino that one of their civil engineers would be stopping by on October 16 to take photos of the site.

Commissioner Martino and Delta Engineers have scheduled an interior site visit for October 24 at 10:00 a.m.

2. New Apparatus—Engine: On production line; expected April 2026.
3. Apparatus Floor: Commissioner Cook and Commissioner Martin visited the Afton Fire Department to inspect the floor installed by Doski Concrete Coatings and were impressed with the flooring. Commissioner Cook will work on getting updated price quotes from three vendors.
4. New Chief's Vehicle: The Tahoe was scheduled to be built during the week of October 13, 2025, but District Secretary Erika Pereira did not receive a status update from Kevin Joerg at Cappellino Chevrolet Inc.

Chief Grafton received a quote from Bush Electronics for lights, sirens, a command cabinet, and graphics for the new chief vehicle. The cost would be \$20,140.00.

5. Ductless Units - Officers' Office, SCBA Office, and Apparatus Floor Bathroom: Evan's Plumbing will begin work on October 29 and is expected to finish by October 30.
6. Parking Lot Maintenance for All Three Stations: The project at all three stations will be postponed until spring 2026. The topic will be returned to the agenda for March 2026.
7. Flooring & Painting – Chief and Assistant Chief Offices and SCBA Room: Rug Fair Commercial & Industrial Inc. provided a price quote for replacing the flooring in the Chief's and Assistant Chiefs' offices. Flooring will be Mannington Commercial Spacia Xpress Nordic Oak SS5W2550.

Chiefs Office - \$ 4,897.37

Assistant Chiefs Office - \$9,556.51

For a total of \$14,453.88

Mark Tipton, Pickett's Painting, and Jeff's Painting submitted proposals to paint the SCBA room, the Assistant Chiefs' Office, and the Chiefs' Office.

Jeff's Painting - \$2,600.00

Pickett's Painting - \$2,200.00

Mark Tipton - \$10,500.00

The Board would like the Fire District Secretary to contact the Broome County Sheriff's Office to see if we can get the work-release program to move the furniture in the offices instead of paying Rug Fair Commercial to do so.

8. Community Room Chairs and Chair Cart: Robert Brady would like the Board to purchase three new chair carts. Robert Brady will send his details about the chair cart to the Board for review and purchase.
9. Community Room Cutlery: Robert Brady will send over his information on what he would like ordered. The not-to-exceed amount on the purchase is \$800.00.

10. The Endwell Fire District will host a flu shot clinic at Endwell Fire Station #1 on Monday, October 27, 2025, at 6:00 p.m., provided by Southern Tier Occupational Health. The clinic will also include pneumonia vaccinations for individuals aged 50 and older, as well as tetanus vaccinations for those due for renewal. These services will be provided free of charge to all District members and their spouses.
11. Motion by Commissioner Leighton, seconded by Commissioner Cook, to approve and adopt the 2026 Endwell Fire District Budget in the total amount of \$1,447,770.00, with \$1,407,750.00 to be raised by real property taxes, as presented at the public hearing and reviewed by the Board of Fire Commissioners. The budget includes District expenditures of \$1,208,820.00 and Department expenditures of \$238,950.00. All in favor, aye; motion carried.
12. Commissioner Martin proposed the removal of several cameras from the stations, specifically from the gym, training room, fire company kitchen, and all radio rooms at each station. Commissioner Lewis asked for the reasoning behind the proposal. Commissioner Martin explained that some individuals expressed concerns about privacy and stated they would spend more time at the stations if the cameras in the radio rooms were removed.

Commissioner Lewis responded that the stations are public buildings, not private spaces, and that privacy expectations are limited. He noted that many of the cameras were originally installed for safety and accountability purposes.

Fire Company 1st Vice President Michele Pandich recalled a previous agreement between herself, Robert Brady, Denny Sullivan, Andy Anderson, and Michael Hamzik that the cameras in the fire company kitchen and training room would remain in place but would be removed from live display screens, an action she felt was never completed.

Fire Company President Robert Brady stated that the cameras in the fire company kitchen and training room are inappropriate and claimed they may violate privacy standards. He cited advice from the company's legal counsel, indicating that such surveillance could be subject to legal challenge. He also noted member discomfort regarding the camera in the gym, suggesting that if safety is the concern, the District should install a panic button or alarm system instead of relying on video monitoring.

Commissioner Lewis noted that the gym camera had been installed following incidents of misuse and property damage in that area and emphasized the District's obligation to protect its property.

After discussion, the Board reached the following consensus:

Motion by Commissioner Martin, seconded by Commissioner Martino, to remove the cameras from the radio rooms at all stations and the fire company kitchen.

The Board will obtain a price quote for the installation of a panic button system in the gym area and will explore options to install a motion-activated or night light near the training room entrance to increase visibility. The Board also requested information regarding the capability to turn the training room camera recording on and off as needed. All in favor, aye; motion carried.

New Business:

1. Approve bills and supplement for payment: Motion by Commissioner Leighton, seconded by Commissioner Cook, to pay the bills and supplement for payment:

Vouchers #25_09-001 to #25_09-055, including payroll and Debt Service interest payments totaling \$44,616.80.

Supplemental List: Vouchers #25_10-001 to 25_10-013, totaling \$4,078.89.

All in favor, aye; motion carried.

2. Line Transfers: Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve submitted line transfers. All in favor, aye; motion carried.

3. Buildings & Grounds:

— Robert Brady cleaned around station 2 and placed a padlock with a chain on both gates at the station. He still needs to complete the trimming of the vegetation.

4. Approve Community Room Request(s): Motion by Commissioner Cook, seconded by Commissioner Martin, to approve community room requests as submitted. All in favor; motion carried.

Date	Times	Requested by	Use	Cost	Comments
10-21-2025	2:00 p.m. – 5:00 p.m.	Jennifer Gelinger	For Visions Federal Credit Union, for a craft gathering	\$200 Security Deposit	Member
11-09-2025	12:00 p.m. – 6:00 p.m.	Jacob Polovchak	Children's Birthday Party	\$200 Security Deposit	Member
03-28-2026	7:30 a.m. – 4:00 p.m.	Cathy Deluca	AFDSNY – Commissioner's Training Class	\$200 Security Deposit	Waive Room Rental Fees

5. Chief's Report: Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the Chief's Report as presented. All in favor, aye; motion carried.

Additionally, the Chief provided an overview of proposed apparatus and vehicle replacement planning, including long-term considerations for Engine 2, Utility 31-2, and the 2018 Chief's Vehicle, as well as the projected sale of Engine 3 upon arrival of the new engine in 2026.

Motion by Commissioner Cook, seconded by Commissioner Martino, to approve the Endwell Fire Department's participation in the following upcoming community events as outlined in the Chief's Report. All in favor, aye; motion carried.

Dear Board of Fire Commissioners,

I want to begin by thanking all our members for their assistance with the recent Union Endicott Homecoming Parade, Vestal Fire Expo, and Maine Endwell Homecoming Parade.

We are almost complete with inventory and filling the new Scott Air bottles so they can be placed in service.

Members continue to be outfitted for gear.

On November 10th, the day session training will conduct the first pre-plan for the new apartment complex at 609 Hooper Rd. The nighttime preplan will be scheduled out on a future date.

Appreciate the members' continued dedication to responding to calls. Your efforts are greatly appreciated.

We have several upcoming events that the Department has been invited to participate in:

- *Park Manor Parade, Saturday, October 25th, 11 am*
- *Annual Truck or Treat, Friday, October 31st, 6 pm*
- *Veterans Day Parade, Tuesday, November 11th, 7 pm*

Sign-up sheets for these events will be posted, and I encourage everyone to participate.

As a reminder, please continue to use Engine 3 as the first-due apparatus for calls in our northern district, where water supply may be needed because the hydrant system is out of service in that area. The water department is still on schedule to have the water tank back in service by the end of October.

We are also continuing our online training for the new RedNMX Fire Management Software, which will serve as the tracking system for all three stations. Updates will be shared as the rollout moves forward.

6. **Support Services Report: Motion by Commissioner Martino, seconded by Commissioner Martin, to accept the Support Services Report. All in favor, aye; motion carried.**

Motion by Commissioner Martin, seconded by Commissioner Martino, to authorize the donation of the District's outdated fire helmets and the remaining old radio system to the Terry Farrell Firefighters Fund, a not-for-profit organization that provides used but serviceable fire equipment to departments in need. The Fire District will not be responsible for shipping costs associated with this donation. All in favor, aye; motion carried.

Board of Commissioners Endwell Fire District

Update on our turnout gear and helmet situation. An Excel database was created. Currently, all SOO numbers for assigned equipment are being documented during the Gear Inventory and inspection process. This process has shown that we are more compliant than initially thought. The process will be completed before the November Commissioner Meeting, and a copy of the data will be shared with the Commissioners.

Currently, 8-10 members do not have compliant turnout gear. All members have been measured, and a discussion has been held with the Chief to determine the order of who will get turnout gear.

The process of updating members who have non-compliant helmets has started. Currently have 5 in stock, with eight more on the way. With several helmets coming into surplus, all members shall be compliant within the next 30 days.

The Key inventory and Gas FOB inventory audit is completed with the Town of Union.

Gas Fob sequence

Chief 31- Matt Grafton

Chief 31-A Jacob Polovchak

Chief 31-B Bill Frantz

Chief 31-D Rob Congdon

We are still missing a Gas Fob, gate key, and vehicle Keys from Kyle Ferraro. The keys that are being used are the spare set. Still looking into this issue.

The officers are still discussing the equipment for the new Engine. I have received several more quotes for hose. Pricing will be changing shortly. In meeting with the Chief, we plan to have this finalized at the following officers' meeting.

NYS OGS Contract for Fire Fighter Turn Out Gear has been extended through the first part of 2026.

There is no update on funding from outside sources. Still waiting to hear back.

Per the Chief, we are removing the small Seek Thermal Imager from Quint 31, Engine 1, and Tower 31. These will be reinstalled in the Chief's vehicle.

With our outdated fire helmets and the old radio system, I am seeking permission to donate the items to the Terry Farrell Fund. The Terry Farrell Fund is a not-for-profit organization in downstate New York that collects old, serviceable fire equipment to help

Fire Departments in need. We currently have the following helmets for donation.

S007829	S006506
S007828	S005671
S008208	S006501
S007826	S008215
S008217	2008209
S006549	2008222

The old radio equipment has already been removed from inventory. I am asking that the district allow for the radios to be donated to the Terry Farrell Fund.

The Following Water Rescue Helmets have been removed due to non-compliance.

S005282	S005285
S005287	S004410
S005284	S004406
S004407	S004409
S005283	S004412
S005280	S004411
S002281	

The following AED has been removed from service, located in the Chief's Car of 31-A
S006350

The following pager is non-repairable and discarded. There is no SOO number associated with this. Serial Number 136WLS0320

The following has been inventoried, returned to stock, or issued.

- Helmet exchange issued to Mike Hamzik S0011105
- Ferraro - 2020 DOM coat retrieved from locker and returned to stock S010139
- Ferraro - previously issued coat and re-issued as duty gear 010031

We have sent out and received back most of our Motorola Minitor V pagers for repair. Parts are scarce. We have an ample supply of pagers for members moving forward. The following pagers are back in circulation and inventoried.

S0011020	S0011018
S0011019	S006970
S005328	S006902

The Following Purchase orders have been used, and the following equipment has been ordered.

Equipment:	Use
Heart Start AED	Replace on Engine 1
Helmets	To update the Stock and fulfill the need
G3 Fire Pagers	Upgrade Chiefs
Large area search bags	To assist FFs for large search areas
Turn out Boots (4)	To upgrade replace for members and new members
Seek TI	For Chiefs car

7. Maintenance Division Report: Motion by Commissioner Cook, seconded by Commissioner Martin, to accept the Maintenance Report as presented. All in favor, aye; motion carried.

The following maintenance was completed since the last board meeting:

- Engine 31-2 PM in progress
- Engine 31-3 PM in progress
- Quint 31 PM complete, except for one gauge replacement
- Tower 31 PM completed
- Boats One OOS air leak in progress
- SCBA One pack repaired

Commissioner Martin stated that he purchased the part to repair the broken pike pole holder on top of the cycle rack. Commissioner Martin stated that Gil Martino will complete the repair.

8. Training Division Report: Motion by Commissioner Martino, seconded by Commissioner Martino, to accept the Training Report. All in favor, aye; motion carried.

Dear Board of Fire Commissioners,

Special Ops Training

- *Water Rescue Training – 10/5*

Upcoming Special Ops Training

- *Water Rescue Training (Battalion 3) – 10/TBD*

Completed NYS Trainings

- *Foundations and Leadership and Operations for the Company Officer (National Fire Academy)*
- *Intro to Fire Behavior in Single Family Dwellings (National Fire Academy)*
- *Fire Investigation for the Line Officer (NYS OFPC)*
- *NYS Officer Development- Firefighter Health and Safety Course (NYS OFPC)*

Upcoming Fire Trainings

- *10/27 - Day - Saws and Cutting Tools
Night - Bailout Training*
- *11/03 - Day - Hydrants and Truck Familiarization
Night - Live Burn Vestal Training Site*
- *11/10 - Day - Building Walk Through Hooper Road Apartments
Night - Salvage and Overhaul*
- *11/17 - Day – TBD
Night - Aggressive Search Techniques*

9. Fire Company Report(s):

- a. Motion by Commissioner Martino, seconded by Commissioner Martin, to approve the request from the O.L. Davis Fire Company, Inc. to allow the Hometown Heroes Pizza Trailer to be parked in front of Fire Station 1 during the week of November 17-22, 2025, as outlined in the letter dated October 14, 2025, from Fire Company Secretary Alice J. Fiacco. All in favor, aye; motion carried.
- b. Motion by Commissioner Martino, seconded by Commissioner Leighton, to approve Jonah Richards (Badge #529) as a new member of the O.L. Davis Fire Company, Inc., pending the successful completion of his required physical examination. All in favor, aye; motion carried.

10. O.L. Davis Fire Company Newsletter: Commissioner Lewis reminded everyone that Alice Fiacco, the fire company secretary, is working on the monthly newsletter and asked for ideas.

Newsletter items to include the meeting updates for November and December, the insurance work session, and the election notice.

11. Motion by Commissioner Cook, seconded by Commissioner Leighton, to accept the donation received from Endwell League of Community Action in the amount of \$300.00. All in favor, aye; motion carried.
12. Motion by Commissioner Cook, seconded by Commissioner Leighton, to approve the publication of the Legal Notice for the Annual Election of the Endwell Fire District, to be held on Tuesday, December 9, 2025, between the hours of 6:00 p.m. and 9:00 p.m. at the Endwell Fire House, 3508 Country Club Road, Endwell, New York, for the purpose of electing:

One (1) Fire Commissioner for a five-year term commencing January 1, 2026, and ending December 31, 2030; and

One (1) Fire Commissioner for a three-year term commencing January 1, 2026, and ending December 31, 2028.

The notice further states that petitions for candidacy must be filed with the District Secretary no later than 3:30 p.m. on November 19, 2025, and that no absentee ballots will be accepted for this election, as outlined in the legal notice.

All in favor, aye; motion carried.

13. Appoint the Election Board and Compensation: The Board of Fire Commissioners reviewed the original proposed list of Election Board members and determined not to proceed with the proposed initial Election Board. The Board instead approved its own revised Election Board.

Motion by Commissioner Martin, seconded by Commissioner Martino, to appoint the following individuals to serve on the Election Board for the Annual Fire District Election to be held on Tuesday, December 9, 2025, from 6:00 pm to 9:00 p.m. at Station 1:

- Chairperson: Michelle Pandich
- Election Tellers: Jennifer Geling and Gerilyn "Geri" Harris
- Alternate Election Tellers: Michelle Cargill and Gracie Viengkham

Further, to authorize compensation for each Election Board member in the amount of seventy dollars (\$70.00) for their services. All in favor, aye; motion carried.

14. Commissioner Martino wanted to thank Thomas Kutz for donating and installing a 60-inch monitor at Station 3 to improve the viewing of responders on calls. Commissioner Martino also mentioned that Thomas Kutz purchased and donated a part for the Quint, as the apparatuses had been returned to their original locations at Station 3, allowing the Quint to be properly parked in its designated space.

15. Motion by Commissioner Martin, seconded by Commissioner Cook, to ratify the Board's prior approval, granted via email and phone correspondence, authorizing Firefighter Ryan Derkowski to attend the Swift Water/Flood Rescue – Advanced Technician Course held October 8–10, 2025, at the New York State Preparedness Training Center.

The approval included the use of a District utility vehicle for transportation and reimbursement for meal expenses incurred during the training. Lodging was provided by the State at no cost to the District. All in favor, aye; motion carried.

This approval was originally granted by a majority of Commissioners through email and phone communications prior to the training date to ensure timely registration and participation. This motion serves to formally document that authorization in the official record.

16. Commissioner Lewis plans to schedule a work session with our insurance agent, William VanGorder, from NBT Insurance Agency, for November 06, 2025, at 6:00 pm to discuss our insurance coverages with the Board. He will contact Mr. VanGorder to confirm that this date and

time work with his schedule.

Commissioner Lewis stated that William VanGorder had a question about the apparatus flooring, and Commissioner Cook will address William VanGorder's inquiry.

17. Motion by Commissioner Martin, seconded by Commissioner Cook, to authorize the placement of the Endwell Fire District's expiring Self-Contained Breathing Apparatus (SCBA) bottles up for auction through Auctions International, once all bottles have been properly inventoried, decommissioned from service, and documented in accordance with District procedures. All in favor, aye; motion carried.

Correspondence(s): Capital Area Fire Districts Association Fall Educational Seminar flyer was distributed.

Hearing of Visitor(s): Robert Brady stated that he needs two new clocks for the community room, as one does not tell time at all, and the other one fell and broke a long time ago. District Secretary Erika Pereira stated that two new clocks are available for installation at the District Office.

Robert Brady asked the Board if they planned to use the Broome County Election Board's voting machine again for this year's election. The Board confirmed the continued use of the Broome County Election Board voting machine.

Commissioner Lewis called for an executive session at 7:55 p.m. to discuss personnel matters.

The Board exited executive session and returned to regular session at 9:13 p.m., with no action taken.

Motion by Commissioner Martin, seconded by Commissioner Cook, to adjourn the meeting at 9:14 p.m. All in favor, aye; motion carried.

All motions were unanimously carried unless otherwise noted.

Respectfully submitted,

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