



NORTH EAST JOINT FIRE DISTRICT

COMMISSION MEETING AGENDA

April 16, 2025 - Enderlin Station Commission Room - 1900 Hrs.

Pledge of Allegiance: Led by Chairman Swingly
Special Guest: Dan Riordan: Penfield Volunteer Emergency Ambulance
Guest Speakers: Public Comments Limited to Five (5) Minutes
Agenda Topics: Approval Commission Meeting Minutes: 03/19/25
 Approval Agenda for This Meeting/Additional Topics

Reports/Treasurer's Actions:

District Fire Chief's Report	District Chief
Approval of General Account Bills	Dep. Treasurer
Approval of New Purchase Orders Per E-Mail & Workshop	Dep. Treasurer
Treasurer's Report	Dep. Treasurer
Consideration Bank Transfer(s) and CD Rollover(s)	Dep. Treasurer
Communications	Secretary
Executive Director's Report	Ex. Director
Apparatus Monthly Report	Secretary

Unfinished Business:

Station 1 Retaining Wall Project	Secretary
Station 2 Humidity Mitigation Project	Secretary
Verizon Communications Tower	Secretary
Resolution 2025-42: Facilities Critical Infrastructure Update	Secretary

New Business:

Retaining Wall Project: Consideration CO#1 & CO#2	Secretary
Explorer Post 557: District Onboarding and Offboarding	Secretary
Consideration Records Retention Destruction Log	Secretary

Executive Session: Personnel Matter Swingly

Meetings/Events: MCFDOA Meeting: April 17, 2025: Red Fedele's Brook House
 May Commission Meeting: Wednesday, May 21, 2025
 Workshop 1800 Hrs. & Regular Board Meeting 1900 Hrs.

04/15/25



North East Joint Fire District

Commission Meeting Minutes

March 19, 2025

Enderlin Station, 35 South Avenue, Webster, NY 14580

Present: Commissioners Ball, Dake, Hoffman, Southwell, Swingly, Treasurer Wright, Deputy Treasurer Rosen, Secretary/Director Small, District Chief Smith, First Assistant Chief Kozak, Citizen Wayne Conklin

Chairman Swingly called the meeting to order at 1900 Hrs. with the Pledge of Allegiance and a moment of silence for those recently lost, with a special mention of four-time Past Chief William J. Larner.

Guest Speakers: Wayne Conklin

Wayne Conklin, on behalf of the community, thanked all the first responders that responded to the three-alarm fire at the Coach Sports Bar on March 18th.

Approval of Commission Meeting Minutes of February 19, 2025:

Motion Commissioner Southwell, Second Commissioner Hoffman: 5 Aye 0 Nay

Approval of Agenda as Presented:

Motion Commissioner Ball, Second Commissioner Dake: 5 Aye 0 Nay

Reports:

Webster Fire Chief's Report:

(Chief Smith)

- February 85 calls – 183 calls for 2025. Call report made part of the permanent file.
- Chief Smith led a discussion on LDH hose, including the fact that there is currently at least a ten-month lead time to obtain new LDH hose.

General Account Bills:

(Treasurer Wright)

Treasurer Wright reviewed the reconciled abstract of claims and credit card/charge accounts for March 2025. Treasurer's report to be made part of the permanent file.

Motion Commissioner Southwell, Second Commissioner Ball: 5 Aye 0 Nay

Purchase Orders:

(Treasurer Wright)

Treasurer Wright reviewed the new purchase orders. Treasurer's report to be made part of the permanent file.

Motion Commissioner Dake, Second Commissioner Swingly: 5 Aye 0 Nay

Treasurer's Report:

(Treasurer Wright)

Treasurer Wright reviewed the remainder of the Treasurer's report to be made part of the permanent file.

Consideration Bank Transfer(s) and CD Rollover(s):

(Treasurer Wright)

- CD Ending in 9897 Debt Service Reserve Due 3/04/2025 - Transfer \$858,169 from GF Saving Ending in 1792 and Rollover Balance of \$180,254.02 for 90 Days. New Maturity Date 6/03/2025.
- CD Ending in 2205 Equipment Reserve Due 02/28/2025 - Transfer \$135,00 from Equipment Reserve Savings Ending in 1814 and Transfer \$418,901 from GF Savings Ending in 1792 Plus Rollover Balance of \$1,235,034.44. Rollover for 90 Days. New Maturity Date 5/28/2025.
- CD Ending in 8835 Building and Grounds Reserve Due 3/06/2025. Transfer \$225,000 from GF Savings 1792 and Rollover Balance \$306,866.14 to a 30 Day CD. New Maturity Date 4/06/2025.
- CD Ending in 9820 General Fund CD Due 03/14/2025 - Transfer \$110,000 to GF Checking 1733 and Rollover Remainder \$24,076.43 for 30 Days.
- CD Ending in 9820 General Fund CD Due 4/16/2025 - Transfer \$100,000 to GF Checking Ending in 1733. Rollover Balance of \$1,154,401.84 for 30 Days.
- Rates Approximately - 4.21% APR-30 Days.

Motion Commissioner Hoffman, Second Commissioner Southwell: 5 Aye 0 Nay

Communications:

(ED/Secretary Small)

Secretary Small advised the Board of the following communications of significance:

Bound Tree Medical Recall:

The District is in receipt of a product recall notice (SERB Pharmaceuticals-CYANOKIT) from Bound Tree Medical. The notice was forwarded to the Chief's office and EMS Coordinator for proper follow-up.

DASNY Grant Funds:

The District is in receipt of a grant funds check in the amount of \$117,000 from DASNY for the extrication equipment grant originating from Senator Samra Brouk. The check was forwarded to Treasurer Wright for deposit into the appropriate District account.

Energy Solutions:

The District is in receipt of the quarterly market recap reports from Energy Solutions. The energy market recap was forwarded to the BOFC for review.

NYS AFC Membership Confirmation:

The District is in receipt of a membership confirmation packet from the New York State Association of Fire Chiefs. The membership confirmation packet also included a gift certificate for the annual conference. The membership confirmation packet was forwarded to Chief Smith.

PERMA New Patient Advocate:

The District is in receipt of a correspondence from PERMA advising that the District has been assigned a new patient care advocate. (Elizabeth Kelly)

Recruit NY 2025:

The District is in receipt of a "Recruit NY 2025" flyer announcing that the 2025 recruiting event is to be held on April 26th and 27th. The flyer was forwarded to the Association President, Association Secretary and the Chief's office.

Sale of Extrication Equipment:

The District is in receipt of a bill of sale and bank check (\$4000) from the Village of Fairport Fire Department for the sale/purchase of surplus extrication equipment. The check was forwarded to Treasurer Wright for deposit into the appropriate District account.

Thank You Card:

The District is in receipt of a thank you card from Ladies Auxiliary member, Rachel Dake. A copy of the card was forwarded to the BOFC and the original was forwarded to the Webster Volunteer Fire Department.

Executive Director Report:

(ED/Secretary Small)

ED Small advised the Board on the following items of significance:

Annual Group Night Incentives:

ED Small assisted Captain Dominik in facilitating the 2025 annual group night incentives program. The program is nearly complete with just a few incentives outstanding.

Facility Fire Alarm and Fire Sprinkler System Testing:

ED Small advised that the scheduled fire alarm and fire protection sprinkler system testing has been successfully completed at all District facilities.

Monroe County Board of Elections ADA Inspection:

ED Small advised that the District met with an inspector from the MCBOE to inspect the Roseland Station for ADA compliance. The Roseland Station successfully passed the ADA inspection with no issues reported.

Station 2 Clothes Dryer:

ED Small advised that he has relocated and installed at Station 2 the (old) clothes dryer from Station 1. The Station 2 (old) clothes dryer was placed in the training building at the request of Chief Smith.

Station 2 Wall Mount TV:

ED Small advised that he has installed the (Station 1) relocated flat screen TV in the ready room at Station 2. The (old) flat screen TV from Station 2 has been relocated to the WFD headquarters building to possibly be used for their security camera system.

Station 1 Blackstone Grill:

ED Small advised that the Blackstone grill has been relocated to Station 1. ED Small is in the process of making repairs to the grill and is currently waiting for replacement parts to arrive. The repairs will be completed as soon as the parts arrive.

Station 1 Air Compressor Auto Drain:

ED Small advised that the Station 1 air compressor auto drain unit failed. A new auto drain has been procured and installed, and the compressor is back in full service.

Station 2 Training Building Exterior Repairs:

ED Small advised that the District's snowplow contractor has hired a company to complete the repairs to the east side of the training building that was damaged during a snow removal operation. As of Friday, March 14th, the repairs to the exterior damage have been completed.

RPTL 466-a Certification:

ED Small advised that the 2025 RPTL 466-a certification has been completed and on March 3, 2025, the certification was filed with the Towns of Penfield and Webster.

Spring Group Physicals:

ED Small advised that 18 members are due for their physical this spring. ED Small is coordinating with WorkReady to confirm a Saturday morning group physical date, which will most likely be Saturday, May 3, 2025.

Apparatus Monthly Report:

(Southwell)

- E102 & T100 going to Hawk the week of March 24th for NYS CV inspection.
- Completing list of issues with new E105 that need to be addressed.

UNFINISHED BUSINESS:

Station 1 Retaining Wall Project:

(Secretary)

ED Small reviewed with the Board some conversations the engineer and GC had regarding the retaining wall block and block facings. ED Small will post in the Webster Herald and on the District website the traffic flow and parking changes that will occur during the construction project. The project is scheduled to start on March 27th and is expected to last 6 to 8 weeks.

Station 2 Humidity Mitigation Project:

(Secretary)

ED Small reviewed the quote due diligence report that was provided to the Board for review. ED Small reviewed the tentative schedule pending the successful passing of the permissive referendum.

Verizon Communications Tower:

(Secretary)

ED Small reviewed with the Board the successful completion of the regulatory process with the Town of Penfield. ED Small reviewed the addition of specific site engineering information to be made part of the permanent lease. When available, ED Small will provide the Board and membership with a tentative construction schedule.

NEW BUSINESS:

Discussion: Procurement Policy #115 & Board Financial Oversight: (Secretary)

ED Small led a discussion with the Board, Treasurer Wright and Deputy Treasurer Rosen regarding the District's well organized and thorough process of financial and Board oversight. The Board resolved that it was prudent to codify the financial oversight practices of the Board and Management Team into District Policy #115. ED Small, Treasurer Wright and Deputy Treasurer Rosen will follow up on this task and report back to the Board when a draft is complete.

Consideration: Fire Alarm & Fire Sprinkler Agreement Extensions: (Secretary)

Consideration to extend for two years the fire alarm (West Fire) and fire sprinkler (Ryan Plumbing) service agreements at the no increase pricing ED Small negotiated with both companies.

Motion Commissioner Ball, Second Commissioner Southwell: 5 Aye 0 Nay

Station 2 Apparatus Bay Humidity Mitigation Quotes & Awards: (Secretary)

Consideration to approve the project quotes/bids pursuant to the due diligence report provided by ED Small.

Mechanical:	Leo J. Roth	\$21,645.00	(Low Bid)
Electrical:	TANCO Electric	\$17,981.48	(Low Bid)
Controls:	PASCO	\$7800.00	(Sole Source)
HVLS:	MACRO Fans	\$13,705.00	(Best Value)

Motion Commissioner Hoffman, Second Commissioner Dake: 5 Aye 0 Nay

Resolution 2025-46: Permissive Referendum Humidity Project: (Secretary)

Consideration of Resolution 2025-46: Permissive Referendum Station 2 Humidity Remediation Project.

Upon Roll Call Vote: Motion Commissioner Hoffman, Second Commissioner Ball: 5 Aye 0 Nay

Resolution 2025-47: Surplus Property (1) BH-20 Blowhard Fan: (Secretary)

Consideration of Resolution 2025-47: Surplus Property (1) BH-20 Blowhard Fan.

Upon Roll Call Vote: Motion Commissioner Southwell, Second Commissioner Dake: 5 Aye 0 Nay

Meetings/Events: MCFDOA Meeting: April 17, 2025: Red Fedele's Brook House
April Commission Meeting: Wednesday, April 16, 2025
Workshop 1800 Hrs. & Regular Board Meeting 1900 Hrs.

With no further business to come before the Board, Chairman Swingly called the meeting closed at 1943 Hrs.

Steven C. Small
Secretary /Executive Director
North East Joint Fire District