



# NORTH EAST JOINT FIRE DISTRICT

## COMMISSION MEETING AGENDA

**June 18, 2025 - Enderlin Station Commission Room - 1900 Hrs.**

**Pledge of Allegiance:** Led by Chairman Swingly  
**Guest Speakers:** Public Comments Limited to Five (5) Minutes  
**Agenda Topics:** Approval Commission Meeting Minutes: 05/21/25  
Approval Agenda for This Meeting/Additional Topics

### Reports/Treasurer's Actions:

District Fire Chief's Report	District Chief
Approval of General Account Bills	Treasurer
Approval of New Purchase Orders Per E-Mail & Workshop	Treasurer
Treasurer's Report	Treasurer
Consideration Bank Transfer(s) and CD Rollover(s)	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

### New Business:

Consideration: WVFD 2025 Carnival/Parade Fundraising Event	Secretary
Consideration: Verizon Wireless/NB&C Memorandum of Lease	Secretary

**Executive Session:** Contractual BOFC

**Meetings/Events:** MCFDOA Meeting: Thursday, June 26, 2025: St. Paul Exempts  
June Commission Meeting: Wednesday, July 16, 2025  
Board Workshop 1800 Hrs.  
Regular Board Meeting 1900 Hrs.

06/17/2025



# North East Joint Fire District

## Commission Meeting Minutes

May 21, 2025

Enderlin Station, 35 South Avenue, Webster, NY 14580

**Present:** Commissioners Ball, Hoffman, Southwell, Dake, Treasurer Wright, Secretary/Director Small, District Chief Smith, First Assistant Chief Kozak, Citizen Wayne Conklin. (During the workshop, Robert Billings from SVHB was present to review reporting requirements for the District balance sheet)

Vice Chairman Southwell called the meeting to order at 1900 Hrs. with the Pledge of Allegiance.

**Guest Speakers:** None

### Approval of Commission Meeting Minutes of April 16, 2025:

Motion Commissioner Ball, Second Commissioner Dake: 4 Aye 0 Nay

### Approval of Agenda as Presented:

Motion Commissioner Hoffman, Second Commissioner Ball: 4 Aye 0 Nay

### Reports:

#### Webster Fire Chief's Report:

(Chief Smith)

- April 110 calls – 400 calls for 2025. Call report made part of the permanent file.
- The recruit class of four members will be starting soon.

#### General Account Bills:

(Treasurer Wright)

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

Motion Commissioner Ball, Second Commissioner Hoffman: 4 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 Ball: 4 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. (Cont.)

**Consideration Bank Transfer(s) and CD Rollover(s):****(Treasurer Wright)**

- CD Ending in 9897 Debt Service Reserve Due 6/03/2025 - Transfer \$51,584.38 to GF Checking 1733 and Rollover Balance of \$988,821.43 for 90 Days. New Maturity Date 9/03/2025.
- CD Ending in 2205 Equipment Reserve Due 05/28/2025 - Rollover Balance of \$1,910,309.52 for 90 Days. New Maturity Date 8/28/2025.
- CD Ending in 8835 Building and Grounds Reserve Due 6/06/2025 - Transfer \$67,500.00 to GF Checking 1733 and Rollover Balance \$250,387.50 to a 30 Day CD. New Maturity Date 7/06/2025.
- CD Ending in 9820 General Fund CD Due 5/16/2025 - Transfer \$100,000 to GF Checking Ending in 1733 and Rollover Balance of \$1,054,401.84 for 30 Days.
- Rates Approximately - 4.15% APR-30 Days.

Motion Commissioner Hoffman, Second Commissioner Dake: 4 Aye 0 Nay

**Communications:****(ED/Secretary Small)**

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

**Donation Check:**

The District is in receipt of a \$150.00 donation check from resident Barbara Balzano. The donation check was forwarded to Treasurer Wright for deposit and to be applied to the appropriate budget line.

**AFDSNY-Fire District Affairs:**

The District is in receipt of the April/May issue of Fire District Affairs. A digital copy of this issue was disseminated to the Board for review.

**MCBOE:**

The District was advised by the Monroe County Board of Elections that the use of the Roseland Station will not be required for the primary election on June 24, 2025. The use of the Roseland Station will be required for the general election on November 4, 2025.

**PVEA Request for Support:**

The District is in receipt of a request from the Penfield Volunteer Emergency Ambulance to support their efforts in expanding their certificate of need (CON) to include the entire Town of Webster. The Board authorized and directed ED Small to provide a letter of endorsement supporting this important effort. (Letter of support and endorsement provided to PVEA)

**NYSAFC-Annual Conference:**

The District is in receipt of a notification regarding the NYSAFC's 119<sup>th</sup> Annual Conference and Expo, June 4-7, 2025, in Syracuse NY. The notification was forwarded to the Office of Fire Chief.

**NYSAFC-Flashover Training:**

The District is in receipt of a notification regarding the NYSAFC's flashover training to be held at the West Webster Fire District on October 11 & 12, 2025. The notification was forwarded to the Office of Fire Chief.

**MCDOT:**

The District is in receipt of a notification from the Monroe County Department of Transportation regarding an upcoming chip sealing operation on Plank Road. The project will include Plank Road from State Route 250 to County Line Road. The notification was forwarded to the Office of Fire Chief and the BOFC.

**Strong EAP:**

The District is in receipt of the Strong EAP Quarter 1 Impact Report. The report was forwarded to the Office of Fire Chief and the BOFC for review.

**Executive Director Report:****(ED/Secretary Small)**

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

**NYS Backflow Certification:**

ED Small advised that he will be attending the NYS Backflow Inspector Recertification Course at M.C.C. on Friday, June 6, 2025.

**Station 1 Wall Heater:**

ED Small advised that the thermostat on the east stairwell wall heater required replacement. The heater is back in full service.

**Station 3 Expansion Tank:**

ED Small advised that the hot water service expansion tank failed and required replacement. The tank has been replaced and the system is back in full service.

**Station 1 WSHP:**

ED Small advised that the WSHP (10-Training Room) suffered a catastrophic failure and required a complete replacement. The new WSHP has been installed by Leo J. Roth and the system is back in full service.

**Station 1 Cooling Tower:**

ED Small advised that he was made aware by Leo J. Roth of some issues with the Station 1 cooling tower. The main dual-fan shaft is heavily rusted-pitted, which is likely to cause a failure within the next 2 to 3 cooling seasons. The fan bearings are also showing signs of failure. ED Small and Leo J. Roth will be monitoring the conditions throughout the cooling season and will plan on making repairs this fall.

**Station Backup Generators:**

ED Small advised that the station backup generators have received their biannual PMs on 05/21/25. No issues were reported.

**PERMA Longevity Award:**

ED Small presented a 20-year member longevity award that the District received from PERMA at the annual PERMA Conference/Annual Meeting on May 16, 2025.

**Apparatus Monthly Report:****(Southwell)**

- E105: Still at Cummins with an exhaust brake issue.
- R108: Light tower will have to be disassembled and portions shipped to the manufacturer for repairs.
- E104: Foam pump ready to install when E105 returns.
- R107: Still at Hawk Frame & Axle waiting on trim parts and paint.

Apparatus monthly report to be made part of the permanent file.

**UNFINISHED BUSINESS:****Station 1 Retaining Wall Project:****(Secretary)**

ED Small advised that the retaining wall project is complete. Many positive comments have been received regarding the final project and the overall construction process. Costich Engineering will be completing a final walk through with Genesee Construction in early June and the project is expected to be completely closed out at the June Commission meeting on June 18, 2025.

**Station 2 Humidity Mitigation Project:****(Secretary)**

ED Small advised that the Station 2 humidity mitigation project is scheduled to start on May 31<sup>st</sup>. Leo J. Roth will be the first trade in the building, creating the wall openings for the ventilation equipment. ED Small will then commence the installation of the HVLS fan units. Tanco Electric and PASCO will follow.

**NEW BUSINESS:**

**Consideration: Resolution 2025-48 - Surplus Property (AEDs):** (Secretary)

Consideration to approve Resolution 2025-48 as presented.

Upon a Roll Call Vote, Motion Commissioner Dake, Second Commissioner Hoffman: 4 Aye 0 Nay

**Consideration: New Members Proposed by WVFD:** (Secretary)

Consideration to approve two new members proposed by the WVFD:

Bryan Mason

Ryan Willard

Motion Commissioner Ball, Second Commissioner Dake: 4 Aye 0 Nay

**Report From MCFDOA:** (Ball)

Commissioner Ball gave a thorough report of the issues discussed at the Monroe County Fire District Officers Association meeting held on April 17, 2025.

**Executive Session: Contractual Matter** (BOFC)

Enter Executive Session at 1925 Hrs.

Motion Commissioner Hoffman, Second Commissioner Ball: 4 Aye 0 Nay

Exit Executive Session at 2116 Hrs.

Motion Commissioner Hoffman, Second Commissioner Dake: 4 Aye 0 Nay

**Meetings/Events:** MCFDOA Meeting: June 26, 2025: St. Paul Exempts  
June Commission Meeting: Wednesday, June 18, 2025  
Board Workshop 1800 Hrs.  
Regular Board Meeting 1900 Hrs.

With no further business to come before the Board, Vice Chairman Southwell called the meeting closed at 2117 Hrs.

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