



NORTH EAST JOINT FIRE DISTRICT

COMMISSION MEETING AGENDA

July 16, 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: 06/18/25
Approval Agenda for This Meeting/Additional Topics

Reports/Treasurer's Actions:

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

Unfinished Business:

Station 2 Humidity Mitigation Project	Secretary
Part-Time Laborer Project	Secretary
Penfield Volunteer Ambulance Relocation	Secretary

New Business:

Consideration: 2025 Inspection Dinner (September 8, 2025)	Secretary
Consideration: IMA w/Irondequoit Fire District Apparatus Repairs	Southwell

Executive Session: Contractual BOFC

Meetings/Events: MCFDOA Meeting: TBD
August Commission Meeting: Wednesday, August 20, 2025
Board Workshop 1800 Hrs.
Regular Board Meeting 1900 Hrs.

07/15/2025



North East Joint Fire District

Commission Meeting Minutes

June 18, 2025

Enderlin Station, 35 South Avenue, Webster, NY 14580

Present: Commissioners Ball, Hoffman, Southwell, Swingly, Treasurer Wright, Deputy Treasurer Rosen, Secretary/Director Small, District Chief Smith, First Assistant Chief Kozak, Second Assistant Chief Andrews, Firefighter Dominic Kujawa, 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 for long-time WVFD Ladies Auxiliary member, Mary Craft.

Guest Speakers: None

Approval of Commission Meeting Minutes of May 21, 2025:

Motion Commissioner Southwell, Second Commissioner Ball:

3 Aye 0 Nay 1 Abstain (Swingly)

Approval of Agenda as Presented:

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

Reports:

Webster Fire Chief's Report:

(Chief Smith)

- May 98 calls – 498 calls for 2025. Call report made part of the permanent file.
- The recruit class has started and is progressing well.
- Fill in companies for the carnival and parade have been secured.

General Account Bills:

(Treasurer Wright)

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

Motion Commissioner Hoffman, Second Commissioner Southwell: 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 Southwell, 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 Rollover for 90 Days. New Maturity Date 8/28/2025.
- CD Ending in 8835 Building and Grounds Reserve Due 7/06/2025. Rollover Balance \$250,387.50 to a 30 Day CD. New Maturity Date 8/06/2025.
- CD Ending in 9820 General Fund CD Due 6/16/2025 - Transfer \$70,000 to GF Checking Ending in 1733. Rollover Balance of \$984,401.84 for 30 Days.
- Rates Approximately - 4.15% APR-30 Days

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

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

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

Webster Sewer Department:

The District is in receipt of a correspondence from the Town of Webster Sewer Department regarding their new billing system for commercial customers. The billing information was forwarded to Treasurer Wright for review.

CNB Donation Check:

The District is in receipt of a community engagement correspondence and donation check from Canandaigua National Bank & Trust in the amount of \$500. The check was forwarded to Treasurer Wright for deposit and to be applied to the appropriate budget line.

Energy Solutions:

The District is in receipt of a quarterly energy report/market recap and NYS energy market dashboard from the District's energy manager, Energy Solutions USA. The documents were forwarded to the Board for review.

Thank You Card:

The District is in receipt of a thank you card from Daisy Troop 60423, thanking the District for allowing their troop to utilize the Roseland Station community room for their troop meetings. The thank you card was forwarded to the Board.

Thank You Letter From Tuesday Sewing Guild:

The District is in receipt of a thank you letter from the Tuesday Sewing Guild, thanking the District for allowing their group to utilize the Roseland Station community room for their charity sewing guild. The group advised that they have made a \$220 donation to the FASNY Firemen's Home in Hudson NY as a thank you for the use of the facility.

Utica National Insurance Refund:

The District is in receipt of a refund check from Utica National Insurance in the amount of \$629.19. The refund was due to a rating error on the part of Utica National Insurance. The check was forwarded to Treasurer Wright for deposit and to be credited to the appropriate budget line.

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

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

Annual Hose Testing:

ED Small advised that the annual hose testing was completed on 06/17/25. Four sections of 5" LDH hose failed inspection. The preliminary reports were forwarded to Chief Smith.

Station Field Mowing:

ED Small advised that Thomas Landscaping has completed the first field mowing at Stations 2 & 3. Thomas Landscaping encountered very wet conditions in parts of the fields but were able to complete both mowing projects. The next mowing is scheduled for early fall.

Station Window Cleaning:

ED Small advised that on 06/18/25, Rochester Window Cleaning has completed the window cleaning project at all three stations. The next scheduled station window cleaning is scheduled for late fall.

Apparatus Monthly Report:**(Southwell)**

- E105: Back in service.
- R108: Out of service - Diagnosing a significant cooling system issue.
- E104: Foam pump ready to install when scheduling allows.
- E102: Scheduling with Hawk Frame & Axle for front suspension repairs.

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

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

ED Small advised that the final inspection with Costich Engineering and Genesee Construction has been completed with no outstanding issues identified. The District is waiting for project closeout documents to be finalized.

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

ED Small advised that the Station 2 humidity mitigation project has commenced. The wall openings have been installed, electrical service started and HVLS fan installation is in progress.

NEW BUSINESS:**Consideration: WVFD 2025 Carnival/Parade Fundraising Event:****(Secretary)**

Consideration to approve the WVFD 2025 carnival and parade as requested by Carnival Chairman Brett Malafeew. (Letter submitted)

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

Consideration: Verizon Wireless/NB&C Memorandum of Lease:**(Secretary)**

Consideration to authorize Chairman Swingly to execute the project memorandum of lease as presented, which has been reviewed and approved.

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

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

Enter Executive Session at 1912 Hrs.

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

Exit Executive Session at 1937 Hrs.

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

Resolution 2025-49: Steering Committee – District Laborers: (BOFC)

Consideration to approve Resolution 2025-49, Steering Committee – District Laborers, as presented and read aloud.

Upon a Roll Call Vote, Motion Commissioner Southwell, Second Commissioner Singly:
4 Aye 0 Nay

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

With no further business to come before the Board, Chairman Singly called the meeting closed at 1939 Hrs.

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