



NORTH EAST JOINT FIRE DISTRICT

COMMISSION MEETING AGENDA

July 22, 2026 - Enderlin Station Commission Room - 1900 Hrs.

Pledge of Allegiance: Led by Chairman Southwell
Guest Speakers: Public Comments Limited to Five (5) Minutes
Agenda Topics: Approval Commission Meeting Minutes: 06/17/26
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 Including Bank Transfer(s) and CD Rollover(s)	Treasurer
Communications	Secretary
Executive Director's Report	Ex. Director
Apparatus Monthly Report	Southwell

Unfinished Business:

Station 1 Apparatus Bay Floor	Secretary
Verizon Communications Tower Station 2	Secretary

New Business:

Consideration: Sealcoating Bids Stations 1 & 3	Secretary
Consideration: Station 2 Building Use	Secretary
Consideration: UDS Program for 2027	Secretary
Consideration: 2026 District Inspection Dinner	Secretary
Resolution 2026-48: Surplus Property AV Equipment	Secretary
District Apparatus Repair Vendor	Southwell

Executive Session: N/A

Meetings/Events: MCFDOA Meeting: TBD
August Commission Meeting: Wednesday, August 19, 2026
Workshop 1800 Hrs.
Regular Board Meeting 1900 Hrs.

07/21/26



North East Joint Fire District

Commission Meeting Minutes

June 17, 2026

Enderlin Station, 35 South Avenue, Webster, NY 14580

Present: Commissioners Crosier, Dake, Hoffman, Southwell, Treasurer Wright, Deputy Treasurer Rosen, Executive Director/Secretary Small, District Chief Kozak

Chairman Southwell called the meeting to order at 1903 Hrs. with the Pledge of Allegiance and moment of silence for those who have passed.

Guest Speakers:

None

Approval of Commission Meeting Minutes of May 20, 2026:

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

Approval of Agenda as Presented:

Additional Agenda Item: District Policy 172 Update

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

Reports:

Webster Fire Chief's Report:

(Chief Kozak)

- May 91 Calls – 476 Calls for 2026.
- Discussion on Social Media Policy #172
- Latest recruit class orientation session went very well
- Chief gave praise to the crews for their strong work at the last two structure fires
 - Harris Road
 - Cranbrook Terrace

General Account Bills:

(Treasurer Wright)

Treasurer Wright reviewed the reconciled abstract of claims and credit card/charge accounts for June 2026. Treasurer's report to be made part of the permanent file.

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

Treasurer's Report/Bank Transfers and CD Rollover(s):**(Treasurer Wright)**

Treasurer Wright reviewed the remainder of the Treasurer's report and bank transfers/CD rollovers. Treasurer's report to be made part of the permanent file.

- CD Ending in 9897 Debt Service Reserve Due 06/03/2026 – Transfer \$82,844.00 to GF Checking 1733 and Rollover Balance of \$937,955.41 for 90 Days. New Maturity Date 09/03/2026.
- CD Ending in 2205 Equipment Reserve Due 05/25/2026 – Rollover Balance of \$2,352,363.48 for 90 Days. New Maturity Date 08/25/2026.
- CD Ending in 8835 Building and Grounds Reserve Due 07/06/25 - Rollover balance of \$373,273.04 for 90 Days. New Maturity Date 10/06/2026.
- CD Ending in 9820 General Fund CD Due 06/16/2026 – Transfer \$90,000.00 to General Fund Checking and Rollover the Balance of Approximately \$1,220,833.56 for 30 Days. New Maturity Date 07/15/2026.
- Rates Approximately - 3.60 % 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 communications of significance:

American Sewing Guild Thank You & Donation:

ED Small advised that the American Sewing Guild group that utilizes the Roseland Station monthly sent the District a thank you note and donation check. (Donation check to the WVFD) The thank you note was shared with the BOFC and the donation check (\$270.00) was forwarded to the WVFD for deposit.

Donation Check From Citizen:

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

Priority Power Quarterly Energy Report:

The District is in receipt of the quarterly energy report provided by Priority Power. The report was shared with the BOFC for review.

PERMA Claims Manager Change:

The District is in receipt of a notification from PERMA that the District's claims manager is changing. ED Small has the new claims manager information on file if needed.

Senator Schumer AFG Notification Letter:

The District is in receipt of a notification letter from Senator Schumer advising that the Federal Assistance to Firefighters grant opportunity has opened. This letter was shared with the BOFC and Chief Kozak.

Executive Director Report:

(ED/Secretary Small)

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

Station Pressure Washer Systems PMs:

ED Small advised that on 05/29/26, Washing Equipment Technologies completed thorough PMs on all the District's vehicle pressure washer systems, including changing the oil in all the pumps.

Firefighter Physicals Lab Work Procedural Changes:

ED Small advised that the District's occupational physical provider, Urgent Care Now (Webster), will soon be changing their procedures for collecting lab (blood) work. Due to ongoing issues with the Rochester Regional Health lab network, UCN will soon be collecting the lab-blood work internally and sending it out to the lab directly. The procedural change is aimed at streamlining the physical process and making firefighter physicals more convenient for the firefighters. The cost of the lab work will remain unchanged.

AFG Grant Update (& SAFER):

ED Small advised that he and Grantmasters have successfully submitted the AFG grant application for new SCBA. ED Small and Grantmasters are currently working on completing the SAFER grant application aimed at increasing volunteer staffing through a comprehensive and sustained recruitment effort.

Station Backup Generators PMs:

ED Small advised that the station backup generators have received their biannual PMs. There were several items noted during the PMs that will need to be addressed.

- Station 1 Generator: Cooling system service w/belts recommended
- Station 2 Generator: Intake manifolds starting to weep/monitoring
- Station 2 Generator: Recently went to error state shutdown during weekly test run due to low voltage. Unit was thoroughly tested and all found to be ok. Will continue to monitor.

Hose Testing at Station 3:

ED Small advised that annual hose testing is scheduled for Tuesday, June 23rd. Due to ongoing tower construction and the primary election being held at Station 2 on this date, ED Small has moved the hose testing to Station 3. ED Small will coordinate with First Due Services and the PTLs to complete this project, including relocating the District's spare hose to Station 3 for testing.

Monroe County Certified Payroll:

ED Small advised that he has successfully completed the mandated annual payroll certification with the County of Monroe Department of Human Resources/Civil Service.

Monroe County BOE Primary Election, June 23rd:

ED Small advised that the Monroe County Board of Elections is holding the primary election at Station 2 on Tuesday, June 23rd, starting at 0600 Hrs. ED Small will open the building at 0500 Hrs. and coordinate the after election process with the MCBOE.

Station Two Septic Pump Failure:

ED Small advised that the Station 2 septic pump and float system has failed. ED Small will be coordinating with Chamberlain Septic & Sewer to get the system repaired and fully operational as soon as possible.

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

- BR1026 – Waiting until vehicle is taken OOS (season) for pump repairs
- XUV 1027 – Going to LandPro Equip. for warranty covered safety brake repairs

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

UNFINISHED BUSINESS:

Station 1 Apparatus Bay Floor:

(Secretary)

- A thorough discussion was had regarding preliminary investigative findings and a remediation plan moving forward.

Verizon Wireless Communications Tower:

(Secretary)

- East sidewalk extension has been installed
- Waiting on landscaping, paving and carrier installations
- No ETA on continuation of construction process

NEW BUSINESS:

Consideration: Procurement 2027 Ford F550 (Brush 1026):

(Secretary)

Pursuant to permissive referendum 2026-46 becoming valid on 06/19/26, consideration to procure the BR1026 replacement, pending approval from DASNY, through the Onondaga County bid – Van Bortel Ford, in the amount of \$77,124.60.

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

Consideration: SWBR Engineering Proposal Professional Services:

(Secretary)

Consideration to engage SWBR Engineering, pursuant to the professional services exception to the public bidding requirements, and pursuant to District Policy #115, Procurement, and to authorize a Permissive Referendum 2026-47, from the Capital Reserve Fund in the amount not to exceed \$35,000.00.

Motion Commissioner Dake, Second Commissioner Crosier:

Upon a Roll call Vote: 4 Aye 0 Nay 0 Abstain

Consideration: WVFD Fundraising Event – 2026 Carnival & Parade:

(Secretary)

Consideration to authorize the Webster Volunteer Fire Department's annual firemen's carnival and parade to be held July 15th – 18th, 2026.

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

Consideration: Sale of 2018 Chevrolet Tahoe Pursuant to Public Auction: (Secretary)

Consideration to authorize the sale of the District's 2018 Chevrolet Tahoe, pursuant to Resolution 2026-43, at the Auctions International public auction winning bid sale price of \$20,500.00.

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

Consideration: Vertical Bridge Tower Lease Buyout Proposal: (Secretary)

The BOFC reviewed the Station 2 communications tower lease buyout proposal provided by Vertical Bridge and elected to take no action on the proposal as submitted.

Consideration: District Policy #172-Social Media/Photography: (Secretary)

Chief Kozak reviewed with the BOFC language that was necessary to modify in said policy. The revised language, which was in relation to devices used to take photographs and video at incident scenes, was reviewed, accepted and approved by the BOFC. ED Small to follow up with administering and disseminating the revised policy.

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

Meetings/Events: MCFDOA Meeting: Thursday, June 18, 2026, St. Paul Exempts
July Commission Meeting: Wednesday, July 22, 2026
Workshop 1800 Hrs.
Regular Board Meeting 1900 Hrs.

With no further business to come before the Board, Chairman Southwell called the meeting closed at 1946 Hrs.

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