



# NORTH EAST JOINT FIRE DISTRICT

## COMMISSION MEETING AGENDA

May 15, 2024 - 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: 04/17/24  
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	Southwell
Facilities Monthly Report	Vorndran

### Unfinished Business:

Extrication Pad Project Update	Secretary
Retaining Wall Project Update	Secretary
Station 2 Communications Tower (Verizon) Update	Secretary

### New Business:

Consideration: Approval 2023 Financial Audit	Treasurer
Safety & Health Officer	District Chief
Roseland Building Use Request (Massasauga Search & Rescue)	Secretary
Resolution 2024-45: Surplus Property - Appliances, Foam Canons, Etc.	Secretary
UDS Project Status and Payment	Secretary

**Executive Session:** Personnel Matter/Contractual Matter BOFC

**Meetings/Events:** June Commission Meeting: Wednesday, June 19, 2024  
Workshop 1800 Hrs.  
Regular Board Meeting 1900 Hrs.  
MCFDOA Meeting: June 20, 2024, St. Paul Exempts

05/14/24



# North East Joint Fire District

## Commission Meeting Minutes

April 17, 2024

Enderlin Station, 35 South Avenue, Webster, NY 14580

**Present:** Commissioners Ball, Swingly, Vorndran, Deputy Treasurer Rosen, Executive Director/Secretary Small, Chief Smith, Assistant Chief Kozak, Assistant Chief Andrews, Citizen Wayne Conklin.

Chairman Swingly, at 1900Hrs., called the meeting to order with the Pledge of Allegiance and a moment of silence for Lieutenant Michael Hoosock of the Onondaga County (NY) Sheriff's Office and Officer Michael Jensen of the Syracuse (NY) Police Department, were shot and killed in the line of duty on the night of Sunday, April 14th, 2024.

**Guest Speakers:**

None

**Approval of Commission Meeting Minutes of March 20, 2024:**

Motion Commissioner Ball, Second Commissioner Vorndran: 3 Aye 0 Nay

**Approval of Agenda as Presented:**

Motion Commissioner Ball, Second Commissioner Vorndran: 3 Aye 0 Nay

**Reports:**

**Webster Fire Chief's Report:** (Chief Smith)

- There were 82 calls in March. Total for the year through March, 295 calls. Call report made part of the permanent file.
- Chief Smith advised that several projects are underway and proceeding very well.

**General Account Bills:** (Deputy Treasurer Rosen)

Deputy Treasurer Rosen reviewed the reconciled abstract of claims and credit card/charge accounts for April 2024. Treasurer's report to be made part of the permanent file.

Motion Commissioner Vorndran, Second Commissioner Ball: 3 Aye 0 Nay

**Purchase Orders:** (Deputy Treasurer Rosen)

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

Motion Commissioner Ball, Second Commissioner Vorndran: 3 Aye 0 Nay

**Treasurer's Report:**

**(Deputy Treasurer Rosen)**

Deputy Treasurer Rosen reviewed the remainder of the Treasurer's report to be made part of the permanent file. (Continued below for approval)

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

**(Deputy Treasurer Rosen)**

- CD Ending in 9897 Due 5/09/2024- Debt Service transfer from GF Checking \$931,031 and rollover balance of \$147,681 for 90 days. Total balance in 90-day CD will be approximately \$1,079,337.04. CD matures on 5/9/2024 Rollover balance of \$1,079,337 for 30 days.
- CD Ending in 2205 Due 7/04/2024- Transferred \$304,912.00 from CNB General Checking to this account and roll over approximately \$1,994,109 to a 90-day CD. CD matures on 7/4/2024.
- CD Ending in 8835 Due 7/12/2024- Land and Building Reserve transfer \$119,000 to the GF Checking 1733 and roll over balance approximately \$290,125.00 to a 90-day CD. CD matures on 7/12/2024.
- CD Ending in 9820 Due 4/18/2024- Rollover remainder \$819,056 for 30 days.

**Rates Approximately- 5.25% APR 30 - 90 days**

Motion Commissioner Ball, Second Commissioner Vorndran: 3 Aye 0 Nay

**Communications:**

**(ED/Secretary Small)**

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

**Energy Solutions:**

The District is in receipt of the quarterly energy report provided by Energy Solutions. The report was disseminated to the Commissioners for review.

**UDIG NY:**

The District is in receipt of a check from UDIG NY in the amount of \$200. The District was advised that this check was meant for the Webster Volunteer Fire Department for a building/field event. The check was forwarded to WVFD Treasurer Moranz.

**Executive Director Report:**

**(ED/Secretary Small)**

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

**DOH SH-900 Logs:**

ED Small has completed the mandated Department of Health SH-900 firefighter injury log and summary reports. The DOH required report(s) are properly posted.

**Boiler Inspections:**

ED Small advised that the two boilers at the Enderlin Station were both successfully inspected by FM Global on 03/26/24.

**Assistance With Incentive Programs – Fairport Fire Department:**

ED Small advised that he and Captain Dominik have assisted members of the Fairport Fire Department with establishing firefighter incentive programs. The specific information on the assistance provided was shared and reviewed with the Commissioners.

**Station 1 Ready Room Furniture:**

ED Small advised that the Station 1 ready room furniture is 15 years old and has been heavily used over the years. One of the recliners recently required professional repairs. ED Small will be preparing some (2025) budgetary information for furniture replacement for the Board to consider for the 2025 budget cycle.

**Enderlin Station Energy Management ACM:**

ED Small advised the Board that the Station 1 (new) HVAC ACM unit has been successfully installed and is currently in full service.

**United Diagnostic Services:**

ED Small advised that there are 63 people scheduled for the UDS services being provided on April 29<sup>th</sup> through May 3<sup>rd</sup>. The WVFD moved to provide the services to social members that were previously active firefighters. ED Small will report back to the Board at the May meeting regarding the program's completion results.

**Station Bee Treatments:**

ED Small advised that all three stations and the training building were treated for bees on Monday, April 15<sup>th</sup>.

**Station Window Cleaning:**

ED Small advised that the windows at all three stations have had the bi-annual cleaning completed. (FISH Window Cleaning)

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

- T100: Spotting Camera Problems.
- R108: Unidentified Noise from Undercarriage.
- E103: No Damage from Rocks in Pump.

**Facilities Monthly Report:****(Vorndran)**

Nothing new to report.

**UNFINISHED BUSINESS:****Station 2 Extrication Pad Project:****(Secretary)**

ED Small advised that he has been working with Costich Engineering to finalize the AIA contract. Commissioner Vorndran and ED Small had an onsite pre-construction meeting on April 15th with Whitney Pines Construction and Costich Engineering. Construction is planned to commence on or after April 29, 2024. See New Business.

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

ED Small advised the Board that he has been working with Costich Engineering to finalize the site plans for the retaining wall project. ED Small also had an onsite meeting with the property owner of 49 South Avenue, Edd Altavela, to review the District's plans to replace the failing retaining wall. The preliminary scope of the project was reviewed with Mr. Altavela, along with the plans for traffic rerouting, temporary site fencing, equipment and materials staging and construction duration. At this point, there are no objections from Mr. Altavela. ED Small also met with Village of Webster Superintendent of Public Works Jake Swingly to discuss the project.

The updated preliminary process schedule is as follows:

- April 17<sup>th</sup> through May 10<sup>th</sup>: Finalize Plans and Complete Full Bid Package.
- May 13<sup>th</sup>: Put Project Out to Bid. (3 weeks)
- Bids Due Monday, June 3<sup>rd</sup> at Noon. Opening at 1215 Hrs.
- June 4<sup>th</sup> through June 19<sup>th</sup>: Commence Due Diligence.
- June 19<sup>th</sup>: At Commission Meeting, at Board's Discretion, Prepare Permissive Referendum For Capital Reserve Expenditures.
- June 19<sup>th</sup> through July 19<sup>th</sup>: Continue and Complete Due Diligence Process as Permissive Referendum Runs Out.
- July 17<sup>th</sup> Commission Meeting: Award Bid to Recommended Contractor Contingent on Permissive Referendum on July 19<sup>th</sup>.

**NEW BUSINESS:**

**Consideration: Authorize Chairman to Sign AIA Contract For Extrication Pad Project With Whitney Pines LLC: (Secretary)**

Consideration to authorize Chairman Swingly to sign the AIA contract with Whitney Pines LLC, in the amount of \$98, 200, pursuant to the review and approval from Attorney Weishaar and Engineer Montalto.

Motion Commissioner Ball, Second Commissioner Vorndran: 3 Aye 0 Nay

**Consideration: Refuse Collection Quotes: (Secretary)**

ES Small provided quotes to the Commissioners for refuse collection at all three stations. ED Small was able to negotiate a rate with Waste Management that is annually \$2735 less than the District is currently paying. This rate is also less than the quote obtained from Casella Waste Services. Consideration to enter into a 1-year agreement with Waste Management for refuse collection at all three stations.

Motion Commissioner Ball, Second Commissioner Vorndran: 3 Aye 0 Nay

**Verizon Wireless Site Exploration Agreement: (Secretary)**

Consideration to authorize the Chairman to sign a site exploration agreement with Verizon Wireless to further explore site considerations at 1391 Salt Road for the possible installation of a Verizon Wireless monopole communications tower.

Motion Commissioner Ball, Second Commissioner Vorndran: 3 Aye 0 Nay

**Executive Session: N/A**

- Meetings/Events:** MCFDOA Meeting: April 18, 2024, St. Paul Exempts  
May Commission Meeting: Wednesday, May 15, 2024  
Workshop 1800 Hrs.  
SVHB (Robert Billings) Workshop 1800 Hrs. – 2023 Audit Review  
Regular Board Meeting 1900 Hrs.

With no further business to come before the Board, Chairman Swingly called the meeting closed at 1914 Hrs.

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

**NORTH EAST JOINT FIRE DISTRICT  
2024 RESOLUTIONS**

**RESOLUTION #2024-45    Disposition of Surplus Property  
SCBA Masks, Foam Cannons, Appliances, Fittings, Miscellaneous Items**

**RESOLVED FIRST:**

That the Board of Fire Commissioners of the North East Joint Fire District, pursuant to District Policy 176, do hereby declare the below outlined district property as surplus scrap.

**RESOLVED SECOND:**

That the below listed items no longer meet the needs of the District and are hereby declared as surplus scrap. That the overall value of the property has been determined to be negligible, has reached 'end-of-life' status and is obsolete.

**RESOLVED THIRD:**

That pursuant to District Policy 176, said surplus property shall be disposed of through the office of Fire Chief.

**RESOLVED FOURTH:**

That said surplus property consists of:

- SCBA Masks, Foam Cannons, Fire Appliances and Fittings
- Hose Bags, First Aid Equipment, Flashlights, Electrical Items
- Brackets, Nozzles, Hot Sticks
- Other Miscellaneous Items

Motion on Resolution:            Commissioner:  
Second on Motion:            Commissioner:

**ON ROLL CALL VOTE**, the following vote was recorded:

AYES:            Commissioner(s):  
NAYES:  
ABSENT:

**WHEREUPON**, Secretary Small declared the foregoing resolution duly carried.

**DATED: 05/15/24**