



NORTH EAST JOINT FIRE DISTRICT

2027 Budget Hearing Agenda

October 21, 2026, 1900 Hrs. Enderlin Station Meeting Room

Opening Hearing:	Roll Call of Fire Commissioners	Secretary
Pledge of Allegiance:	Led by Vice-Chairman Hoffman	Hoffman
Public Hearing Notice:	Read by Vice-Chairman Hoffman	Hoffman
Budget Presentation:	2027 Budget Presentation	Treasurer
Public Comments:	Public Comments – Please Stand State Name and Address/5 Minute Time Limit	Hoffman
Hearing Closed:	Motion to Declare Meeting Closed Motion and Second	Hoffman
Roll Call Vote:	Secretary to Conduct Roll Call Vote to Close	Secretary
Declare Hearing Closed:	Declaration to Declare Public Hearing Closed	Hoffman

10/21/26 scs



NORTH EAST JOINT FIRE DISTRICT

COMMISSION MEETING AGENDA

October 21, 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: 09/16/26
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 Project	Secretary
Verizon Communications Tower Station 2	Secretary

New Business:

Consideration: Adopt 2027 Fire District Budget	Chairman
Consideration: FEMA SAFER Grant Acceptance	Secretary
Consideration: Building Use Requests 02/06/26 & 03/21/27	Secretary
Consideration: Laborer Uniform Boot Allowance	Secretary
Consideration: 2026-2029 Snowplowing Bids	Secretary
Consideration: Facility Backup Generator Service Agreements	Secretary
Consideration: New Member WVFD (Vincent Daloia)	Secretary
Resolution 2026-50: Annual Election Preparation	Secretary
Resolution 2026-51: Annual Election Fix Date of Election Rolls	Secretary
Resolution 2026-52: Notice of 2026 Annual Election	Secretary

Executive Session: N/A

Meetings/Events: MCFDOA Meeting: TBD
November Commission Meeting: November 18, 2026
Workshop 1800 Hrs.
Regular Board Meeting 1900 Hrs.

10/21/26



North East Joint Fire District

Commission Meeting Minutes

September 16, 2026

Enderlin Station, 35 South Avenue, Webster, NY 14580

Present: Commissioners Ball, Crosier, Dake, Hoffman, Southwell, Treasurer Wright, Executive Director/Secretary Small, District Chief Kozak, Citizen Wayne Conklin (Jason Schwartz from BPD during the workshop)

Chairman Southwell called the meeting to order at 1900 Hrs. with the Pledge of Allegiance and moment of silence for those who have passed.

Guest Speakers:

None

Approval of Commission Meeting Minutes of August 19, 2026:

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

Approval of Special Commission Meeting Minutes of September 2, 2026:

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

Approval of Agenda as Presented:

With the added item - Station 1 popcorn machine.

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

Reports:

Webster Fire Chief's Report:

(Chief Kozak)

- August 98 Calls – 848 Calls for 2026.
- Firefighter Christine Montclair cleared as an interior firefighter.
- Next recruit class with four new members scheduled to begin Wednesday, September 23, 2026.
- Chief Kozak praised the membership response during the recent major storm that struck portions of the District on September 2, 2026. The District responded to 68 calls in 24 hours with 28 members responding.

General Account Bills:**(Treasurer Wright)**

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

Motion Commissioner Ball, Second Commissioner Crosier: 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 Crosier: 5 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 09/03/2026 – Transfer \$41,422.00 from GF Checking 1733 and Rollover New Balance of \$988,437.00 for 90 Days. New Maturity Date 12/03/2026.
- CD Ending in 2205 Equipment Reserve Due 08/25/2026 – Transfer \$418,280 to General Fund CD 9820 and Rollover Balance of \$1,955,019.51 for 90 Days. New Maturity Date 11/25/2026.
- CD Ending in 8835 Building and Grounds Reserve Due 10/06/26 - Rollover Balance of \$377,938.13 for 30 days. New Maturity Date 11/06/2026.
- CD Ending in 9820 General Fund CD Due 09/16/2026 – Transfer \$90,000.00 to General Fund Checking and Rollover the Balance of Approximately \$1,006,687.99 for 30 Days. New Maturity Date 10/16/2026.
- Rates Approximately - 3.58 % APR-30 Days

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

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

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

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.

CDS Life Transitions – 860 Hard Road:

The District is in receipt of a thank you card from CDS Life Transitions located at 860 Hard Road, honoring local heroes on Patriot Day (9-11-26).

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

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

Station 1 Landscaping:

ED Small advised that he is coordinating with the Village of Webster to commence the Enderlin Station phase 1 landscaping project. The utility stakeout has been completed and the initial dig out should begin the week of September 21, 2026.

SAM Grant GF1026 Replacement:

DASNY has advised ED Small that the GF1026 SAM grant has successfully moved through several initial phases of the approval process. A confirmation award letter may come within the next 4 to 6 weeks.

Annual Lifeline 211 Update Process:

ED Small has completed the annual Lifeline (211) information update process.

Station 3 Tree Trimming:

ED Small advised that with the approval of the tree trimming PO, Davey Tree will be competing the Station 3 tree trimming project in the next few weeks. In all, 12 trees on the property will be serviced.

Station 3 Pressure Washer Repairs:

ED Small advised that he recently made repairs to the Station 3 pressure washing system including a new pawl/spring assembly and new pulsation dampener.

Semi-Annual Fire Sprinkler Inspections:

The semi-annual (All-Stations) fire protection inspections are scheduled for Monday, September 28th. ED Small to coordinate.

Group Physicals:

ED Small has scheduled a group physical date for Saturday, October 10, 2026, at Urgent Care Now-Webster. Fifteen active firefighters are due for their mandatory firefighter physical.

Stations 2 & 3 Snowplowing RFP:

ED Small is preparing the snowplowing RFP for Stations 2 & 3 for years 2026 through the spring of 2029. ED Small will have bids returned by the October 21st Commission meeting for the Board to consider.

Audit RFP:

The audit RFP has been distributed and is due back by 11/06/26. ED Small will have the RFP results for Treasurer Wright and the Board to consider at the November 18th meeting.

Accurate Acoustical Door Repairs:

ED Small advised that Accurate Acoustical is in the process of making (4) door repairs at Stations 1 & 3.

PERMA Firefighter Safety Grant:

ED Small advised that he has applied for a \$5000 firefighter safety grant through PERMA and the New York State Association of Fire Chief's. If awarded these funds will be applied to procuring a new turnout gear washer.

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

- E104 – Rear suspension-springs and spring bracket assembly issues.
- Discussion on the progress of the new engine.

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

UNFINISHED BUSINESS:**Station 1 Apparatus Bay Floor:****(Secretary)**

ED Small will coordinate with the Chief's office regarding equipment relocation and logistics. A preconstruction meeting with SWBR and Javen Construction is scheduled for Wednesday, September 23, 2026. ED Small will communicate details with all stakeholders as the information becomes available. Equipment staging is anticipated to commence on Friday, October 2, 2026.

Verizon Wireless Communications Tower Station 2:**(Secretary)**

The main tower antennas have been installed. No further information or updates are available for when the site work and paving will be completed.

NEW BUSINESS:

Consideration: Approval of 2027 Proposed Budget

(Treasurer)

Consideration to approve the proposed 2027 budget as presented in the amount of \$3,027,038.00.

Motion Commissioner Crosier, Second Commissioner Hoffman:

Upon a Roll Call Vote: 5 Aye 0 Nay 0 Abstain

Consideration: Award Contract Station 1 Apparatus Bay Floor Project: (Secretary)

Consideration to award the single-prime contract for the Station 1 apparatus bay repair project to the lowest acceptable bidder, pursuant to Resolution 2026-49 and the sealed competitive bid process, to Javen Construction Company Inc., in the amount of: Base Bid All Trades, \$288,000.00 and Alternate #1, Phased Construction \$25,000.00, for a total award amount of \$313,000.00.

Motion Commissioner Dake, Second Commissioner Southwell:

Upon a Roll Call Vote: 5 Aye 0 Nay 0 Abstain

Consideration: Station One Popcorn Machine:

(Hoffman)

Consideration to approve the procurement of a popcorn machine for Station 1, up to \$750.00, to be procured out of the rehabilitation budget line.

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

Executive Session: Personnel Matter

(BOFC)

Enter Executive Session at 1933 Hrs.

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

Exit Executive Session at 2034 Hrs.

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

Meetings/Events:

MCFDOA Meeting: Thursday, September 17, 2026: St. Paul Exempts

October Commission Meeting: October 21, 2026

Workshop 1800 Hrs.

Public Hearing on the 2027 Proposed Budget 1900 Hrs.

Regular Board Meeting After Budget Public Hearing

With no further business to come before the Board, Chairman Southwell called the meeting closed at 2035 Hrs.

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

DRAFT

RESOLUTION 2026-50 2026 Annual Election

October 21, 2026

NORTH EAST JOINT FIRE DISTRICT

RESOLUTION 2026-51 FIX DATE of ELECTION ROLLS

RESOLVED, that pursuant to Town Law Sections 175 and 175-a, the Board of Fire Commissioners is called upon to fix a date for the preparation of voter registration rolls for the North East Joint Fire District annual election.

RESOLVED, that the Board of Fire Commissioners of the North East Joint Fire District, having appointed a Board of Elections to comply with the registration and voting requirements contained in Town Law Sections 175 and 175-a, does hereby designate the 23rd day of November 2026 as the date of the meeting of the Board of Elections to prepare the voter registration rolls for the North East Joint Fire District annual election.

Motion: Commissioner

Second: Commissioner

On roll call vote by Secretary Small the following vote was recorded:

AYES: Commissioners:

NAYES: Commissioners: N/A

ABSENT: Commissioners:

WHERE UPON, Secretary Small declared the foregoing resolution duly adopted.

October 21, 2026

NORTH EAST JOINT FIRE DISTRICT

RESOLUTION 2026-52 NOTICE OF ANNUAL ELECTION

NOTICE IS HEREBY GIVEN by the undersigned that the 2026 annual election of officers in the North East Joint Fire District, comprising portions of the Towns of Penfield and Webster, Monroe County, New York, will be held on the 8th day of December, 2026, to elect one (1) Fire Commissioner for a term of five (5) years, said term is to commence on January 1, 2027. A candidate for the position of Fire Commissioner, at the time of their election and during their term of office, must be a resident elector residing in the North East Joint Fire District.

NOTICE IS FURTHER GIVEN that such election will be held at the North East Joint Fire District Enderlin Station located at 35 South Avenue, in the Village of Webster, New York on the 8th day of December 2026, from 6:00 o'clock p.m. until 9:00 o'clock p.m., prevailing time, during which time, the polls will remain open for the receipt of ballots. All duly registered electors in the North East Joint Fire District of the Towns of Penfield and Webster, who have been registered voters prior to November 17, 2026, are qualified to vote at said election.

NOTICE IS FURTHER GIVEN that any candidate for an open office of Fire Commissioner who desires to have their name appear on the official ballot(s) for said office(s), must file their name with the Secretary of the fire district by filing a nominating petition subscribed by twenty-five (25) registered voters of the North East Joint Fire District, at least twenty (20) days prior to December 8, 2026, to wit: on or before 5:00 o'clock p.m. on November 18, 2026.

Motion: Commissioner:

Second: Commissioner:

On roll call vote by Secretary Small the following vote was recorded:

AYES: Commissioners:

NAYES: Commissioners: N/A

ABSENT: Commissioners:

WHERE UPON, Secretary Small declared the foregoing resolution duly adopted.

Dated in the North East Joint Fire District

This 21st day of October 2026

**BOARD OF FIRE COMMISSIONERS
NORTH EAST JOINT FIRE DISTRICT**