# NORTH EAST JOINT FIRE DISTRICT

## *COMMISSION MEETING AGENDA*

**August 19, 2026 - Enderlin Station Commission Room - 1900 Hrs.**

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| **Pledge of Allegiance:** | Led by Chairman Southwell |
| **Guest Speakers:** | Public Comments Limited to Five (5) Minutes |
| **Agenda Topics:** | Approval Commission Meeting Minutes: 07/22/26 |
| | Approval (Emerg) Commission Meeting Minutes: 08/03/26 |
| | Approval Agenda for This Meeting/Additional Topics |

**Reports/Treasurer's Actions:**

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|---|---|
| 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 Including Bank Transfer(s) and CD Rollover(s) | Deputy Treasurer |
| Communications | Secretary |
| Executive Director's Report | Ex. Director |
| Apparatus Monthly Report | Southwell |

**Unfinished Business:**

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|---|---|
| Station 1 Apparatus Bay Floor Project | Secretary |
| Verizon Communications Tower Station 2 | Secretary |
| 2026 District Inspection Dinner | Secretary |

**New Business:**

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|---|---|
| Consideration: Seasonal Flu Shots for Active Firefighters | Secretary |
| Consideration: Audit RFP: 2026 - 2030 | Secretary |
| Consideration: Apparatus Repair Quotes | Secretary |
| Consideration: New Active Member WVFD | Secretary |
| Special Commission Meeting: September 2, 2026, Time TBD | Secretary |
| Kables LLC Six Month Review | Secretary |
| Station 2 Oil Separator | Secretary |
| Station 1 Landscaping | Secretary |

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| **Executive Session:** Personnel Matter | BOFC |

**Meetings/Events:**

MCFDOA Meeting: Thursday, September 16, 2026: St. Paul Exempts
September Special Commission Meeting: Wednesday, September 2, 2026: Time TBD
September Commission Meeting: Wednesday, September 16, 2026
Budget Workshop 1730 Hrs.
Regular Board Meeting 1900 Hrs.

08/18/26

# North East Joint Fire District

## Commission Meeting Minutes

July 22, 2026
Enderlin Station, 35 South Avenue, Webster, NY 14580

**Present:** Commissioners Ball, Crosier, Hoffman, Southwell, Treasurer Wright (workshop portion), Deputy Treasurer Rosen, Executive Director/Secretary Small, District Chief Kozak, Citizen Wayne Conklin

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:**
Wayne Conklin:
On behalf of the community, Mr. Conklin thanked the Webster Volunteer Firefighters who assisted at the Bauman's Farm Market fire on Five Mile Line Road.

**Approval of Commission Meeting Minutes of June 17, 2026:**
Motion Commissioner Crosier, Second Commissioner Southwell: 4 Aye 0 Nay

**Approval of Agenda as Presented**:
Additional Agenda Item: Ice Cream Machine for Station 1
Motion Commissioner Ball, Second Commissioner Crosier: 4 Aye 0 Nay

**Reports:**

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

- June 130 Calls – 606 Calls for 2026.
- Webster FD has (7) firefighters signed up for FF1 training.
- Brian Centola (Uniform Express) was of great assistance in getting Class-A uniforms tailored and back in a timely manner.
- Researching the procurement of a hose roller system.

**General Account Bills:** **(Deputy Treasurer Rosen)**
Deputy Treasurer Rosen reviewed the reconciled abstract of claims and credit card/charge accounts for July 2026. Treasurer's report to be made part of the permanent file.
Motion Commissioner Ball, Second Commissioner Crosier: 4 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 Hoffman: 4 Aye 0 Nay

**Treasurer's Report/Bank Transfers and CD Rollover(s):** **(Deputy Treasurer Rosen)**
Deputy Treasurer Rosen 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 07/16/2026 – Transfer $90,000.00 to General Fund Checking and Rollover the Balance of Approximately $1,134,404.50 for 30 Days. New Maturity Date 08/15/2026.

- Rates Approximately - 3.58 % APR-30 Days

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

**Communications:** **(ED/Secretary Small)**
Secretary Small advised the Board of the following communications of significance:

**Monroe County Department of Human Resources:**
The District is in receipt of a correspondence from the Monroe County Department of Human Resources (Civil Service) advising that they have successfully received the 2026 Civil Service Certified Payroll and the payroll has been certified with zero discrepancies.

**U of R Medicine EAP Utilization Report:**
The District is in receipt of the U of R Medicine Q2 Utilization Report. The report was sent to the BOFC and Chief Kozak for review.

**Vertical Bridge Land Lease:**
The District is in receipt of an unofficial 'counteroffer' from Vertical Bridge for the communications tower lease buyout. The details of the offer were discussed with the BOFC and Treasurer Wright.

**PERMA Dividends:**
The District is in receipt of a dividend check from PERMA in the amount of $14,374.00. The check has been forwarded to Treasurer Wright for deposit and credit to the appropriate budget line.

**AmGUARD Insurance:**
The District is in receipt of insurance documents from AmGUARD Insurance relating to a vehicle collision incident involving a District vehicle on 06/11/26. Chief Kozak advised that the damage to the District's Tahoe was paid for by the involved party and insurance will not need to be involved. ED Small to keep the information on file.

**Walsh Insurance:**
The District is in receipt of a refund check from Walsh Insurance in the amount of $435.00 for the removal of the 2018 Tahoe from the District's policy. The check has been forwarded to Treasurer Wright for deposit and credit to the appropriate budget line.

**Auctions International:**
The District is in receipt of a check in the amount of $20.470 from Auctions International for the public sale auction of the District's 2018 Chevrolet Tahoe. The check has been forwarded to Treasurer Wright for deposit and credit to the appropriate budget line.

**Executive Director Report:** **(ED/Secretary Small)**
ED Small advised the Board on the following items of significance:

**Training Building Ladder Safety:**
ED Small advised that in coordination with Safety Officers Ball and Crosier, he has installed ladder use safety signage in the training building. Non protruding carabiner hangers have also been installed.

**Facility Commercial Window Cleaning:**
ED Small advised that on 06/30/26, Rochester Window Cleaning completed the commercial window cleaning project at all three stations.

**Station 1 Bunk Room Humidity:**
ED Small advised that acting on a report of possible high humidity in the Station 1 men's bunkroom, he conducted a several week humidity study of this space. Humidity levels were found to be higher than desired. ED Small procured a high capacity dehumidifier and air circulator which has significantly reduced the bunk room humidity to desired levels.

**SAFER Grant:**
ED Small advised that with assistance from Grantmasters, he has successfully submitted the SAFER grant to FEMA as of 06/20/26.

**DASNY Grant:**
ED Small advised that he has received the grant diligence document certification package from DASNY relating to the NYS SAM grant to assist with replacing BR1026. ED Small will be working on completing the diligence document certification package over the next several weeks.

**Station 1 Mezzanine WSHP Failure:**
ED Small advised that during the recent heat wave, WSHP #16 (Mezzanine-Gear Room) failed. ED Small discovered that the condensate discharge line was not flowing correctly due to improper elevation(s), causing the unit to go into lockout. Leo J. Roth was contacted and significant modifications were made to the condensate line allowing for the proper flow of unit condensation. The unit is back in full service.

**Station Two Septic Pump Failure:**
ED Small advised that the Station 2 septic pump and float system have been replaced. The project required all new wiring, new electrical enclosures and a new alarm system. The septic pump system is now back in full service.

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

- E102 - Front oil seal on order.
- E103 – Ongoing issue with compartment door alarm malfunction.

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 several aspects of the project, including but not limited to:

- Board not pursuing an epoxy floor over replacing the quarry tile.

- District researching ways to eliminate the need to complete the project in two separate phases, including a temporary structure and possibly backing equipment into the bay(s) when possible during off construction hours.
- Board in favor of pursuing an expedited schedule and going out to bid on August 10th, 2026, with a tentative construction start date of October 2nd, 2026.
- ED Small to follow up on all aspects of the project and report back to the Board.

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

- Verizon contractors are installing the backup generator and electrical utility structures in the fenced area south of the parking lot.
- No further progress on the tower or paving.
- No ETA on continuation of construction process.

**NEW BUSINESS:**

**Consideration: Sealcoating Bids Stations 1 & 3: (Secretary)**

ED Small presented the (8) returned bids for the District sealcoating projects. The Board moved to accept the lowest acceptable bidder, North Coast Property Maintenance, $2200 Station 1, $3700 Station 3, total $5900.
Motion Commissioner Ball, Second Commissioner Crosier: 4 Aye 0 Nay

**Consideration: Station 2 Building Use: (Secretary)**

Discussion regarding two specific building use requests from members due to cancellations from the fireman's building construction schedule. Due to the cancellation hardships, the Board moved to approve these two requests and directed ED Small to follow up with the WVFD and advise that no further referrals to the District should be made for private member events.
Motion Commissioner Ball, Second Commissioner Crosier: 4 Aye 0 Nay

**Consideration: UDS Program for 2027: (Secretary)**

Consideration to authorize the UDS medical screening (scanning) program for active District firefighters for the spring of 2027. (For 2027 budget purposes) Ed Small to coordinate.
Motion Commissioner Ball, Second Commissioner Southwell: 4 Aye 0 Nay

**Consideration: 2026 Inspection Dinner: (Secretary)**

Discussion confirming the details of the 2026 District inspection dinner to be held on Monday, September 14th, 2026. ED Small to coordinate details of the event.

**Consideration:  Resolution 2026-48: Surplus Property AV Equipment:     (Secretary)**
Consideration Resolution 2026-48, surplus AV equipment from the Roseland Station.
Motion Commissioner Crosier, Second Commissioner Southwell:
Upon a Roll Call Vote:  4 Aye 0 Nay

**District Apparatus Repair Vendor:     (Southwell)**
Commissioner Southwell led a discussion regarding the District's apparatus repair vendor. More details to follow regarding possible changes involving the Irondequoit Fire District mechanic and Superior Equipment Repair.

**District Ice Cream Machine:     (Hoffman)**
Commissioner Hoffman led a discussion on the concept of a District (soft) ice cream machine at Station 1.  After a thorough discussion, due to machine constraints and limitations, it was determined that the concept is not feasible at this time.

**Meetings/Events:** September MCFDOA Meeting: TBD
August Commission Meeting:  Wednesday, August 19, 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 2026 Hrs.

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

# North East Joint Fire District

## Emergency Commission Meeting Minutes

August 3, 2026
Enderlin Station, 35 South Avenue, Webster, NY 14580
Commission Office

**Present:** Commissioners Ball, Crosier, Dake, Hoffman, Southwell, Assistant Chief Andrews

Chairman Southwell called the meeting to order at 1800 Hrs.

**Guest Speakers:**
None

**NEW BUSINESS:**

**Discussion on Logistical Concerns For Upcoming Construction Project: (Southwell)**
It is noted that this emergency meeting was called due to a strict deadline required to meet a public competitive bid date of August 10, 2026. A discussion was held between the Board and Assistant Chief Andrews relating to the relocation of fire apparatus from the Enderlin Station apparatus bays during the upcoming anticipated construction project.



With no further business to come before the Board, Chairman Southwell called the meeting closed at 1815 Hrs.

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