



NORTH EAST JOINT FIRE DISTRICT

COMMISSION MEETING AGENDA

May 20, 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: 04/15/26
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:

Verizon Communications Tower Station 2	Secretary
Plymovent Upgrade Project	Secretary

New Business:

Consideration: UR Medicine EAP Contract 2026-2027	Secretary
Consideration: Hose Testing Quotes	Secretary
Consideration: BR1026 Replacement Mini-Bid Results	Secretary
Consideration: Station 2 Parking Lot Repairs (Schutt Paving)	Secretary
Consideration: WVFD New Members	Secretary
Consideration: Reimbursement to Canoga VFD	Secretary
Consideration: Authorize New PTL Employees	Secretary
Consideration: Station 2 Ready Room AV Equipment	Secretary
Station 1 Apparatus Bay Floor	BOFC
Station 1 Landscaping Paver Sidewalk Repairs	Secretary

Executive Session: N/A

Meetings/Events: MCFDOA Meeting: Thursday, June 18, 2026, St. Paul Exempts
June Commission Meeting: Wednesday, June 17, 2026
Workshop 1800 Hrs.
Regular Board Meeting 1900 Hrs. 05/20/26



North East Joint Fire District

Commission Meeting Minutes

April 15, 2026

Enderlin Station, 35 South Avenue, Webster, NY 14580

Present: Commissioners Ball, Crosier, Dake, Deputy Treasurer Rosen, Executive Director/Secretary Small, District Chief Kozak, Assistant Chief Andrews, Citizen Wayne Conklin.
(Captain Dominik during workshop portion of the meeting)
(Commissioners Hoffman and Southwell monitored via phone)

Commissioner Ball called the meeting to order at 1900 Hrs. with the Pledge of Allegiance and moment of silence for those that have passed.

Guest Speakers:

None

Approval of Commission Meeting Minutes of March 11, 2026:

Motion Commissioner Dake, Second Commissioner Crosier: 3 Aye 0 Nay

Approval of Agenda as Presented:

Motion Commissioner Crosier, Second Commissioner Dake: 3 Aye 0 Nay

Reports:

Webster Fire Chief's Report:

(Chief Kozak)

- March 91 Calls – 309 Calls for 2026.
- Have begun the second recruit class of 2026
- Eleven members now in the probationary training process
- Firefighter Ryan Willard scheduled for Firefighter 1 Class
- Firefighters Montclair and Barry scheduled for BEFO class
- Discussion regarding the need for increased turnout gear budgets in the future due to anticipated increases in active membership

General Account Bills:

(Dep Treasurer Rosen)

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

Motion Commissioner Dake, Second Commissioner Crosier: 3 Aye 0 Nay

Purchase Orders:

(Dep Treasurer Rosen)

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

Motion Commissioner Dake, Second Commissioner Crosier: 3 Aye 0 Nay

Treasurer's Report/Bank Transfers and CD Rollover(s): (Dep 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 03/03/2026 – Transfer \$807,844 from GF Savings 1792 and add to balance of \$212,333.69 for a total of \$1,020,177.69 for 90 days. New Maturity Date 06/03/2026.
- CD Ending in 2205 Equipment Reserve Due 02/25/2026 – Transfer \$363,472.00 from GF Savings 1792 and add to balance of \$1,970,361.33 for a total of \$2,333,833.33 for 90 Days. New Maturity Date 05/25/2026.
- CD Ending in 8835 Building and Grounds Reserve Due 05/06/25. Transfer \$69,500.00 (Plymovent Project) to GF Checking 1733 the balance of \$373,273.04 rollover for 60 Days. New Maturity Date 07/06/2026.
- CD Ending in 9820 General Fund CD Due 04/16/2026 – Transfer \$120,000.00 to General Fund Checking and rollover the balance of approximately \$1,423,237.00 for 30 days. New Maturity Date 05/15/2026
- Rates Approximately - 3.60 % APR-30 Days

Motion Commissioner Crosier, Second Commissioner Dake: 3 Aye 0 Nay

Communications:

(ED/Secretary Small)

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

New York State DMV:

The District is in receipt of the vehicle title for the District's 2026 Chevrolet Silverado pickup command vehicle. ED Small has the title on file with the District.

PERMA-Universal Authorization For Workers' Compensation Treatment:

The District is in receipt of a request from PERMA to support the Governor's Executive Budget proposal including universal authorization for workers' compensation treatment. The BOFC endorsed sending the letters of support as requested by PERMA. ED Small followed up on behalf of the District by sending letters of support for the Governor's Executive Budget proposal including universal authorization for workers' compensation treatment to Senator Samra Brouk and Assemblyman Brian Manktelow.

NYS EMS Mental Health & Wellness Symposium:

The District is in receipt of the NYS EMS Mental Health & Wellness Symposium training information package. The information was shared with the BOFC and forwarded to Chief Kozak.

FASNY 2026 Convention Information:

The District is in receipt of the 2026 FASNY Convention information package. The information was shared with the BOFC and forwarded to Chief Kozak.

NYS AFC 2026 EXPO Information:

The District is in receipt of the 2026 NYSAFC Expo information package. The information was shared with the BOFC and forwarded to Chief Kozak.

Ford Safety Recall:

The District is in receipt of a NHTSA safety recall from the Ford Motor Company regarding the District's 2022 Ford F-150. (UT1037) The recall is regarding an issue with the trailer module that is corrected by an over-the-air update to the vehicle's software. At the direction of Commissioner Southwell, ED Small completed the software update process as instructed by Ford.

Otis Elevator Contract Amendment:

The District is in receipt of a contract amendment from Otis Elevator. After reviewing the amendment there are concerns regarding the elevator main cylinder warranty that is in place through Otis. ED Small has completed the online amendment rejection process and is awaiting the next steps through Otis.

Thank You Card From Donna Nemitz:

The District is in receipt of a thank you card from Donna Nemitz. The card was shared with the BOFC and management team.

Executive Director Report:

(ED/Secretary Small)

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

Audit Legal Notice:

ED Small advised that he has published a Legal Notice regarding the completion of the 2025 financials audit of the NEJFD in the Webster Herald, on the District’s website and with the Towns of Penfield, Webster and the Village of Webster.

Onboarding Seven New Members:

ED Small advised that he assisted the WFD with onboarding seven new members that started their recruit training on Thursday, 04/02/26.

Meeting With Webster Town Supervisor:

Commissioner Southwell reports that on 04/01/26 he met with the new Webster Town Supervisor, Alex Scialdone, to give him an introduction to the NEJFD and a tour of the Enderlin Station. Assistant Chief Andrews participated and provided an insight on District operations. The introductory meeting went very well and Supervisor Scialdone was grateful for the invitation.

Station Vehicle Pressure Washing Systems:

ED Small advised that he has scheduled a PM service for all the station vehicle pressure washer systems. During the PMs the pump oils will be changed and the soap/wax flows will be checked and adjusted as necessary.

Assistant Chief Office Painting:

ED Small advised that due to the age of the paint, the far east Assistant Chief ‘s office will need to be repainted after drywall repairs. The current paint is 17 years old, is worn and sun faded. The BOFC approved the painting project.

Group Firefighter Physicals:

ED Small advised that he has scheduled a group firefighter physical date for Saturday, May 16th, at Urgent Care Now-Webster. There are currently 19 firefighters due for their mandatory firefighter physical.

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

- E102: Investigating possible warranty claim on Cummins front main seal leak
- R106: New batteries installed
- 2022 Tahoe: New window control wiring harness installed

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

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

ED Small reported that most of the tower installation site work is completed. Installation of the District's new antenna equipment on the new tower, and the removal of the old tower should be taking place when the weather improves. ED Small has scheduled a meeting with the GC and paving contractor to discuss possibly making some repairs to existing issues in the parking lot. ED Small received approval from the Board to seek an estimate for these repairs which could greatly extend the overall life of the parking lot and delay the need for a full milling and repave. ED Small will follow up and report back to the Board.

Plymovent Upgrade Project:**(Secretary)**

ED Small reported that the project is well underway and is expected to be completed by Friday, April 17th. There are a few vehicles that still need the conical adapters installed. Fine tuning of the system will take place once all components are installed. A training memo is expected to be released once the system is completed and fully tested.

District IT Backup Vendor Project:**(Secretary)**

ED Small reported that Kables and IT Director Boutillier completed the onboarding on Saturday, April 11th. Kables LLC is now monitoring the District's network and can connect remotely to District computers if needed. IT Director Boutillier has implemented an enhanced work order notification system through RedAlert that will also notify Kables of IT issues when Director Boutillier is unavailable.

NEW BUSINESS:**Review of PTL Program & Future Staffing Needs****(Crosier)**

Commissioner Crosier led a discussion on the review of the PTL program and the projected need for additional laborers to fill out the schedule. Several strategies were discussed and will be followed up on by Commissioner Crosier, Chief Kozak and ED Small.

Station 3 Bunk Room Alerting Improvements

(Kozak)

Chief Kozak led a discussion on the request to switch the alerting in the Station 3 bunk rooms from blue strobe lights to a soft white light. The Board agreed with this request and tasked ED Small with implementing this change.

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

Consideration: Constellation Energy Siren Lease Extension

(Secretary)

Consideration to authorize the signing of the Constellation Energy siren lease agreement as presented.

Motion Commissioner Crosier, Second Commissioner Dake: 3 Aye 0 Nay

Consideration: WVFD Fundraising Activity Request

(Secretary)

Consideration to authorize the request (letter) from the Webster Volunteer Fire Department to conduct a fund drive fundraising event.

Motion Commissioner Dake, Second Commissioner Crosier: 3 Aye 0 Nay

Consideration: AFG/SAFER Grant Agreements w/Grantmasters

(Secretary)

Consideration to approve the agreement with Grantmasters to provide grant writing services for the upcoming AFG and SAFER grants, for a total of \$5700.00, pursuant to the professional services exception to the District's procurement policy.

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

Consideration: Resolution 2026-43: Surplus Property 2018 Tahoe

(Secretary)

Consideration to approved Resolution 2026-43 as presented and posted.

Motion Commissioner Ball, Second Commissioner Dake:

Upon a Roll Call Vote: 3 Aye 0 Nay

Consideration: Resolution 2026-44: Surplus Property: Firefighting Eq.

(Secretary)

Consideration to approved Resolution 2026-44 as presented and posted.

Motion Commissioner Crosier, Second Commissioner Ball:

Upon a Roll Call Vote: 3 Aye 0 Nay

Consideration: Resolution 2026-45: Personnel Policy

(Secretary)

Consideration to approved Resolution 2026-45 as presented and posted.

Motion Commissioner Crosier, Second Commissioner Dake:

Upon a Roll Call Vote: 3 Aye 0 Nay

Station 1 Landscaping Improvements

(Secretary)

ED Small led a discussion on landscaping improvements that are needed to the front of Station 1. ED Small was tasked by the Board to follow up on these suggestions and to obtain quotes to have the paver areas refurbished as necessary. ED Small will follow up and report back to the Board.

Meetings/Events: MCFDOA Meeting: Thursday, April 16, 2026, St. Paul Exempts
May Commission Meeting: Wednesday, May 20, 2026
Workshop 1800 Hrs.
Regular Board Meeting 1900 Hrs.

With no further business to come before the Board, Commissioner Ball called the meeting closed at 2034 Hrs.

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

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