NORTH EAST JOINT FIRE DISTRICT

COMMISSION MEETING AGENDA

November 18, 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 2027 Budget Hearing Minutes: 10/21/26
	Approval Commission Meeting Minutes: 10/21/26
	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

New Business:

Consideration: Employment of Dominic Kujawa as Part-Time Laborer	Crosier
Consideration: Audit RFP Review/Engagement 2026-2030	Secretary
Consideration: 2027 Worker's Compensation (VFBL) Insurance Quote	Secretary
Consideration: District Policy 135: Return to Duty Procedures/New	Secretary
Consideration: District Policy 157: Workplace Violence Prevention/Revision	Secretary
Consideration: PERMA Points Toward Gear Washer Procurement	Secretary
Consideration: Vacation Time Carryover	Secretary
Consideration: Project SOPCON	Secretary
Consideration: Apparatus Floor Project Change Order: 001r1	Secretary

Executive Session: N/A

Meetings/Events: MCFDOA Meeting: November 19, 2026: Rochester Yacht Club
2026 District Election, December 8, 2026: 1800-2100 Hrs.
December Commission Meeting: Tuesday, December 8, 2026
Workshop 1815 Hrs.
Regular Board Meeting 1900 Hrs.

11/17/26

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North East Joint Fire District

Public Hearing Minutes on the 2027 District Budget

October 21, 2026
Enderlin Station, 35 South Avenue, Webster, NY 14580

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

Secretary Small, at 1900 Hrs., conducted a roll call of the Commissioners.
Commissioners present: Ball, Crosier, Dake, Hoffman, Southwell.

Vice Chairman Hoffman called the public hearing to order at 1900 Hrs. with the Pledge of Allegiance and moment of silence.

Vice Chairman Hoffman read aloud the Notice of Public Hearing for the 2027 budget.

Treasurer Wright conducted a detailed presentation of the proposed 2027 budget.

Vice Chairman Hoffman solicited any comments from the public. There were no podium public comments.

With no podium public comments on the proposed 2027 budget, Vice Chairman Hoffman requested a motion and second to close the public hearing. Motion Commissioner Southwell, Second Commissioner Dake, to close the public hearing on the proposed 2027 budget.

Roll Call Vote:
Ayes: Commissioners Ball, Crosier, Dake, Hoffman, Southwell
Nays: None
Absent: None

Vice Chairman Hoffman declared the public hearing closed at 1908 Hrs.

By: Steven C. Small
Secretary for the Board of Fire Commissioners
North East Joint Fire District

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North East Joint Fire District

Commission Meeting Minutes

October 21, 2026
Enderlin Station, 35 South Avenue, Webster, NY 14580

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

Chairman Southwell called the meeting to order at 1910 Hrs. with the Pledge of Allegiance and moment of silence for those who have passed.

Guest Speakers:
None

Approval of Commission Meeting Minutes of September 16, 2026:
Motion Commissioner Hoffman, Second Commissioner Ball: 5 Aye 0 Nay

Approval of Agenda as Presented:
With the added item – Executive Session for personnel and legal matters.
Motion Commissioner Ball, Second Commissioner Hoffman: 5 Aye 0 Nay

Reports:

Webster Fire Chief's Report: (Chief Kozak)

- September 163 Calls – 1011 Calls for 2026.
- Chief Kozak praised the membership response during the recent major storm/tornado that struck portions of the District on September 2, 2026.
- Two members have recently completed Basic Exterior Firefighter Operations (BEFO)
- One member will complete Interior Firefighting Operations (IFO) in three weeks.
- Four new members have commenced their recruit training and are doing very well.

General Account Bills: (Treasurer Wright)
Treasurer Wright reviewed the reconciled abstract of claims and credit card/charge accounts for October 2026. Treasurer's report to be made part of the permanent file.
Motion Commissioner Crosier, Second Commissioner Ball: 5 Aye 0 Nay

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Purchase Orders: **(Treasurer Wright)**

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

Motion Commissioner Hoffman, Second Commissioner Dake: 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 $418,280.00 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 11/06/26 - Transfer $365,000.00 to general fund checking 1733 and rollover the balance of approximately $16,473.11 for 30 days. New maturity date 12/06/2026. (Enderlin Floor Project and Engineering Expense)

- CD ending in 9820 General Fund CD Due 10/09/2026 – Transfer $175,000.00 to general fund checking and rollover the balance of approximately $831,687.99 for 30days. New maturity date 11/09/2026.

- Rates Approximately - 3.58 % APR-30 Days

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

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

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

Ford Motor Company Recall Notice:

The District is in receipt of a recall notice from the Ford Motor Company regarding the District's 2022 Ford F150. The notice was regarding an issue with the rear camera software. The notice was forwarded to Commissioner Southwell for follow up.

CAFDA Fall Educational Seminar:

The District is in receipt of a flyer for the Fall Education Seminar being presented by the Capital Area Fire District Association. The information was forwarded to the BOFC for review.

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Town of Penfield Certificate of Compliance:
The District is in receipt of a Certificate of Compliance from the Town of Penfield for the Verizon Wireless Communications tower project at 1391 Salt Road. The certificate will be on file with the District and was forwarded to the BOFC for review.

Irondequoit Fire District:
The District is in receipt of a communication from the Irondequoit Fire District regarding their new apparatus maintenance and repair software from "First Due". More information regarding this new software platform will be forthcoming from IFD. The communication was forwarded to the BOFC for review.

National Fallen Firefighters Foundation:
The District is in receipt of a donation request from the National Fallen Firefighters Foundation. The request was forwarded to the BOFC for review.

Employee Assistance Program:
The District is in receipt of the UR Medicine EAP Q3 utilization report. The report was forwarded to the BOFC and Chief Kozak for review.

Sympathy Letter From Urgent Care Now:
The District is in receipt of a sympathy letter from the Urgent Care Now (Webster) staff expressing their sympathies for the passing of long-time Webster Volunteer Firefighter Larry Legasse. The letter was forwarded to the BOFC.

Utica National Insurance Safety Group Dividends:
The District is in receipt of two dividend checks from the Utica National Insurance Safety Group Program. The checks ($1464.31 & $647.09 = $2111.40) were forwarded to Treasurer Wright for deposit and credit to the appropriate budget line.

New York State Workers Compensation Board:
The District is in receipt of a communication from the WCB advising that New York State has reduced the "Loss Costs" for volunteer firefighters by 19.7%. This should have a positive impact on worker compensation rates moving forward.

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

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

Station 1 Landscaping:

ED Small advised that significant progress has been made on the Enderlin Station phase 1 landscaping project. The front dig out is complete, trees removed, irrigation system reworked and landscaping boulders and stone installed. ED Small will be following up on a couple of outstanding tasks that need to be completed before winter arrives.

SAM Grant GF1026 Replacement:

The District has taken delivery of the 2027 Ford F550 that will serve as the new BR1026. DASNY is finalizing the grant distribution process and the new vehicle is awaiting completion of the upfitting.

Monroe County Board of Elections – Roseland Station:

ED Small will be coordinating with the Monroe County Board of Elections regarding the general election to be held at the Roseland Station on Tuesday, November 3, 2026. (Including election equipment delivery, room setup, coordinating with election day personnel and equipment collection)

Fleet Vehicle Crash Insurance Collection:

ED Small is following up with the Geico Insurance Company in attempt to collect reimbursement for damages caused to the District's 2022 Chevrolet Tahoe. The crash occurred on September 25, 2026 and was the fault of the Geico insured operator. The District is attempting to collect full reimbursement for the costs associated with the vehicle repairs.

North Station Fire Protection Tamper Switch:

ED Small advised that a fire protection tamper switch failed after system testing on September 28, 2026. ED Small coordinated with West Fire Systems and Ryan Plumbing Fire Protection Division to have the tamper switch replaced. The system is now back in full service.

District Backflow Inspections:

ED Small advised that he has successfully completed the annual certification inspections on the District's fourteen backflow devices. ED Small will have to rebuild one of the RPZ devices at the North Station as time allows.

North Station Apparatus Bay Gas Unit Heaters:

ED Small advised that he has successfully completed the installation of two new Wi-Fi enabled thermostats for the apparatus bay gas fired unit heaters. The new thermostats have been successfully tested and monitored since their installation.

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PERMA Policy Review and On-Site Inspections:
ED Small advised that on October 15, 2026 he completed a policy review and on-site facilities safety inspection with the District's worker compensation provider, PERMA. Overall, the policy review and safety inspections went very well, however there will be some minor matters that will require a follow up. ED Small will be handling the follow up corrective action plan and will communicate the process with the BOFC and Chief's office where appropriate.

WCSD Fuel Invoicing Audit:
At the direction of Chairman Southwell, ED Small completed an extensive three month audit of the fuel purchases and associated invoicing by the WCSD. This audit was completed due to an invoicing/billing issue for the months of June, July, and August. The audit confirmed that the adjusted invoices ultimately provided by the WCSD were accurate.

Station 1 3-Door Beverage Cooler:
ED Small advised that the Station 1 three door beverage cooler is malfunctioning again, most likely due to a refrigerant leak. After Discussion the Board directed ED Small to follow up with JL Homan to obtain a quote to have the unit mechanical rebuilt. ED Small to follow up.

Apparatus Monthly Report: (Commissioner Southwell)

- Superior Equipment Repair has completed numerous small repairs.
- R106 – Gas hood struts on order.
- E102 – Foam control panel on order.
- BR1026 - Pump to be rebuilt over the winter.
- E102 – Correct seal has arrived and repairs to be completed soon.
- R108 – Discussion on tires.
- All apparatus is currently in service.
- 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 briefed the Boad on the project's status including:

- Complaint from neighbor regarding the dust and efforts to mitigate the issue.
- Update meeting was held on 10/21/26 to discuss/review:
    - Schedule
    - Allocated manpower
    - Equipment
    - Submittals

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- ED Small will be coordinating the contracting of testing services for:
    - Rebar inspection
    - Compaction testing
    - Concrete testing
- Photos of the project are being taken by Javen and uploaded to SWBR's portal which the District has access to.
- Concrete pour is tentatively scheduled for November 8th.
- Javen requested that apparatus bay doors #4 & #7 remain closed unless apparatus is leaving or returning to those bays. (Request passed along to Chief Kozak)

Verizon Wireless Communications Tower Station 2: (Secretary)
ED Small advised that the parking lot paving and striping has been completed. The Verizon tower project is virtually completed and will be removed from the agenda.

NEW BUSINESS:

Consideration: Adopt 2027 Fire District Budget (Chairman)
Consideration to adopt the 2027 annual fire district budget in the amount of $3,027,038.00.
Note: Mandated NYS Comptroller's website submission sent by Deputy Treasurer Rosen, and accepted, at 1913 Hrs., after the 2027 annual budget public hearing.
(Note: Did not exceed the NYS Tax Cap)
Motion Commissioner Crosier, Second Commissioner Dake:
Upon a Roll Call Vote: Motion was carried and approved:
AYES: Commissioners Ball, Crosier, Dake, Hoffman, Southwell. NAYS: None. ABSENT: None

Consideration: FEMA SAFER Grant Acceptance (Secretary)
ED Small reviewed the FEMA grant award package, stipulations, and requirements.
Consideration to accept the FEMA SAFER grant in the amount of $80,000 over a four year period.
Motion Commissioner Crosier, Second Commissioner Hoffman: 5 Aye 0 Nay

Consideration: Roseland Building Use Requests 02/06/27 & 03/21/27 (Secretary)
Member event: Saturday, February 6, 2027
SPAAMFA event: Sunday, March 21, 2027
Motion Commissioner Ball, Second Commissioner Dake: 5 Aye 0 Nay

Consideration: Laborer Uniform Boot Allowance (Secretary)
After discussion, matter was tabled until further notice.

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Consideration: 2026-2029 Snowplowing Bids (Secretary)
ED Small advised that he solicited bids for District snowplowing from ten local commercial snowplowing contractors through the letting of an RFP, and two bids were submitted. Consideration to approve the lowest acceptable bidder (At the two inch standard) which was BedRoc General Development LLC.
Motion Commissioner Ball, Second Commissioner Crosier: 5 Aye 0 Nay

Consideration: Facility Backup Generator Service Agreements (Secretary)
ED Small reviewed the sole source Caterpillar service agreements and the pricing ED Small was able to negotiate. Consideration to approve the 36-month service agreements with Milton Cat to service all of the District's facility backup generators.
Motion Commissioner Dake, Second Commissioner Hoffman: 5 Aye 0 Nay

Consideration: New Member WVFD (Vincent Daloia) (Secretary)
Consideration to approve Vincent Daloia as a new member of the Webster Volunteer Fire Department contingent on Daloia successfully completing the WVFD membership process.
Motion Commissioner Ball, Second Commissioner Southwell: 5 Aye 0 Nay

Resolution 2026-50: Annual Election Preparation (Secretary)
Motion Commissioner Hoffman, Second Commissioner Ball:
Upon a Roll Call Vote: 5 Aye 0 Nay 0 Abstain

Resolution 2026-51: Annual Election Fix Date of Election Rolls (Secretary)
Motion Commissioner Southwell, Second Commissioner Crosier:
Upon a Roll Call Vote: 5 Aye 0 Nay 0 Abstain

Resolution 2026-52: Notice of 2026 Annual Election (Secretary)
Motion Commissioner Hoffman, Second Commissioner Dake:
Upon a Roll Call Vote: 5 Aye 0 Nay 0 Abstain

Executive Session: Personnel and Legal Matters (BOFC)
Enter Executive Session at 2023 Hrs.
Motion Commissioner Hoffman, Second Commissioner Ball: 5 Aye 0 Nay

Exit Executive Session at 2151Hrs.
Motion Commissioner Hoffman, Second Commissioner Dake: 5 Aye 0 Nay

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Meetings/Events: MCFDOA Meeting: Thursday, November 19, 2026 Rochester Yacht Club
November Commission Meeting: November 18, 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 2152 Hrs.

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

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