



# NORTH EAST JOINT FIRE DISTRICT

## COMMISSION MEETING AGENDA

**August 21, 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: 07/17/24  
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
Station 2 Communications Tower (Verizon) Update	Secretary

### New Business:

2025 Budget Considerations	Treasurer
Consideration: New Members Proposed by WVFD	Secretary
Consideration: Authorize Seasonal Flu Shots For Active Members	Secretary
Extrication Pad Project Change Order	Secretary
2024 Inspection Dinner (Monday, September 9, 2024)	Secretary

**Executive Session:** Personnel Matter BOFC

**Meetings/Events:** September Commission Meeting: Wednesday, September 18, 2024  
Workshop 1800 Hrs. w/BPD - 2025 Budget Presentation  
Regular Board Meeting 1900 Hrs.  
MCFDOA Meeting: September 21, 2024: Red Fedele's Brook House

08/20/24



# North East Joint Fire District

## Commission Meeting Minutes

July 17, 2024

Enderlin Station, 35 South Avenue, Webster, NY 14580

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

Vice Chairman Southwell, at 1900Hrs., called the meeting to order with the Pledge of Allegiance.

### Guest Speakers:

None

### Approval of Commission Meeting Minutes of June 19, 2024:

Motion Commissioner Hoffman, Second Commissioner Ball:

4 Aye, 0 Nay

### Approval of Agenda as Presented:

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

### Reports:

#### Webster Fire Chief's Report:

(Chief Smith)

- There were 103 calls in June. Total for the year through June, 536 calls. Call report made part of the permanent file.

#### General Account Bills:

(Treasurer Wright)

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

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

**Treasurer’s Report:**

**(Treasurer Wright)**

Treasurer Wright 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):**

**(Treasurer Wright)**

- CD ending in 9897 Debt Service Reserve due 6/09/2024 - Transfer \$580,021.88 to GF Checking 1733 for wire transfer on or before June 15, 2024. Final payment on Station 3 for \$515,000.00, interest of \$9,012.50 and interest on the Refunding Bonds of \$56,009.38. CD matures on 6/9/2024. Rollover balance of \$499,315.12 for 90 days.
- CD ending in 2205 Equipment Reserve due 7/04/2024 - \$1,994,109 currently in 60-day CD. Upon renewal, transfer \$336,172.00 (E-105 first Payment) to General Fund Checking and rollover the remainder for 30 days.
- CD ending in 8835 Building and Grounds Reserve due 7/12/2024, roll over balance approximately \$298,417.33 to a 60-day CD. New maturity date 9/10/2024.
- CD ending in 9820 General Fund CD due 7/17/2024 - Rollover remainder \$829,875.00 for 30 days.

Rates Approximately - 5.19% APR-30-90 days

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

**Communications:**

**(ED/Secretary Small)**

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

**Canandaigua National Bank Donation:**

The District is in receipt of a \$500 donation from the Canandaigua National Bank. The donation check was forwarded to Treasurer Wright for deposit and credited to the appropriate budget line.

**Reimbursement Li-Cycle:**

The District is in receipt of a reimbursement check from Li-Cycle as reimbursement for turnout gear cleaning after the two-alarm fire at Li-Cycle on 12/23/23. The reimbursement check for \$2181.00 was forwarded to Treasurer Wright for deposit and credited to the appropriate budget line.

**Thank You-Attorney Peter Weishaar:**

The District is in receipt of a thank you card from Attorney Peter Weishaar for the floral arrangement provided at his mother’s funeral service.

**Executive Director Report:**

**(ED/Secretary Small)**

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

**Station 3 Backflow Device:**

ED Small has rebuilt the Station 3 #5 backflow device located in the boiler room. The device is working properly, however will occasionally drip slightly from the relief valve. ED Small will attempt to mitigate this issue by slightly increasing the station's water pressure when he completes the annual backflow device testing in August.

**WSHP Issues:**

ED Small advised the Board of numerous water source heat pump (WSHP) issues that were experienced during the recent heat wave. Several of the WSHPs experienced condensate drain issues. Other units experienced a blown control board and a cracked drain pan. Leo J. Roth has addressed all the issues and at this point, all WSHPs are functioning properly.

**Blauer EMS Jackets:**

Discussion was held regarding District issued Blauer EMS jackets. The Blauer jackets do not seem to be as popular with the members as they have been in the past. Additionally, WVFD has purchased jackets for all interested members and the costs of the Blauer EMS jackets have significantly risen. The Chiefs office will query the Line and active members regarding the interest to continue with the Blauer coats and/or research possible alternatives.

**Apparatus Monthly Report:**

**(Southwell)**

- GR1026: Pump Exhaust Primer Failure.
- E104: Leaking Valve, Tightness in Steering (Box).
- E103: Multitude of Issues Being Addressed.
- E108: Faulty DEF Manifold.

Apparatus report to be attached and made part of the permanent file.

**Facilities Monthly Report:**

**(Vorndran)**

Reminder about reinforcing with the members the importance of closing and locking the exterior windows and doors.

**UNFINISHED BUSINESS:**

**Station 2 Extrication Pad Project:**

**(Secretary)**

ED Small advised that excavation has commenced at the site. The recent heavy rains and wet soil conditions required the additional installation of stabilization fabric under the stone base to assist with compaction. Additional concerns regarding elevations and drainage are being addressed between the contractor and engineer.

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

ED Small advised that he has successfully negotiated with Verizon several pieces of lease agreement language in the draft agreement. The draft lease agreement is currently with the District's legal counsel for final review and subsequent approval. Consideration to authorize the execution of the lease agreement with Verizon after the District's legal counsel has approved, and the Board of Fire Commissions has conducted a final review and approval. Motion Commissioner Hoffman, Second Commissioner Vorndran: 4 Aye 0 Nay

**NEW BUSINESS:**

**Consideration: Purchase Offer 2010 Sutphen Pumper: (Secretary)**

Consideration to approve the purchase offer from the Canoga Volunteer Fire Department to purchase the District's 2010 Sutphen pumper (E105), for the "as-is" price of \$135,000. This purchase offer and sale is contingent on the District placing the District's new E105 in service. This purchase offer is pursuant to North East Joint Fire District Resolution 2023-52 and subsequent successful mandatory public referendum held on December 12, 2023. Additional consideration to accept the Canoga Volunteer Fire Department deposit check (#671) in the amount of \$5,000.

Motion Commissioner Hoffman, Second Commissioner Ball:  
Upon a Roll Call Vote: 4 Aye 0 Nay (Commissioner Swingly absent)

**Consideration: OSHA 1910.156 Public Comment: (Secretary)**

ED Small reviewed the public comment letter the Board approved to be sent regarding the proposed OSHA 1910.156 standard. A copy of the public comment letter shall be made part of the permanent file.

**Meetings/Events:** August Commission Meeting: Wednesday, August 21, 2024  
Workshop 1800 Hrs.  
Regular Board Meeting 1900 Hrs.  
MCFDOA Meeting: September 19, 2024: Location TBD

With no further business to come before the Board, Vice Chairman Southwell called the meeting closed at 1921 Hrs.

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



# Webster Volunteer Fire Department

August 8, 2024

Steve Small  
Executive Director/Secretary NEJFD  
35 South Avenue  
Webster, New York 14580

Dear Exec. Director Small,

The Webster Vol. Fire Department would like to present the following individuals as new recruits to the Department:

- Natalie Peek
- Calib Riga

Please forward these names to the NEJFD Commissioners for their approval.

Best regards,

Stan Krupa  
Secretary,  
Webster Vol. Fire Dept.