



NORTH EAST JOINT FIRE DISTRICT

COMMISSION MEETING AGENDA

June 17, 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: 05/20/26
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	Secretary
Verizon Communications Tower Station 2	Secretary

New Business:

Consideration: Procurement 2027 Ford F550 (Brush 1026)	Secretary
Consideration: SWBR Engineering Proposal Professional Services	Secretary
Consideration: WVFD Fundraising Event-2026 Carnival & Parade	Secretary
Consideration: Sale of 2018 Chevrolet Tahoe Pursuant to Public Auction	Secretary
Consideration: Vertical Bridge Tower Lease Buyout Proposal	Secretary

Executive Session: N/A

Meetings/Events: MCFDOA Meeting: Thursday, June 18, 2026, St. Paul Exempts
July Commission Meeting: Wednesday, July 22, 2026
Workshop 1800 Hrs.
Regular Board Meeting 1900 Hrs.

06/16/26



North East Joint Fire District

Commission Meeting Minutes

May 20, 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, Captain Dominik, Citizen Wayne Conklin.

Chairman Southwell called the meeting to order at 1902 Hrs. with the Pledge of Allegiance and moment of silence for those who have passed.

Guest Speakers:

None

Approval of Commission Meeting Minutes of April 15, 2026:

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

Approval of Agenda as Presented:

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

Reports:

Webster Fire Chief's Report:

(Chief Kozak)

- April 76 Calls – 385 Calls for 2026.
- Second recruit class of 2026 has completed their training.
- Orientation for the next recruit class will begin shortly.
- Discussion on the reasons for a one year significant increase in the hose replacement budget for 2027.

General Account Bills:

(Treasurer Wright)

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

Motion Commissioner Ball, Second Commissioner Dake: 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 06/03/2026 – Transfer \$82,844.00 to GF Checking 1733 and roll over balance of \$937,955.41 for 90 days. New maturity date 09/03/2026.
- CD ending in 2205 Equipment Reserve due 05/25/2026 – Roll over balance of \$2,352,363.48 for 90 Days. New maturity date 08/25/2026.
- 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 05/16/2026 – Transfer \$125,000.00 to General Fund Checking and rollover the balance of approximately \$1,298,237.00 for 30 days. New maturity date 06/15/2026.
- Rates Approximately - 3.60 % APR-30 Days

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

Communications:

(ED/Secretary Small)

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

UR Medicine EAP Utilization Report:

The District is in receipt of the UR Medicine EAP Q1 utilization report. The report was forwarded to the BOFC and District Chief for review.

Response Letter From Assemblyman Brian Manktelow:

The District is in receipt of a response letter from Assemblyman Brian Manktelow regarding the request from PERMA to support the Governor’s Executive Budget proposal including universal authorization for workers’ compensation treatment. The response letter was forwarded to the BOFC for review.

Penfield Fire District Thank You Letter and Contribution Check:

The District is in receipt of a thank you letter and \$250 contribution check from the Penfield Fire District for the use of the NEJFD man lift. The letter was forwarded to the BOFC for review and the contribution check was forwarded to Treasurer Wright to be deposited and applied to the appropriate budget line.

Executive Director Report:

(ED/Secretary Small)

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

Station 1 Bay #5 Plymovent Failure:

ED Small advised that the Station 1, Bay #5 Plymovent exhaust hose failed. ACS was contacted and they responded to replace the primary hose. The system is back in full service.

Station 2 Training Building Card Reader:

ED Small advised that the HID card reader on the training building failed. LINSTAR was contacted and responded to replace and program the new access reader. The system is back in full service.

Station 3 Apparatus Bay Overhead Door Repairs:

ED Small advised that the Station 3, Bay #2 overhead door required repairs. Alliance Door was contacted and responded to find the center spring coupler detached causing the door to mistrack. Repairs have been made and the door is back in full service.

Federal Grants Have Opened:

ED Small advised that he has been contacted by Grantmasters who advised that the Federal AFG/SAFER grants have opened as of May 19, 2026. ED Small will be working with Grantmasters to prepare applications for the AFG and SAFER grants. The first review meeting is scheduled for Monday, May 25th at 0900 Hrs. The deadline for submission is June 22, 2026.

Group Firefighter Physicals:

ED Small advised that the first round of group firefighter physicals with the District's new provider, Urgent Care Now-Webster, was held on Saturday, May 16th. The overall feedback from both the provider and firefighters was very positive. There are a few small items to be worked on, but overall, the first group physical date went very smoothly.

Waste Management Contracts:

ED Small advised that after receiving price increases from Waste Management for service at all three stations, ED Small was able to negotiate a 1-year agreement with Waste Management to maintain existing services at all stations with no price increase.

Increased Training and Data Entry:

ED Small advised the Board that for many positive reasons, there has been a very significant increase in the number of drill/training documents being submitted. This has caused a significant additional administrative burden for data entry into the RedAlert training system.

Station 3 Bunk Room Alerting:

Pursuant to a request from the Chief’s office, ED Small advised the Board of his plan to upgrade the bunk room alert lighting at Station 3. ED Small will be installing 4” recessed LED lights in the ceiling that are 300 lumens and 3500K soft lighting. These will replace the existing strobe lights.

Apparatus Monthly Report:

(Commissioner Southwell)

- Numerous small repairs in progress
- Through intermunicipal cooperation, the West Webster Fire District has agreed to allow the NEJFD to utilize their pump pit for NEJFD draft training and pump testing.

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

UNFINISHED BUSINESS:

Verizon Wireless Communications Tower:

(Secretary)

- District antennas have been installed.
- IT Director Boutillier coordinating new District antenna connections.
- Old tower should be removed by Friday, May 22, 2026.
- Paving should be completed by June 22, 2026.
- No timeline when Verizon will be onsite to install additional equipment.

Plymovent Upgrade Project:

(Secretary)

- Work by Air Cleaning Systems has been completed.
- Waiting for some vehicles to have conical adapters installed.
- Addressing power activation issues with some vehicles.

NEW BUSINESS:

Consideration: UR Medicine EAP Contract 2026-2027:

(Secretary)

Consideration to authorize the signing of the UR Medicine EAP contract for 2026-2027 as presented, at an annual cost of \$1812.00.

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

Consideration: Hose Testing Quotes: (Secretary)

ED Small reviewed the hose testing quotes for 2026 and beyond. After a thorough discussion, the Board moved to award a one year hose testing agreement to First Due Services, pursuant to the District's procurement policy, best value exception, in the amount of .32 a linear foot.

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

Consideration: BR1026 Replacement Mini-Bids-2027 Ford F550: (Secretary)

ED Small reviewed the NYS mini-bid results for the replacement of the District's 2002 Ford F550 brush-wildland fire truck. The lowest bid was received from Van Bortel Ford in the amount of \$75,155.04. The Board moved to accept this (lowest) bid and authorize Resolution 2026-46, Permissive Referendum from the Equipment Reserve Fund in the amount not to exceed \$114,000.00, to procure a 2027 Ford F550 chassis per the mini-bid and for apparatus build-out and upfitting.

Motion Commissioner Dake, Second Commissioner Crosier:

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

Consideration: Station 2 Parking Lot Repairs: (Secretary)

Pursuant to the District's procurement policy, consideration to approve the prevailing wage parking lot repair quote from Schutt Paving Inc. in the amount of \$3720.00.

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

Consideration: WVFD New Members: (Secretary)

Consideration to approve four new members as presented by the Webster Volunteer Fire Department.

- James Cologgi
- Keith Dubois
- Justin Poulter
- Brad Ralston

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

Consideration: Reimbursement to Canoga VFD: (Secretary)

Consideration to approved a reimbursement to the Canoga Volunteer Fire Department in the amount of \$10,000.00, pursuant to the apparatus sale agreement relating to a 2010 Sutphen fire apparatus dated 01/11/2025. Commissioner Southwell provided a detailed explanation on why the reimbursement is required and a detailed letter outlining the specifics to be included in the permanent file.

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

Consideration: Authorize New PTL Employees: (Secretary)

Commissioner Crosier reviewed the candidates and the candidate interview process. Consideration to hire five candidates for the position of Part Time Laborer Light. ED Small to coordinate the onboarding process.

- James Cologgi
- Jason Crisafulli
- Sean Darcy
- Sarah Mossey
- Nate Stelianou

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

Consideration: Station 2 Ready Room AV Equipment: (Secretary)

Consideration to authorize the procurement of new AV equipment for the Roseland Station to replace outdated equipment from 2008. ED Small to follow up with specifying equipment and obtaining quotes.

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

Station 1 Apparatus Bay Floor: (Secretary)

ED Small led a discussion regarding the Station 1 apparatus bay floor issues. (Swelling floor trench drain frames putting extreme pressure on the quarry tile causing the tile to fail) After discussion the Board moved to assign ED Small the responsibility to contact a qualified engineering firm to assist the District in thoroughly evaluating the situation, determine the cause of the failures and to move the District toward meeting the immediate goal of regaining use of apparatus bay #1, and the longer term goal of repairing the floor drains and overall flooring in the apparatus bays. ED Small to follow up and to coordinate with the Board.

Station 1 Landscaping (Paver) Repairs: (Secretary)

Pursuant to the District's procurement policy: Consideration to approve the quote from Thomas Landscaping and Design Inc. to make numerous safety and aesthetic repairs to the paver sidewalk areas at Station 1. The total amount quoted to complete repairs in all three paver sections was \$ 2497.00.

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

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With no further business to come before the Board, Chairman Southwell called the meeting closed at 2013 Hrs.

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

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