



NORTH EAST JOINT FIRE DISTRICT

COMMISSION MEETING AGENDA

September 16, 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: 08/19/26
Approval Special Commission Meeting Minutes: 09/02/26
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
Verizon Communications Tower Station 2	Secretary

New Business:

Consideration: Approval 2027 Proposed Budget	Treasurer
Consideration: Award Contract Station 1 Apparatus Bay Floor Project	Secretary

Executive Session: Personnel Matter BOFC

Meetings/Events:

MCFDOA Meeting: Thursday, September 17, 2026: St. Paul Exempts
October Commission Meeting: October 21, 2026
Workshop 1800 Hrs.
Public Hearing on the 2027 Proposed Budget 1900 Hrs.
Regular Board Meeting After Budget Public Hearing

09/16/26



North East Joint Fire District

Commission Meeting Minutes

August 19, 2026

Enderlin Station, 35 South Avenue, Webster, NY 14580

Present: Commissioners Ball, Crosier, Dake, Southwell, 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:

None

Approval of Commission Meeting Minutes of July 22, 2026:

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

Approval of Emergency Commission Meeting Minutes of August 3, 2026:

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

Approval of Agenda as Presented:

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

Reports:

Webster Fire Chief's Report:

(Chief Kozak)

- July 144 Calls – 750 Calls for 2026.
- Firefighter One class is in progress.
- The department has received 30 applications since the beginning of the year, resulting in 20 interviews. (Some applicants lived outside of the District) Chief Kozak praised the Recruitment/Retention Committee for their efforts.

General Account Bills:

(Deputy Treasurer Rosen)

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

Motion Commissioner Crosier, Second Commissioner Dake: 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 Southwell: 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 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 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 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 08/16/2026 – Transfer \$460,000.00 to General Fund Checking and rollover the balance of approximately \$674,404.50 for 10 days. New maturity date 08/24/2026 (Note- \$418,280.00 for 1st payment on E-104 to be added back in to account on or about 8/24/2026)
- CD ending in 9820 General Fund CD due 08/24/2026 - Rollover entire amount of approximately \$1,092,684.50 for 20 days. New maturity date 9/14/2026.
- Rates Approximately - 3.58 % APR-30 Days

Motion Commissioner Dake, Second Commissioner Crosier: 4 Aye 0 Nay

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

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

Ford Motor Company Safety Recall Notice:

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

Liberty Wireless Infrastructure:

The District is in receipt of a correspondence from Liberty Wireless Infrastructure regarding interest in purchasing the District's cell phone tower lease at 1391 Salt Road. The correspondence was forwarded to the Board for review.

OFPC Fallen Firefighters Memorial Letter:

The District is in receipt of a correspondence from the OFPC regarding the 29th New York State Fallen Firefighters Memorial Ceremony to be held on Tuesday, October 6th, 2026. The correspondence was forwarded to the BOFC, Chief's office and Association for review.

MCDOT – Preconstruction Meeting – Schlegel Road Culvert Replacement:

The District is in receipt of a correspondence/invitation to a Schlegel Road culvert replacement preconstruction meeting on Thursday, August 20th. ED Small will be attending this meeting and will report the information obtained regarding this project and the scheduled closure of Schlegel Road during the project.

Ginna Siren Rent Check:

The District is in receipt of the annual Exelon siren rent check for \$200.00. The check was forwarded to Treasurer Wright for deposit and credit to the appropriate budget line.

Monroe Community College 25th 9-11- Anniversary Event:

The District is in receipt of an invitation to the Monroe Community College 25th 9-11 Anniversary event to be held on Friday, September 11th, 2026. The invitation was forwarded to the BOFC, Chief's office and Association for review.

Village of Webster 9-11 Ceremony:

The District is in receipt of an invitation to the Village of Webster 9-11 Memorial Ceremony to be held on Friday, September 11th, 2026. The invitation was forwarded to the BOFC, Chief's office and Association for review.

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

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

PERMA On-Site Inspection Notice:

At PERMA's request, ED Small will be meeting with PERMA staff and Gary Wilkins for an on-site inspection/assessment of all District facilities on October 15, 2026. PERMA will also be reviewing District policies and procedures including Workplace Violence Prevention, Sexual Harassment Prevention, Public Health Emergency Plan, Bloodborne Pathogens, Hazard Communication, Personal Protective Equipment, Respiratory Protection, Lock Out Tag Out and

Confined Space.

SAM Grant GF1026 Replacement:

ED Small advised that he is currently working with DASNY to finalize the document review/approval process for the SAM grant to assist with replacing GF1026. This process is thorough, lengthy and can take several months. As of 07/28/26 the new vehicle order (DORA) has been placed with the Ford Motor Company. A build confirmation number has not yet been provided.

Station 1 Ice Machine:

The District ice machine is out of service and is awaiting replacement parts. (Thermostatic expansion valve and hot gas valve) When the parts arrive they will be installed and the unit placed back in service.

Station 1 Generator Repairs:

ED Small advised that on 08/18/26 Milton Cat commenced the cooling system repair service on the Station 1 generator. The manufacturer sent the incorrect gasket kit and Milton Cat will have to return to complete the job when the correct parts arrive. The generator is still in service.

Station 1 WSHP #15:

ED Small advised that a condensate leak was found in the Station 1 WSHP #15 (Commission office) that caused damage to the ceiling tiles. Due to ongoing issues with this gravity condensate drain, Leo J. Roth installed a condensate pump on the unit. The WSHP is back in full service.

Station 1 & 3 Sealcoating:

Parking lot sealcoating at Stations 1 & 3, weather permitting, is scheduled for 08/31/26 – 09/01/26. ED Small will appropriately communicate the required parking lot closures and apparatus relocations during this project.

Station 1 Kitchen Exhaust Fan:

The Station 1 roof mounted kitchen exhaust fan failed and required a new motor. The new motor has been installed and the unit is back in full service.

Station 1 DECON Room Exhaust Fan:

The Station 1 DECON room exhaust fan controls have failed. Replacement parts are on order and when they arrive the unit will be repaired and placed back in service.

Station 1 & 2 Wash Bay Drains:

The wash bay floor drain lines at Stations 1 and 2 were snaked out by Chamberlain's Septic and Sewer on 08/12/26. The Village of Webster will be assisting with cleaning out the sediment baskets and separator with their vac truck.

Station 1 Plymovent Repairs:

The upper exhaust hose on the Station 1 Plymovent, bay #5, failed and had to be replaced. The Plymovent system is back in full service.

Station 3 Apparatus Bay Unit Heaters:

ED Small advised of ongoing issues with the two unit heaters in the Station 3 apparatus bays. ED Small will be investigating further and new wireless thermostats may be required. ED Small will have both units back in full service by the upcoming heating season.

Station 3 Tree Trimming:

ED Small advised that there are several trees in the front of Station 3 that need significant trimming. ED Small will obtain quotes and report back to the Board.

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

- E102 – Issue with foam system.
- E102 – Wrong seal sent by manufacturer.
- E104 – Federal Q siren being repaired.
- E103 – Parts on order for air leak.
- 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)**

The preconstruction meeting was held on 08/17/26. RFIs are due back to SWBR by 08/21/26 and the bid opening is at noon on 09/02/26. ED Small will update the Board on any significant developments throughout the bid process.

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

ED Small was advised by Schumaker Construction that the paving contractor is well behind schedule due to challenging weather conditions. It is hoped that the paving will be completed by mid-September. The tower antennas are ground assembled and are waiting on crane installation. The equipment compound is almost completed and some of the landscape plantings are in.

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

Final details of the 2026 District inspection dinner were discussed and duties assigned. ED Small will be posting the sign-up sheet on the website on 08/20/26.

NEW BUSINESS:**Consideration: Seasonal Flu Shots for Active Firefighters****(Secretary)**

Consideration to authorize the reimbursement to any active firefighter of any charges not covered by their insurance for the active member to receive the seasonal flu shot.

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

Consideration: Audit RFP: 2026 - 2030**(Secretary)**

Authorization for ED Small to prepare the external audit RFP for years 2026 – 2030.

Motion Commissioner Dake, Second Commissioner Crosier: 4 Aye 0 Nay

Consideration: Apparatus Service & Repair Quotes**(Secretary)**

The Board reviewed quotes for apparatus service and repairs from three entities, the Irondequoit Fire District, Firematic and Superior Equipment Repair. After a review of all the quotes, pursuant to the District's procurement policy and the best value standard, the Board moved to engage all three entities to ensure that the apparatus fleet can be properly serviced in a timely manner and at the most favorable cost.

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

Consideration: New Active Members WVFD**(Secretary)**

Consideration to approve new members of the Webster Volunteer Fire Department, contingent upon all candidates successfully completing the application and acceptance process.

- Michael Collee
- Alysia Lyons
- Hayley Schenk
- Brandon Burley
- Isaac Crandall
- Evan Sundquist

Motion Commissioner Crosier, Second Commissioner Dake: 4 Aye 0 Nay

Special Commission Meeting: September 2, 2026, Time TBD**(Secretary)**

Consideration to authorize a special meeting of the Board of Fire Commissioners on September 2, 2026, at 1300 Hrs., to review bids for the Station 1 apparatus bay floor/drain project and to discuss the 2027 fire district budget.

Motion Commissioner Crosier, Second Commissioner Southwell: 4 Aye 0 Nay

Kables LLC Six Month Review**(Secretary)**

ED Small solicited feedback from It Director Boutillier and Kables LLC management regarding the first six months of the current IT service relationship. A discussion was held regarding the services provided to date and positive results the District has experienced.

Station 2 Oil Separator**(Secretary)**

ED Small advised the Board of the faulty oil separator in the apparatus bay floor at Station 2. ED Small has provided the Board with descriptive photos of the issues. Currently the separator has been pumped out, covers placed back on it and the separator will remain in a monitor status pending further action.

Station 1 Landscaping**(Secretary)**

ED Small reviewed with the Board the planned landscaping improvements to the front of the Enderlin Station. Consideration to authorize up to \$3500 to complete phase one of these improvements.

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

Consideration: Station 1 Popcorn Machine**(Hoffman)**

Consideration to procure a popcorn machine for Station 1. Commissioner Hoffman (sponsor) was unable to attend the meeting so the issue was tabled for further review and discussion.

Executive Session: Personnel Matter**(BOFC)**

Enter Executive Session at 1950 Hrs.

Motion Commissioner Dake, Second Commissioner Crosier: 4 Aye 0 Nay

Exit Executive Session at 2034 Hrs.

Motion Commissioner Crosier, Second Commissioner Dake: 4 Aye 0 Nay

Meetings/Events:

MCFDOA Meeting: Thursday, September 17, 2026: St. Paul Exempts

September Special Commission Meeting: Wednesday, September 2, 2026: 1300 Hrs.

September Commission Meeting: Wednesday, September 16, 2026

Budget Workshop 1730 Hrs., Regular Board Meeting 1900 Hrs.

With no further business to come before the Board, Chairman Southwell called the meeting closed at 2036 Hrs.

Steven C. Small

Secretary /Executive Director

North East Joint Fire District



North East Joint Fire District

SPECIAL Commission Meeting Minutes

September 2, 2026

Enderlin Station, 35 South Avenue, Webster, NY 14580

Present: Commissioners Ball, Crosier, Hoffman, Southwell, Treasurer Wright, Executive Director/Secretary Small, Assistant Chief Andrews

Chairman Southwell called the meeting to order at 1300 Hrs. with the Pledge of Allegiance and moment of silence for those who have passed.

Guest Speakers:

None

Approval of Agenda as Presented:

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

NEW BUSINESS:

Review Project Bids: Apparatus Floor/Drain Project:

(Secretary)

The Board and Management Team reviewed the bids for the apparatus bay floor/drain project that were publicly opened at the Enderlin Station on 09/02/26 at 1200 Hrs. Bids were received from Javen Construction, Whitney East Inc., and John Casey Construction. Bid specifics contained in the project file and with SWBR.

Consideration: Resolution 2026-49: Permissive Referendum:

(Secretary)

Consideration to approve Resolution 2026-49: Permissive Referendum Capital Reserve Apparatus Floor/Drain Construction Project.

Motion Commissioner Crosier, Second Commissioner Hoffman:

Upon a Roll Call Vote 4 Aye 0 Nay 1 Absent (Dake)

Review of Preliminary-Proposed 2027 Fire District Budget

(Treasurer)

Treasurer Wright reviewed with the Board the preliminary 2027 fire district budget. A discussion took place regarding the specifics of the proposed budget.

Consideration: Release of Audit RFP 2026-2030

(Secretary)

Consideration to release the RFP for the external fire district audit for years 2026-2030, as presented by Secretary Small.

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

With no further business to come before the Board, Chairman Southwell called the meeting closed at 1325 Hrs.

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

DRAFT