

**ENDWELL FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS MEETING
June 22, 2022**

Members:

Carlton "Andy" Anderson, Chairman
Michael Hamzik
Donald "Don" Battaglini
Jason Stupski

Others present:

Erika Pereira, Administrative Assistant
Alison Senft, District Treasurer
Michael Battaglini, Fire Chief
Rob Brady
Davey Cortes

Meeting was called to order at 4:30 pm by Commissioner Anderson.

Motion by Commissioner Battaglini, second by Commissioner Hamzik to approve the minutes of the May 25, 2022 meeting and the special meeting held on June 09, 2022. All aye; motion carried.

TREASURER'S REPORT: Motion by Commissioner Hamzik, second by Commissioner Battaglini to approve the treasurer's report and the capital reserve summary. All aye; motion carried.

Unfinished Business:

1. Station 3: Waiting on the assessment to be completed by August for the 2023 Budget planning.
2. New apparatus – Sutphen Tower: In progress. Fire Chief Michael Battaglini stated he received photos on the progress of the truck and if anyone would like to see them please reach out to him.
3. Bunk Program: No action at this time.
4. Greenlight: Greenlight made the request changes to the agreement proposal and the revisions were sent over to our lawyer, Nathan D. VanWhy, from Coughlin & Gerhart for review. Once approval is received from our lawyer the agreement can be signed.
5. Document Shredding: Commissioner Anderson stated they are in progress with cleaning out the file cabinets and boxing up the documents that will be shredded.
6. Fire Company Request for Reimbursement for members who used incentive points to purchase 100th anniversary t-shirts: Motion by Commissioner Hamzik, second by Commissioner Battaglini to reimburse the Fire Company in the amount of \$825.00. All aye; motion carried.

Commissioner Anderson would not like to use his points for the t-shirt and The Fire District will not pay for two member usage of points since they actually do not have any available points.

7. Motion by Commissioner Hamzik, second by Commissioner Stupski to change the time of the July 14, 2022 monthly meeting to 6:30 pm, with the work session starting at 6:00 pm. All aye; motion carried.

New Business:

1. Approve bills and supplement for payment: Motion by Commissioner Battaglini, second by Commissioner Hamzik to pay the bills and supplement for payment:
Vouchers # 6-001 to 6-054 and including payroll totaling \$113,672.00
Supplemental List: Vouchers # 7-001 to 7-011 totaling \$3,660.775
All aye; motion carried.

2. Line Transfers: Motion by Commissioner Battaglini, second by Commissioner Stupski to accept the line transfer submitted by Treasurer Senft. All aye; motion carried.
3. Buildings & Grounds: The catch basin on the east side drive way and in the back parking lot need to be repaired. Commissioner Battaglini would like to use Jimmy Torto Construction to see if they could fix them for us.
4. Chiefs Report: Motion by Commissioner Battaglini, second by Commissioner Hamzik to accept the Chief's Report. All aye; motion carried.

Honorable Board Members,

I received a new radio from Broome County, this is the first to go out from the new radio system. The radio was sent to Sutphen in Ohio and will be installed on the new aerial when it is required.

We responded to a drowning at Highland Park last Friday. Our guys that responded did an amazing job and were there in 1 minute and 30 seconds. They assisted with removing the victim from the pool. They successfully performed CPR and defibrillation. The victim was breathing on his own when he was transported to the hospital. It was a successful CPR, and we don't get many of those. As a result of the call a few of our guys needed to talk to the Broome County Critical Incident Stress team. I believe the meeting was good for our guys involved, but I am watching one of them closely and have had several conversations with him. He is still dealing with the call, but he is getting better each day. I have informed him that if he needs to talk to anyone else, we will make that happen, whether it's the county team again or the department brings in a professional.

We will be doing a Fire protection detail at Highland Park for the 4th of July Fireworks show. We will be using an Engine in the Church parking lot and Brush 31 at the end of Byford Blvd. I will be requesting a team for them detail.

Endicott Fire will no longer be providing FAST team coverage for the County. They have some political issues going on. However, they are still allowed to come mutual aid to Western Broome Departments. The County Fire Coordinator has informed me that FAST 31 has replaced FAST 25 on department run cards. I was told that our cutoff line for coverage will be Town of Binghamton. This is a work in progress from Broome County and I anticipate changes several times.

At a State Fire Training level, we have scheduled the required classes to supplement our FAST teams.

5. Support Services Report: Motion by Commissioner Battaglini, second by Commissioner Hamzik to accept the Support Report. All aye; motion carried.
6. Maintenance Division Report: Motion by Commissioner Battaglini, second by Commissioner Hamzik to accept the Maintenance Report. All aye; motion carried.

The following maintenance was completed since the last board meeting:

- *Engine 31-1: NYS Inspection completed*
- *Engine 31-2: NYS Inspection completed*
- *Engine 31-3: NYS Inspection completed*
- *Rescue31: NYS Inspection completed*
- *Quint 31: NYS Inspection completed*
- *Tower 31: NYS Inspection completed*
- *Utility 31-3 – NYS Inspection*

7. Training Division Report: Motion by Commissioner Battaglini, second by Commissioner Hamzik to accept the Training Division Report. All aye; motion carried.

Dear Board Members,

Trainings held in the month of June 2022

- *June 6th – Search Techniques @ Vestal Training Site (18 Personnel)*
- *June 13th – Stop The Bleed Training @ Station #1 (24 personnel) – Calls During Training*

- June 20th – Vehicular Extrication Techniques Tools and Tactics @ Station #1 (N/A personnel)
- June 27th – Ice Cream Social Ticket Sales @ Endwell Fire District (N/A personnel)

Special OPS Trainings

- May 29th – Water Rescue Detail – Marathon Regatta (6 personnel) – Completed
- July 10th – Water Rescue @ Dorchester Park – with Vestal Fire

Outside Trainings Offered:

- McNeil Training Online
- NYSEG Training Online

Currently in NYS training

- Pump Ops – Joseph Temple, Tristan Foster
- Fire Officer II – Robert Congdon
- Truck Company OPS – Bryant Carpenter

Upcoming Fire Trainings in July

- July 4th – Independence Day – No Training
- July 11th – Ice Cream Social Ticket Sales @ Endwell Fire District
- July 18th – Vehicular Extrication Techniques Hands On @ Station 3
- July 25th – Tanker and Port-A-Pond @ Maine, NY

**** Most trainings going forward will have an element for Non-Green Tags****

The Training Schedule for May - July has been posted to lamresponding Application.

8. Fire Company Report: Motion by Commissioner Battaglini, second by Commissioner Hamzik to accept Tyler Derkowski as a new member of the fire company. All aye; motion carried.

Motion by Commissioner Battaglini, second by Commissioner Hamzik to accept the resignations of Jillian Pichura and Shawn Pichura who have moved out of the fire district. All aye; motion carried.

Motion by Commissioner Battaglini, second by Commissioner Stupski to have the Fire Company go through Erika Pereira to obtain certificate of insurance to hand out to the owners of the properties that grant permission to use their nearby parking lots. All aye; motion carried.

9. O.L. Davis Fire Company Newsletter: Commissioner Anderson reminded everyone that Alice Fiacco, Company Secretary, is working on the monthly newsletter and to think of ideas to place in the newsletter.

10. Financial Statements Year Ended 2021: Members were given a copy of the 2021 year-end Financial Statements. Motion by Commissioner Battaglini, second by Commissioner Hamzik to approve the audit. All aye; motion carried.

Endwell Fire District Response to Finding No. 2021-1

Significant Deficiency – Segregation of Duties:

Procedures for the proper segregation of duties surrounding cash are;

- 1. Deputy Treasurer records all transactions to the general ledger ensuring proper approval and accurate account coding.*
- 2. Treasurer reviews work of Deputy Treasurer and disburses payments upon proper board approval.*
- 3. Deputy Treasurer performs cash reconciliations.*

In addition to the above procedures, the Board implemented additional compensating controls whereby the entire Board receives detailed financial reports and reviews all bank reconciliations including cancelled checks monthly. In a small organization, it is not practical to entirely segregate the duties involved in the cash disbursement process to accommodate emergencies and vacation coverage. However, the Board feels that the compensating controls put in place are adequate to minimize risk.

Commissioner Anderson wanted to remind everyone that any changes made to schedules or reports that involve the Board of Fire Commissioners or Fire Chief must be presented to the Board of Fire Commissioners and Fire Chief so everyone is on the same page and it is properly documented.

Fire Chief Battaglini stated that they are working on getting turnout gear inventoried to see how many new sets will need to be purchased.

Hearing of Visitor(s): None

Motion by Commissioner Battaglini, second by Commissioner Anderson to adjourn the meeting at 4:49 pm. All aye; motion carried.

Respectfully Submitted,



Mark Storm
MS/EP