

BOARD OF FIRE COMMISSIONERS
DeWITT FIRE DISTRICT
DeWITT, NEW YORK

November 25, 2025

Call to Order: Mr. Huyck called the meeting to order at 7:03PM.

Pledge: Mr. Huyck

Minutes: A motion by Mr. Upton, seconded by Mr. Skahen, to approve the minutes of the November 11th Regular Meeting. All Commissioners present voting in the affirmative. Motion approved.

Reports of Officer's: Chief Green's items were reported later in the meeting.

Treasurer's Report: Ms. Fusco reported that the Board of Election has confirmed that the northern voting districts were added to the DeWitt Fire election books. They are currently being printed and will be available for pickup next week. She also reported that the District can rent electronic voting machines from the Board of Election for the 2026 election. She is inquiring on the costs associated with that.

Vouchers: Ms. Fusco presented the Abstract of Claims Report. (Addendum "A"). Motion made by Mr. Skahen, seconded by Mr. Upton, to approve the General Fund Pre-paid transfer and ACH's amounting in total to \$157,948.26. Also, pending checks (35693-35714) and ACH's amounting in total to \$105,541.27. All Commissioners present voting in the affirmative. Motion approved.

Bank Reconciliation: None.

Correspondence: None.

Response Statistics:

| | DATE | GENERAL | E.M.S. | TOTAL |
|---------------------------------|------------|---------|--------|-------|
| Year-To-Date Response Stats: | 10/31/2025 | 1,367 | 1,489 | 2,856 |
| | 10/31/2024 | 779 | 1,164 | 1,943 |

Training/Travel Requests: A motion by Mr. Huyck, seconded by Mr. Upton, to authorize the following training and travel requests. All Commissioners present voting in the affirmative. Motion approved.

1. Deputy Chief Cowan: Fire Department Safety Officers Association Health and Safety Conference (Scottsdale, AZ) – no cost to the District. Schedule release only.
2. FF Minckler: Ice/Cold Water Rescue/Technician – Registration & lodging (\$105), District vehicle.
3. FF Tiss: Live Fire Instructor – Registration & lodging (\$105), District vehicle.

Building Use Request: None.

COMMITTEE REPORTS:

Apparatus and Equipment: None

Buildings and Grounds:

1. The District opened bids for Access Control System and Camera Security System on November 4th. A summary of bids were presented.
 - a. United Radio – only bid received
 - i. Station 1 - \$42,438 (AS = \$23,260, CS = \$19,178)
 - ii. Station 2 - \$43,335 (AS = \$21,970, CS = \$21,365)

Finance: None

Long-Range Planning: None

Personnel/Staffing:

1. Interviews have been scheduled for December 1st through December 4th. Recommendations will be made and presented at the December 9th meeting.
2. The District has requested the Chief of Fire and Deputy Chief of Fire exams for the upcoming exam cycle. There are no current lists for these titles.

Legal: None

OLD BUSINESS:

NEW BUSINESS:

Officer Canvas:

A motion was made by Mr. Skahen, seconded by Mr. Upton, to authorize the Treasurer to request the Fire Lieutenant and Fire Captain lists from civil service and to canvas those lists. All Commissioners present voting in the affirmative. Motion approved.

Executive Session:

A motion was made by Mr. Skahen, seconded by Mr. Upton, to go into Executive Session to discuss contract negotiation and personnel matters. All Commissioners present voted in the affirmative. Motion approved at 7:15PM.

A motion was made by Mr. Skahen, seconded by Mr. Upton, to return to the General Session. All Commissioners present voted in the affirmative. Motion approved at 7:25PM.

No business was conducted during the Executive Session.

Adjournment:

There being no further business, the motion to adjourn was made by Mr. Skahen, seconded by Mr. Upton. All Commissioners present voted in the affirmative. The meeting adjourned at 7:26PM.

MEETING ATTENDANCE:

Commissioners: Huyck, Skahen, and Upton. Chief Green, Deputy Chief Cowan, Ms. Fusco, LT Philopena, FF Shane, and Mr. Steinberg.

Kerrie Fusco
Secretary
November 25, 2025