

BOARD OF FIRE COMMISSIONERS
DeWITT FIRE DISTRICT
DeWITT, NEW YORK

December 23, 2025

Call to Order: Mr. Vander Molen called the meeting to order at 7:04PM.

Pledge: LT Dixon

Minutes: A motion by Mr. Upton, seconded by Mr. Huyck, to approve the minutes of the December 9th Regular Meeting. All Commissioners present voting in the affirmative. Motion approved.

Reports of Officer's: Chief Green reported that the District participated in the Shop with a Hero event with the Town of DeWitt Police Department. There was a significant turnout of personnel. He also reported that he has been working with OCWA, the Town of DeWitt Water department, and the County emergency management on the current water emergency in the eastern portion of the county. There is currently a 6700-gallon water tanker parked at Station 2 as backup for the water shortage.

Treasurer's Report: Ms. Fusco handed out the year-to-date December financials to discuss later in the meeting. She also reported that she will be sending out the draft organization meeting minutes prior to the January 6th meeting.

Vouchers: Ms. Fusco presented the Abstract of Claims Report. (Addendum "A"). Motion made by Mr. Skahen, seconded by Mr. Huyck, to approve the General Fund Pre-paid transfer and ACH's amounting in total to \$254,142.21. Also, pending checks (35733-35750) and ACH's amounting in total to \$26,117.93. 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:	11/30/2025	1,503	1,615	3,118
	11/30/2024	877	1,295	2,172

Training/Travel Requests: None

Building Use Request: None.

COMMITTEE REPORTS:

Apparatus and Equipment:

No major issues to report on apparatus. EVT Boyle has been working diligently to get all vehicles and fire apparatus up to date on preventative maintenance.

Buildings and Grounds: No major issues to report.

Finance: None

Long-Range Planning: None

Personnel/Staffing: Items for executive session.

Legal: Items for executive session.

OLD BUSINESS:

NEW BUSINESS:

2025 Budgeted Reserve Transfer:

A motion was made by Mr. Skahen, seconded by Mr. Huyck, to authorize Ms. Fusco to make the 2025 budgeted reserve transfer to the Fire Apparatus reserve. All Commissioners present voting in the affirmative. Motion approved.

2025 Excess Funds Reserve Transfer:

A motion was made by Mr. Vander Molen, seconded by Mr. Upton, to authorize Ms. Fusco to transfer excess funds, in the amount of \$340,000, to the Equipment Reserve. All Commissioners present voting in the affirmative. Motion approved.

Supply Hose: A motion was made by Mr. Upton, seconded by Mr. Huyck, to authorize Chief Green to purchase 2,500ft of hose, approximately \$32,000 in cost. Vendor is sole source. All Commissioners present voting in the affirmative. Motion approved.

HVAC Proposal: A motion was made by Mr. Huyck, seconded by Mr. Upton, to authorize Chief Green to enter into contract with Woodcock & Armani (Comfort Systems) for HVAC maintenance at a cost of \$13,752 per year for three (3) years. All Commissioners present voting in the affirmative. Motion approved.

Oath of Office: The oath of office was administered to the newly elected Fire Commissioner, James Zappola.

Executive Session:

A motion was made by Mr. Huyck, seconded by Mr. Skahen, to go into Executive Session to discuss legal and personnel matters. All Commissioners present voted in the affirmative. Motion approved at 7:38PM.

A motion was made by Mr. Huyck, seconded by Mr. Skahen, to return to the General Session. All Commissioners present voted in the affirmative. Motion approved at 9:17PM.

No business was conducted during the Executive Session.

Authorization to Hire: A motion was made by Mr. Skahen, seconded by Mr. Huyck, to authorize Chief Green to make seven full-time offers of employment and five part-time offers of employment. All Commissioners present voting in the affirmative. Motion approved.

Adjournment:

There being no further business, a motion to adjourn was made by Mr. Huyck, seconded by Mr. Skahen. All Commissioners present voted in the affirmative. The meeting adjourned at 9:17PM.

MEETING ATTENDANCE:

Commissioners: Huyck, Skahen, Upton, and Vander Molen. Chief Green, Ms. Fusco, Mr. Zappola, LT Dixon, FF Minckler and Mr. Steinberg.

Kerrie Fusco
Secretary
December 23, 2025