

BOARD OF FIRE COMMISSIONERS
DeWITT FIRE DISTRICT
DeWITT, NEW YORK

January 27, 2026

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

Pledge: Mr. Vander Molen

Minutes: A motion by Mr. Upton, seconded by Mr. Huyck, to approve the minutes of the January 6th Regular Meeting and Organizational Meeting. All Commissioners present voting in the affirmative. Motion approved.

Reports of Officer's: Chief Green reported the following:

1. The final quarterly report was submitted to the Town of DeWitt for the fire protection district.
2. He is still reviewing for promotional needs.
3. In the process of reviewing the current QuickBooks software and the use of its purchase order system.
4. The District has started the transition to National Emergency Response Information System (NERIS) from the National Fire Incident Reporting System (NFIRS).
5. The EMS Operating Certificate was approved by a unanimous vote by the CNY Regional EMS Council. It will move forward to the NYS Dept of Health Bureau of EMS.

Treasurer's Report: Ms. Fusco reported working on the 2025 Annual Financial Report. This report is due to NYS Office of State Comptroller by February 28th. She will have a draft for review at the next meeting.

Vouchers: Ms. Fusco presented the Abstract of Claims Report. (Addendum "A"). Motion made by Mr. Skahen, seconded by Mr. Zappola, to approve the General Fund Pre-paid transfer and ACH's amounting in total to \$148,677.99. Also, pending checks (35809-35847) and ACH's amounting in total to \$144,346.74. All Commissioners present voting in the affirmative. Motion approved.

Bank Reconciliation: A motion was made by Mr. Huyck, seconded by Mr. Upton, to approve the December 2025 bank reconciliations. All Commissioners present voting in the affirmative. Motion approved.

Correspondence: The Town of DeWitt sent a notice for Station 1 to schedule an appointment with the Water Department to upgrade to the water meter. Ms. Fusco will schedule this appointment and notify the staff.

Response Statistics:

Year-To-Date Response Stats:	DATE	GENERAL	E.M.S.	TOTAL
	12/31/2025	1,640	1,791	3,431
	12/31/2024	962	1,436	2,398

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

1. Chief Green/DFC Cowan/Capt. Pienkowski/FF Baker/Martin – Port City Fire Conference (Oswego, NY) – registration \$150/each, shift coverage.
2. LT Philopena - First Line Supervisor Training (New York City, NY)
3. LT Philopena – Ice Water Rescue (Jamesville, NY) – 16 hours comp
4. FF Baker – Swift Water/Flood Rescue (SPTC) – 24 hours shift coverage
5. FF Minckler – Live Fire Academy (NYS Fire Academy)
6. FF Beebe – Fire Officer II (Gang Mills) – 48 hours shift coverage
7. Recruit Firefighting Training – Recruits Brazie, Deysenroth, and Quinn – starts 2/28/2026.

Building Use Request: None.

COMMITTEE REPORTS:

Apparatus and Equipment: EVT Boyle has completed several basic repairs. All Knox Box key safes are installed. Engine 2 requires a partial hose bed hard cover.

Buildings and Grounds: The current HVAC vendor (Modular) has completed all outstanding work. The new vendor is set to come online. The bids for the security camera and access system are prepared to be sent out. Mr. Huyck suggested a drawing be included.

Finance: Ms. Fusco informed the board that the Town of DeWitt has made a partial payment to the District (\$5,000,000). She has informed the Board that the health insurance consortium is requiring all payments to be made by ACH starting June 2026.

Long-Range Planning: Chief Green is in the process of preparing for a battalion chief level position. They are exploring programs among similar departments to create a framework for operational success in the position.

Personnel/Staffing: The new hires will start orientation on Monday February 2nd.

Legal: Items for executive session.

OLD BUSINESS:

Key Fob/ Camera Bids:

The District only received one bid back for the key fob and camera system. The District will rebid after Mr. Huyck and Chief Green meet to discuss the bid wording.

NEW BUSINESS:

McNeil Insurance Presentation:

A presentation was given by Tony Blackwell of McNeil insurance. He reviewed the District's 2026 renewal coverage.

Conflict of Interest Statement:

Mr. Vander Molen entered his conflict-of-interest statement into record with the District. The conflict-of-interest statement is for full disclosure for services his company may provide to the District.

Annual Training MOU with OFPC:

A motion was made by Mr. Huyck, seconded by Mr. Skahen, to authorize the Chief sign the annual training MOU with OFPC as required by NYS. All Commissioners present voting in the affirmative. Motion approved.

Engine 2 and Engine 8 – Hose Bed Hard Covers:

A motion was made by Mr. Upton, seconded by Mr. Zappola, to authorize the Chief to upgrade the hose bed covers for Engine 2 and Engine 8 in an amount not to exceed \$3,200 per cover. All Commissioners present voting in the affirmative. Motion approved.

Grant Writer:

A discussion was had on the current grants the District has applied for and not received. The Board discussed meeting with a new grant writer at the next meeting to discuss the District's status. The Chief was requested to send the latest SAFER grant application to them for review prior to next meeting.

Executive Session:

A motion was made by Mr. Vander Molen, seconded by Mr. Upton, to go into Executive Session to discuss legal and personnel matters. All Commissioners present voted in the affirmative. Motion approved at 8:14PM.

A motion was made by Mr. Skahen, seconded by Mr. Zappola, to return to the General Session. All Commissioners present voted in the affirmative. Motion approved at 8:41PM.

No business was conducted during the Executive Session.

Adjournment:

There being no further business, a motion to adjourn was made by Mr. Skahen, seconded by Mr. Zappola. All Commissioners present voted in the affirmative. The meeting adjourned at 8:41PM.

MEETING ATTENDANCE:

Commissioners: Huyck, Skahen, Upton, Vander Molen, and Zappola. Chief Green, DFC Cowan, Ms. Fusco, LT Burns, Mr. Steinberg, Tony Blackwell, FF Nicholas, FF Jeffrey, and FF Boucher.

Kerrie Fusco
Secretary
January 27, 2026