

BOARD OF FIRE COMMISSIONERS
DeWITT FIRE DISTRICT
DeWITT, NEW YORK

April 14, 2026

Call to Order: Mr. Huyck called the meeting to order at 7:00PM.

Pledge: Mr. Huyck

Minutes: A motion by Mr. Skahen, seconded by Mr. Zappola, to approve the minutes of the March 24th Regular Meeting. All Commissioners present voting in the affirmative. Motion approved.

Report of Officer's: Deputy Chief Cowan reported the following:

1. The Chief had meetings with mutual aid departments, mostly in the northern portion of DeWitt, to discuss how to utilize closer departments and have better response times.
2. Chief Green met with the DOT on obtaining hydrant access off of Butternut.
3. Chief Green attended the Shoppingtown Town Hall meeting. He followed up with the County on broken hydrants on the property.
4. The Chief and DFC are working on compiling documentation for the grant consultant related to the SAFER and AFG grants.
5. The SCBAs are coming to the end of their useful life and the District is evaluating replacement options.

Treasurer's Report: Ms. Fusco reported that the audit is still ongoing. She has provided most documentation through an online portal. They will be on site the last week of April. She also reports that she and the Chief have started to compile numbers for the 2027 budget. She noted that she is looking into financial software that will include a purchase order system and accommodate the District's operational needs. Lastly, the March 2026 financials were sent out prior to the meeting.

Vouchers: Ms. Fusco presented the Abstract of Claims Report. (Addendum "A"). Motion made by Mr. Zappola, seconded by Mr. Skahen, to approve the General Fund Pre-paid transfer and ACH's amounting in total to \$328,061.46. Also, pending checks (35944–35974) and ACH's amounting in total to \$86,880.29. All Commissioners present voting in the affirmative, except Mr. Vander Molen, who abstained. Motion approved.

Bank Reconciliation: A motion was made by Mr. Zappola, seconded by Mr. Skahen, to approve the March 2026 bank reconciliations. All Commissioners present voting in the affirmative. Motion approved.

Correspondence: None.

Response Statistics:

Year-To-Date Response Stats:	DATE	GENERAL	E.M.S.	TOTAL
	03/31/2026	xx	xx	809
	03/31/2025	xx	xx	837

Training/Travel Requests: A motion was made by Mr. Skahen, seconded by Mr. Zappola, to approve the following training and travel request. All Commissioners present voting in the affirmative. Motion approved.

1. FF Baker/Wallance – NYS OFPC Officer Development Planning & Emergency Response (Liverpool, NY) – shift coverage
2. FF Jones – Fire Marshall Seminar (Monroe County) – registration \$260.

Building Use Request: A motion was made by Mr. Zappola, seconded by Mr. Skahen, to approve the building use request from Homeowners Association for May 12th, June 16th, and July 14th. All Commissioners present voting in the affirmative. Motion approved

COMMITTEE REPORTS:

Apparatus and Equipment:

1. R-14: is at Davidson Auto for motor replacement. This will be covered under warranty.

Buildings and Grounds:

2. The plymovent exhaust system is not working properly. The system is about 20 years old and needs to be replaced.
3. The heat in the administrative office has not been working. The heat pump has failed and needs to be replaced.
4. Woodcock Armani has been in doing preventative maintenance and learning the District’s HVAC system.

Finance: None.

Long-Range Planning: Chief Green and DFC Cowan will be doing a presentation on the future organizational structure at the 4/28 BOFC meeting. They will then present this to the rest of the staff on 4/29.

Personnel/Staffing: Recruits are in week 10 of the academy and progressing well. Capt. Pienkowski and FF Jones were there observing the live burn evolution. Graduation is May 21st.

Legal: None

OLD BUSINESS:

Key Fob/ Camera Bids: No change.

NEW BUSINESS:

Heat Pump Repair:

A motion was made by Mr. Skahen, seconded by Mr. Zappola, to authorize Woodcock Armani to repair the heat pump outside the administrative office in the amount of \$4,247. All Commissioners present voting in the affirmative. Motion approved.

Plymovent Exhaust System Repair:

A motion was made by Mr. Huyck, seconded by Mr. Skahen, to authorize the replacement of the motor in the Plymovent Exhaust system at a cost of \$9,175. All Commissioners present voting in the affirmative. Motion approved.

PPE Purchase – Turnout Gear:

A motion was made by Mr. Zappola, seconded by Mr. Skahen, to authorize the purchase of four sets of turnout gear from Honeywell for a total cost of \$8,880. All Commissioners present voting in the affirmative. Motion approved.

PPE Purchase – Turnout Gear:

A motion was made by Mr. Zappola, seconded by Mr. Skahen, to authorize the purchase of two sets of turnout gear from Dival Safety for a total cost of \$5,000. All Commissioners present voting in the affirmative. Motion approved.

PPE Purchase – Hoods:

A motion was made by Mr. Zappola, seconded by Mr. Skahen, to authorize the purchase of forty hoods from Colden for a total cost of \$6,200. All Commissioners present voting in the affirmative. Motion approved.

Executive Session:

A motion was made by Mr. Skahen, seconded by Mr. Zappola, to go into Executive Session to discuss a legal matter. All Commissioners present voted in the affirmative. Motion approved at 7:31PM.

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 7:44PM.

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 7:44PM.

MEETING ATTENDANCE:

Commissioners: Huyck, Skahen, and Zappola. DFC Cowan, Ms. Fusco. LT Dixon, FF Jones, FF Minckler, Mr. Steinberg.

Kerrie Fusco
Secretary
April 14, 2026